



**City of Menifee
Senior Advisory Committee
Meeting Agenda
Tuesday, September 27, 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 August 23, 2016**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. DISCUSSION ITEMS**
 - 8.1. Senior Advisory Meeting at Sun City Civic Association**
 - Select Agenda items for October 25, 2016 meeting to be held at the Sun City Civic Association.
 - 8.2. Senior Advisory Committee Resolution No. 16-578**
 - Recommend that the City Council rescind the Senior Advisory Committee Resolution No.14-362 and adopt Resolution No. 16-578

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Recap of Senior Active & Fit Enrichment (S.A.F.E) Program Grand Opening on Thursday, September 1, 2016 at Lazy Creek Park
- LAFCO Detachment Community Informational Meeting Tuesday September 27, 2016 at 6pm at Kay Cenicerros Senior Center
- Lazy Creek Park Enhancements Community Meeting, Monday October 3, 2016 at 6pm at Lazy Creek Recreation Center
- Thanksgiving Dinner at Kay Cenicerros Senior Center on November 24, 2016

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- Seniors resource directory
- 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, August 23, 2016**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:00 AM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Ken Woytek, Committee member Chuck Reutter, Committee member Ruth Goulet, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Jemmott-Wilson and seven (5) members of the public.

3. FLAG SALUTE

**4. PRESENTATIONS
NONE**

5 APPROVAL OF MINUTES

5.1. Minutes of May 24, 2016

A motion to approve the minutes of the May 24, 2016 Meeting was made by Committee Member Goulet

Motion was seconded by Committee Member Reutter

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 Vice-Chair Woytek

Motion was seconded by Committee Member Goulet

Motion was unanimously approved

**7 PUBLIC COMMENTS (non-agenda items only)
NONE**

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.

Committee Chair Sanchez suggests to make the motion to approve to move the meeting to the Sun City Civic Association

Motion to move the meeting to the Sun City Civic Association was made by Committee Member Goulet

All in Favor

Motion was seconded by Committee Member Goulet

Committee Chair Sanchez to contact the Sun City Concerns to be in attendance for the meeting

Committee Member Reutter suggested the information about caregiver issues and golf cart routes should be discussed at the meeting. Also a presentation on the TRIPP program.

Committee Member Goulet suggests a presentation from RTA and the Access Center

Committee Chair Sanchez recommends a resource tables on the day of the meeting

8.2 Transportation Update

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

Community Service Supervisor Hendrix provides update on the cost of senior transportation vehicle cost (lease of vehicle), type of vehicle that would be used, mileage, maintenance cost, insurance, and fuel cost.

Committee Chair Sanchez would like to remind audience about the need of transport.

Committee Member Goulet would like to ask about 43 miles a day route.

Community Service Supervisor Hendrix states the route is a rough estimate of amount of miles and fuel used on a daily basis.

Community Services Supervisor Hendrix discussed that the seniors talked about a rough estimate amount of miles and fuel.

Committee Member Reutter asked about receiving a grant and would it move us up the list.

Committee Member Woytek would like to invite RTA representative to provide a presentation on the RTA vehicle that would be donated.

Committee Chair Sanchez would like to recommend to look at grant to sustain senior transportation.

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 Lazy Creek Park.
- La Ladera Field Lights Meeting, Tuesday September 13, 2016 at 6:00 PM at Kay Cenicerros Senior Center.
- LAFCO Detachment Community Information Meeting, Tuesday September 27, 2016 at 6:00PM at Key Cenicerros Senior Center
- KC Focus updates with Liturgical Publication Inc.(LPI)

10 COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

Committee Chair Sanchez announced that Mayor Mann will be doing a state of the City Address at the Oasis on September 20, 2016 at 6pm. Also announce that the interfaith will be having a planning meeting for the Thanksgiving Dinner on Wednesday, September 21st at noon.

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

Committee Chair Sanchez would like to enroll Mayor Mann. September 20th, 6-9PM
State of the City Address.

Committee Member Reutter has been doing voting of Registration. And mention
Interfaith Council will be having a meeting Wednesday, September 21st. At 12 noon for
Thanksgiving Dinner.

12 ADJOURNMENT

Committee Chair Sanchez adjourned the meeting at 11:12 am.

Aisha Jemmott-Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: Sun City Civic Association Meeting

MEETING DATE: September 27, 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

Select agenda items for the October 25, 2016 Senior Advisory Committee meeting to be held at the Sun City Civic Association Meeting (SCCA).

