



# AGENDA

## IRVINE SENIOR CITIZENS COUNCIL REGULAR MEETING

**APRIL 18, 2019  
9:00 AM**

**Lakeview Senior Center  
20 Lake Road  
Irvine, California**

---

**Speaker's Form/Request to Speak:** If you would like to address the Senior Council on a scheduled agenda item, including a Consent Calendar item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the meeting room. Please identify on the form your name, address (optional) and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Senior Council are recognized. Your name will be called at the time the matter is heard by the Senior Council. City policy is to limit public testimony to three minutes per speaker (unless extended by the Chair) which includes the presentation of electronic or audio visual information.

---

### CALL TO ORDER

### ROLL CALL

COUNCILMEMBER	JERRY CHANG	Council Appointee: Kuo
COUNCILMEMBER	JUNEU KIM	Council Appointee: Fox
COUNCILMEMBER	KEVIN KONDRU	Member-at-Large
COUNCILMEMBER	HARISH MURTHY	Council Appointee: Khan
COUNCILMEMBER	RACHEL OWENS	Council Appointee: Shea
COUNCILMEMBER	VACANT	Council Appointee: VACANT
CHAIR	CAROLYN INMON	Member-at-Large

**PLEDGE OF ALLEGIANCE – Chair Inmon**

## INTRODUCTIONS

New Senior Services Employees - Community Services Supervisors  
Denise Bennett-Arabatzis and Ed Kaleikini

1. Lisa Winter, Outreach Assistant EPT
2. Skyylr Hernandez, Outreach Assistant PT
3. Jose Muñoz-Reyes, Senior Leader II PT
4. Cindy Johnson, Office Assistant I PT

## PRESENTATION

Brown Act Refresher – Molly M. Perry, City Clerk

## ANNOUNCEMENTS

---

Announcements, Committee Reports and Council Comments are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

---

Community Services Superintendent Sandra Salcedo

## PUBLIC COMMENTS

---

Any member of the public may address the Senior Council on items within the Senior Council's subject matter jurisdiction, but which are not listed on this Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

---

## ADDITIONS AND DELETIONS

---

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Senior Council meeting.

---

## COUNCILMEMBER UPDATES

## COMMITTEE/GROUP/AGENCY REPORTS

1. **Senior Services Support/Interest Groups**  
*(Please limit Committee Reports to 3 minutes per person)*
  - A. Irvine Adult Day Health Services – Kimberly Beeson, Executive Director
  - B. Irvine Evergreen Chinese Senior Association – Jerry Chang, Director
  - C. Friends of Outreach – Pat Hendee, President

- D. Irvine Senior Travelers – Natalie Chaikin, Representative
- E. NEDA-Association of Iranian American Seniors – Nasser Fathi, President
- F. Irvine Korean Evergreen Association – Juneu Kim, President
- G. Senior Services Strategic Plan Update – Sandra Salcedo, Community Services Superintendent

**2. Orange County Senior Citizens Advisory Council-Affiliated Committees**

***(Please limit Committee Reports to 3 minutes per person)***

- A. Orange County Senior Citizens Advisory Council – Chair Inmon and Senior Council Member Owens
- B. Health and Nutrition – Senior Council Member Kondru
- C. Housing and Transportation – Chair Inmon and Senior Council Member Chang
- D. Legislative – Senior Council Member Murthy

**3. Senior Citizens Council Committees**

***(Please limit Committee Reports to 3 minutes per person)***

- A. Facilities Committee – Senior Council Members Kondru and Murthy
- B. Leadership Committee – Senior Council Members Chang and Kim
- C. Nutrition Committee – Chair Inmon

**COUNCIL BUSINESS**

**1. MINUTES**

**ACTION:** Approve the minutes of the March 21, 2019 regular meeting.

**2. SENIOR SERVICES PROPOSED FISCAL YEAR 2019-21 TWO-YEAR BUDGET**

**RECOMMENDED ACTION:**

- 1) Review and provide input on the Proposed Senior Services Fiscal Year 2019-21 Two-year Budget.
- 2) Recommend City Council approve the Proposed Senior Services Fiscal Year 2019-21 Two-year Budget.

