



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, April 04, 2022

Telephone/Video Conference Only

Please Note: Per California Executive Order N-29-20, the Senior Commission will meet via Telephone/Video Conference only.

Members of the Public may join and participate in the Senior Commission meeting at
<https://webinar.ringcentral.com/j/1450453971>.

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device and **must have the latest version of RingCentral available at this link** <http://www.ringcentral.com/download.html>. To request to speak please use the "Raise hand" feature located at the bottom of the screen.

TO PARTICIPATE VIA TELEPHONE - Members of the public may also participate via telephone by calling 1-650-242-4929 (Meeting ID: 145 045 3971). Press * 9 on your telephone to indicate a desire to speak.

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.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email cavina@losaltosca.gov with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Emails sent to the above email address are sent to/received immediately by the Senior Commission. 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.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

1. Senior Commission Reorganization

Submit nominations and appoint a Chair and Vice Chair for 2022-23 term year

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

2. Minutes:

Approve minutes of the regular meeting of March 7, 2022.

3. Work Plan

Discuss and finalize recommended FY 2022/23 Work Plan, Subcommittee and Accomplishments to be presented to City Council at the annual Special Joint Meeting on May 3, 2022

INFORMATIONAL ITEMS

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

A. Commissioner/Subcommittee Oral Reports

B. Staff Oral Report

C. Requests for Future Agenda Items

Grant Park Capital Improvement Program Update (May 2, 2022)

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

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.



TO: Senior Commission
FROM: Jaime Chew, Staff Liaison
SUBJECT: Senior Commission Reorganization

RECOMMENDATION:

Submit nominations and appoint a Chair and Vice Chair for 2022-23 term year

BACKGROUND

The election of a Commission Chair and Vice Chair are governed by the Commission and Committee Handbook:

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.

The role of the Chair is to preside at the 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.

Any member of the Commission may serve as Chair and Vice Chair. The current Chair will ask for nominations for one position at a time. Any member may nominate a Commissioner to serve. Nominations do not require a second. Once nominations for the position are closed, the Commission will vote. If a majority of members approve, that member will serve as Chair or Vice Chair for the year.

Upon the conclusion of the election for Chair and Vice Chair, the person elected Chair will take over presiding over the meeting.

Attachments:

- A. Cheat Sheet for Chair – How to Run a Meeting

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, 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 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.



SENIOR COMMISSION MINUTES

3:30 PM - Monday, March 07, 2022

Telephone/Video Conference Only

CALL MEETING TO ORDER

Chair Nagao called the meeting to order at 3:30pm.

ESTABLISH QUORUM

PRESENT: Chair Nagao, Vice-Chair Cohen, Commissioners Basiji, Buchholz, Li, O'Reilly
ABSENT: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Linda Swan (Los Altos Hills Council Liaison), Gary Hedden (Los Altos History Museum Board of Directors President), Roberta Phillips (Los Altos resident) provided comments.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes
Action: Upon a motion by Vice Chair Cohen, seconded by Chair Nagao, the Commission unanimously approved 6 – 0 the minutes of the regular meeting of December 6, 2021, with changes.

INFORMATIONAL ITEMS

2. Age Friendly Program Update
Received update on the proposed assessment agreement with the Center for Age-Friendly Excellence (CAFE).

Commissioner Buchholz commented regarding the WHO Age-Friendly assessment process.

Nancy provided comments.

Diana Miller, Project Manager Santa Clara County Aging and Social Services provided comments.
Roberta Philips, Los Altos resident provided comments.

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

3. Staff Updates

Town Staff Sarah Robustelli updated the Senior Commission on the Spring/Summer Activity Guide, events, classes, and workshops.

City Staff Jaime Chew updated the Senior Commission regarding Community Center operating hours, Spring events and class registration.