DISCUSSION

During the August 23, 2016, Senior Advisory Committee Meeting, members recommended items to be discussed for the October meeting which will be held at the Sun City Civic Association (SCCA). The following items were recommended by committee members:

1. Senior Nutrition
2. Senior Transportation information and/or presentation
3. Senior Caregiver information
4. Senior Access Center
5. Information on the TRIPP program

Senior Advisory Committee members will need to recommend which items will be selected for the meeting in October.

Senior Resource tables will be present to provide information on a variety of Senior Services offered throughout the City of Menifee.

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

FISCAL IMPACT

None.

ATTACHMENTS

None.

CITY OF MENIFEE

SUBJECT: Senior Advisory Committee Resolution 16-578

MEETING DATE: September 27, 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

Recommend that the City Council rescind the Senior Advisory Committee Resolution No.14-362 and adopt Resolution No. 16-578 establishing the Senior Advisory Committee, amending committee appointment procedure.

DISCUSSION

The purpose of the Senior Advisory Committee shall be to promote senior involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to seniors. The appointment to serve on the Senior Advisory Committee is made by the Mayor and each City Council member. The Senior Advisory Committee shall be composed of a cross-section of the community's senior population.

Currently, Council Districts three and four are unrepresented on the Senior Advisory Committee. Staff requests that the Senior Advisory Committee recommend that the City Council adopt Resolution No. 16-578 to allow a single member from each Council District and allow appointments of two alternate Senior Advisory Committee Members.

FISCAL IMPACT

None.

ATTACHMENTS

1. Senior Advisory Committee Resolution No. 16-578

RESOLUTION NO. ~~16-XXX~~ 14-362

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, RESINDING RESOLUTION NO. 14-362 AND ADOPTING RESOLUTION NO.16-XXX ESTABLISHING ~~ING~~ THE SENIOR ADVISORY COMMITTEE OF THE CITY OF MENIFEE

WHEREAS, the City Council is desirous of encouraging citizens of all ages in the community to participate in and serve on city advisory committees; and

WHEREAS, City committees have a primary role to encourage increased public input and citizen participation in the determination of City policies and procedures.

WHEREAS, the City Council recognizes seniors to be a valuable resource when given the opportunity to plan and implement projects to meet real community needs, and recognizes seniors are capable of making a difference with the community.

WHEREAS, the City Council recognizes a Senior Advisory Committee established to serve as an advisory body to the City Council, will empower Seniors, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which Seniors become involved in a process which enables them to have an influence and impact on issues and decisions they care about.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That a Senior Advisory Committee consisting ~~of five up to (75)~~ members is hereby established. Two alternates would also be selected to attend the Senior Advisory Committee Meetings. In the absence of a Senior Advisory Committee Member, an alternate may be asked to sit in and have voting rights during the meeting.-

Section 2. That the purpose of the Senior Advisory Committee shall be to promote public service and community involvement, with, for and by Seniors, review proposals for programs, projects and facilities as they pertain to Seniors; promote Senior involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to Seniors.

Section 3. That membership on the Senior Advisory Committee shall occur through Appointment by the Mayor and Council with the benefit of recommendations made through City staff liaisons. Each City Council member in his/her sole discretion shall appoint one Committee Member in their district. Each City Council member may determine whether or not to utilize the application process in making such appointment. At the time of his or her appointment, and during his or her tenure of office, each committee member shall be 55 years of age or older, shall reside within the City of Menifee and in the district of the council member that has appointed them,-and shall be 55 years of age or older.

Section 4. That each Committee Member shall serve at the pleasure of his/her appointing City Council member, for the same term as that Council member and until the

Committee Member's successor is appointed and qualifies. At the first City Council meeting in January following each regular municipal election, each City Council member shall make his/her Committee Member appointment of a senior resident that resides within the Council Member's district. There shall be no limit on the number of terms a Senior Advisory Committee Member may serve.

Section 5. That the Senior Advisory Committee shall establish its own procedural rules which shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Resolution and City Council Policy No. 1 (Rules of Decorum).

Section 6. That the following are the Powers and Duties of the Senior Advisory Committee:

- 5.1 That the Senior Advisory Committee shall make recommendations to Council, implementing senior oriented directives related to city projects, events and senior oriented programs.
- 5.2 The role of the Menifee Senior Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 6. The City Manager is hereby authorized to do all things necessary to implement this resolution.

