



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, April 03, 2023

Los Altos Community Center, Sequoia Room

Please Note: The Senior Commission will meet in person as well as via Telephone/Video Conference

Telephone: 1-669-444-9171 / Meeting ID: 818 0891 3468

Members of the Public may join and participate in the Senior Commission meeting at
<https://losaltosca.gov.zoom.us/j/81808913468?pwd=VUxaK08wR05qN2Y4VUxtNU5YeVVpQT09>

Passcode: 423291

TO PARTICIPATE IN-PERSON: Members of the public may also participate in person by being present at the Los Altos Community Center Sequoia Room located at 97 Hillview Avenue, Los Altos, CA 94022

TO PARTICIPATE VIA VIDEO: Follow the link above. Members of the public will need to have a working microphone on their device and **must have the latest version of ZOOM installed** (available at <https://zoom.us/download>). To request to speak, please use the “Raise hand” feature located at the bottom of the screen under the Reactions Icon.

TO PARTICPATE VIA TELEPHONE: Members of the public may also participate via telephone by calling the number listed above. To request to speak, press *9 on your telephone.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, comments on matters listed on the agenda may be emailed to **SCpubliccomment@losaltosca.gov**. Emails sent to this email address are sent to/received immediately by the Senior Commission. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. [Minutes: Approve minutes of the Senior Commission regular meeting of March 6, 2023](#)
2. [Work Plan: Review recommended FY 2022/23 Work Plan and Subcommittees](#)

INFORMATIONAL ITEMS

3. [Age Friendly: Receive update from City staff](#)
4. [Flyers: Recieve informational flyers](#)
5. [Commissioner Handbook: Requested and received by the Senior Commission](#)

COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

6. **Commission/Subcommittee Reports:** Receive updates from Commission/Subcommittees
 - A. Age Friendly City Recertification (Buchholz, Cohen)
 - B. Outdoor Spaces and Buildings (Basiji, Nagao)
 - C. Transportation (Basiji, O'Reilly)
 - D. Housing (Basiji, O'Reilly)
 - E. Social Participation (Buchholz, Cohen)
 - F. Respect and Social Inclusion (Buchholz, Cohen)
 - G. Civic Participation and Employment (no representative)
 - H. Communication and Information (Basiji, Nagao)
 - I. Community Support and Health Care Services (Buchholz, Cohen)
7. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and City of Los Altos staff

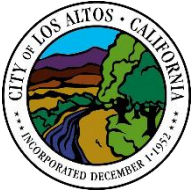
ADJOURNMENTSPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

Agendas, Staff Reports and some associated documents for Senior Commission items may be viewed on the Internet at https://www.losaltosca.gov/meetings?field_microsite_tid_1=2321.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



MINUTES OF THE REGULAR MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS AND TOWN OF LOS ALTOS HILLS, HELD ON MONDAY, MARCH 6, 2023 AT 3:30 P.M. VIA VIDEOCONFERENCE AND IN PERSON

ESTABLISH QUORUM

PRESENT: Chair Cohen, Commissioners Buchholz, Nagao, O’Reilly

ABSENT: Vice Chair Li, Commissioner Basiji

LATE: None

CALL MEETING TO ORDER

At 3:31 P.M., Chair Cohen called the meeting to order.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Gayle Ann Osmer, Seniors for fair housing
Forrest Linebarger, Seniors for fair housing
Tony Li, City of Los Altos resident

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the Senior Commission regular meeting of February 6, 2023.

Public Comment: None.

Action: Upon a motion by Commissioner Buchholz, seconded by Commissioner O’Reilly, the Commission approved the minutes of the meeting of February 6, 2023.

Approve: Chair Cohen, Commissioners Buchholz, Nagao and O’Reilly.

Oppose: None.

Absent: Vice Chair Li and Commissioner Basiji.

Abstention: None.

Motion passed unanimously: 4-0-2-0.

2. **Work Plan:** Review recommended FY 2022/23 Work Plan and Subcommittees.

Public Comment: Tony Li, Los Altos resident commented.

Action: Chair Cohen joined the Age Friendly City Recertification Subcommittee.