**3. CONDUCT INTERIM ELECTION FOR IRVINE SENIOR CITIZENS COUNCIL VICE CHAIRPERSON**

**RECOMMENDED ACTION:** Conduct an election for an interim Irvine Senior Citizens Council Vice Chairperson to serve in this capacity through the next scheduled election in January 2020.

**END COUNCIL BUSINESS**

**ADJOURNMENT**

Adjourn to a Senior Citizens Council Regular Meeting on **Thursday, May 16, 2019 at 9:00 AM** at Lakeview Senior Center, 20 Lake Road, Irvine, California.

**NOTICE TO THE PUBLIC**

At 11:00 a.m., the Senior Citizens Council will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 noon.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Senior Citizens Council liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Senior Citizens Council meeting).

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Senior Citizens Council liaison at (949) 724-6690.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Senior Citizens Council regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Senior Citizens Council. Please provide 10 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Senior Citizens Council at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS AMERICANS WITH DISABILITIES ACT:**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Senior Citizens Council liaison at 949-724-6690 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

**COMMUNICATION DEVICES**

To minimize distractions, please silence or turn off all personal communication devices.

**MEETING SCHEDULE**

Regular meetings of the Senior Citizens Council are held on the third Thursday of each month at 9 a.m. unless otherwise noted. The Senior Citizens Council Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City website at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Senior Citizens Council meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, One Civic Center Plaza, Irvine, California by April 11, 2019 by 5:30 p.m. as well as on the City's web page.

*Alvina Martinez*  
Recording Secretary

# **MINUTES**

**ITEM 1**



# MINUTES

## IRVINE SENIOR CITIZENS COUNCIL REGULAR MEETING

**MARCH 21, 2019**

Lakeview Senior Center  
20 Lake Road  
Irvine, California

### CALL TO ORDER

A regular meeting of the Irvine Senior Citizens Council was called to order at 9:00 AM by Chair Inmon.

### ROLL CALL

COUNCILMEMBER	JERRY CHANG	Council Appointee: Kuo
COUNCILMEMBER	JUNEU KIM	Council Appointee: Fox
COUNCILMEMBER	KEVIN KONDRU	Member-at-Large
COUNCILMEMBER	HARISH MURTHY*	Council Appointee: Khan
COUNCILMEMBER	RACHEL OWENS	Council Appointee: Wagner
COUNCILMEMBER	VACANT	Council Appointee: Shea
CHAIR	CAROLYN INMON	Member-at-Large

*\*Arrived at 9:02 a.m.*

### PLEDGE OF ALLEGIANCE

Senior Council Member Owens led the Pledge of Allegiance.

### INTRODUCTIONS

There were no introductions.

### ANNOUNCEMENTS

Community Services Superintendent Sandra Salcedo made the following announcements:

- The Senior Services Volunteer Recognition event will be held on April 19 from 12:30 to 2:30 p.m. at the Lakeview Senior Center, with a Hollywood theme.
- Senior Services FY 2019-21 Two-Year Budget briefings will be available to Senior Council members the week of April 8. Please contact the Recording Secretary to schedule a briefing.
- Senior Services Strategic Plan Update Year 1 Outcomes were shared and a handout was provided.

## **PUBLIC COMMENTS**

There were no public comments.

## **ADDITIONS AND DELETIONS**

There were no additions or deletions to the agenda.

## **COUNCILMEMBER UPDATES**

Senior Council Member Owens reported that Mayor Wagner has been declared as the next County of Orange Board of Supervisors Third District Supervisor.

Senior Council Member Kondru announced he will be absent from the April 18 meeting.