PASSED, APPROVED AND ADOPTED ON November 16, 2016~~April 2, 2014~~.

Scott A. Mann, Mayor

Attest:

Sarah Manwaring ~~Kathy Bennett~~, City Clerk

Approved as to form:

Jeffery Melching ~~Julie Hayward Biggs~~, City Attorney

EXHIBIT A
Menifee Senior Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Senior Advisory Committee shall be empowered to establish and maintain written policy and rules and have the following general powers, duties and responsibilities consistent with the City of Menifee, Municipal Code and all other ordinances and regulations of the City of Menifee and with the laws of the State of California:

- A. Promote community involvement, with, for, and by seniors.
- B. Review proposals for programs, projects and facilities as they pertain to seniors.
- C. Assist in the evaluation and planning of arts, recreation and social service programs with an emphasis on seniors.
- D. Review and make recommendations on matters pertaining to senior programming and/or services to the Parks, Recreation, and Trails Commission or City Council.
- E. Promote senior involvement in community events, programs or volunteer projects through public education, service clubs and community organizations.
- F. Act in an advisory capacity to the City Council in all other policy matters pertaining to seniors.

2. Eligibility for the Senior Advisory Committee.

The following criteria will be considered for eligibility as a member of the Menifee Senior Advisory Committee:

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Senior Advisory Committee shall consist of five members through appointment by the Mayor and each Councilmember.
- C. Membership is open to all seniors (55 years of age and older) meeting the above criteria.
- D. Members of the Menifee Senior Advisory Committee shall not hold any paid office or employment with the City of Menifee.
- E. Failure of a regular member to attend three consecutive regular meetings of the Senior Advisory Committee without the consent of the Senior Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

3. Procedure

A. Composition of the Senior Advisory Committee

1. The number of members of the Senior Advisory Committee ~~shall should~~ be up to five (~~75~~) persons, 5 voting members, and 2 non-voting alternates.
2. The Senior Advisory Committee shall be composed of a cross-section of the community's senior population.

B. Support

1. The City Manager or his/her designee shall be the City Council's liaison to the Senior Advisory Committee.

C. Senior Advisory Committee Officers

1. Chairperson: shall be elected by the Senior Advisory Committee members each January to begin office on February 1, annually; The Chair shall facilitate the meetings of the Committee and shall insure committee items are placed on the Agenda.
2. Vice-Chair: shall be elected by the Senior Advisory Committee members each January to begin office on February 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the Chairperson.
3. The Secretary: A City staff liaison shall act as the Committee Secretary; The Secretary will:
 - Record the minutes of Senior Advisory Committee meetings
 - Format and send meeting minutes to the Chair for distribution to committee for approval
 - The City Clerk will maintain records related to the Senior Advisory Committee
4. Alternates: First and Second Alternates shall be elected by the Senior Advisory Committee members each January.
 - In the absence of a Senior Advisory Committee Member, the First alternate will be asked to sit in and have voting rights during the meeting.
 - In the absence of both Senior Advisory Committee Member and First Alternate, the Second Alternate will be asked to sit in and have voting rights during the meeting.
 - Shall be considered a member at large and sit in the audience during Senior Advisory Committee Meetings.

D. Senior Advisory Committee Meetings

1. The Senior Advisory Committee will meet on a regular monthly schedule as determined by the members of the Committee and approved by the City Council.
2. Meetings will be conducted according to the Ralph M. Brown Act.
3. Meetings may take place when a quorum is present; a quorum will be reached when half the Senior Advisory Committee members plus one are in attendance.
4. The City Council or staff liaison shall place items on the agenda according to the necessity and/or urgency of Council to have items reviewed by the Senior Advisory Committee.
5. Senior Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Senior Advisory Committee Member Term Limits

1. Committee members hold two (2) year terms to allow for greater participation by all interested parties. Extensions for sitting members will be considered on an individual basis at the pleasure of the City Council.
2. At the discretion of the City Council, a Senior Advisory Committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.
3. Senior Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Senior Advisory Committee member with three (3) unexcused meeting absences in one year may be replaced at the discretion of the City Council.
4. In the event a member is unable or unwilling to continue participation in regularly scheduled activities, alternate members will be considered by City Council to assume regular member status. The names of the alternate members would be presented to Council for appointment.