CITY COUNCIL AGENDA REPORT

MEETING DATE: OCTOBER 21, 2014 **ITEM NUMBER:**

SUBJECT: FIRST READING OF AN ORDINANCE ESTABLISHING A SENIOR COMMISSION

DATE: OCTOBER 13, 2014

FROM: PARKS AND COMMUNITY SERVICES DEPARTMENT

PRESENTATION BY: TRAVIS KARLEN, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT: TRAVIS KARLEN, RECREATION MANAGER
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RECOMMENDATION:

Staff recommends that the City Council read by title only, waive further reading and introduce Ordinance No. 14-XX (Attachment 1) to establish a Senior Commission that would serve as an advisory commission to the City Council in matters related to the operation of the Costa Mesa Senior Center.

BACKGROUND:

At the Special City Council Meeting on June 10, 2014 the City Council invoked a 90 day termination of contract with the Costa Mesa Senior Corporation who operated the Costa Mesa Senior Center. The corporation was governed by a Board of Directors.

On September 8, 2014 the City assumed full operation of the Costa Mesa Senior Center. Staff was directed to establish a Senior Commission which would report to the City Council. The Senior Center Program Administrator will act as the City Liaison to the Commission.

ANALYSIS:

The ultimate adoption of the proposed ordinance will establish a Senior Commission that will serve as an advisory commission to the City Council. The Commission will consider matters referred by the City Council, hold public hearings, hold regular public meetings, make recommendations to staff, solicit partnerships with other senior organizations and represent the senior aged population of Costa Mesa.

The Commission will select a chair and vice chair annually at their first meeting in July of each year. Meetings will be held every other month at Costa Mesa Senior Center on the second Tuesday of the month. The Commission will be made up of five (5) members appointed by the City Council and one more than half of the Commission shall constitute a quorum. A secretary will be designated by the Recreation Manager. The secretary shall record the minutes of the meeting and maintain records.

Members of the commission will be compensated through a stipend of $100 per meeting. The annual budget for this commission would not to exceed $4,000.

ALTERNATIVES CONSIDERED:

1. City Council may choose to change or add language to the proposed ordinance.

2. City Council could choose to establish an advisory committee in lieu of a commission or not have a commission or a committee and refer all matters through the Parks and Recreation Commission.

FISCAL REVIEW:

The cost to establish a Senior Commission for the remainder of FY 14-15 is $1,500. This will be absorbed in the current Parks and Community Services Department budget. The $4,000 annual cost of the commission will be included in the budget for future years.

LEGAL REVIEW:

The City Attorney's Office has reviewed the agenda report and prepared the attached proposed Ordinance.

CONCLUSION:

Staff recommends that the City Council approve the establishment of a senior commission through the adoption of the ordinance. Staff also recommends that City Council authorize a $100.00 per meeting stipend for Commissioners.

TRAVIS KARLEN
Recreation Manager

TAMARA S. LETOURNEAU
Assistant Chief Executive Officer

STEPHEN G. DUNIVENT
Interim Finance Director

ATTACHMENTS: Ordinance No. 14-XX