## **COMMITTEE/GROUP/AGENCY REPORTS**

### **1. Senior Services Support/Interest Groups**

A. Irvine Adult Day Health Services – No report.

B. Irvine Evergreen Chinese Senior Association (IECSA)

Director Jerry Chang reported the March 16 event had over 250 attendees. IECSA will celebrate its 30<sup>th</sup> Anniversary on July 1 and will publish a commemorative memory book. The IECSA Board of Directors will meet on March 25 and membership is at 310 members.

C. Friends of Outreach (FOO)

President Pat Hendee reported the Bingo program has been slow this past month. The International Crafters cart has been doing well with sales in the Lakeview Senior Center lobby, and the group has already begun the task of making scarves for the holiday gift bags. The February restaurant fundraiser at Stonefire Grill raised \$100; future fundraisers scheduled are Ruby's Diner



on April 18 and California Pizza Kitchen in June, date to be determined. The Ride with 24Hr HomeCare transportation program is very popular and continues to be in high demand.

D. Irvine Senior Travelers (Travelers)

Representative Natalie Chaikin reported new Board members have been selected, and that the group now seeks individuals to serve as Travel Specialists and to assist with the newsletter. The Travelers will work with staff to obtain needed materials and equipment and to avoid parking lot conflicts during the next community Shred Event Day at Lakeview Senior Center, as it coincides with a day excursion. Examples of future trips include extended trips to South Carolina and Iceland, and a day excursion to San Diego.

E. NEDA-Association of Iranian American Seniors (NEDA)

President Nasser Fathi reported NEDA celebrated the Iranian New Year on March 14 with 160 attendees. Future presentations at NEDA meetings will focus on senior safety at home.

At this time, Chair Inmon introduced Bill Lewis, a volunteer of the Lakeview Senior Center computer lab and billiards program, who received recognition from the Orange County Senior Citizens Advisory Council at its January meeting for over 1,400 volunteer hours.

F. Irvine Korean Evergreen Association (IKEA)

President Juneu Kim reported members expressed interest in a day trip to see the poppy flower bloom, but plans were deterred by the large crowds. President Kim also reported about IKEA's interest in continuing to provide assistance to seniors with the affordable housing application process.

**RECESS**

Chair Inmon recessed the Senior Citizens Council meeting at 10:08 a.m.

**RECONVENE**

Chair Inmon reconvened the Senior Citizens Council meeting at 10:23 a.m.

At this time, Chair Inmon introduced Claudia Perez, field representative for Cottie Petrie-Norris, California's 74<sup>th</sup> Assembly District representative.

**2. Orange County Senior Citizens Advisory Council-Affiliated Committees**

A. Orange County Senior Citizens Advisory Council

Senior Council Member Owens reported a senior demographics presentation was provided by the Center for Demographics, a joint venture including 10 agencies and 35 jurisdictions. Statistical information that is used by the Center for Demographics to coordinate school sites, roadways and water utilities throughout the county was shared with attendees. Senior Council Member Owens suggested a senior-specific demographic presentation be given to the Senior Council at a future meeting.

- B. Health and Nutrition – No report.
- C. Housing and Transportation

Senior Council Member Kim reported the Point in Time count of homeless individuals was conducted in January and February; this is a requirement of the Department of Housing and Urban Development. Senior Council Member Chang shared information about how the City of Mission Viejo is addressing their homeless issue. Chair Inmon reported on the process of how the count is conducted and sites are selected.

- D. Legislative – No report.

**3. Senior Citizens Council Committees**

- A. Facilities Committee

Senior Council Member Kondru reported the following updates:

- Temporary repairs have been made to areas of the Lakeview Senior Center auditorium flooring. Complete replacement of the entire floor has been budgeted for the next fiscal year.
- A contract has been secured for custodial and porter services at the Lakeview Senior Center.
- No bids were received for the Trabuco Center shade structure project.
- The wood garden plot fencing at Rancho Senior Center is being replaced with wrought iron fencing.

