



CITY COUNCIL AGENDA REPORT

MEETING DATE: FEBRUARY 6, 2007

ITEM NUMBER:

SUBJECT: SENIOR ADVISORY COMMITTEE

DATE: JANUARY 26, 2007

FROM: ADMINISTRATIVE SERVICES/RECREATION DIVISION

PRESENTATION BY: JANA M. RANSOM, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT: JANA M. RANSOM AT 754-5654

RECOMMENDATION

Provide direction to staff for further action.

BACKGROUND

At City Council request, Recreation staff was asked to provide a brief background on past City Senior Advisory Committees and the current methodology used by the Costa Mesa Senior Corporation to solicit input from seniors on programs and services; to survey other Orange County cities to determine how many have Senior Committees, their role in advising the City Council, composition, etc.; and to prepare a draft Committee Formation Application for Council review.

Prior to building the Costa Mesa Senior Center, there appears to have been no City appointed senior-specific advisory committee. The County Office on Aging held Senior Citizen Advisory Committee meetings monthly in various cities. In 1990, the City formed the Costa Mesa Senior Corporation to operate and raise funds for the newly opened senior center. The corporation by-laws still reflect that City Council shall name two members to the Corporation Board.

In 2000, Board Member Tom Johnson, prompted by the removal of the Executive Director, recommended to the Corporation Board that a Senior Advisory Committee (SAC) be formed at the Senior Center to assist the Executive Director and Program Director on programmatic matters, fundraising, volunteer recruitment and training, and recognizing and resolving areas of concern. The Senior Center Executive Director was the liaison between the Committee and the Corporation Board. The Committee was made up of nine members who were elected to the SAC in a poll of the paid Senior Center membership.

In early 2003, board member Johnson recommended to the Board that the SAC be disbanded because the group was not following the policies and procedures set forth for it. The Corporation Board voted unanimously to disband the committee.

Since that time, seniors have been welcome to attend Costa Mesa Senior Corporation board meetings, held monthly. Similar to the City Council agenda, there is a time provided for public comment. The Board also encourages written communications to the board.

In 2006, a new Strategic Plan for the Costa Mesa Senior Center was developed. The Strategic Plan steering committee included two Senior Center Members, along with four Board members

and the Senior Center staff. This document calls for re-instating an Advisory Committee for the main purpose of advising the Executive and Program Directors as to what programs are desired, while assisting, as with the previous SAC, with recruiting volunteers and, to a certain extent, assisting with fundraising. This committee will focus on Senior Center programs only.

In researching other cities, a LISTSERV query was sent to California cities that asked the following questions:

- Does your city have a Senior Advisory Committee/Commission/Council?

If yes:

- How much authority does the committee have?
- What city staff attend?

Yes or No:

- Any guidelines/anecdotal information?

The results are summarized on Attachment A. Actual responses received are available for review.

Of the nearby cities, Newport Beach, Garden Grove, Westminster, Huntington Beach, Laguna Hills, Santa Ana, Cerritos, Orange, Long Beach and Fullerton do not have City Council appointed Senior Advisory committees. Many of these have city-run senior centers, with senior advisory boards providing volunteer recruitment to programming assistance.

Nearby cities that have City Council appointed Senior Advisory committees include Cypress, Laguna Niguel, Norwalk, Irvine, Malibu and San Dimas.

The City of Cerritos has charged their Parks and Recreation Commission with advising City Council on senior related issues.

Most Council appointed committees/commissions/councils have between five and nine members, members must be 55 or 60 years old, and must be residents. Some cities appoint members who represent senior service providers or sectors of their populations (for example, Long Beach has clubs at their senior centers that elect a member or delegate to sit on the Senior Advisory Council).

ANALYSIS

The Costa Mesa Senior Corporation is in the process of re-establishing the Senior Advisory Committee at the Costa Mesa Senior Center. As in other cities where the committee is specific to a senior center, this group's role will be to advise the program director about the types of programs they would like to see offered at the center, and to assist the executive director in recruiting and training volunteers. This committee is not envisioned in the master plan to advise the City on matters of interest to seniors in the community.

In the event that the City Council would like to form a Senior Advisory Committee, staff has attached a sample Council resolution, policy and procedure, and Committee Formation Request (Attachments B and C). Meeting frequency in cities with a formally appointed committee is monthly, less frequent in those cities where the committees either support senior center operations or that fall under Parks and Recreation, Community Services or Human Services Commissions.

Staffing a Senior Advisory Committee generally requires a scribe and at least one City staff liaison (depending upon the role and authority of the committee). Cities that provide more senior services generally have more staff attend the meetings.

ALTERNATIVES CONSIDERED

Council could alternatively consider the following actions:

Receive and file this report.

Agendize formation of a Senior Advisory Committee for a future meeting.

FISCAL REVIEW

At this time there is no fiscal impact. However, should a Senior Committee Advisory Committee be formed by the Council, staff anticipate that the staff liaison will spend 3-4 hours per meeting (total will depend upon meeting schedule) and materials and supplies of approximately \$800 annual. Additional City staff may make reports, undertake research or be requested to provide information on an as needed basis.

LEGAL REVIEW

Legal review will be required for resolution to form and authorize a Senior Advisory Committee.

CONCLUSION

City Council is requested to review the materials attached to this report and provide direction to staff as to their desire to appoint a Senior Advisory Committee.

JANA M. RANSOM
Recreation Manager

STEPHEN N. MANDOKI
Director of Administrative Services

ATTACHMENTS: [A Table of responses](#)
 [B Committee Formation Request](#)
 [C Sample Policy/Procedure](#)