



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, October 02, 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: 813 5929 8846

Members of the Public may join and participate in the Senior Commission meeting at
<https://losaltosca.gov.zoom.us/j/87361061285?pwd=YVpySG9KUkQzT0Nmd0FXcnA4YTYwZz09>
Passcode: 656693

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. [Senior Commission Changes: Receive staff presentation](#)
2. [Senior Commission Reorganization: Submit nominations and appoint a Chair and Vice Chair for 2023-24 term year](#)
3. [Minutes: Approve minutes of the Senior Commission special meeting of September 11, 2023](#)
4. [AARP Survey Marketing Plan: Receive staff report and determine opportunities for commissioners to compliment the city's efforts](#)
5. **Transportation Domain Review:** Receive domain review from Transportation Subcommittee (Basiji, O'Reilly) and take action as appropriate
6. **Social Participation Subcommittee Goals:** Receive domain review from Social Participation Subcommittee (Buchholz, Cohen) and take action as appropriate
7. **Communication and Information Domain Review:** Receive domain review from Communication and Information Subcommittee (Nagao) and take action as appropriate
8. **Community Support and Health Care Services Domain Review:** Receive domain review from Community Support and Health Care Services Subcommittee (Buchholz, Cohen) and take action as appropriate
9. [Work Plan: Review recommended FY 2022/23 Work Plan and Subcommittees](#)

INFORMATIONAL ITEMS

10. [Flyers: Recieve informational flyers](#)
11. [Age Friendly: Receive update from City staff](#)

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

12. **Commission/Subcommittee Reports:** Receive updates from Commission/Subcommittees
 - A. Age Friendly City Recertification (Buchholz, Cohen, Li)
 - B. Outdoor Spaces and Buildings (Basiji, Nagao)
 - C. Transportation (Basiji, O'Reilly)
 - D. Housing (Basiji, O'Reilly)
 - E. Social Participation (Buchholz)
 - F. Respect and Social Inclusion (Buchholz, Cohen)

- G. Civic Participation and Employment (Li)
- H. Communication and Information (Nagao)
- I. Community Support and Health Care Services (Buchholz, Cohen)

13. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and City of Los Altos staff

14. **Future Agenda Items**

- A. Review World Health Organization Eight Domains (November)
 - Outdoor Spaces and Buildings (Basiji, Nagao) – November
 - Housing (O'Reilly, Basiji) – November
 - Respect and Social Inclusion (Buchholz, Cohen) – November
 - Civic Participation and Employment (Li)- November

- B. Work Plan

ADJOURNMENT

SPECIAL 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.

Los Altos/ Los Altos Hills Senior Commission

Jaime Chew, Senior Commission Staff Liaison



Commissions

Los Altos has more Commissions, that meet more frequently, with more Commission members than peer cities.



Los Altos Commission Changes

Commission Changes:

- Meeting Frequency
- Commission Composition
- Powers and Duties
- Attendance and Participation
- Reporting
- Realignment of Commission Calendars (Oct – Sept)

Handbook Changes:

- Ad Hoc Subcommittees
- Commissioner Liaisons
- Council Liaisons
- Conflict of Interest
- Election of Chair and Vice Chair



Commission Changes

- Meeting Frequency
- Commission Composition
- Powers and Duties
- Attendance and Participation
- Reporting



Commission Changes

Commission	Meetings Past	Meetings Current	Membership Past	Membership Current	Changes to Powers and Duties
Complete Street	12	10	7	7	Yes
Environmental	12	10	7	7	Yes
Financial	12	8	7	7	No
Historical	12	4	7	5	Yes
Library	12	6	7	5	Yes
Parks, Recreation, Arts, and Cultural	12	10	7	7	Yes
Planning	24	24	7	7	No
Senior	12	10	7	7	No
Youth	12	10	11	11	No



Commissions Meeting Frequency

Commission	Meetings Past	Meetings Current
Complete Street	12	10
Environmental	12	10
Financial	12	8
Historical	12	4
Library	12	6
Parks, Recreation, Arts, and Cultural	12	10
Planning	24	24
Senior	12	10
Youth	12	10



Commission Composition

Commission	Membership Past	Membership Current
Complete Street	7	7
Environmental	7	7
Financial	7	7
Historical	7	5
Library	7	5
Parks, Recreation, Arts, and Cultural	7	7
Planning	7	7
Senior	7	7
Youth	11	11



Commission Powers and Duties

Commission	Changes to Powers and Duties
Complete Street	Yes
Environmental	Yes
Financial	No
Historical	Yes
Library	Yes
Parks, Recreation, Arts, and Cultural	Yes
Planning	No
Senior	No
Youth	No



Powers and Duties

- Submit at Annual Work Plan to Council
- Serve as Forum for Public Engagement
- Perform Other Tasks and Duties as Assigned by Council
- Submit an Annual Report To Council



Senior Commission

Senior Commission	Current	Recommended
Composition	7 (2 LAH)	7 (2 LAH)
Meetings Frequency	Monthly (12)	Monthly (10)



Senior Commission

No changes recommended to Senior Commission Powers and Duties.

2.08.140

The Joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.



Attendance and Participation

- Majority of members required in person for meeting to take place
- Commissioners must attend 75% of regularly scheduled meetings
- Commissioners may attend no more than 20% of meetings remotely via Traditional Brown Act Teleconferencing or AB 2449



Attendance and Participation

- *Chair must ask Commissioner: participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.*



Reporting

Commissions provide a workplan for approval to Council (1st quarter)

Commissions provide an annual plan to Council at joint meeting



Handbook Changes

- Ad Hoc Subcommittees
- Commissioner Liaisons
- Council Liaisons
- Conflict of Interest
- Election of Chair and Vice Chair



Ad Hoc Subcommittees

- Must be Ad Hoc, cannot be standing
- Does not require posting, meeting in public, staff support, or minutes
- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time



Ad Hoc Subcommittees

The motion of establishment must include that the Ad Hoc Subcommittee:

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists



Commissioner Liaisons

- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic
- Can be member of the public



Council Liaisons

- Attendance is no longer required at every meeting
- Council liaison will meet with Commission Chair and Staff liaison once per year at a minimum as well as at joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies



Conflict of Interest

- *Perceived Conflict of Interest*
- *Incompatible Activities*



Perceived Conflict of Interest

Perceived Conflict of Interest:

A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.



Perceived Conflict of Interest

- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner will seek out advice from City Attorney or FPCC



Conflict of Interest

Incompatible Activities:

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.



Conflict of Interest

- It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest.
- The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.



Election of Chair and Vice Chair

- Commission appoints Chair and Vice Chair annually and at the first meeting in October.
- No member of a Commission may serve consecutive terms as the chair, they must change annually



Additional Considerations

- Special Meetings
- Discussion Items (On the Agenda)
- Discussion Items (Not on the Agenda)



Questions



ORDINANCE NO. 2023-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING LOS ALTOS MUNICIPAL CODE CHAPTER 2.08 AND CHAPTER 2.12 PERTAINING TO CITY COMMISSIONS GENERALLY AND THE HISTORICAL COMMISSION

WHEREAS, the City of Los Altos has guidelines for the 11 Commissions regarding their scope of work, number of Commissioners, and frequency of Commission meetings within Los Altos Municipal Code Sections 2.08 and 2.12; and

WHEREAS, during the City Council retreat on February 21, 2023, the Council received a presentation from staff highlighting that Los Altos, when compared to other cities in the county, has more Commissions, with more members, that meet more frequently than is average; and

WHEREAS, the City Council discussed each of the commissions during the Study Session on March 28, 2023 and provided direction, feedback, or general thoughts; and

WHEREAS, during the regular City Council meeting on April 25, 2023, City Council provided direction to City staff on the proposed changes; and

WHEREAS, this ordinance will amend Los Altos Municipal Code Sections 2.08 and 2 regarding the guidelines for commissions; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: Chapter 2.08 of the Los Altos Municipal Code is hereby amended to read as follows:

2.08.010 Creation of commissions.

There are hereby established the following commissions in the city, with the following regular voting members:

- A. Complete streets commission: Seven (7) members
- AB. Environmental commission: Seven (7) members;
- BC. Financial commission: Seven (7) members;
- CD. Historical commission: ~~Seven~~ Five (5) members;
- DE. Library commission: ~~Seven~~ Five (5) members;
- EF. Parks, arts, recreation and cultural ~~and recreation~~ commission: Seven (7) members;

- ~~FG.~~ Planning and transportation commission: Seven (7) members;
- ~~G.~~ Design review commission: Five members;
- H. Youth commission: Eleven (11) members; from school grades **seven nine (9)** through twelve (12); and
- I. Senior Commission: Seven (7) members, age fifty-five (55) or older. Exceptions may be made for individuals with special skills which may benefit seniors;
- ~~J.~~ Public arts commission: Seven members; and
- ~~K.~~ Bicycle and pedestrian advisory commission: Seven members.

