RESOLUTION NO. 2021-046

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF THOUSAND OAKS ESTABLISHING
REVISED PROCEDURES FOR THOUSAND OAKS
COUNCIL ON AGING AND RESCINDING
RESOLUTION NO. 2010-081

WHEREAS, the City of Thousand Oaks has an estimated population of over 33,000 people above the age of 60; and

WHEREAS, it is the belief of the City Council that older adults constitute an essential part of our community; and

WHEREAS, the need exists to ensure that City programs, projects and infrastructure are accessible to all citizens of Thousand Oaks; and

WHEREAS, an advisory body composed of older adults would constitute an appropriate mechanism for the City to receive input on City matters that may affect older adults; and

WHEREAS, City Council recognizes the importance of diverse community input and involvement and is committed to equitable representation; and

WHEREAS, the City Council enacted Resolution Nos. 74-156, 85-184, 90-91, 93-206, 94-175, 99-180 and 2010-081 creating the Thousand Oaks Council on Aging.

NOW, THEREFORE, the City Council of the City of Thousand Oaks does rescind Resolution No. 2010-081 and resolves as follows:

Section 1. Establishment and Name.
There is hereby established the Thousand Oaks Council on Aging to serve as an advisory commission to City Council.

Section 2. Function and Duties.
The purpose of the Commission is to act in an advisory capacity to the City Council relative to providing input on City projects and services as they relate to older adults.

The function and duties of the Thousand Oaks Council on Aging are as follows:

A. Review and provide input on any matters referred to it by the City Manager or their designee regarding a City departmental
action, project, service or development concerning matters which may directly affect older adults.

B. Provide outreach assistance to older adults for City projects or services as assigned by City Manager or their designee.

C. Serve as liaisons non-profit organizations or agencies who serve older adults as assigned by City Manager or their designee.

D. Implement additional projects as assigned by City Manager or their designee.

E. Submit an annual report to the City Council on Commission activities and any other periodic reports as assigned or deemed appropriate.

If a matter concerning older adults is brought to Council on Aging by a citizen or a Commissioner, the Commission can request staff prepare a report for the item to be on a future agenda for consideration. Projects will not exceed ten (10) hours staff time unless approved by City Manager or their designee.

Section 3. Composition and Organization.
The Thousand Oaks Council on Aging shall consist of nine members. Members shall not be officials or employees of the City. Members must be citizens age 60 or over and residents of the City. Existing members of the Commission under age 60 will be permitted to continue serving through their current term and one additional term if selected in the interview process. All newly appointed members must be 60 or older.

Members will serve 2-year alternating terms. Terms will commence from the first day of August in the year of appointment or for unscheduled vacancies, the balance of the terms of their predecessor in office. No citizen shall serve more than two (2) consecutive terms unless their expertise is particularly valuable on a current assignment or if other qualified citizens have not applied. The Commissioners shall annually elect a Chair and such officers and liaisons deemed necessary.

The Mayor, upon the recommendation and consent of the City Council, shall appoint the members of the Council on Aging following Maddy Act Procedures regarding committees and commissions. City Council will endeavor to select community members with diverse race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, language, education, and/or socio-economic status on the Council on Aging to represent the community at large.
Section 4. Officers, Meetings and Rules.
Meetings of Council on Aging shall be public and held monthly at a scheduled time and place. Members must notify the Chair and assigned City staff to advise in advance of absences. If a member misses three (3) regular meetings in a twelve-month period, the Commissioner will be advised in writing that they may be removed from office. Meetings will not be held during the summer months of July and August unless directed by City Manager or their designee.

The conduct of such meetings shall be covered by Mason's Manual of Legislative Procedure as adopted by City Council.

Section 5. Funding, Expenditures and Assistance.
The individual members of the Council on Aging shall receive no compensation for their services. Members, however, shall be entitled to reimbursement for reasonable and necessary expenditures incurred from activities performed within the course and scope of the duties of said Council on Aging.

The Council on Aging may request and receive reasonable assistance from City staff in terms of clerical help, reprographic services, meeting space and professional assistance. Any individual requests exceeding ten (10) hours of staff time must be approved by City Manager or their designee. Any requests for financial assistance shall be processed through the normal City budgeting process.

Section 6. Resolution No. 2010-081 is hereby rescinded.

PASSED AND ADOPTED THIS 14th day of September, 2021, by the following vote:

Ayes: Councilmembers Adam, Jones, McNamee, Engler, and Mayor Bill-de la Peña
Noes: None
Absent: None

Claudia Bill-de la Peña, Mayor
City of Thousand Oaks, California

ATTEST/CERTIFY:

Date Attested: 9/16/2021
APPROVED AS TO FORM:
Office of the City Attorney

Felicia Liberman, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:

Andrew P. Powers, City Manager

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.