



City of Santa Clara

Meeting Agenda

Senior Advisory Commission

Monday, January 23, 2023

10:00 AM

Zoom Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 23-9178, the Senior Advisory Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have methods for the public to participate remotely:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://santaclaraca.zoom.us/j/97590069803>

Or join by phone: Dial 1-669-900-6833

Webinar ID: 975 9006 9803

International numbers available: <https://santaclaraca.zoom.us/u/abuhH0eDsx>

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

1.A. 23-31 [Senior Advisory Commission Minutes of November 28, 2022](#)

Recommendation: Approve the Senior Advisory Commission Minutes of November 28, 2022

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2. 23-36 [Review of the Brown Act and the Public Records Act](#)

3. 23-32 [Senior Advisory Commission Work Plan & Goals for FY2022/23](#)

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Monday, February 27, 2023 at 10:00 a.m.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

23-31

Agenda Date: 1/23/2023

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Senior Advisory Commission Minutes of November 28, 2022

RECOMMENDATION

Approve the Senior Advisory Commission Minutes of November 28, 2022

Prepared by: Jennifer Herb, Recreation Supervisor
Reviewed by: Kimberly Castro, Recreation Manager
Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Draft Minutes of the Senior Advisory Commission November 28, 2022



City of Santa Clara

Meeting Minutes

Senior Advisory Commission

11/28/2022

10:00 AM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Vice Chair McCauley at 10:04 a.m.

Present 6 - Commissioner Edmund Drozek, Commissioner Tom Freitas, Commissioner Judy Hubbard, Vice Chair Grant L. McCauley, Chair Nancy Toledo, and Commissioner Rick Andrews

Absent 1 - Commissioner Veena Sterling

CONSENT CALENDAR

1.A [22-1379](#) Senior Advisory Commission Minutes of October 24, 2022

Recommendation: Approve the Senior Advisory Commission Minutes of October 24, 2022

A motion was made by Commissioner Hubbard, seconded by Vice Chair McCauley to approve the minutes of October 24, 2022

Aye: 6 - Commissioner Drozek, Commissioner Freitas, Commissioner Hubbard, Vice Chair McCauley, Chair Toledo, and Commissioner Andrews

Absent: 1 - Commissioner Sterling

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS**2. [22-1380](#) Senior Advisory Commission Work Plan & Goals for FY2022/23**

Each sub-committee will provided an update to the Senior Advisory Commission for discussion on the efforts and progress toward accomplishing the FY2022/23 Work Plan & Goals.

1. Advocate for Affordable and Convenient Housing

Commissioners Hubbard & Freitas

Goal 1.a. Provide a report from the October Housing Commission meeting
- No report as there was no meeting held

Goal 1.b. Provide an update on the (2) presentations at the Senior Center (November and April) and provide one article for the Senior Center newsletter (February) - There was no update on the November presentation. **Commissioner Hubbard** shared that she called eleven (11) affordable housing sites listed on the Community Development Department website. **Commissioner Freitas** mentioned that he would like Adam Marcus from the Community Development Department to speak at the February Senior Advisory Commission meeting.

2. Encourage and Promote the use of Outdoor Spaces and Buildings - Commissioners Freitas & Sterling

Goal 2.a. Report on current public design phase discussions of new park facilities and spaces as well as information from Parks & Recreation Commission meetings related to development that may enhance outdoor recreation for older adults - No report.

Goal 2.b. Update on progress and plans for the February billiard tournament and April bean bag toss activities at the Senior Center -**Commissioner Freitas & Sterling** met with Coordinator Carter at the Senior Center to discuss the different aspects of the billiard tournament and have begun talking to patrons at the Senior Center and spread the word about the tournament. The hope is to hold the tournament on February 7.

3. Advocate for Affordable, Convenient, and Safe Transportation and Streets -

Goal 3.a. Report on progress of planning phases of the VIA Shuttle - *Commissioners Hubbard & Toledo* - No report. **Commissioner Hubbard** will email Council Member Chahal to find out any updates and who might be a good contact in the City of Cupertino.