2.08.020 Membership.

- A. All voting members shall be appointed by the council, with the following exceptions:
 - 1. ~~Five~~ Four (4) members of the library commission shall be appointed by the council and ~~one (1) member~~ two members of the library commission shall be appointed by the Town of Los Altos Hills city council; and
 - 2. Five (5) members of the senior commission shall be appointed by the council and two (2) members of the senior commission shall be appointed by the Town of Los Altos Hills City Council.
- B. All voting commissioners shall be residents of the city, except that:
 - 1. ~~Three~~ One (1) voting members of the library commission need not be a residents;
 - 2. ~~Two~~ One (1) voting members of the historical commission need not be a residents provided the criteria of Section 2.12.010 are met; and
 - 3. Two (2) voting members of the senior commission need not be residents.

2.08.030 Terms, appointments, and vacancies.

- A. Commissioners, with the exception of senior and youth commissioners, shall serve for a term of four (4) years and may be reappointed to one additional four-year term. Terms shall be staggered and expire on the last day of ~~March~~ or September. A commissioner shall be appointed by a majority vote of the Council and may be removed prior to the expiration of his or her term by a majority vote of the Council, and such removal may be with or without cause.
- B. Senior commissioners shall serve two-year terms with incumbents eligible to serve a total of four (4), two-year terms, in addition to an unexpired term. Terms shall be staggered and expire on the last day of ~~March~~ September.
- C. Youth commissioners shall be appointed from school grades **seven nine (9)** through twelve (12) and shall serve two-year terms with incumbents eligible to reapply for appointment for terms through and including their senior year. Terms shall be staggered and expire on June 30th. **The city council's youth commission interview committee shall interview commission applicants and recommend appointments.**
- D. **Except for Senior and Youth Commissioners,** a commissioner appointed to fill an unexpired term may be eligible for reappointment to an additional two (2) terms.
- E. The two-term limit shall apply to consecutive terms only. After a lapse of two (2) years, a former commissioner may reapply for an appointment to any commission desired as a new applicant. The two-year lapse between appointments shall apply

only to service on one commission. Upon leaving one commission, an individual may apply for an appointment to any other commission at any time.

- F. Appointments to each commission shall be made as terms expire or when unanticipated vacancies occur.
- G. Vacancies on any commission shall be filled by a majority vote of the council, except that the Town of Los Altos Hills City Council may fill ~~two vacancies~~ one vacancy on the library commission and two vacancies on the senior commission. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall serve for such unexpired term.

2.08.040 Compensation

Commissioners shall serve without compensation. The council may approve ~~payment~~ reimbursement to commissioners of expenses incurred by them in their official capacity.

2.08.050 Organization

Annually, each commission shall elect one of its members as chair and one as vice-chair, each to serve a one-year term. Each commission shall provide the time, place, and manner for holding regular and special meetings. A majority of the authorized membership of a commission shall constitute a quorum of that commission. All meetings of the commission as a whole, or any standing subcommittees, shall be open to the public and noticed in accordance with ~~the California "Ralph M. Brown Act."~~ State law.

2.08.060 Meetings

Each commission shall establish a regular meeting day and time and shall hold meetings as listed. All Commissions shall not hold regular meetings during the months of July and December.

- A. Complete Streets Commission: once monthly
- B. Environmental Commission: once monthly
- C. Financial Commission: twice quarterly
- D. Historical Commission: once quarterly
- E. Library Commission: every other month
- F. Parks, arts, recreation and cultural commission: once monthly
- G. Planning Commission: twice monthly
- H. Senior Commission: once monthly
- I. Youth Commission: once monthly

Any regular meeting may be cancelled in accordance with State Law.

2.08.0670 Powers and duties of the planning commission.

The planning commission shall have those powers and duties given it by the State Planning Act (Title 7 of Chapter 3 of the Government Code of the state, commencing with Section 65100), as amended from time to time, and such other powers as granted it by the other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.

2.08.0870 Powers and duties of the library commission.

- ~~A. The library commission shall; act in an advisory capacity to the council in all matters pertaining to the city library, shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library service to the citizens of the community, shall make budget recommendations to the council with regard to the library, and shall submit an annual report to the council.~~
- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
- B. Review the Los Altos Library programs, services and facilities, and make recommendations to the Council, the City Manager and/or County and Community Librarians as appropriate, for additions or modifications thereof;
- C. Conduct community outreach regarding the library facilities, programs and services, and report back to the Council and/or the County and Community Librarians as appropriate;
- D. Perform such other tasks as may be expressly requested of it by the City Council;
- E. Serve as a forum for community input and engagement;
- F. Submit an annual report to the Council; and
- G. Perform other tasks and duties as assigned by the Council.

2.08.0980 Powers and duties of the parks, art, and recreation and cultural commission.

~~The parks, art, and recreation and cultural 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.~~

- A. Submit an annual report to the City Council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;

- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
- E. Serve as a forum for community input and engagement; and
- F. Perform other tasks and duties as assigned by the Council.

2.08.090100 Powers and duties of the historical commission.

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.

2.08.1100 Powers and duties of the youth commission.

The youth commission shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services. The city council's youth commission interview committee shall interview commission applicants and recommend appointments.

~~**2.08.110 Powers and duties of the design review commission.**~~

~~The design review commission shall have those powers and duties granted it by other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.~~

2.08.120 Powers and duties of the environmental commission.

- ~~A. The commission shall have those powers and duties entrusted to it by the council from time to time, and shall submit an annual report to the council. The environmental commission studies and makes recommendations to council on issues that affect the natural and built environment in the city and the region. Additional duties include special projects as directed by the council.~~
- A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;
- C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.

2.08.130 Powers and duties of the financial commission.

The commission shall have those powers and duties entrusted to it by the council including:

- A. Annual review of the investment policy;
- B. Annual review of independent financial audit;
- C. Review of auditor selection process;
- D. Review of financial projections and assumptions. This especially relates to review of revenue projections provided in the annual mid-year report which are used biennially as the basis for the service and financial plan;
- E. Special projects as directed by the council, city manager or finance director; and
- F. Submission of an annual report to the council.

The financial commission provides resident input to the council and staff regarding financial policy issues, and promotes resident participation and understanding regarding the financial condition of the city.

2.08.140 Powers and duties of the senior commission.

The joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.

~~**2.08.150 Powers and duties of the public arts commission.**~~

- ~~A. The public arts commission shall act in an advisory capacity to the council in all matters pertaining to public arts programs sponsored by the city. It shall take an active role in bringing about public awareness of the visual arts as well as in the definition, execution and promotion of those programs which include, but are not limited to, exhibition of sculpture, paintings, photography, video and other visual arts. The commission shall submit an annual report to the council.~~
- ~~B. The primary focus of the commission is the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with city staff on placement and maintenance of sculptures. The commission will also assist the city with ensuring that all conditions and agreements are being met. In addition, the commission will promote artists' works through media exposure of the sculpture program.~~

2.08.1560 Powers and duties of the complete streets commission.

The Complete Streets Commissions shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.

~~Help to create multi-modal transportation solutions and policies that enable safe, attractive, comfortable and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities, including connectivity across jurisdictional boundaries.~~

- ~~• Shall advise the council on existing and proposed city policies related to traffic calming and traffic enforcement.~~
- ~~• Shall advise the council on projects and budget priorities for transportation-related capital improvements.~~
- ~~• Provide for community engagement and serve as a conduit for community input.~~

2.08.1670 Role of staff liaison.

The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.

2.08.170 Contract authority.

No commission shall have the power or authority to authorize the expenditure of city funds or to bind the city to any written or implied contract.

2.08.180 Adherence to City policies

Unless otherwise provided herein, Commissioners shall be bound by all City policies, including the Commission Handbook.