INFORMATIONAL ITEMS

3. **Age Friendly:** Receive update from City staff.

Public Comment: None.

Action: Received update from City Staff.

Commission/Subcommittee Reports: Receive updates from Commission/Subcommittees.

- A. Age Friendly City Recertification (Buchholz, Li) – No report.
 - B. Outdoor Spaces and Buildings (Basiji, Nagao) – No report.
 - C. Transportation (Basiji, O'Reilly) – No report.
 - D. Housing (O'Reilly, Basiji) – No report.
 - E. Social Participation (Buchholz, Cohen) – No report.
 - F. Respect and Social Inclusion (Buchholz, Cohen) – No report.
 - G. Civic Participation and Employment (Li)-No report.
 - H. Communication and Information (Basiji, Nagao) – Commissioner Nagao reported.
 - I. Community Support and Health Care Services (Buchholz, Cohen) – No report.
4. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and City of Los Altos staff.

Public Comment: None.

Action: Received information and announcements from Town of Los Altos Hills and City of Los Altos staff.

5. **Flyers:** Receive informational flyers.

Public Comment: None

Action: Received informational flyers.

6. **Los Gatos Senior Services Roadmap:** Requested and received by the Senior Commission.

Public Comment: None

Action: Requested and received by the Senior Commission.

7. **Future Agenda Items:**

- A. Senior Commission Work Plan subcommittees
- B. Los Altos and Los Altos Hills Commissioner recruitment process
- C. Age Friendly Cities Recertification

ADJOURNMENT

At 4:34 P.M., Monday, March 6, 2023, Chair Cohen adjourned the meeting.

SENIOR COMMISSION
FY 2022-23 Work Plan (May 2022 to May 2023)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Recertify Los Altos as an Age-Friendly City	Action Plan	<ul style="list-style-type: none"> Engage CAFÉ (Center for Age Friendly Excellence) to create an Action Plan to recertify as an Age-Friendly City. Subcommittee: Buchholz, Cohen	July 2022	Community Engagement	In progress
	Outdoor Spaces and Buildings	<ul style="list-style-type: none"> Participate in Grant Park Master Plan committee. Recommend hot water, HVAC and electrical upgrade in Grant Park in the CIP budget. Work collaboratively with Parks & Recreation to support senior use/age friendly programming in public areas. Plan joint meeting with Parks and Recreation Commission. Subcommittee: Basiji, Nagao		Community Engagement	Pending Action Plan details
	Transportation	<ul style="list-style-type: none"> Explore resources and options (transportation studies). Recommend (evaluate, check-in) ridesharing and reimbursement program improvements. Explore outreach strategies. Consider COVID impacts. Subcommittee: Basiji, O'Reilly		Community Engagement	Pending Action Plan details
	Housing	<ul style="list-style-type: none"> Understand local senior housing issues. Understand how other Commissions have addressed the housing needs of seniors. Advocate for senior housing needs/projects. Support senior elements in Los Altos Housing Element. Subcommittee: O'Reilly, Basiji		Housing	Pending Action Plan details

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Maintain City/Town of Los Altos Age-Friendly status	Social Participation	<ul style="list-style-type: none"> Reach isolated seniors not online. Partner with Parks & Recreation Commission on Pop-Up Activities. Subcommittee: Buchholz, Cohen		Community Engagement	Pending Action Plan details
	Respect and Social Inclusion	<ul style="list-style-type: none"> Reach isolated seniors not online and provide timely information. Address impacts of social isolation. Partner with Parks & Recreation Commission on Pop-Up Activities. Subcommittee: Buchholz, Cohen		Community Engagement	Pending Action Plan details
	Civic Participation and Employment	<ul style="list-style-type: none"> Raise awareness regarding age discrimination in the workforce. Attract more employers while keeping the village feeling. Subcommittee:		Community Engagement	Pending Action Plan details
	Communication and Information	<ul style="list-style-type: none"> Develop strategies to promote senior programs and facilities including grassroots marketing. Widely distribute Spotlight newsletter and flyers. Meet with Marketing/Recreation staff. Subcommittee: Basiji, Nagao		Community Engagement	Pending Action Plan details
	Community Support and Health Care Services	<ul style="list-style-type: none"> Plan for next endemic and boosters. Keep those not on social media or using technology informed. Support sunshine calls Subcommittee: Buchholz, Cohen		Community Engagement	Pending Action Plan details