Community Services Supervisor Ed Kaleikini added that the renovation of the Lakeview Senior Center computer lab will begin April 1,

- B. Leadership Committee – No report.
- C. Nutrition Committee – No report.

**COUNCIL BUSINESS**

**1. MINUTES**

**ACTION:** Moved by Senior Council Member Owens and seconded by Senior Council Member Kondru to approve the minutes of the February 21, 2019 regular meeting.

The motion carried as follows:

Ayes: 6 Chang, Inmon, Kim, Kondru, Murthy, Owens  
Noes: 0  
Absent: 0

**END COUNCIL BUSINESS**

**ADJOURNMENT**

Moved by Senior Council Member Murthy, seconded by Senior Council Member Owens, and unanimously carried by members present, to adjourn the meeting at 10:52 AM.

\_\_\_\_\_  
**CAROLYN INMON, CHAIR**

\_\_\_\_\_  
Athena Martinez  
Recording Secretary

\_\_\_\_\_  
Date

**ITEM 2**



# REQUEST FOR IRVINE SENIOR CITIZENS COUNCIL ACTION

**MEETING DATE:** APRIL 18, 2019

**TITLE:** SENIOR SERVICES PROPOSED FISCAL YEAR 2019-21 TWO-  
YEAR BUDGET



Community Services Manager

## RECOMMENDED ACTION

1. Review and provide input on the Proposed Senior Services Fiscal Year 2019-21 Two-year Budget.
2. Recommend City Council approve the Proposed Senior Services Fiscal Year 2019-21 Two-year Budget.

## EXECUTIVE SUMMARY

In November 2018, the City Council adopted a two-year budget cycle beginning in Fiscal Year 2019-20. The two-year budget, developed in the context of a five-year financial plan, enhances long-term financial planning and accountability.

The Proposed Senior Services Fiscal Year 2019-21 Two-Year Budget (Proposed Budget) is presented to the Irvine Senior Citizens Council (Senior Council) for review and input. The Senior Council has the duty to:

- A. Act in an advisory capacity to the City Council in establishing policy on all matters pertaining to the special interests and concerns of seniors.
- B. Consider the proposed annual budget for the City employees serving at the senior centers and make recommendations to the City Council and City Manager.

The Proposed Budget was developed with the needs of Irvine seniors in mind and in line with the City's commitment to fiscal responsibility and effective management. Once the Senior Council reviews and approves the Proposed Budget, the City Manager and/or City Council may make adjustments to incorporate recommendations of the Senior Council, various commissions, community requests, or other revisions prior to adopting the final budget. The

Senior Council will be notified if any adjustments are made to the Senior Services section of the budget.

The Proposed Budget for Senior Services consists of General Fund and Special Fund proposed appropriations as listed below:

	<u>FY 2019-20</u>	<u>FY 2020-21</u>
General Fund	\$2,636,194	\$2,709,413
Special Funds	<u>\$1,242,855</u>	<u>\$1,241,878</u>
ALL FUNDS TOTALS	\$3,879,049	\$3,951,291

Special Funds include a transfer-in from the General Fund in the amount of approximately \$475,000 in FY 2019-20 (Year 1) and \$486,000 in FY 2020-21 (Year 2). The transfer provides significant City support to the five Title III federally-funded grant programs (Congregate Meals, Home Delivered Meals, In-home Services, Case Management, and Nutrition Transportation).

## **ANALYSIS**

The Proposed Budget was developed to meet the City Council's priorities and strategic goals, and supports the implementation of the Senior Services Strategic Plan Update. The Proposed Budget for all funds is \$3,879,049 in Year 1, a 2.8 percent decrease over the FY 2018-19 adjusted budget of \$3,991,417, and \$3,951,291 in Year 2, which represents an increase of 1.9 percent over the proposed Year 1 budget.

