

**RESOLUTION NO. 3476-18**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
RESCINDING RESOLUTION NO. 2746-10 AND AMENDING THE  
ESTABLISHED SENIOR CITIZEN ADVISORY COMMISSION ROLES AND  
RESPONSIBILITIES, AGE REQUIREMENT, AND PROCESS FOR APPOINTMENT  
OF MEMBERS**

**WHEREAS**, the Senior Center Agreement (Agreement) between the Town of Windsor and Brookscreek Associates was executed on June 1, 1994; and

**WHEREAS**, on September 7, 1994, the Windsor Town Council adopted Resolution No. 362-94 establishing a Senior Citizens Advisory Council to make recommendations concerning the use and governance of the Senior Center and Pool; and

**WHEREAS**, the Windsor Senior Center Declaration of Covenants, Conditions and Restrictions (CC&Rs) for the Brooks Creek Subdivision was executed on January 13, 1995; and

**WHEREAS**, the intent of the Agreement and CC&Rs is to support the Town with the provision of a Senior Center and Pool for the primary purpose of serving the senior citizens of Windsor; and

**WHEREAS**, per the Agreement and CC&Rs the Senior Advisory Committee/Senior Citizen Advisory Council forwards recommendations to Town staff and the Town Council, as appropriate; and

**WHEREAS**, per the Agreement and CC&Rs, terms of office and other rights and responsibilities of the Senior Advisory Committee/Senior Citizen Advisory Council shall be set by Town Council; and

**WHEREAS**, on October 28, 2008, the Senior Citizen Advisory Council recommended that Town Council approve the Senior Center and Pool Use Policy to complement the Agreement and CC&Rs; and

**WHEREAS**, on November 19, 2008, Town Council adopted Resolution No. 2399-08 approving the Windsor Senior Center and Pool Use Policy to: 1) reaffirm existing Senior Center and Pool programs and uses, and enable staff to modify said programs as appropriate; 2) streamline the review and approval process of requests to use the Senior Center and Pool for non-senior use by authorizing staff to review and approve requests for use, subject to the availability; 3) reserve the right of the Senior Citizen Advisory Commission to review and recommend any request to use the Senior Center for non-senior use; and 4) reaffirm that the primary use of the Senior Center and Pool will be for activities and programs which benefit senior residents of the Town of Windsor; and

**WHEREAS**, on October 26, 2010, the Senior Citizen Advisory Council recommended that Town Council approve a name change to the "Senior Citizen Advisory Commission"; and

**WHEREAS**, on November 3, 2010, the Town Council rescinded Resolution No. 362-94 and amended the established Senior Citizen Advisory Council roles and responsibilities, appointment and removal of members and name change to Senior Citizen Advisory Commission; and

**WHEREAS**, it is the desire of the Town Council to clarify the process for the appointment and removal of members; and

**WHEREAS**, on July 10, 2018, the Senior Citizen Advisory Commission reviewed proposed changes to the establishment of the Senior Citizen Advisory Commission Resolution and recommended approval by the Windsor Town Council.

**NOW, THEREFORE BE IT RESOLVED** that the Town Council of the Town of Windsor does hereby resolve as follows:

Section 1:

The following changes are hereby made to the former Senior Citizen Advisory Commission:

**Name of Commission**

The name of the Commission shall be the Senior Citizen Advisory Commission.

**Appointment of Commission; Term**

All Commission members must be residents of the Town of Windsor.

The Senior Citizen Advisory Commission shall be comprised of Senior Citizens, defined by Town Council, as permitted in the Agreement and CC&Rs, as a person age 50 or older, and his or her guests, spouses, co-habitants, or persons age 45 or older who are providing primary physical or economic support for such persons.

The Senior Citizen Advisory Commission shall be composed of eleven (11) members:

Five (5) members at large: each Councilmember shall appoint one (1) applicant to the Commission. The Commission member's term of office is concurrent with the appointing Councilmember's term. If there are vacancies prior to the completion of a term, the Councilmember who appointed the individual to the Commission shall appoint another applicant to replace his/her prior appointee.

Two (2) residents from the Alden Woods and California Creekside Subdivisions (Landmark Neighborhood): by a simple majority vote, Town Council shall appoint Commission members to serve four-year terms, the appointment of which shall be staggered by two years.

One (1) member at large: by a simple majority vote, Town Council shall appoint a Commission member to serve a four-year term.

Up to three (3) residents from the Brooks Creek Subdivision: by a simple majority vote Town Council shall appoint Commission members to serve a four-year, staggered term. Representation may be reduced or eliminated if the obligations of the imposed assessment of \$200 per lot in the

Brooks Creek Subdivision, of 200 units (\$40,000), go below the following percentages of the total cost to operate the Senior Center and Pool:

<u>Percentage of Cost</u>	<u>Representation</u>
30%	2
20%	1
10%	0

If the number of representatives from the Landmark Neighborhood is less than (2) and from the Brooks Creek Subdivision is less than three (3), based on the formula above, Town Council may "back fill" the reduced number of the Landmark Neighborhood and Brooks Creek Subdivision representatives with "at large" appointments by a simple majority vote, to serve a four-year, staggered term(s).

