

**RESOLUTION NO. 16-37**

**CITY OF MILLBRAE, COUNTY OF SAN MATEO  
STATE OF CALIFORNIA**

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**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE AMENDING  
AND UPDATING THE RULES, DUTIES AND MISSION OF THE SENIOR ADVISORY  
COMMITTEE OF THE CITY OF MILLBRAE**

**WHEREAS**, the City Council adopted a Mission Statement, by Resolution No. 14-38, on July 8, 2014 as follows:

“Enhancing the quality of life in our shared community, providing great services, encouraging community engagement, fostering economic growth, and embracing cultural diversity in a safe environment”; and

**WHEREAS**, the City Council has established various Committees by Resolution of the City Council for the purpose of advising the City Council concerning matters of importance to the city as determined and referred by the City Council to the particular committee from time to time; and

**WHEREAS**, the City Council has defined duties, goals and purposes of Committees which align with the needs of the City of Millbrae as such needs may change over time; and

**WHEREAS**, the City Council has determined that there is a need to establish common rules and procedures for Committees; and

**WHEREAS**, the City Council established the Senior Advisory Committee by Resolution 98-60, on July 28, 1998 to serve as an advisory body to the City Council regarding activities, services and volunteer community opportunities for older individuals and groups in the City of Millbrae; and

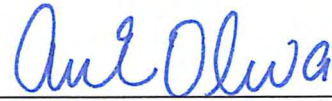
**WHEREAS**, current members of the Senior Advisory Committee may serve on another Commission or Board established by Ordinance or Committee established by Resolution of the City Council until his/her current term expires, and present members of the Senior Advisory Committee shall continue to hold office after the adoption of the Resolution establishing the Committee until the expiration date of the term for which they were originally appointed, or June 30th of the year the current term expires; and

**WHEREAS**, the City Council desires to update the rules, duties, goals and purposes of the Senior Advisory Committee as specifically set forth in Exhibit A in order to align the Committee’s functions with the needs of the City of Millbrae.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Millbrae hereby adopts and approves the updated rules, duties, goals and purposes for the Senior

Advisory Committee as set forth in Exhibit A and repeals any prior resolutions regarding the establishment, purpose and rules pertaining to the Senior Advisory Committee.

**REGULARLY PASSED AND ADOPTED** this 27th day of September, 2016.



\_\_\_\_\_  
Mayor


ATTEST:



\_\_\_\_\_  
City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 27<sup>th</sup> day of September, 2016, by the following vote:

AYES:	COUNCILMEMBERS:	Oliva, Holober, Papan, Schneider, and Lee
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

  
CITY CLERK

**RESOLUTION NO. 16-37**

**EXHIBIT A**

**CITY OF MILLBRAE  
SENIOR ADVISORY COMMITTEE**

**September 27, 2016**

**Creation – Members – Term – Removal - Vacancy.** A Senior Advisory Committee (Committee) is created and shall consist of seven ( 7) members who shall be appointed by the City Council and serve at the Council's pleasure from the qualified electors of the city , none of whom shall hold any paid office or employment in the City government. No Committee member appointed after the effective date of the Resolution establishing the Committee may be appointed to or serve concurrently on more than one Commission or Board established by Ordinance or Committee established by Resolution of the City Council at the same time. Members shall serve for a term of two years commencing on July 1st and continuing until the City Council fills the vacancy upon expiration of the term. The two-year terms of the Committee members shall be staggered. In order to achieve staggered terms, half of the members first appointed to the Committee shall be assigned by lot a term for one year and the other half of the Committee members shall be assigned by lot a term for two years. Residency is required for members of the Senior Advisory Committee. Notwithstanding the above limitation, appointees to the Committee as of adoption of this Resolution Committee may continue to serve any remainder of a current two year term. Time served by a member after appointment to fill unexpired terms shall not be counted as a term. If a Committee member is appointed to another Committee or Commission by the City Council, their time of service on the first Committee shall not be counted as cumulative service. The members shall not receive any compensation for their attendance at Committee meetings or any other services rendered as a Committee member; provided, however, that any actual and necessary expenses incurred by a Committee member in the performance of his or her duties on the Committee may be paid if funds are available in the budget approved by the City Council and the individual expenses are approved, in advance, by the City Manager or designee. Any member may be removed from office prior to the expiration of his or her term, with or without cause by majority vote of the City Council. Unauthorized absence of a Committee member from meetings for a period of sixty days or more or for three consecutive meetings, or greater than thirty percent of meetings held in a fiscal year, may be deemed cause for removal as the term is used in this section. Any vacancy occurring other than by expiration of a term of office shall be filled by City Council appointment for the unexpired portion of the term.

