

CITY OF HEALDSBURG

RESOLUTION NO. 15-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG RESCINDING RESOLUTION NO. 50-2007 AND NO. 21-2013 AND ADOPTING REVISED PROCEDURES AND FUNCTIONS FOR THE SENIOR CITIZEN ADVISORY COMMISSION

WHEREAS, Resolution No. 50-2007 and 21-2013 revised the procedures, functions membership, terms of office of members and office of the Commission; and

WHEREAS, Council has determined that aligning the term expiration dates with other commissions would assist staff; and

WHEREAS, the section "Offices of the Commission" states a day and time that differs from the current Senior Citizens Advisory Commission regular meeting; and

WHEREAS, the business of the Commission can be accomplished in monthly meetings;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby rescinds Resolution No. 50-2007 and 21-2013 and adopts revised procedures and functions of the Senior Citizen Advisory Commission to read as follows:

MEMBERSHIP: The membership shall consist of up to seven (7) members appointed by the City Council. All members shall be residents of Healdsburg and senior citizens (a senior citizen being anyone fifty-five (55) years of age or older).

TERM OF OFFICE OF MEMBERS: The term of office of all members of said Commission shall be three (3) years and end January 1st. Each member shall serve at the pleasure of the Mayor and the City Council until his or her successor is appointed and qualified.

VACANCY: Vacancies on said Commission, for whatever cause, shall be filled by the City Council. Any member missing three (3) consecutive regular meetings without approval of the Commission shall be deemed as having vacated his or her seat on the Commission.

OFFICERS OF THE COMMISSION: The Healdsburg Senior Citizens Advisory Commission shall select one of its members as Chairperson and one of its members as Vice Chairperson whose terms of office for said positions shall be one year.

OFFICES OF THE COMMISSION: The Healdsburg Senior Citizens Advisory Commission shall meet on the fourth Wednesday of the month at 4:00 pm in the City Hall Council Chamber, 401 Grove Street, or at such other time and place as the Commission may establish from time to time following proper notice and shall hold at least one (1) regular meeting every two months. Special meetings of the Commission may be called at any time by the Chairman, or by any four (4) or more members of the commission, by providing notice of said meeting as required by law.

ORGANIZATION AND PROCEDURE: The Commission may make and alter all rules and regulations governing its organization and procedure not inconsistent with this article or any other Ordinance of the City. Minutes shall be summary minutes. Minutes shall be signed by Senior Citizens Advisory Commission Chairperson and the Secretary appointed to the commission.

SECRETARY TO THE SENIOR CITIZENS ADVISORY COMMISSION: The City Manager shall appoint an officer or an employee of the City who shall act as Secretary to the Senior Citizen Advisory Commission and who shall provide clerical assistance.

FUNCTIONS OF THE SENIOR CITIZENS ADVISORY COMMISSION: The functions of the Senior Citizens Advisory Commission shall be to advise the City Council and the Community Services Director on all matters relating to policies and programs which will serve all senior citizens of this community and shall include:

- a. Identifying the needs of Healdsburg's senior residents and create a citizen awareness of these needs.
- b. Advising the City Council on all matters affecting Healdsburg's senior residents.
- c. Render advice and assistance to other City boards and commissions, to City departments and to private agencies on matters affecting Healdsburg's senior residents.
- d. Support existing services to Healdsburg's senior residents, both public and private, and encourage coordination among organizations providing such services.
- e. In cooperation with other organizations, disseminate information on services available to Healdsburg senior residents.
- f. Perform such other functions and duties as may be directed by the City Council.
- g. Serve as an advocate for the needs of senior citizens

BE IT FURTHER RESOLVED that it is the intention of the Healdsburg City Council that the Senior Citizens Advisory Commission shall function in an advisory capacity and shall not be an administrative body and shall direct its activities to the service of all senior citizens, whether they be as individuals or groups, within the City of Healdsburg.

BE IT FURTHER RESOLVED that the Commission shall have the authority to appoint Advisory Boards as may be necessary and desired in carrying out its responsibility. Prior to the appointment of Boards, the Commission shall obtain prior approval from the City Council as to the purpose of the Advisory Board and the selection criteria to be used.

PASSED, APPROVED AND ADOPTED, this 7th day of February 2022, by the following vote:

AYES: Councilmembers: (5) Hagele, Kelley, Mitchell, Palacios and Mayor Jimenez

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



Osvaldo Jimenez, Mayor



Raina Allan, City Clerk

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 15-2022 adopted by the City Council of the City of Healdsburg on the 7th day of February, 2022.



Raina Allan, City Clerk