The Proposed Budget is comprised of the General Fund and Special Funds as described below:

### General Fund

The Citywide baseline budget projections indicated a General Fund shortfall of \$11-\$15 million annually over the next five years. To address the gap, balancing measures consisting of revenue enhancements and expenditure reductions were implemented across all City departments to create a structurally balanced General Fund budget. The Community Services Department has proposed approximately \$3 million in balancing measures. The impact to the Senior Services General Fund budget is nominal and represents less than two percent of the Department's balancing measures.

Chart 1: Senior Services General Fund Proposed Budget

	Adjusted 2018-19	Proposed 2019-20	Change from Adjusted	Proposed 2020-21	Change from Proposed
Salaries and Benefits	\$2,319,701	\$2,314,468	(\$5,233)	\$2,391,041	\$76,573
Services and Supplies	\$331,900	\$321,726	(\$10,174)	\$318,372	(\$3,354)
Subtotal	\$2,651,601	\$2,636,194	(\$15,407)	\$2,709,413	\$73,219
Revenues	(\$617,352)	(\$632,286)	(\$14,934)	(\$644,304)	(\$12,018)
<b>NET COST</b>	<b>\$2,034,249</b>	<b>\$2,003,908</b>	<b>(\$30,341)</b>	<b>\$2,065,109</b>	<b>\$61,201</b>

Chart 1 illustrates the proposed General Fund two-year budget with year-to-year changes as outlined below.

Expenditures – decrease from \$2,651,601 in FY 2018-19 to \$2,636,194 in Year 1, and increase to \$2,709,413 in Year 2. This is a decrease of less than one percent in Year 1, and an increase of almost three percent in Year 2, due primarily to the following:

- Salaries and Benefits – decrease by less than one percent in Year 1 (\$5,233) due to efficiencies in staffing the front counter at all three senior centers and reduction in part-time facility staff hours. In Year 2, staffing costs increase by approximately three percent (\$76,573) due to scheduled salary and benefit increases.
- Services and Supplies – decrease by three percent (\$10,174) in Year 1 due to reductions in contract and training expenses, and by one percent (\$3,354) in Year 2 resulting from minor adjustments to instructor contracts.

Revenue – projected to increase 2.4 percent (\$14,934) in Year 1 due to the introduction of nominal fees for trainer-led senior fitness programs and increased demand for recreation programs, and 1.9 percent in Year 2 due to expected additional contract class offerings.

Special Fund 128 – Federal Title III Office on Aging Programs

Chart 2: Special Fund 128 Proposed Budget

	Adjusted 2018-19	Proposed 2019-20	Change from Adjusted	Proposed 2020-21	Change from Proposed
Salaries and Benefits	\$711,296	\$770,873	\$59,576	\$800,645	\$29,772
Services and Supplies	\$398,020	\$375,082	(\$22,938)	\$376,083	\$1,001
Capital Equipment	\$5,000	\$0	(\$5,000)	\$0	\$0
Subtotal	\$1,114,316	\$1,145,955	\$31,638	\$1,176,728	\$30,773

Chart 2 illustrates the proposed Special Fund 128 two-year budget that supports five Title III federally-funded grant programs: Home-Delivered Meals, Congregate Meals, Nutrition Transportation, Case Management, and In-Home Services.

Expenditures – increase nearly three percent each year over the prior year, from \$1,114,316 in FY 2018-19 to \$1,145,955 in Year 1, and to \$1,176,728 in Year 2.

- Salaries and Benefits – increase 8.3 percent (\$59,576) in Year 1 due to nutrition transportation being provided by City staff rather than by a contracted provider, and nearly four percent (\$29,772) in Year 2 due to regular staffing cost increases.
- Services and Supplies – decrease by 5.8 percent in Year 1 due to the shifting of the nutrition transportation contract to City staffing, and increase by less than half a percent (\$1,001) in Year 2 to account for inflation.
- Capital Equipment – decrease by approximately six percent in Year 1 due to one-time expenditures for kitchen equipment at Lakeview Senior Center purchased in FY 2018-19.