SECTION 2. AMENDMENT OF CODE: Chapter 2.12 of the Los Altos Municipal Code is hereby amended to read as follows:

2.12.010 Creation – Qualification and residency of members.

A historical commission consisting of ~~seven~~ five (5) unpaid members, with the following qualifications, shall be appointed by the city council:

- A. ~~Two~~ One (1) members who, by reason of training and experience, ~~are~~ is (1) knowledgeable in the field of construction and structural rehabilitation, such as a licensed architect, engineer or contractor; or (2) social/architectural historian, archeologist and/or urban planner. Such members must either reside or have a place of business within the city; provided, however, with the approval of the city council, any such members who does not maintain an office within the city may reside within the geographic area covered by the 94022 and 94024 U.S. Postal Service zip codes.
- B. ~~Five~~ Four (4) members appointed at large having demonstrated interest in preservation of the historic resources within the city. Such members must be residents of the city.
- C. The original appointment of members of the commission shall be as provided in Section 2.08.030 of this title.

The term of office of members of the commission shall be as provided in Section 2.08.030 of this title.

2.12.020 Organization.

- A. The commission shall elect annually, ~~on or before January 31st,~~ one of its members to serve in the office of chair~~man~~, and may elect such other officers from among its members as designated in its charter. Should a mid-year vacancy in any office occur, the commission shall elect a replacement officer at the next regular or noticed special meeting to serve until the next annual election of officers.
- B. The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally. The planning director or her/his authorized representative shall act as secretary for the historical commission, shall be the custodian of its records, shall conduct official correspondence, and shall generally supervise the clerical and technical work performed at the request or on behalf of the historical commission.
- C. The historical commission shall meet quarterly~~monthly~~, or more frequently upon call of the chair~~man~~ or commission staff liaison, as necessary. All meetings shall be

open to the public and a public record shall be kept of all commission proceedings and actions.

A majority of commissioners shall constitute a quorum, with the chairman having a vote. The city council shall prescribe rules and regulations for the conduct of its business, thereafter, giving the powers and authority to perform the duties hereinafter enumerated.

2.12.030 Powers and duties.

The historical commission shall be advisory only. It shall advise the city council, the planning commission and the agencies and departments of the city. The historical commission shall establish liaison and work in conjunction with such authorities to implement the purposes of this chapter. The historical commission shall have the following powers and duties:

- A. ~~Work with staff to review and make recommendations on changes to~~ Conduct, or cause to be conducted, a comprehensive survey of properties within the boundaries of the city for the purpose of establishing the historic resources inventory. To qualify for inclusion in the historic resources inventory, a property must satisfy the criteria listed in this chapter. The inventory shall be publicized and periodically updated, and a copy thereof shall be kept on file in the planning department;
- B. Recommend to the city council specific proposals for designation as an historic landmark or historic district;
- C. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation, ~~enhancement~~ and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
- D. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
- E. Review and comment upon all applications for building demolition ~~or grading permits~~ involving work to be performed upon or within a designated historic landmark ~~or historic district~~, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource. ~~The commission's comments shall be forwarded to the city agency or department processing the application within thirty (30) days after receiving the request for such comments;~~
- F. ~~Investigate and report to the city council on the availability of federal, state, county, local or private funding sources or programs for the rehabilitation and preservation of historic resources;~~
- G. ~~Cooperate with county, state and federal governments and with private organizations in the pursuit of the objectives of historical preservation, with the approval of and at the direction of the city council;~~

- ~~HF.~~ Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view and promote and conduct public information and educational programs pertaining to those resources;
- ~~IG.~~ Submit an annual report to the City Council providing an update on the additions and deletions from the Historic Resources Inventory; ~~Participate in, promote and conduct public information and educational programs pertaining to historic resources;~~
- ~~JH.~~ Perform such other functions as may be delegated to it by resolution or motion of the city council;
- ~~KI.~~ Cooperate with the association of the Los Altos historical museum;
- ~~LJ.~~ Submit an annual ~~report~~ work plan to the city council; and
- ~~MK.~~ Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170.

SECTION 3. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

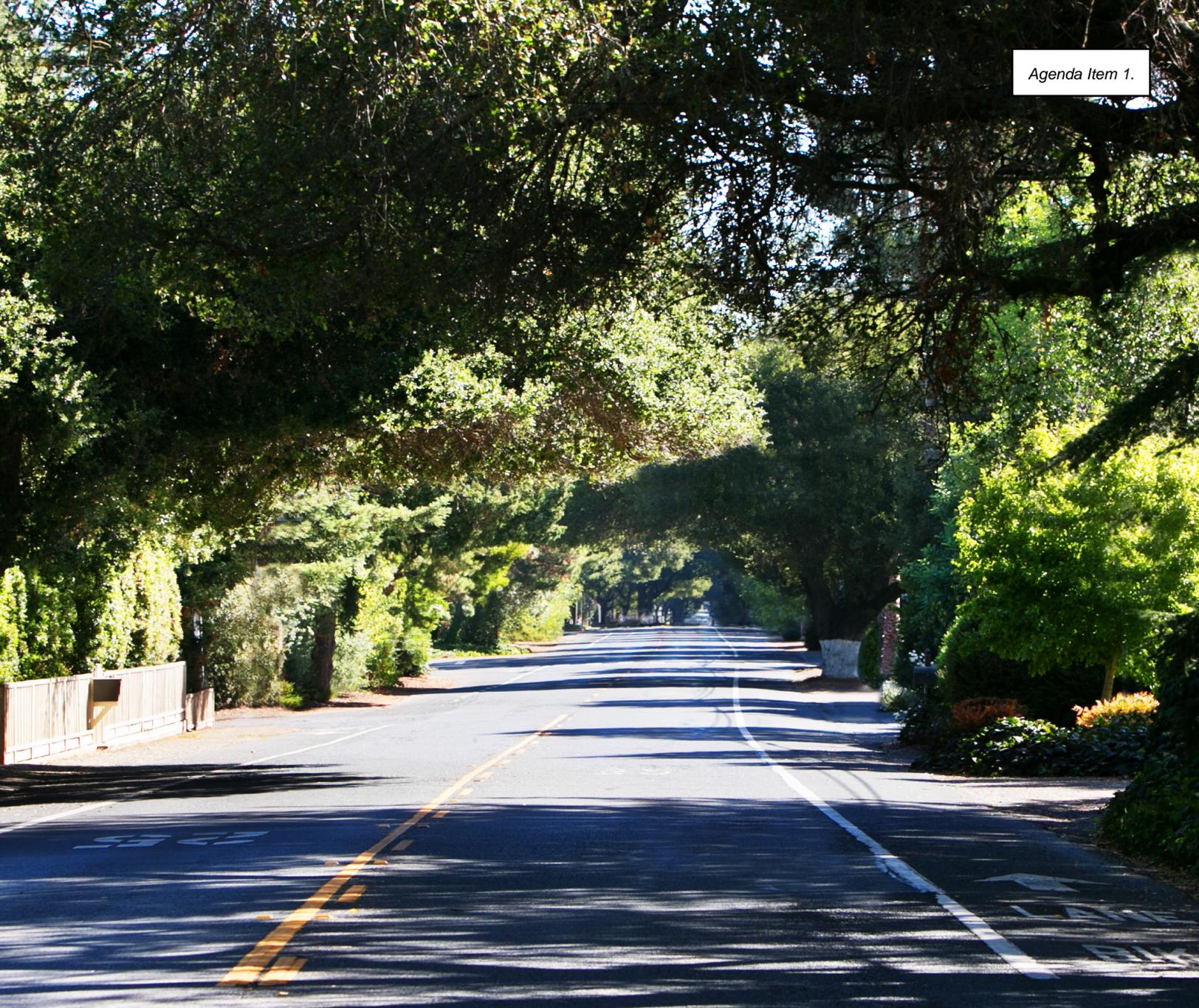
The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on May 23, 2023 and was thereafter, at a regular meeting held on June 13, 2023 passed and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City of Los Altos Commission Handbook

September 2023

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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.

If there is any conflict between the rules set forth in this handbook and the Los Altos Municipal Code or the City Council Norms and Procedures, the Code and then the Norms and Procedures shall govern.

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.

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.



Figure 1: City of Los Altos organization

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.