SENIOR COMMISSION AGENDA REPORT

Meeting Date: April 3, 2023

Subject: Age Friendly

Prepared by: Jaime Chew, Recreation Manager

Initiated by: City Staff

Staff Recommendation

The staff recommends to receive the report

Summary/Project Description:

Age Friendly Recertification Project

Fiscal Impact:

The Age Friendly recertification project will cost \$30K.

- Breakdown of funds to be used:
 - o \$30K General Fund
- Amount approved at mid-year by City Council on February 14, 2023

Background

At its regular meeting on June 28, 2011, the Senior Commission proposed that City Council consider applying, on behalf of Los Altos, to join the World Health Organization (WHO) Network of Age-Friendly Cities. City Council supported the efforts and directed the Senior Commission to draft the application for Council's review. Staff was directed to provide an estimate regarding the number of anticipated staff hours required during years 1 and 2 of the planning phase.

On September 27, 2011, City Council approved the Los Altos application to the WHO Network of Age-friendly Cities with an amendment that included the removal of the proposed Senior Commission recommendations from the application to allow the process to be more aspirational in nature.

On June 7, 2021, Anabel Pelham, PhD and Founding Director for the Center for Age-Friendly Excellence (CAFÉ), gave a presentation to the Senior Commission on Age-Friendly Community Sustainability Principles from Grantmakers in Aging. CAFÉ was created to capture all the knowledge, capacity, experience, expertise, and process to become an Age-Friendly City and is currently working with 21 cities. Dr. Pelham has works closely with the California AARP who assists with the process to create a 5-year Age-Friendly Action Plan, as required by the program. On December 6, 2021, the Senior Commission approved the recommendation to pursue Dr. Pelham and CAFÉ to assist the City of Los Altos to update its Age Friendly status and create an Action Plan for the WHO.



Subject: Age Friendly

On February 14, 2023, the Los Altos City Council approved the mid-year budget request of \$30K to fund the Age Friendly Recertification Project.

Discussion/Analysis

City staff met with CAFÉ on March 23, 2023 to discuss next steps. Dr. Pelham has recommended that the City of Los Altos conduct the AARP survey first to gain statistical data. This will provide metrics to compliment and compare the information to be gathered in the focus groups. City staff has already initiated outreach to AARP to start the process.

Dr. Pelham has also suggested a follow up meeting with the Recertification Subcommittee. City staff will coordinate pending schedule availability.

CITY OF LOS ALTOS
PARKS & RECREATION

RAIN
OR SHINE

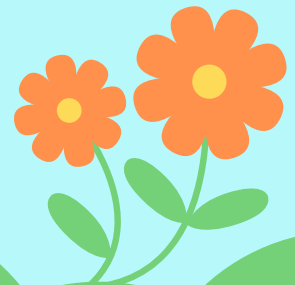
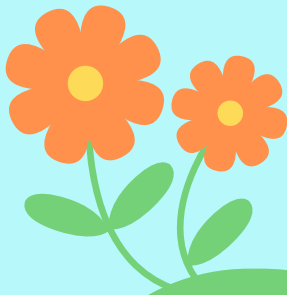
Agenda Item 4.

FREE
ENTRY

SPRING • EGG HUNT •

SATURDAY
APRIL 8

CO-SPONSORED
BY THE FRIENDS
OF THE LIBRARY



9:30 AM

CARNIVAL GAMES

10:00 AM

EGG HUNT BEGINS

10:20 AM

**PERFORMANCE BY
ANDY Z**

BRING YOUR OWN BASKET, 5 EGGS MAXIMUM

AGES: WALKING TO 10 YEARS

**Parks
Make
Life
Better!**

**Hillview Soccer Field
97 Hillview Ave.**

**rec-info@losaltosca.gov
(650) 947-2790**





CITY OF LOS ALTOS PARKS & RECREATION PRESENTS

Parks
Make
Life
Better!