Special Fund 126 - Senior Services Fund

Special Fund 126 includes interest earnings from two endowments, private donations, and non-Title III grants.



Chart 3: Special Fund 126 Proposed Budget

	Adjusted 2018-19	Proposed 2019-20	Change from Adjusted	Proposed 2020-21	Change from Proposed
Services and Supplies	\$218,600	\$96,900	(\$121,700)	\$65,150	(\$31,750)
Capital Equipment	\$6,900	\$0	(\$6,900)	\$0	\$0
Subtotal	\$225,500	\$96,900	(\$128,600)	\$65,150	(\$31,750)

Chart 3 illustrates the proposed Special Fund 126 two-year budget that utilizes restricted funds to support various senior programs and services.

Expenditures – reduced from \$225,500 in FY 2018-19 to \$96,900 in Year 1 and \$65,150 in Year 2, due primarily to the following:

- Services and Supplies – decrease by 55.7 percent in Year 1 (\$121,700), and 32.7 percent in Year 2 (\$31,750). The decrease in expenditures primarily reflects the completion of two large projects (Rancho Senior Center Fitness Center and the Lakeview Senior Center Computer Lab), and the right sizing of supply and contract expenditures.
- Capital Equipment – decrease \$6,900 in Year 1 due to the one-time purchase of equipment for the Rancho Fitness Center FY 2018-19.

**FINANCIAL IMPACT**

The Proposed Budget (all funds) is \$3,879,049 in FY 2019-20, a 2.8 percent decrease over the FY 2018-19 adjusted budget, and \$3,951,291 in FY 2020-21, an increase of 1.9 percent over the proposed FY 2019-20 budget, as illustrated below in Chart 4.

Chart 4: Proposed Budget All Funds

	Adjusted 2018-19	Proposed 2019-20	Change from Adjusted	Proposed 2020-21	Change from Proposed
General Fund	\$2,651,601	\$2,636,194	(\$15,407)	\$2,709,413	\$73,219
Special Funds	\$1,339,816	\$1,242,855	(\$96,961)	\$1,241,878	(\$977)
Subtotal	\$3,991,417	\$3,879,049	(\$112,368)	\$3,951,291	\$72,242

**ITEM 3**



## REQUEST FOR IRVINE SENIOR CITIZENS COUNCIL ACTION

**MEETING DATE:** APRIL 18, 2019

**TITLE:** CONDUCT INTERIM ELECTION FOR IRVINE SENIOR CITIZENS  
COUNCIL VICE CHAIRPERSON

Community Services Manager

### **RECOMMENDED ACTION**

Conduct an election for an interim Irvine Senior Citizens Council Vice Chairperson to serve in this capacity through the next scheduled election in January 2020.

### **EXECUTIVE SUMMARY**

Due to a Senior Citizens Council (Senior Council) vacancy of the Vice Chairperson, the Senior Council is requested to conduct an election for the position of Vice Chair to serve the remainder of the two-year term.

In accordance with City Council Resolution No. 10-45, Section 3, Terms of Office, the Senior Council shall elect a Chairperson and Vice Chairperson from its membership in January of even-numbered years to each serve a two-year term. The Chairperson or Vice Chairperson may not serve more than two consecutive terms in their respective offices.

### **ANALYSIS**

The Senior Council advises the City Council on City policy matters that affect older adults and their families in Irvine. Due to the February resignation of the elected Vice Chairperson, there is no one designated to act on behalf of the Chairperson in the event of her absence.

The duties of the Chairperson include:

- A. Provide general supervision, direction, and control of the business and affairs of the Senior Council.
- B. Preside at the meetings and represent the Senior Council at its direction.
- C. Provide input to staff on setting meeting agendas.

Staff requests the Senior Council elect an interim Vice Chairperson to serve out the remainder of the two-year term scheduled to end in January 2020.