Council Liaison

The City Council relies upon the expertise and recommendations of the Commissions and Committees in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place their work in context. However, the Commissions and Committees should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for Council liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons are not required to attend their Commission or Committee meetings. Council liaisons will meet, at a minimum with the Commission Chair and Staff liaison once per year individually and once per year at the joint meetings of the City Council and the Commission. These meetings can be more frequent and will be based on the specific Commission.

Commissions/Committees

Members are appointed by a majority vote of the City Council to serve on Commissions and Committees 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 acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."

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

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

and experience, are competent to provide such assistance.

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

Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head which oversees the assigned Staff Liaison.

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation no commission meeting can be held during the same meeting time as a City Council meeting and commissions should strive to not have any overlapping commission meeting with another commission's regular meeting. Additionally, commission meeting times are typically scheduled for later in the day to not impede on normal city business hours effectively ensuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede city services and operations.

With majority support of commission members any commission can request a change in the approved day and time for a commission regularly occurring meeting. A request for a change in meeting day and time shall be respective of city business hours to ensure that staff and services are provided throughout the day. Such request shall be included in an agenda report prepared by the staff liaison and placed on the Commission's agenda as a Discussion Item.

A complete calendar of all regular commission meetings can be found on the City website.

COMMISSION WORKPLANS

When a commission workplan is necessary each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

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, they shall become ineligible to continue as a member of that body and shall notify the Commission's assigned staff liaison as soon as possible. It is expected that when a Commissioner moves to a principal residence outside the City, they will submit a letter of resignation to the assigned staff liaison and the City Clerk..

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.

No Commissioner shall serve simultaneously on two, separate Commissions. When a Commissioner ends their service on one Commission, the individual can then be appointed to a different Commission.

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 during the term of the elected Councilmember.

Appointment

The City Council accepts applications for Commission positions during the formal recruitment period. Once per year in September, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). The City may conduct a recruitment for specific vacancies between formal recruitments if there is a vacancy that causes a commission to fall below quorum or at the direction of City Council after a request from a commission chair or commission liaison.

With the exception of the Youth Commission, all other commission recruitments will follow the same process. 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.

The City Clerk announces that formal recruitment for commissioners is currently open so interested individuals should submit their application to the City for review. The City Clerk works with other City staff, City Council, and community groups to conduct as much public outreach as possible. This public outreach will include, but is not limited to posting on the City website, City social media, local newspapers, and email notifications to previous commissioners or applicants.

City Council may only review applications for appointment once the application period ends.

Interested applicants submit their complete application to City staff, where they will indicate their desired commission(s). City staff verifies that the individual lives within the City of Los Altos and may serve on the desired commission(s).

City Council holds one special meeting that will include interviews and voting on commissioners. All applicants are allotted the same amount of time to ensure that all candidates are given equal treatment.

After all interviews are completed, the City Council submits a ballot with their appointees.

Incumbent applicants will have their attendance record included as part of their application packet for review by the City Council.

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners shall notify the City Clerk that they have an interest in continuing on the commission and complete a new application for re-appointment to the Commission for another four-year term. In order to qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission.

Upon completion of their service, Commissioners are encouraged to meet, either in person or by 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 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 agendaize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

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 within 60 days of beginning service
- Complete two hours of Ethics Training within 30 days of assuming office and every two years thereafter
- Attend Annual Commission Training upon appointment and every two years while seated as a Commissioner

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, they shall inform the staff liaison a minimum of two weeks notice prior to the regularly-scheduled commission meeting whenever 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.

Figure 3: Commission Member Responsibilities

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 City 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 Bi 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 30 days of assuming office. 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 Ad Hoc subcommittees 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. Action minutes will state the text of a motion voted on by the Commission, the result of the vote, identify which Commissioners voted “aye”, “no”, abstained, recused, or were absent. Action minutes will also identify whether motion passed or failed.

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 and forwarding the material to the members of the commission.

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 Approved 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 may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.

A Commission member should disclose any perceived conflicts of interest prior to any discussion of the Commission. A Commission member should recuse themselves for a conflict of interest.

Incompatible Activities

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

Perceived Conflict of Interest

A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner’s private interests impact the official duties of the Commissioner, or influence his/her decision-making.

If a Commission member is appointed to an agency or body that has shared or overlapping subject matter, after their service on a City Commission has started, the Commission member will notify the Council liaison and staff liaison.

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.

If a Commission member has obtained a letter or other documentation from the FPPC to discuss and vote on an item, then the member shall provide the letter to the staff liaison and the City Clerk upon receipt of the letter and disclose at the next Commission meeting the existence of the letter or other authorization, briefly describe the circumstances of why the member sought clarification, the basis for the FPPC's conclusion, and the file number or other unique identifier so that members of the public can request a copy from the FPPC. In addition, the member shall provide to the staff liaison a copy of the letter or other authorization no later than 24 hours after the meeting at which the letter or other authorization is disclosed, so that a copy may be forwarded to any member of the public who requests a copy.

COMMISSION ORGANIZATION

Each Commission consists of between five and seven members, except the Youth Commission which consists of 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 shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

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.

Ad Hoc Subcommittees

A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc 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 shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.

Commission Liaison assignments

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic.

In the event that a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.

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.

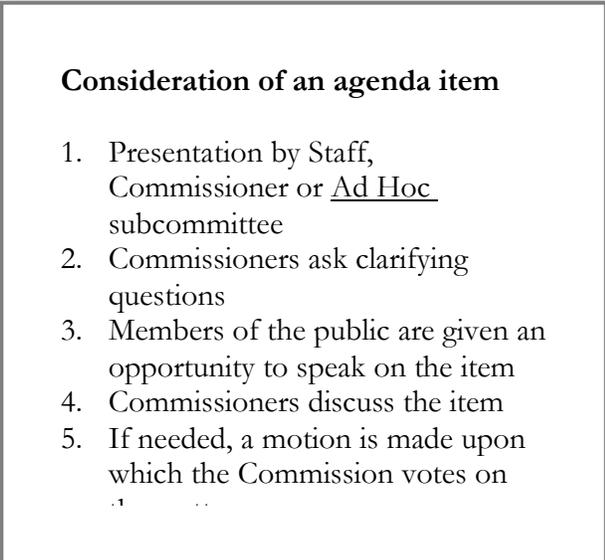


Figure 5: Procedures for considering agenda items

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.

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 may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the Commission must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Chair, or the Vice Chair if the Chair is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

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 laws 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.

Tips 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 an Ad Hoc 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.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: October 2, 2023

Subject: Senior Commission Reorganization

Prepared by: Jaime Chew, Recreation Manager

Initiated by: City Staff

Staff Recommendation

Submit nominations and appoint a Chair and Vice Chair for 2023-24 term year

Summary/Project Description:

Commission Reorganization

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 shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of the commission may serve consecutive terms as the chair, meaning that the chair must change annually.

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.

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.



Subject: Senior Commission Reorganization

Discussion/Analysis

The Commission will need to submit nominations and appoint a Chair and Vice Chair for the 2023-24 term year.

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
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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.



MINUTES OF THE SPECIAL MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS AND TOWN OF LOS ALTOS HILLS, HELD ON MONDAY, 2023 AT SEPTEMBER 11, 2023 AT 3:30 P.M. VIA VIDEOCONFERENCE AND IN PERSON

CALL MEETING TO ORDER

At 3:30 P.M., Chair Cohen called the meeting to order.

ESTABLISH QUORUM:

PRESENT: Chair Cohen, Commissioners Basiji, Buchholz (virtual, Brown Act), Nagao, O'Reilly

ABSENT: Vice Chair Li

LATE: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

SPECIAL PRESENTATION: Introduction of new Adult 50+ Recreation Coordinator Chris Knopf.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the Senior Commission special meeting of July 10, 2023.

Public Comment: None.

Action: Upon a motion by Commissioner Basiji, seconded by Commissioner O'Reilly, the Commission approved the minutes of the special meeting of July 10, 2023.

Approve: Chair Cohen, Commissioners Basiji, Buchholz, Nagao, O'Reilly.

Oppose: None.

Absent: Vice Chair Li.

Abstention: None.

Motion passed unanimously: 5-0-1-0.

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

Public Comment: None.

Action: Reviewed recommended FY 2022/23 Work Plan and Subcommittees.