Family Fun Days

AT THE LOS ALTOS COMMUNITY CENTER
CO-SPONSORED BY THE FRIENDS OF THE LIBRARY OF LOS ALTOS

FREE!

10 AM -
1 PM

JOIN US FOR THEMED FAMILY FUN!

MARCH

4

CELEBRATING
STORY BOOKS



MAY

20

FLOWER POWER



JUNE

17

SUMMER KICKOFF

Games • Crafts • Movies • And More.



97 Hillview Avenue
(650) 947-2790 | LosAltosRecreation.org



TINY TOTS

PLAY WITH A PURPOSE
2023 | 2024 PRESCHOOL-AGE PROGRAM



PLAYSCHOOL

3 - 4 years old

Mon/Wed/Fri | 9 AM - 12 PM

San Antonio Club



KINDER PREP

4 - 5 years old

Monday - Thursday | 8:45 - 11:45 AM

Los Altos Community Center



KINDER PREP ADVENTURE DAY

4 - 5 years old

Friday | 8:45 - 11:45 AM

Los Altos Community Center

Playschool students must be 3 years old and potty trained by November 1, 2023.
Kinder Prep/Adventure Day students must be 4 years old and potty trained by November 1, 2023.

ENROLL NOW!



Current Families - March 27 | Alumni Families - April 4 | Resident - April 10 | Non-Resident - April 17

For more information visit LosAltosRecreation.org

APPLY TO BE A SUMMER CAMP COUNSELOR- IN-TRAINING



CONNECT WITH OTHER TEENS AND BECOME A LEADER!

- Love summer camp, but too old to attend?
- Looking for experience working with kids ages 3.5 - 11?
- Enjoy being outdoors and under the Redwood trees?
- Between the ages of 13 and 15?

APPLY TODAY!

Applications due Tuesday, April 18



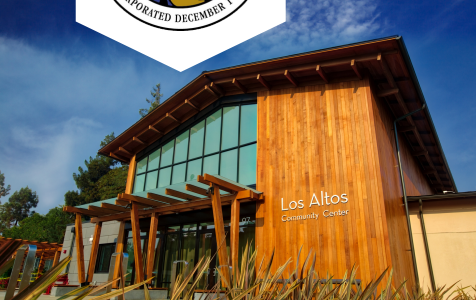
Questions? (650) 947-2790 | rec-info@losaltosca.gov



CITY OF LOS ALTOS

Parks & Recreation Department

Agenda Item 4.



WE'RE HIRING!

Current Opportunities

- FACILITY ATTENDANT
- PRESCHOOL TEACHER I/II
- RECREATION LEADER II (ADULT 50+)
- RECREATION LEADER I/II (SUMMER CAMPS)
- RECREATION LEADER III - CAMP DIRECTOR (SUMMER CAMPS)

apply
online
today!

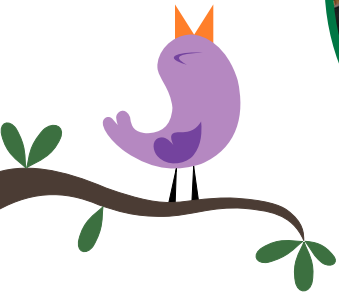


SCAN ME

www.losaltosca.gov 14 hr@losaltosca.gov

NOW HIRING! APPLY TODAY

LEAD OUR CAMPERS IN
CRAFTS, GAMES, AND
NATURE-BASED ACTIVITIES



CAMP DIRECTOR

(RECREATION LEADER III)

MUST BE 18+ TO APPLY

\$18.75 - \$21.75*

RECREATION LEADER I/II

MUST BE 16+ TO APPLY

STARTING \$17.20*

*PAY BASED ON EXPERIENCE

SCAN ME



ADDED BONUS: FREE CPR TRAINING

APPLY ONLINE AT [LOSALTOSCA.GOV/HR](https://www.losaltosca.gov/hr)

FOR MORE INFO: (650) 947-2790 OR REC-INFO@LOSALTOSCA.GOV



Hoppin' Hounds

Biscuit Hunt



Learn more at



losaltoshills.ca.gov/register

Saturday, April 8

9:00-10:30 AM

It's the twentieth annual Hoppin' Hounds Biscuit Hunt! You and your dog will hunt through Byrne Preserve in search of dog-healthy treats.