### **ALTERNATIVES CONSIDERED**

The Senior Council may delay the election of an interim Vice Chairperson until elections are held in January of 2020, however there will be no one designated to complete the duties of the Chairperson in the case of her absence.

### **FINANCIAL IMPACT**

There is no financial impact to the Senior Council electing a Vice Chair.

**REPORT PREPARED BY** Sandra Salcedo, Community Services Superintendent

### **ATTACHMENT**

1. Irvine City Council Resolution No. 10-45

CITY COUNCIL RESOLUTION NO. 10-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE AMENDING CITY COUNCIL RESOLUTION NO. 07-113 OUTLINING THE DUTIES, RESPONSIBILITIES AND BYLAWS OF THE IRVINE SENIOR CITIZENS COUNCIL

WHEREAS, the Irvine City Council discussed the expansion of participation by senior-serving organizations in the selection of Senior Citizens Council At-large members; and

WHEREAS, the Irvine City Council discussed the process for filling at-large member vacancies from most recent recruitment, and

WHEREAS, the Irvine City Council expressed an interest in extending the terms of the Senior Citizens Council Chair and Vice Chair to two years and conducting elections of officers in January of even-numbered years, and

WHEREAS, the Irvine City Council expressed an interest in modifying the Senior Citizens Council attendance requirements to not exceed more than three absences per year from regular meetings with responsibility placed on the Chair and Vice Chair for approval of meeting absences.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE as follows:

SECTION 1. CREATION - The Senior Citizens Council shall be comprised of seven members; five members of which are to be appointed, one by each member of the City Council, and two at-large members through a public recruitment process.

A member of the Senior Citizens Council must be a resident of the City of Irvine, and each member of the Senior Citizens Council must have attained the minimum age of fifty-five years at the time of his/her appointment.

The City Manager shall appoint a staff member as liaison to the Senior Citizens Council.

SECTION 2. PROCESS FOR SELECTION OF AT-LARGE MEMBERS - A public recruitment will be conducted by City staff in October of odd-numbered years requesting applications to fill the two at-large members of the Senior Citizens Council. Qualified applicants (Irvine resident over the age of 55) will be invited to participate in an oral

interview with a five-member panel identified by an ad hoc committee of the Senior Citizens Council. The five-member panel will select two at-large members to serve a two-year term beginning November of even-numbered years. Formal notification will be provided to City Council of the newly selected at-large members of the Senior Citizens Council. At conclusion of recruitment, an eligibility list of qualified applicants will be established for filling future at-large member vacancies during the current two-year term. A new eligibility list will be established every two years through a public recruitment process.

**SECTION 3. TERMS OF OFFICE** - The City Council-appointed members of the Senior Citizens Council shall serve at the pleasure of the City Council until replacements are appointed. The two at-large members selected through the public recruitment process shall serve a two-year term. The two at-large members will serve a term to begin November 2009, and expire at the end of October 2010. Thereafter, the two at-large members will serve for two years, beginning November of odd numbered years.

The Senior Citizens Council shall elect a chairperson and vice-chairperson from its membership in January of even-numbered years to serve a two-year term. The chairperson or vice-chairperson may not serve more than two consecutive terms in their respective offices.

If an at-large position on the Senior Citizens Council becomes vacant, the Chair of the Senior Citizens Council may fill the position from the most recent eligibility list with an appointment offered to the next person on the eligibility list, and the person appointed will serve for the remainder of the unexpired term.

Should there be no other qualified applicants on the eligibility list, the Senior Citizens Council Chairperson shall, by appointment, fill the vacant at-large position when the chairperson has solicited input from all members of the Senior Citizens Council, and the person appointed will serve for the remainder of the unexpired term.