Future Agenda Items

Grant Park CIP

Outdoor Pickleball information

Senior Commission Reorganization - Appoint Chair and Vice Chair (April 4, 2022)

FY 2022-23 Work Plan (April 4, 2022)

Joint Meeting with City Council (May 3, 2022)

ADJOURNMENT

Chair Nagao closed the meeting at 4:41pm



TO: Senior Commission
FROM: Jaime Chew, Staff Liaison
SUBJECT: Work Plan

RECOMMENDATION:

Discuss and finalize recommended FY 2022/23 Work Plan, Subcommittees, and Accomplishments to be presented to City Council at the annual Special Joint Meeting on May 3, 2022

BACKGROUND

City Council is hosting a special joint meeting with the Senior Commission on May 3, 2022, to review accomplishments and a recommended Work Plan for the next twelve-month period (May to May). Each Commission will be allotted approximately 30 minutes to present their accomplishments from the past year and next year's Work Plan.

RECOMMENDATION

Finalize recommended FY 2022/23 Work Plan, subcommittees, and accomplishments to be presented to City Council at the annual Special Joint Meeting on May 3, 2022.

Staff is recommending that the Senior Commission discuss how the information will be presented including a spokesperson or persons.

Attachments:

- A. 2021 – 2022 Work Plan
- B. Work Plan Considerations
- C. Recreation Department Goals

SENIOR COMMISSION
FY 2021-22 Work Plan (March 2021 to March 2022)

Updated June 07, 2021

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Increase participation by Seniors	Program Comparables	Review other Senior Programs in neighboring communities (Nagao, Cohen)	Fall 2021	Community Engagement	
	Prioritize Proposed Programs	Develop and prioritize program ideas. (O'Reilly, Nagao, Cohen)	Fall 2021	Community Engagement	In progress
	Senior Program Marketing	Develop strategies to promote senior programs and facilities including grassroots marketing. Meet with Marketing staff. (Basiji, Nagao)	Fall 2021	Community Engagement	
Transportation needs for seniors	Senior Transportation (marketing)	Explore resources and options (transportation studies). Recommend (evaluate, check-in) ridesharing and reimbursement program improvements. Explore outreach strategies. Consider COVID impacts. (Basiji, O'Reilly)		Community Engagement	
Enhance Health and Wellness	Thriving in Place	Explore fitness-based activities, nutrition, immunization, advance care planning (Buchholz, Cohen)		Community Engagement	
Participate in the Age Friendly City initiative	Senior Advocacy	Review Los Altos status and explore collaboration with World Health Organization (WHO). Network with other WHO cities. (Buchholz, Li)		Community Engagement	

Attachment B

Senior Commission
Work Plan Considerations

Staff recommends that the Senior Commission consider the following factors when finalizing goals, projects, subcommittees, and timelines that are feasible and achievable with twelve months (May 2022 to May 2023).

- **Recreation Department Mission:** The Los Altos Recreation Department strives to enrich community involvement, and recreational activities
- **Recreation Department Vision:** Build a department to ensure its essential services enhance the quality of life in Los Altos through offerings that create community through people, parks, and programs
- **Recreation Department Goals and Objectives** (Attached)
- **Balance between recreation programs, and park and facility maintenance/projects**
- **City Council Retreat Discussion**
- **Proposed 5-Year Capital Improvement Program**
- **Staff capacity and budget impacts**
- **Impacts of COVID-19 – Transitioning through Change**
- **Powers and duties of the Parks and Recreation Commission (Muni-Code)**
The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.
- **Role of Staff Liaison (Source: Commissioner Handbook – Page 2)**
Work with the Commission in the development of a **work plan** for the coming year and a summary of accomplishments for the previous year and/or Council direction. Research and prepare reports for the Commission, as is consistent with the **work plan**.
- **Adding Items to a Future Agenda (Source: Commissioner Handbook – Page 6)**
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**.

- **Subcommittees (Source: Commissioner Handbook – Page 7)**

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.