Goal 3.b. Report on the last Bicycle & Pedestrian Advisory Committee meeting - *Commissioners Drozek & Freitas* - **Commissioner Drozek** reported that he attended the October Bicycle/Pedestrian Advisory Commission and shared that a decision was reached regarding the Monroe bicycle/pedestrian crossing at the community garden and it has been determined that the crossing is not sufficient. The City is considering adding a high awareness (H.A.W.K) light.

4. Develop Opportunities to Promote Health, Wellness, and Nutrition - Commissioner Hubbard

Goal 4.a. Report on the March presentation update for the Alzheimer's and Dementia at the Senior Center - No report.

5. Provide Access to Community Resources and Information -

Goal 5.a. Report from the last City ADA Committee meeting - *Commissioner Hubbard* - No report as there was no meeting held.

Goal 5.b. Update on the progress and plans for the Health & Wellness Fair - *Commissioners McCauley, Toledo, & Hubbard* - **Commissioner McCauley** shared that the time has been adjusted to start at 11 a.m and end at 2 p.m. The Kaiser grant application was submitted. Good Neighbor Letters will be disseminated on May 15. Commissioners were asked to save the date and asked that everyone be in attendance.

STAFF REPORT

Recreation Manager Castro - provided the following updates:

- There will be a Brown Act Training at the January Senior Advisory Commission meeting.
- The Holiday Tree Lighting event will be held on Friday, December 2 rain or shine. The honorary Tree Lighter is the Kelly Family recognizing the late Fire Chief, Bill Kelly.
- The Winter Activity Guide will be released on December 2
- At the January Parks and Recreation Commission meeting, the group saw initiation for community outreach on park designs for new a inventory of parks in the City. Manager Castro forwarded the email to Senior Advisory Commissioners if they want to attend any of the community meetings.
- The Clerk's Office is working with the Attorney's Office to aim for commission meetings to be in person for the February Senior Advisory Commission Meeting.

Recreation Supervisor Herb - provided the following updates:

- The Stop the Bleed presentation was held in November was provided by Santa Clara Valley Medical Center and was well attended and very informative.
- To Get Acquainted Ballroom Dance Program will return in January
- Clear Captions table in the Senior Center lobby on December 1 from 10:30 a.m. - 12 p.m.
- Senior Center Holiday Giving Tree will be in the lobby for those interested in helping out those in need. Gift deadline is December 14 at 3 p.m.
- December fitness classes offered through December 16
- Senior Center closed December 19 - January 2, but the Senior Nutrition Program will continue to take place.
- No Senior Advisory Commission meeting in December

COMMISSIONERS REPORT

Commissioner Drozek shared that he attended the Veteran's Memorial Celebration which was very nice. He was a bit disappointed in the turnout. He also commended the Senior Center on the Stop the Bleed Presentation that was very informative. He also shared that his wife is enjoying the ceramics and silk scarf painting classes at the Senior Center.

Commissioner Freitas shared stats on pedestrian & bicycle fatalities from the Governor's Highway Association.

Commissioner McCauley shared that he was excited about the Brown Act Training, and voiced his appreciation about the Clear Captions Phone presentation which led him to receive a Clear Captions Phone. He also shared that he attended the Downtown Precise Planning meeting at Mission Library voicing his disappointment that it looks like a downtown San Jose and it didn't appear to have much green space.

Commissioner Toledo welcomed Commissioner Andrews to the Commission.

Commissioner Andrews introduced himself to the Commission and shared that he's interested in being a voice for the north side of Santa Clara as a resident of 28 years.

Commissioner Hubbard shared that she has been utilizing the Drop-in Swim hours at the Senior Center and is really enjoying it.

ADJOURNMENT

A motion was made by Commissioner Hubbard, seconded by Chair Toledo that the meeting be adjourned at 11:35 a.m.