**Duties.** The Millbrae Senior Advisory Committee duties and objectives are:

- A) To advise the City Council regarding activities, services, and volunteer community opportunities for older individuals and groups in Millbrae.

Mission:

To advocate for and assist the City Council in providing creative and meaningful activities and services for older individuals and groups.

Goals:

1. To provide and encourage opportunities to perform voluntary community service and disseminate information regarding available resources.
2. Enhance the community's quality of life.

- B) To focus on dissemination of information and advocacy regarding:

1. Recommended services for older adults in the areas of health information and referral, volunteer services, counseling, outreach to the homebound, recreation, education, and other needed services.
2. Coordination and strengthening of public support for seniors and the multipurpose Community Center.
3. Formulation and recommendation of plans to assist in meeting the critical needs of older adults and adults with disabilities.
4. Providing a channel for the dissemination of information regarding senior programs, activities and services.
5. Coordinating inter-generational activities, programs and services.

- C) To act as liaison with city organizations, as follows:

1. To provide input to other City Commissions and Committees with respect to matters pertaining to older adults as may affect the City of Millbrae;
2. To establish an effective liaison with the Parks and Recreation Commission, Youth Advisory Committee and the Community Enhancement Advisory Committee.

- D) To act in concert with the City Council, as follows:

1. The Committee shall perform such other duties as may be assigned to it by the City Council; and
2. No acts of the Committee shall be contrary to the established policy of the City Council.

**Meetings.** The Senior Advisory Committee shall hold at least one regular meeting at least bi-monthly (six regular meetings per year) at such time and place within the City as the Committee may determine by resolution. Four (4) members of the Committee shall constitute a quorum for the transaction of business. A majority of the quorum present shall have the authority to act on any matter regularly coming before the Committee. Meetings may be adjourned or special meetings called in compliance with the provisions of the Ralph M. Brown Act (commencing with Government Code Section 54950) or as may hereafter be amended. At least one meeting annually shall be conducted during the budget cycle and shall focus on development of a work plan. At least once per year the Committee Chair shall report to the City Council. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. Meeting minutes shall be taken of each official meeting of the Committee.

**Rules.** The Senior Advisory Committee by resolution may adopt rules for the transaction of business, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record. The Committee shall, during the month of June each year, appoint a Chair and a Vice-Chair, who shall serve at the pleasure of the Committee for a period of one year or until their successors have been appointed. Such officers shall be appointed from among those members then serving on the Committee.

**Work Plan.** The Senior Advisory Committee shall annually adopt a work plan. The plan shall address activities the Committee will pursue during the fiscal year to address City Council priorities. At least one meeting annually shall focus on inter-generational activities, programs and services. The Senior Advisory Committee shall invite participation of the Youth Advisory Committee at the meeting. The Senior Advisory Committee may appoint ad-hoc sub-committees among their membership to conduct specific work program duties. Ad-hoc sub-committees shall consist of no more than three (3) members of the Senior Advisory Committee.

**Expenses.** The City Manager may make available to the Committee adequate facilities and necessary administrative assistance for the fulfillment of its duties. The Committee shall not incur, allow or permit to accrue any debt or liability, or expend any funds except as provided for in the budget theretofore approved by the City Council. To avoid a conflict of interest in accordance with the Political Reform Act and other relevant laws, no Committee or any of its members shall fundraise on behalf of the City or donate to the City funds for or with specific use restrictions.