Overarching Themes from 2020 Organizational Assessment

CREATE a welcoming and positive Community Center

RECOGNIZE DIFFERENT NEEDS for ‘Tweens and Teens, and Active Seniors and older Seniors

IMPROVE AWARENESS of the department and **ENHANCE** communications with the community

EXPAND partnerships and relationships

Provide **OVERSIGHT** of the Civic Center to **UNITE** and **EXPAND** events and coordination

Schedule events that **INTEGRATE** both the **NORTHERN AND SOUTHERN** areas of the town

ADDRESS (in partnership with other departments) accessibility and transportation to **PARKS** and **FACILITIES**

Make sure programs are **RELAVENT** to community; and **DISCONTINUE** ones that are not successful

INCREASE maintenance and cleanliness of all facilities

Goal 1. Programs & Events Strategies

<p>Evaluation of Programs</p>	<p>Ensure relevancy and success of programs with a policy and procedures to regularly evaluate, add and discontinue programs.</p>
<p>New Programs & Approaches</p>	<p>Increase the number of programs targeted to active adults, using new modalities and innovative approaches.</p>
<p>Adults & Teens</p>	<p>Dedicate staff to develop and manage programs targeted at different populations, with particular attention to adults and teens – two underserved populations.</p>
<p>City-wide Use</p>	<p>Actively schedule and promote programs city-wide, utilizing all city recreation facilities, parks, and expanding formal program spaces into the outdoors.</p>

Goal 2. Community Awareness & Engagement Strategies

Staff Roles & Responsibilities	Identify Department staff roles and responsibilities to actively and consistently engage the community including appointing a community lead to foster feedback and involvement in a regular manner.
Data & Evaluation	Create clear metrics and data collection tools and processes to systematically evaluate and understand community satisfaction and needs.
Partnerships	Institutionalize and establish formal partnerships with community organizations and neighboring communities, including Los Altos Hills to enhance programs and services.
Commissions & Volunteers	Develop procedures to better involve and leverage commissions and volunteers in the pursuit of the Department's mission.

Goal 3. Parks & Recreation Facilities Strategies

Master Plan	Initiate a comprehensive Parks and Recreation Master Plan update for the City.
Sustainable Guidelines	Work with City leadership to adopt regenerative, resilient and sustainable guidelines for all indoor recreation facilities and parks development, operation, and maintenance.
Welcoming Spaces	Design and operate indoor and outdoor spaces with the customer in mind , providing ample seating and gathering areas that invite the community members to linger, as well as amenities and places that offer comfort and enjoyment.
Optimization	Ensure that all recreation facilities, parks, and programmable spaces are optimized for community enjoyment and use .
Civic Center Coordination	Work with other City and community operators to coordinate, promote, and align civic center activities, rentals, and overall activation for the benefit of the community members.

Goal 4. City-wide Department Organization Strategies

<p>Succession Planning</p>	<p>Restructure the Department to establish additional leadership and management positions and to allow for promotion and retention of employees.</p>
<p>Customer Service</p>	<p>Foster a customer service culture with all Department staff, instilling the necessity to make facilities as welcoming as possible, and to ensure inclusivity in programs and events.</p>
<p>Policies & Procedures</p>	<p>Update department policies and procedures to clarify roles and responsibilities and reduce redundancy and gaps in services.</p>
<p>Strategic Staff Retreats</p>	<p>Hold annual staff strategy and innovation gatherings to empower and inspire staff, support an inclusive team culture, and to provide a common understanding of goals and purpose.</p>

Goal 5. Cost Recovery Strategies

Fee Schedule	Establish a class and rental fee schedule that is consistent, fair, and regularly evaluated to ensure effectiveness.
Scholarship Program	Adopt a community scholarship fee program to enable all members of the community to access all programs and facilities equally.
Balance	Create rental schedules for facilities that allow for low to no cost community access, with market rate slots to balance revenue generation and community access.
Assess Facilities & Spaces	Assess City recreation facilities, outdoor spaces, and parks to determine their highest and best use , considering how to serve community members throughout the city, and to offer a broad and balanced set of offerings.
Equity & Inclusion	Organize the Department so that it can ensure equitable and inclusive services to all (JEDI).