INFORMATIONAL ITEMS

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

Public Comment: None.

Action: Received update from City staff.

4. **Flyers:** Receive informational flyers.

Public Comment: None.

Action: Received informational flyers.

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

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

- A. Recertification Subcommittee (Buchholz, Cohen, 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) – No report.
- F. Respect and Social Inclusion (Buchholz, Cohen) – No report.
- G. Civic Participation and Employment (Li)-No report.
- H. Communication and Information (Nagao) – No report.
- I. Community Support and Health Care Services (Buchholz, Cohen) – No report.

6. **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.

7. **Future Agenda Items:**

- 1) Review World Health Organization Eight Domains (October and November)
 - A. Outdoor Spaces and Buildings (Basiji, Nagao) – November
 - B. Transportation (Basiji, O'Reilly) – October
 - C. Housing (O'Reilly, Basiji) – November
 - D. Social Participation (Buchholz) – October
 - E. Respect and Social Inclusion (Buchholz, Cohen) – November
 - F. Civic Participation and Employment (Li)- November
 - G. Communication and Information (Nagao) – October
 - H. Community Support and Health Care Services (Buchholz, Cohen) – October
- 2) Marketing plan for Age-Friendly Cities survey (October)

ADJOURNMENT:

At 4:24 P.M., Monday, September 11, 2023, Chair Cohen adjourned the meeting.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: October 2, 2023

Subject: Marketing Plan for American Association of Retired Persons (AARP) Survey

Prepared by: Jaime Chew, Recreation Manager

Initiated by: City Staff

Staff Recommendation

The staff recommends to receive the report and discuss supplemental ways the Commission can support marketing efforts.

Summary/Project Description:

Marketing Plan for AARP Survey

Background

As recommended by CAFÉ, the City will conduct the AARP survey to gain statistical data which will provide metrics to compliment and compare the information to be gathered in focus groups. CAFÉ recommends that the survey be open for 12 weeks to ensure there is a sufficient timeframe for community members to provide feedback. This information will be utilized to create an Action Plan to recertify as an Age Friendly City through the World Health Organization (WHO).

Staff met with an AARP representative on August 3, 2023, to discuss the survey process. Staff had a follow up meeting with the AARP research and development team on August 31, 2023, to finalize the set up of the online survey link. The research and development team recommended a minimum target of 300 respondents with an ultimate goal of 500.

The City will be marketing the AARP survey through the following avenues:

- Posting on the City website (Parks & Recreation home webpage, Adult 50+ webpage)
- City Manager's email newsletter
- Parks & Recreation email newsletter
- Social media accounts (Facebook, Instagram, Nextdoor)
- Adult 50+ Spotlight newsletter
- Los Altos Community Center monitors
- City press release
- Town Crier ads

Discussion/Analysis

The Commission will need to discuss supplemental ways to support marketing efforts of the AARP Survey to ensure the minimum number of 300 respondents is met.

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. <p>Subcommittee: Buchholz, Cohen, Li</p>		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. <p>Subcommittee: Basiji, Nagao</p>		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. <p>Subcommittee: Basiji, O'Reilly</p>		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. <p>Subcommittee: Basiji, O'Reilly</p>		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		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: Li		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: 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

TRICK OR TREAT AT TOWN HALL



Open to trick or treaters of all ages. See Town staff & electeds, boo!

**Halloween
3:00 - 5:00 pm
Los Altos Hills Town Hall**

City of Los Altos

Agenda Item 10.

Parks & Recreation Department

HALLOWEEN MOVIE NIGHT

CO-SPONSORED BY THE FRIENDS OF THE LIBRARY

FEATURING

HOTEL TRANSYLVANIA

Rated
PG

Saturday, October 21 • 7PM

Grant Park Soccer Field
1575 Holt Avenue

FREE ADMISSION

Please Bring Your Own Chairs and Blankets

Parking is Limited:
Consider Walking, Biking, or Carpooling

Questions?

Call (650) 947-2790

or email rec-info@losaltosca.gov

Parks
Make
Life
Better!



SEPTEMBER - OCTOBER 2023

ADULT 50+ PROGRAM

SPOTLIGHT



Please join the Los Altos Parks and Recreation Department in welcoming our new Adult 50+ Coordinator Chris Knopf! Chris comes to us from the Town of Los Altos Hills where he worked as a Recreation Specialist for six years.

During his time with the Town, he was responsible for many community events, contract classes, adult and senior-friendly programs, and sharing a variety of community resources. Chris served as the staff liaison to the Youth Commission and to our joint Los Altos-Los Altos Hills Senior Commission.

Now with the City of Los Altos, you'll find Chris at both Adult 50+ sites, and at many of our upcoming community events. Please join us for a casual meet-and-greet coffee social on Wednesday, September 20, at Grant Park (see inside for more information).

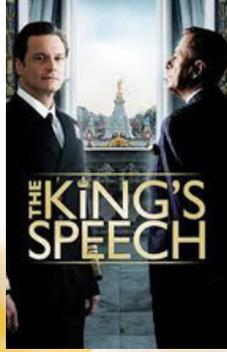
Adult 50+ Program (650) 947-2797

<https://www.losaltosca.gov/parksrec/page/adult-50-program>

Santa Clara County COVID-19 guidelines are in place. Keep a safe distance and masks recommended.

3rd THURSDAY MOVIES

Los Altos Community Center (LACC)/ Sequoia Room
 Fee: \$0 member/\$1 non-member



Thursday, September 21, 12:30 PM

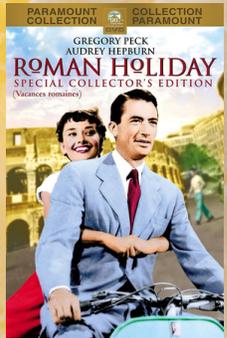
Historical Drama, 2010

King George VI, played by Colin Firth, and his relationship with a speech therapist, who helps the King cope with the physical and psychological roots of his agonizing stammer. As the new king, after his brother abdicates the throne, he is left in crisis when he must make a critical broadcast to all Britain following the declaration of war on Nazi Germany. A memorable, academy award winning, critical success...A must see.

Thursday, October 19, 12:30 PM

Romantic Comedy, 1953

A 1953 American romantic comedy, this film is a fun adventure of a bored and sheltered princess (Audrey Hepburn), who escapes her guardians in Rome and falls in love with an American newsman (Gregory Peck). Produced and directed by William Wyler. Enjoy this delightful film with us.



CITY OF LOS ALTOS PARKS & RECREATION

Agenda Item 10.

ADULT 50+ PROGRAM
GAMES AND ACTIVITIES

Join us for these fun activities, make new friends and stay fit.

Drop-In Ping Pong Fee: \$0 member, \$3 non-member

Join the fun of Ping Pong, now featured at Grant Park and the Los Altos Community Center (LACC).

Los Altos Community Center (LACC)
Grand Oak Room

Thursdays, 11:15 AM - 2 PM

NOTE: Every 4th Thursday, Ping Pong at LACC will be held in the Birch Room, 11:15 AM - 2 PM

Grant Park
Multi-Purpose Room

Mondays, 10:30 AM - 1 PM

Pickleball Fee: \$0 member, \$3 resident, \$5 non-resident, \$1 Youth

New to Pickleball? No worries, our beginner net is ready for you. Staff and players are available to support you with rules, as well as hints to make playing more fun. Pickleball is always a rollicking good time!

Intergenerational Indoor Pickleball Drop-in Program

Egan Junior High School Gym
100 W Portola Ave, Los Altos

Mondays/Wednesdays, 6:30 - 9:30 PM

Members' Pickleball Loaner Program at Grant Park

Grant Park Basketball Court
1575 Holt Ave, Los Altos

Mondays, 10 AM - 1:30 PM

Bocce Ball

Come and enjoy our beautiful outdoor bocce ball courts. We have two big courts for you to enjoy and spend time playing.

Los Altos Community Center (LACC)/Bocce Ball court

Mondays -Thursdays, 9 AM - 1 PM



Virtual Class via Zoom

DO YOU HAVE CONCERNS ABOUT FALLING?

What Will I Learn?

- View falls as controllable
- Set goals for increasing activity
- Make changes to reduce fall risks at home
- Seated exercises to increase strength and balance

Who Should Attend?