\$10 per entry to support Pets In Need's Palo Alto Animal Shelter.

Byrne Preserve at Westwind Community Barn

27210 Altamont Road, Los Altos Hills

For more info, contact 650-947-2518
or srobustelli@losaltoshills.ca.gov
losaltoshills.ca.gov/register



PROP 68 MULTIPURPOSE ROOM AND CONCESSION

Ribbon Cutting

CORNHOLE - FOOD TRUCK SOCIAL - CRAFTS

Come celebrate the new multipurpose and concession building at Purissima Park. Our ribbon cutting event will include a food truck social, crafts, cornhole and more!

Wednesday, April 19**Ribbon Cutting 4:30
Food Truck Social 5-7 pm****Purissima Park**

27500 Purissima Road
Los Altos Hills



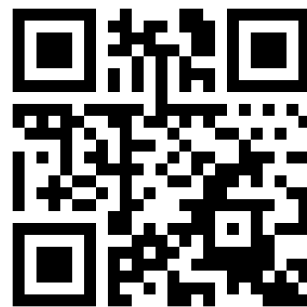
PATHWAYS RUN/WALK

Saturday, May 13th, 9:00 am
Westwind Community Barn






This annual event begins at the Westwind Community Barn, travels through the Byrne Preserve and extends into the Los Altos Hills Pathways system. The run features a hilly and challenging 5K and 10K Pathways Run/Walk, plus a 1-Mile Fun Run. To learn more visit the event website at lahpathwaysrun.org.

SIGN UP TODAY



losaltoshills.ca.gov/register



 LAHPATHWAYSRUN.ORG
 650-947-2506
 srobustelli@losaltoshills.ca.gov



2023 Theme:
RUN WILD!

The Basics of Brain Health & Aging

Agenda Item 4.

National Alzheimer's Awareness Month



To commemorate June as National Alzheimer's Awareness Month, Los Altos Hills Parks and Recreation has teamed up with the Healthy Brain Program of Santa Clara County Public Health to share important lessons to get inspired by others for maintaining brain health and healthy aging. For more information and to RSVP visit losaltoshills.ca.gov/healthycommunities

Date: 6/8

Day: Thursday

Time: 10:00 - 11:00 am

Location: Town Hall Council Chambers



MAKE EVERYDAY EARTH DAY

losaltoshills.ca.gov/earthday

Share your personal goals and best tips to “Make Everyday Earth Day.” The most liked ideas as determined by the Youth Commission will be eligible for prizes!

Share your submissions at
losaltoshills.ca.gov/EarthDay.



City of Los Altos

Commission Handbook

TABLE OF CONTENTS

INTRODUCTION 1

THE BASICS 1

- Government in the City of Los Altos
- City Council
- Commissions/Committees
- Staff

MEMBERSHIP ON CITY COMMISSIONS 2

- Appointment
- Reappointment
- Resignation/Removal
- Attendance and Participation
- Statement of Economic Interest
- Ethics Training

THE BROWN ACT 4

- Violations
- Types of meetings
- Agendas
- Meeting Minutes
- Adding items to a future agenda

CONFLICT OF INTEREST 6

COMMISSION ORGANIZATION 6

- Chair and Vice Chair
- Ad hoc Committees

MEETING PROCEDURES 7

- Rules of Order
- Consideration of agenda items
- Public comment
- Teleconferencing

DECORUM 7

TRAINING 8

CONCLUSION 8

CHEAT SHEET FOR CHAIRS 9

INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

THE BASICS

Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.

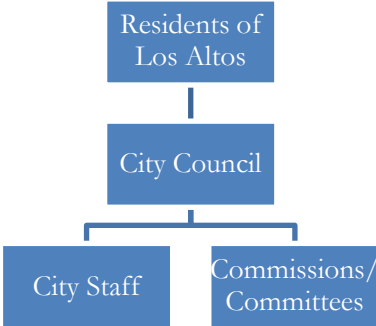


Figure 1: City of Los Altos organization

Commissions are integral to the City’s commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.