**SECTION 4. DUTIES** - The Senior Citizens Council shall have the duty to:

- (a) Act in an advisory capacity to the City Council in establishing policy on all matters pertaining to the special interests and concerns of senior citizens;
- (b) Act as a sounding board for individuals, schools and organizations that have an interest in senior citizens activities and programs;
- (c) Consider the proposed annual budget for the City employees serving at the senior centers, and make recommendations with respect thereto to the City Council and the City Manager;
- (d) Advise in the planning of facilities, transportation, activities, and services and programs for the senior community;
- (e) Recommend policies for the acquisition, development, use and improvement of land and facilities relating to senior citizens and subject to the rights and powers of the City Council; and

(f) Perform such other duties as may be prescribed by the City Council.

SECTION 5. APPOINTMENT - The Senior Citizens Council may establish committees and sub-committees for the purpose of performing specific tasks within the respective general areas of concern of the Senior Citizens Council.

SECTION 6. APPROPRIATIONS - The City Council shall include in its annual budget such appropriations of funds as, in its opinion, shall be sufficient for the efficient and proper functioning of the Senior Citizens Council.

SECTION 7. COMPENSATION AND EXPENSES - This section has been modified by City Council Resolution No. 04-11, February 10, 2004. Please see Compensation and Expenses portion of Introduction section in the Commission Orientation packet.

SECTION 8. COMMUNICATIONS - Matters coming from the public including communications from individuals, community associations, and civic organizations, to be assured of consideration and action at a meeting of the Senior Citizens Council, must be received in writing at least fourteen days preceding the Senior Citizens Council meeting. All written communications from the Senior Citizens Council shall be sent out over the signature of the chairperson of that Council, or a designated officer thereof.

SECTION 9. ATTENDANCE - Members of the Senior Citizens Council are to attend and participate in all meetings of the Senior Citizens Council. Any member who is absent from three regular meetings of the Senior Citizens Council without the approval of the Senior Citizens Council Chairperson and Vice-Chairperson, shall be deemed to have resigned from the Senior Citizens Council and the Senior Citizens Council chairperson shall notify the City Council.

SECTION 10. MEETINGS - QUORUM - The Senior Citizens Council shall meet regularly on the third Thursdays of the month at 9:00 a.m., at either the Lakeview or Rancho Senior Centers, except as otherwise provided by law. Special meetings may be called by the chairperson or the majority members of the Senior Citizens Council. All meetings shall be open to the public except as otherwise authorized by the laws of the State of California. Regular minutes of each meeting shall be maintained by the Senior Citizens Council, or its designee, and posted in the senior centers for public review. A majority of the voting members of the Senior Citizens Council shall constitute a quorum.

SECTION 11. EMERITUS MEMBERS - Emeritus members to the Senior Citizens Council shall be appointed at the discretion of the City Council. Emeritus members will be appointed as honorary, non-voting members with lifelong terms. Emeritus members are not entitled compensation and will not sit at the dais during Senior Citizen Council meetings.

SECTION 12. AMBASSADOR PROGRAM - Senior Services Ambassadors shall be appointed at the discretion of the Senior Services staff. Ambassadors will volunteer their time to assist in the promotion of senior activities and services. Roles of the Ambassadors may include, but are not limited to, the following:

- o Provide leadership and guidance with senior-serving clubs and organizations;
- o Provide presentations to community groups to increase awareness of activities and services provided by the City of Irvine;
- o Represent the senior community on special task forces and committees; and
- o Provide input to Senior Citizens Council and staff on senior-related issues.

SECTION 13. - The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 11th day of May, 2010.

  
 \_\_\_\_\_  
 MAYOR OF THE CITY OF IRVINE

ATTEST:

  
 \_\_\_\_\_  
 CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA    )  
 COUNTY OF ORANGE    ) SS  
 CITY OF IRVINE         )

I, SHARIE APODACA, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Irvine, held on the 11th day of May, 2010.

AYES:        5    COUNCILMEMBERS:   Agran, Choi, Krom, Shea and Kang  
 NOES:        0    COUNCILMEMBERS:   None  
 ABSENT:     0    COUNCILMEMBERS:   None

  
 \_\_\_\_\_  
 CITY CLERK OF THE CITY OF IRVINE