- Anyone 65 years and older and concerned about falls
- Anyone interested in improving balance, flexibility and strength, and wants to do seated exercise
- Anyone who has fallen in the past
- Anyone who has restricted activities because of falling concerns

This program is geared for older adults and includes facilitated discussion on fall prevention. Gentle seated exercises are introduced on the 4th session.

October 17 to December 12, 2023, Virtual Class via Zoom
 Every Tuesday, 10 AM - 12 PM (9 sessions for 2 hours each)
 Class limited to 12 participants

Register Now! Space is Limited! No Fee!

Call (650) 725-2196

email: tcattiggay@stanfordhealthcare.org

A Matter of balance was created with support from the National Institute on Aging. A Matter of Balance Lay Leader Model was developed by a grant from the Administration on Aging (#90AM2780). © All rights reserved. MaineHealth's Partnership for Healthy Aging.

Coffee Social

Attend our coffee social with a fully-hosted barista who can whip up a delectable coffee drink of your choice. Complimentary tasty snacks, with a variety of teas available, too!

While savoring your treat, socialize with your Adult 50+ Program friends, learn about upcoming activities, and meet our new Recreation Coordinator Chris Knopf. Chris comes to the City from the Town of Los Altos Hills with experience serving the 50+ population.

Sept. 20th, 10 AM-12 PM at Grant Park

1575 Holt Ave, Los Altos

650-947-2894
 Chris Knopf <cknopf@losaltosca.gov>
losaltosca.gov/parksrec/page/adult-50-program

ADULT 50+ RECREATION COORDINATOR CHRIS KNOPF



MEETUPS/MINI TRIPS

Agenda Item 10.

Important note: It is required for all participants to have their emergency contact information updated and waivers of liability signed on CivicRec before the trip date.

Meetup – No-Host Lunch at Fiesta Vallarta Mexican Restaurant & Hidden Villa

Farm Tour

Tuesday, September 19, 11AM – 3PM

Fee: \$24

We'll meet at Fiesta Vallarta, downtown Los Altos, for a relaxing, no-host lunch on the patio. Then we're off to Hidden Villa Farm and Wilderness Preserve, an educational non-profit, in the quiet foothills of Los Altos. We'll tour their organic gardens, greet the farm animals, learn about sustainable agriculture, and enjoy the beauty of this special place.

Hidden Villa Farm
26870 Moody Rd.
Los Altos Hills 94022

Fiesta Vallarta
301 State St.
Los Altos 94022

***Register on CivicRec or call the Center at (650) 947-2797 by Monday, September 11**

Mini Trip –Visit Carolands Mansion, Hillsborough & No-Host Lunch at Wisteria

Café at Allied Arts Guild, Menlo Park

Thursday, October 19, 9:15AM – 2:45PM

Fee: \$65

Visit the Carolands Mansion in Hillsborough for a fascinating, docent-led tour of this storied "chateau." Listed on the National Registry of Historic Places, the home is considered to be one of the finest examples of French Classical architecture in the U.S. No-host lunch will follow at the charming Café Wisteria, Allied Arts Guild, in Menlo Park. Note: Walking difficulty is moderate. Transportation provided.



Carolands Mansion



Café Wisteria

***Register on CivicRec or call the Center at (650) 947-2797 by Monday, September 25**

Military Service Personnel Card Writing Session

Wednesday, October 25, 10AM – 12PM

Fee: Free

In collaboration with the Daughters of the American Revolution (DAR), we invite you to create greeting cards for our active-duty military servicemembers, in time to arrive for the holidays. Bring a friend or neighbor! Let's express our appreciation for our overseas troops. Cards, craft materials, and light refreshments provided.



***Register on CivicRec or call the Center at (650) 947-2797 by Wednesday, October 18**

CHESSE
Monday
 Grant Park
 9 AM-2 PM

Wednesday
 Los Altos Community Center
 9 AM-1 PM
 Contact Ben for information
 (650) 400-0353

MEDITATION WITH VIJAY DHIR
 Virtual class via Zoom
Monday
 Grant Park
 9-10AM

LET'S MAKE MUSIC JAM SESSION
Monday
 Grant Park
 10 AM-12 PM
 Bring your favorite instrument
 and join in no-stress music fun.

**DISCUSSION GROUP
 WITH JACK T.**
Monday
 Grant Park Room 3
 10:30 AM-12 PM

FITNESS DANCE AND FUN
 Virtual class using Google Meet
Monday and Thursday
 1-2 PM
 Join Xochitl
meet.google.com/iqx-yoqm-wac
 Low-impact cardio/dance, strength
 training, and stretching exercises for
 seniors using chair, exercise ball, and
 resistance bands.

**AUTOBIOGRAPHY & MEMOIR
 WRITING**
Tuesday
 Los Altos Community Center
 LACC Apricot Room
 10:30 AM-12PM
October 17 - November 7
\$52 member/\$ 62 non-member

Write and share your life stories,
 two pages at a time. Create a family
 keepsake by using writing prompts
 and exercises to spark memories.
 Four-week class.

LINE DANCING
Tuesday
 Los Altos Community Center
 LACC Grand Oak Room
 1-2 PM
 September 12 - October 10
\$22 member/\$ 24 non-member
 October 10 - November 7
\$24 member/\$27 non-member
 November 14 - December 12
\$24 member/\$27 non-member

TECH TUTOR APPOINTMENTS
 Select Mondays and Tuesdays
 Los Altos Community Center
 1-hour appointments with
 Ellen Chu
 1-3 PM

Need tech help?
 Contact Adult 50+ Program
 to schedule an appointment.

HICAP APPOINTMENTS
 Health Insurance Counseling
 & Advocacy Program
Third Tuesday
 Los Altos Community Center
 1-hour appointments with
 Nancy Lee
 1-4 PM

Help with Medicare information
 Contact Adult 50+ Program
 to schedule an appointment.

AMERICAN MAH JONGG
Wednesday
 Grant Park Room 1
September 13 -December 13
Beginning Mah Jongg Class
 9:30-11:30 AM

Open Play Mah Jongg
 11:30 AM-2 PM

Thursday
 Los Altos Community Center
 LACC Sycamore Room
 Open Play Mah Jongg
 11:30 AM-2PM

CHAIR YOGA WITH VIJAY DHIR
Wednesday
 Grant Park Room 3
 9:45-10:15 AM

**STRETCHING AND WALKING
 WITH ELEANOR**
Wednesday
 Grant Park Outdoors
 10:15-10:45 AM

BOOK CLUB
Third Wednesday
 Grant Park
 11 AM-12 PM

September 20
 "Cokie: A Life Well Lived"
 by Steven Roberts (Biography)

October 18
 "Midnight Library "
 by Matt Haig (Fiction)

Contact Janet
jharpca@comcast.net
The library supplies the books!

RUMM Agenda Item 10.

Thurs
 Los Altos Community Center
 LACC Sycamore Room
 11 AM-1 PM

Learn to play this tile-based board
 game with Volunteer instructor
 Pat Sherwood.

FIND A GRAVE 'LEARNING LAB'
Friday
 Los Altos Community Center
 LACC Sycamore Room
September 29
 10-11:30 AM



If you're interested in genealogy or
 family history research, you will
 want to use the Find a Grave
 website or app. Join this hands-on
 lesson for a "Learning Lab" on the
 Find a Grave website or phone
 app. Bring your smartphone
 (iPhone preferred). Make sure you
 know your password to download
 apps (e.g. AppleID)

FOREIGN AFFAIRS
Friday

Virtual class via Zoom
September 15 - December 15
 10:30 AM-12 PM

\$68 member/\$82 non-member

Participants meet online to
 discuss a range of foreign affairs
 topics with Ken Peterson.

OPEN PLAY BRIDGE
Monday and Wednesday
 Grant Park
 9:15 AM-2 PM

Monday through Wednesday
 9:15 AM-2PM
Thursday
 9-11:30 AM
 Los Altos Community Center
 LACC Sycamore Room

We provide the space. Please
 come with your group.

CLUB 55 EVENT
Friday

Los Altos Community Center
 LACC Grand Oak Room
September 15
 6-8:30 PM

RSVP required by emailing
Club55LosAltos@gmail.com

**SANTA CLARA COUNTY FIRE
 DEPARTMENT (SCCFD)**

Presentations by SCCFD are
 noted on the calendar.