### **Removal of Members**

Five (5) members at large: although a member shall be appointed for a term, he or she may be removed at the sole discretion of the Councilmember who made the appointment for any reason or for no reason. A member who fails without permission to attend three (3) successive meetings of the Commission is subject to removal. The seat vacated by the removal of a member shall be filled by appointment by the Councilmember who appointed the member removed.

All other representatives: although a member shall be appointed for a term, he or she may be removed from the Commission for any reason or no reason at the discretion of the Town Council. A member who fails without permission to attend three (3) successive meetings of the Commission is subject to removal. Removal is subject to a simple majority vote of the Council. The seat vacated by the removal of a member shall be filled by Town Council by a simple majority vote.

### **Officers of Commission**

The Commission shall elect a Chair and Vice Chair at the next regularly scheduled meeting following the appointment of Commissioners by the Town Council (January or April). The term of office for the Chair and Vice Chair shall be one (1) year unless the term of the member of the Commission expires sooner in which case a successor shall be selected by the Commission. A successor shall act as Chair for the unexpired term remaining.

### **Organization and Procedures**

A majority vote of the Commission members present is required to approve recommendations on any matter that is presented to the Commission which requires a vote. A quorum shall consist of the majority of the then occupied Commission member seats. The Commission shall adopt rules and procedures consistent with Town Council norms and regulations.

### **Meetings**

Regular meetings shall be held quarterly at Town Hall in January, April and October. The July meeting will be held at the Windsor Senior Center unless otherwise noticed.

**The Senior Citizen Advisory Commission Mission:**

The Senior Citizen Advisory Commission shall have the duty of serving in an advisory capacity to the Town Council to support the recreation programs and other services, as identified and approved by the Commission, and offered to senior citizens and persons with disabilities.

**The Senior Citizen Advisory Commission may endeavor in the following roles and responsibilities for the benefit of the senior citizens in the Town of Windsor:**

- A. Advise Town Council and the Parks and Recreation Director on policies, procedures, rules and regulations relating to the operation of the Senior Center and Pool;
- B. Advise on recreation programs, other services and special events as identified and approved by the Commission, and administered by the Town to meet the needs of the senior citizen community and recommend review by the Town Council as needed;
- C. Engage in studies, research and education as is necessary to assist Town staff and Town Council;
- D. Meet and cooperate with other governmental agencies at the Federal, State and County levels also charge with similar functions;
- E. Encourage the development of a planned and orderly approach to the delivery of service for seniors within the Town;
- F. Promote senior citizen activities and programs offered by the Town;
- G. Stimulate business and other segments of the community to become involved in efforts to address senior citizens and needs;
- H. Cooperate with existing public and private agencies to develop programs to further the development and increase the public awareness of seniors in the Town of Windsor;
- I. In cooperation with Town staff, make recommendations to Town Council with respect to priorities for expenditures, revenue, grants and cost recovery targets;
- J. Review and advise the Town Council and Parks and Recreation Director on the biennial operating and capital improvement plan budgets for the Senior Center Division;
- K. Provide a forum for senior citizen residents to express their views related to public parks and recreation facilities including the pool, programs and services to meet special physical and social needs of senior citizens and the disabled, and other related issues;
- L. Assist in assessing present and future needs of senior citizens with respect to recreation, music, public art, special events, volunteers, programs, services, parks and facilities as needed;

- M. Communicate the value of parks and recreation as an essential service by creating community through people, parks and programs;
- N. Town Council may assign other responsibilities or special projects to the Senior Citizen Advisory Commission.

Section 2: Resolution No. 2746-10 is hereby rescinded.

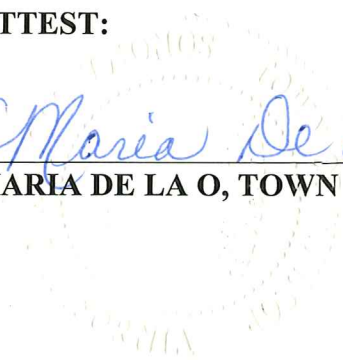

**PASSED, APPROVED AND ADOPTED this 19th day of September 2018, by the following vote:**

<b>AYES:</b>	<b>COUNCILMEMBERS FUDGE, MILLAN, SALMON, VICE MAYOR FOPPOLI AND MAYOR OKREPKIE</b>
<b>NOES:</b>	<b>NONE</b>
<b>ABSTAIN:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>



**BRUCE OKREPKIE, MAYOR**

**ATTEST:**

  
  
**MARIA DE LA O, TOWN CLERK**