City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the ‘Board of Directors’ for the City. The Council is the legislative body of the City. It

sets policy and establishes the City’s overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. These liaisons may attend meetings, but will not participate as a member of the Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole.

Commissions/Committees

Residents are appointed by Council to serve on Commissions to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff’s recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners should support actions taken by a majority of the Commission. Individuals should consult with their staff liaison regarding matters in which they may be construed as representing the City.

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

Staff

The City Manager serves as the ‘Chief Executive Officer’ for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide such assistance.

Commissions work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

Role of Staff Liaison

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view and recommendation of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

Figure 2: Role of Staff Liaison

MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, he/she shall become ineligible to continue as a member of that body.

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

Ad hoc Committee members are appointed and shall serve until the task of the ad hoc committee has been completed at which time the Committee shall be disbanded. Council members and Commissioners may serve on ad hoc committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee.

Appointment

The City Council accepts applications for Commission positions year-round. Two times per year, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). With the exception of the Youth Commission, interviews are scheduled before the entire City Council at a special meeting. Between the two formal recruitments, the City may conduct recruitments for vacant positions as they arise. Interviews for these positions may be held either immediately before or during a regular Council meeting. Appointments are made by written ballot during a regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners must notify the City Clerk, in writing, indicating interest in continuing on the Commission for another four-year term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as appointments to the Commission. Upon completion of their service, Commissioners are encouraged to meet, either in person or via telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

Resignation/Removal

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review

Commission Member Responsibilities

- Prepare for and participate in Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training upon beginning service and again within 60 days of beginning service
- Complete two hours of Ethics Training within one year of appointment and every two years thereafter
- Attend Annual Commission Training

members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

Figure 3: Commission Member Responsibilities

Attendance and Participation

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, he/she should advise the staff liaison as soon as possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must file Form 700s. In addition, the City identifies those positions which are subject to the City’s Biennial Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

Type of Filing	Occurrence
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

Table 1: Deadlines for filing Form 700

Ethics Training

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within their first year of service. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain subcommittees or ad hoc committees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.



Figure 4: Ralph M. Brown

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission’s subject matter jurisdiction.

Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for fellow Commissioners should be sent through the staff liaison. Commissioners should take care to not ‘reply all’ on emails.

Violations

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney’s fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or “cures” may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

Types of meetings

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

Agendas

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City’s website as set forth in the Brown Act and the City’s Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City’s website.

Meeting Minutes

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as “action minutes” and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City’s website.

Adding items to a future agenda

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the “Potential Future Agenda Items” portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission’s work plan.

CONFLICT OF INTEREST

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they have a conflict of interest or not. The City Attorney should be consulted as early as possible on any matters which may be a conflict of interest.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member, not in the member's capacity as a Commissioner, may speak on the issue during the time that the general public speaks on the issue.

COMMISSION ORGANIZATION

Each Commission consists of between five and eleven members. Each member has an equal voice and vote on the Commission.

Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair rotate annually. Election of Chair and Vice Chair occurs at the first meeting in April or October, depending on when members are appointed to the Commission. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Subcommittees

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions may not create standing committees.

MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

Rules of Order

Rosenberg’s Rules of Order, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the Rules of Order can be obtained from the City Clerk’s Office.

Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Official action requires a majority vote of the entire Commission/Committee, not just those present.

Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker’s time to two minutes.

Consideration of an agenda item

1. Presentation by Staff, Commissioner or subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on the matter

Figure 5: Procedures for considering agenda items

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

Teleconferencing

Commission members shall not participate in meetings by teleconference.

DECORUM

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

TRAINING

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted

by City staff to review roles and responsibilities and to provide information on any changes in or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the training session will be required to watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

CONCLUSION

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

Cheat sheet for Chair (and Vice Chair)

(and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or a subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

Applications

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of up to ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

Announcing votes

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

Recess

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.