Register for Event
www.sccfd.eventbrite.com

Upcoming Events
www.sccfd.org

Call (408) 378-4010



SEPTEMBER 2023 CLASSES/EVENTS/ACTIVITIES (INCLUDING ONLINE)
LOS ALTOS COMMUNITY CENTER (LACC)

Agenda Item 10.

<https://www.losaltosca.gov/parksrec/page/adult-50-program>

Monday	Tuesday	Wednesday	Thursday	Friday
4  Center Closed	5 <u>Tuesday Schedule</u> 9 AM-1 PM Play Bocce Ball 9:15 AM-2 PM Play Bridge 1-3 PM <i>Ellen C.</i> Tech Tutor (appt)	6 <u>Wednesday Schedule</u> 9 AM-1 PM Play Bocce Ball 9 AM-1 PM Chess 9:15 AM-2 PM Play Bridge 9:30 AM-12 PM <i>Lenora V.</i> ArtVenturers 6:30-9:30 PM Pickleball (Egan Gym)	7 <u>Thursday Schedule</u> 9-11:30 AM Play Bridge 9 AM-1 PM Play Bocce Ball 11 AM-1 PM Play Rummikub 11:15 AM-2 PM Ping Pong 11:30 AM-2 PM Play Pinochle 11:30 AM-2 PM Play American Mah Jongg 1-2 PM <i>Xochitl M.</i> Fitness Dance and Fun*	8
11 <u>Monday Schedule</u> 9 AM-1 PM Play Bocce Ball 9:15 AM-2 PM Play Bridge 12-2 PM Monkey Toys 6:30-9:30 PM Pickleball (Egan Gym)	12 <u>Tuesday Schedule repeats plus</u> 10:30 AM-12 PM Cultural Exchange 1-2 PM <i>Richard C.</i> Line Dancing	13 <u>Wednesday Schedule repeats</u>	14 <u>Thursday Schedule repeats</u>	15 <u>Friday Schedule</u> 10:30 AM-12 PM <i>Ken P.</i> Foreign Affairs* 6-8:30 PM Club 55, Grand Oak Room
18 <u>Monday Schedule repeats</u>	19 <u>Tuesday Schedule repeats plus</u> 11 AM-3 PM Meetup-Lunch Fiesta/Hidden Villa Farm Tour 1-2 PM <i>Richard C.</i> Line Dancing 1-4 PM <i>Nancy L</i> HICAP (appt) <u>No Tech Tutor</u>	20 <u>Wednesday Schedule repeats</u>	21 <u>Thursday Schedule repeats plus</u> 11 AM-12 PM <i>Dr Scott Cady</i> Presentation-The Tale of a Whale, Apricot Room 12:30-2:30 PM Movie "The King's Speech," Sequoia Room	22 <u>Friday Schedule repeats</u>
25 <u>Monday Schedule repeats plus</u> 1-3 PM <i>Ellen C.</i> Tech Tutor (appt)	26 <u>Tuesday Schedule repeats plus</u> 1-2 PM <i>Richard C.</i> Line Dancing 6:30 PM-8:30 PM SCCFD Presentation-Prepare for Wild Fire, Los Altos Hills Town Hall <u>No Tech Tutor</u>	27 <u>Wednesday Schedule repeats</u>	28 <u>Thursday Schedule repeats plus</u> 12 PM 4th Thursday Lunch	29 <u>Friday Schedule repeats plus</u> 10-11:30 AM Find a Grave Learning Lab- Genealogy and Family History Research, Sycamore Room

Legend

- Fee-Based Classes
- Free Classes/Open Play
- Special Activities and Events
- Call for Appointment/Registration Required

* Online activities are marked with an asterisk. Check both location calendars.

LACC
Adult 50+ Program
Sycamore & Cedar Rooms
97 Hillview Avenue
Los Altos, CA 94022

Mon-Thu: 9 AM-2 PM
(650) 947-2797

NOTE: Calendars are not a comprehensive listing of all programs. Schedule subject to change.

OCTOBER 2023 CLASSES/EVENTS/ACTIVITIES (INCLUDING ONLINE)

LOS ALTOS COMMUNITY CENTER (LACC)

<https://www.losaltosca.gov/parksrec/page/adult-50-program>

Agenda Item 10.

Monday	Tuesday	Wednesday	Thursday	Friday
2 <u>Monday Schedule</u>	3 <u>Tuesday Schedule</u>	4 <u>Wednesday Schedule</u>	5 <u>Thursday Schedule</u>	6 <u>Friday Schedule</u>
9 AM-1 PM Play Bocce Ball 9:15 AM-2 PM Play Bridge 12-2 PM Monkey Toys 6:30-9:30 PM Pickleball (Egan Gym)	9 AM-1 PM Play Bocce Ball 9:15 AM-2 PM Play Bridge 1-2 PM Richard C. Line Dancing	9 AM-1 PM Play Bocce Ball 9 AM-1 PM Chess 9:15 AM-2 PM Play Bridge 9:30 AM-12 PM Lenora V. ArtVenturers 6:30-9:30 PM Pickleball (Egan Gym)	9-11:30 AM Play Bridge 9 AM-1 PM Play Bocce Ball 11 AM-1 PM Play Rummikub 11:15 AM-2 PM Ping Pong 11:30 AM-2 PM Play Pinochle 11:30 AM-2 PM Play American Mah Jongg 1-2 PM Xochitl M. Fitness Dance and Fun*	10:30 AM-12 PM Ken P. Foreign Affairs*
9  Center Closed	10 <u>Tuesday Schedule repeats plus</u> 10:30 AM-12 PM Cultural Exchange 1-3 PM Ellen C. Tech Tutor (appt)	11 <u>Wednesday Schedule repeats plus</u> 6-7:30 PM SCCFD Presentation-Hands Only CPR & AED*	12 <u>Thursday Schedule repeats</u>	13 <u>Friday Schedule repeats</u>
16 <u>Monday Schedule repeats</u>	17 <u>Tuesday Schedule repeats plus</u> 10 AM-12 PM A Matter of Balance* 10:30 AM-12 PM Lyn C. Autobiography and Memoir Writing, Apricot Room 1-3 PM Ellen C. Tech Tutor (appt) 1-4 PM Nancy L. HICAP (appt)	18 <u>Wednesday Schedule repeats</u>	19 <u>Thursday Schedule repeats plus</u> 9:15 AM-3:15 PM MiniTrip-Carolands Mansion, Hillsborough 12:30-2:30 PM Movie "Roman Holiday," Sequoia Room	20 <u>Friday Schedule repeats</u>
23 <u>Monday Schedule repeats plus</u> 1-3 PM Ellen C. Tech Tutor (appt)	24 <u>Tuesday Schedule repeats plus</u> 10 AM-12 PM A Matter of Balance* 10:30 AM-12 PM Lyn C. Autobiography and Memoir Writing, Apricot Room	25 <u>Wednesday Schedule repeats plus</u> 10 AM-12 PM Military Service Personnel Card Writing Session, Sequoia Room	26 <u>Thursday Schedule repeats plus</u> 12 PM 4th Thursday Lunch	27 <u>Friday Schedule repeats</u>
30 <u>Monday Schedule repeats</u>	31 <u>Tuesday Schedule repeats plus</u> 10 AM-12 PM A Matter of Balance* 10:30 AM-12 PM Lyn C. Autobiography and Memoir Writing, Apricot Room 1-3 PM Ellen C. Tech Tutor (appt)			

- Legend**
- Fee-Based Classes
 - Free Classes/Open Play
 - Special Activities and Events
 - Call for Appointment/Registration Required
 - ★ Online activities are marked with an asterisk. Check both location calendars.

LACC
Adult 50+ Program
Sycamore & Cedar Rooms
97 Hillview Avenue
Los Altos, CA 94022

Mon-Thu: 9 AM-2 PM
(650) 947-2797

NOTE: Calendars are not a comprehensive listing of all programs. Schedule subject to change.

