



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 23

Section Name: {{section.name}}

Account Number: 10-6143

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** September 16, 2024  
**SUBJECT:**  
Senior Citizens Commission – Update

### RECOMMENDATION:

Receive an update and provide direction regarding the scope of the Senior Citizens Commission mission and duties and potential name change.

### BACKGROUND:

On March 4, 2024, the City Council directed staff to expand the mission and duties of the Senior Citizens Commission. Staff aims to enhance the Commission's role in serving the senior population and further address their needs more comprehensively.

To meet this goal, staff reviewed the existing ordinance related to the Commission and determined that the current scope is adequate to meet Council direction to expand its mission. The current powers and duties state: "It shall be the objective of the Senior Citizens Commission, as an advisory body to the Council, to encourage, foster, and facilitate programs for the enhancement of all matters relating to the social, economic, and personal well-being of the senior population."

To operationalize the current scope, staff has developed a detailed plan to ensure the Commission's activities fully reflect the existing ordinance. This plan includes regular check-ins with staff liaisons to other commissions to review topics that can be brought to the Senior Citizens Commission to ensure equitable access to relevant discussion and informational items.

Examples of upcoming items include Housing Element outreach, transportation accessibility, and General Plan policies and actions related to seniors. As part of the commission's expansion, a Youth Commissioner position will be added. Staff will develop a recruitment strategy and integrate the role into the Senior Citizens Commission. Additionally, the Age Friendly Coalition will be invited to present updates on their programs and activities to the commission every six months, and potential collaborations with the city will be explored. The City Clerk's Office will also conduct a review of Boards and Commissions, which will provide a framework for evaluating the effectiveness of the expanded role of the Senior Citizens Commission and addressing any concerns that may arise.

### Senior Citizens Commission Name Change

At the January 23, 2023 meeting, the Commission proposed a name change to remove the word "citizens" from the title. In a subsequent meeting, the commissioners reviewed the names of commissions in neighboring agencies, and staff conducted a survey based on their feedback (Attachment 1). Commissioners selected four name options for the survey: "Older Adults Commission," "Senior Advisory Commission," "Senior Commission," and retaining the current name. The survey received 160 responses, with the majority recommending either keeping the existing name or changing it to "Senior Advisory Commission." At their September 11, 2023 meeting, the Senior Citizens Commission unanimously voted to

recommend the name change to "Senior Advisory Commission." Similar commissions in neighboring cities such as Burlingame, East Palo Alto, Millbrae, and San Bruno are named "Senior Advisory Board" or "Senior Advisory Commission," while Redwood City uses "Senior Affairs Commission."

Staff are now seeking direction from the Council regarding the proposed name change.

**Next Steps:**

Staff will come back with an ordinance introduction for the clean-up items and potential name change in November 2024.

**BUDGET IMPACT:**

There is no budget impact for this item.

**ENVIRONMENTAL DETERMINATION:**

This project status update is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Survey Results

**STAFF CONTACT**

Joanne Magrini, Director, Park and Recreation

[jmagrini@cityofsanmateo.org](mailto:jmagrini@cityofsanmateo.org)

650-522-7404