SEPTEMBER 2023

OCTOBER 2023

Monday		Wednesday		Monday		Wednesday			
<p style="text-align: center;">4</p> 		<p style="text-align: center;"><u>Wednesday Schedule</u> 6</p> <p>9:15 AM-2 PM Play Bridge</p> <p>9:45-10:15 AM Vijay D. Chair Yoga, Room 3</p> <p>10:15-10:45 AM Eleanor Stretching & Walking</p> <p>11 AM Tim Giacomini, Mission Trails Presentation-Properly Separate Trash, Recycling, Organic Waste, Multi-purpose Room</p> <p>1-2 PM Bob, Marilu & Xochitl Dance Exercise</p>		<p style="text-align: center;"><u>Monday Schedule</u> 2</p> <p>9-10 AM Vijay D. Meditation*</p> <p>9 AM-2 PM Chess</p> <p>9:15 AM-2 PM Play Bridge</p> <p>10 AM-12 PM Barry H. Let's Make Music Jam Session</p> <p>10 AM-1:30 PM Members Pickleball, basketball court</p> <p>10:30 AM-1 PM Ping Pong</p> <p>10:30 AM-12 PM Jack T. Discussion Group, Room 3</p> <p>1-2 PM Xochitl M. Fitness Dance and Fun*</p>		<p style="text-align: center;"><u>Wednesday Schedule</u> 4</p> <p>9:15 AM-2 PM Play Bridge</p> <p>9:30-11:30 AM Marilyn L. Class American Mah Jongg, Room 1</p> <p>9:45-10:15 AM Vijay D. Chair Yoga, Room 3</p> <p>10:15-10:45 AM Eleanor Stretching & Walking</p> <p>11 AM Vijay D. Presentation-Self-healing through Acupressure. Multi-purpose Room</p> <p>11:30 AM-2 PM Play American Mah Jongg, Room 1</p> <p>1-2 PM Bob, Marilu & Xochitl Dance Exercise</p>			
		<p style="text-align: center;"><u>Monday Schedule</u> 11</p> <p>9-10 AM Vijay D. Meditation*</p> <p>9 AM-2 PM Chess</p> <p>9:15 AM-2 PM Play Bridge</p> <p>10 AM-12 PM Barry H. Let's Make Music Jam Session</p> <p>10 AM-1:30 PM Members Pickleball, basketball court</p> <p>10:30 AM-1 PM Ping Pong</p> <p>10:30 AM-12 PM Jack T. Discussion Group, Room 3</p> <p>1-2 PM Xochitl M. Fitness Dance and Fun*</p>		<p style="text-align: center;"><u>Wednesday Schedule repeats plus</u> 13</p> <p>9:30-11:30 AM Marilyn L. Class American Mah Jongg, Room 1</p> <p>11:15 AM 2nd Wednesday Lunch</p> <p>11:30 AM-2 PM Play American Mah Jongg, Room 1</p> <p>12 PM Santa Clara County Fire Department (SCCFD) Presentation-Fall Prevention and Wellness Resources, Multi-purpose Room</p>		<p style="text-align: center;">9</p> 		<p style="text-align: center;"><u>Wednesday Schedule repeats plus</u> 11</p> <p>11:15 AM 2nd Wednesday Lunch</p> <p>12 PM George O. Ting, MD Presentation-Everything You Need to Know About Kidneys and Your Health. Multi-purpose Room</p>	
		<p style="text-align: center;"><u>Monday Schedule repeats</u> 18</p>		<p style="text-align: center;"><u>Wednesday Schedule repeats plus</u> 20</p> <p>9:30-11:30 AM Marilyn L. Class American Mah Jongg, Room 1</p> <p>10 AM-12 PM Coffee Social</p> <p>11 AM-12 PM Book Club, Room 3</p> <p>11:30 AM-2 PM Play American Mah Jongg, Room 1</p>		<p style="text-align: center;"><u>Monday Schedule repeats</u> 16</p>		<p style="text-align: center;"><u>Wednesday Schedule repeats plus</u> 18</p> <p>11 AM-12 PM Book Club, Room 3</p>	
		<p style="text-align: center;"><u>Monday Schedule repeats</u> 25</p>		<p style="text-align: center;"><u>Wednesday Schedule repeats plus</u> 27</p> <p>9:30-11:30 AM Marilyn L. Class American Mah Jongg, Room 1</p> <p>11:30 AM-2 PM Play American Mah Jongg, Room 1</p>		<p style="text-align: center;"><u>Monday Schedule repeats</u> 30</p>			

Legend

- Fee-Based Classes
- Free Classes/Open Play
- Special Activities and Events
- Call for Appointment/Registration Required
- ★ Online activities are marked with an asterisk. Check both location calendars.

**Grant Park
Adult 50+ Program
Room 4
1575 Holt Avenue
Los Altos, CA 94024**

NOTE: Calendars are not a comprehensive listing of all programs. Schedule subject to change.

**Mon/Wed: 9 AM-2 PM
(650) 947-2797**



Los Altos Adult 50+ Program

Parks

Agenda Item 10.

SPOTLIGHT NEWSLETTER

Email: rec-info@losaltosca.gov

*Register/Create your account on CivicRec at LosAltosRecreation.org and click on "[View Classes](#)"

There is a \$6 annual fee for the Spotlight to be mailed to your address.

Change Service Requested





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Parks
Make
Life
Better!

Family Fun Days

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

10 AM -
1 PM

JOIN US ONE SATURDAY A MONTH
FOR THEMED FAMILY FUN!

FREE!

AUGUST

26

ANIMAL ADVENTURES

OCTOBER

28

HALLOWEEN HOOPLA

DECEMBER

16

WINTER WONDERLAND

Games • Crafts • Movies • More



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



Vines & Wines

October 15, 2023

Sponsored by

Hills 2000 — Friends of the Hills

& Town of Los Altos Hills

SUNDAY, OCTOBER 15, 2023 2-5 PM LOS ALTOS HILLS TOWN HALL

RESERVATIONS REQUIRED — SPACE LIMITED TO 250

REGISTER AT WWW.HILLS2000.ORG \$35.00

Are you ready for Medicare's Annual Enrollment Period (AEP)?

AEP is Oct 15 - Dec 7



Learn About 2024 Medicare Updates!

Nov 8th 12:00 - 1:00pm

In partnership with City of Los Altos, HICAP's AEP presentation is for Santa Clara County residents that want to learn more about Medicare changes taking effect on January 1, 2024. Every year, Medicare, Part D drug plans and Part C Medicare Advantage plans make changes to their coverage, costs, including the deductible, premium, and co-payments / coinsurance. Will these changes affect you, your coverage, or finances? Join us to learn more!

Sourcewise provides Santa Clara County Residents to the Health Insurance Counseling & Advocacy Program (HICAP). Free, objective and unbiased information assists Medicare beneficiaries, their families, and caregivers to understand their Medicare benefits and best health care options.

This project was supported, in part, by grant number CFDA 90SAPG0094-04 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy. Support provided by the California Department of Aging.

Do you have Medicare?

—

Have Medicare & Medi-Cal?

—

Receive SSDI?

—

Medicare questions?

—

Want to save money?

Presentation is *In-person at*

Grant Park
Community Center

1575 Holt Ave
Los Altos, CA 94042



SOURCEWISE
COMMUNITY RESOURCE SOLUTIONS





CITY OF LOS ALTOS

Agenda Item 10.



WE'RE HIRING!

Current Opportunities

FULL TIME:

- ACCOUNTING TECHNICIAN I/II
- EMERGENCY RESPONSE COORDINATOR

PART-TIME:

- FACILITY ATTENDANT
- PRESCHOOL TEACHER I/II
- TEEN PROGRAM RECREATION LEADER II/III

Coming Soon

- FINANCE CIP MANAGER
- SENIOR ENGINEER
- OFFICE ASSISTANT II
- MSC SUPERINTENDENT

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online
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hr@losaltosca.gov



SENIOR COMMISSION AGENDA REPORT

Meeting Date: October 2, 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.

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 American Association of Retired Persons (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.

The Recertification Subcommittee met with Dr. Pelham on April 18, 2023, to learn about the recertification process and discuss next steps. In addition, City staff met with AARP representatives to discuss the survey process.

City staff submitted the application to AARP to set up the survey. The City's PIO team is currently working on an outreach plan to inform the Los Altos community of this opportunity to provide feedback.

Staff met with an AARP representative on August 3, 2023, to discuss the survey process. Staff had a follow up meeting with the AARP research and development team on August 31, 2023, to finalize the set up of the online survey link. The research and development team recommended a minimum target of 300 respondents with an ultimate goal of 500.

Discussion/Analysis

Staff is currently waiting to receive the test survey link.