Aye: 5 - Commissioner Drozek, Commissioner Hubbard, Vice Chair McCauley, Chair Toledo, and Commissioner Andrews

Absent: 1 - Commissioner Sterling

Abstained: 1 - Commissioner Freitas

MEETING DISCLOSURES

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Agenda Report

23-36

Agenda Date: 1/23/2023

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Review of the Brown Act and the Public Records Act

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

A Board, Commission, and Committee Handbook is given to Senior Advisory Commissioners when they are appointed. In this handbook is a review of governance, including the Brown Act. Given the number of new Commissioners, it was recommended, that a training presentation of the various governance requirements and opportunity for questions and answers on this topic, might be beneficial for the Senior Advisory Commission.

DISCUSSION

Elizabeth Klotz, Assistant City Attorney, will provide the Commissioners training on the Brown Act and the Public Records Act.

The purpose of this item is to help inform the Senior Advisory Commission about the requirements of these governance issues and to provide an opportunity for the Commissioners to ask questions and seek clarity on their roles and responsibilities.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact to the City other than administrative staff time.

COORDINATION

This item has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Senior Advisory Commission Agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov.

Written by: Elizabeth Klotz, Assistant City Attorney, Attorney's Office
Reviewed by: Jennifer Herb, Recreation Supervisor
Approved by: James Teixeira, Director Parks & Recreation Department



Agenda Report

23-32

Agenda Date: 1/23/2023

SUBJECT

Senior Advisory Commission Work Plan & Goals for FY2022/23

COUNCIL PILLAR

Enhance Community Engagement and Transparency

Enhance Community Sports, Recreational and Arts Assets

BACKGROUND

Using the results from the 2017 Senior Needs Assessment and taking into consideration the eight (8) domains of the Age-Friendly City guidelines. Age-Friendly City domains include: Economics and Employment; Community; Housing; Outdoor Spaces and Buildings; Transportation and Streets; Health, Wellness, and Nutrition; Social and Civic Engagement; and Access to Community Resources and Information. The Senior Advisory Commission prioritized the interests and needs of older adult residents of Santa Clara ages 50 and over given limitations of available City resources, and finalized the goals and work plan at the August 22, 2022 meeting and adopted as follows:

- 1. Advocate for Affordable and Convenient Housing - Commissioners Hubbard & Freitas.**
 - a. Appoint representative(s) to attend the Housing Commission meeting.
 - b. Research the Housing page of the City's website.
 - i. Disseminate information to the older adult population via two (2) presentations at the Senior Center (November and April) and provide one article for the Senior Center newsletter (February).
- 2. Encourage and Promote the use of Outdoor Spaces and Buildings - Commissioners Freitas & Sterling.**
 - a. Participate in public design phase discussions of new park facilities and spaces, including park improvement projects. Monitor the Parks & Recreation Commission for outdoor spaces in development that may enhance outdoor recreation for older adults.
 - b. Provide organized activities at the Senior Center
 - i. Billiard tournament (February)
 - ii. Bean Bag Toss (April)
- 3. Advocate for Affordable, Convenient, and Safe Transportation and Streets**
 - a. Monitor public conversations regarding City of Santa Clara's transportation needs and the Council's proposed solutions. - *Commissioners Hubbard & Toledo.*
 - i. Monitor and report monthly to Commission regarding planning phases of the VIA Shuttle
 - b. Review and provide feedback to the Pedestrian and Bicycle Master Plans for potential access improvements, and provisions for general safety and develop strategies to address excessive speeding on bike paths. - *Commissioners Drozek & Freitas.*
 - i. Send representative(s) to attend Bicycle & Pedestrian Advisory Committee meeting.
- 4. Develop Opportunities to Promote Health, Wellness, and Nutrition -Commissioner**

Hubbard.

- a. Provide resources to the community on the topic of Alzheimer's and Dementia, including programming to reduce isolation.
 - i. Host an Alzheimer's and Dementia presentation at the Senior Center in March.

5. Provide Access to Community Resources and Information

- a. Appoint representative(s) to attend the ADA Committee Meetings. - *Commissioner Hubbard.*
- b. Host the "Be Strong, Live Long" Health & Wellness Fair. - *Commissioners McCauley, Toledo, & Hubbard.*
 - i. May 19, 2023
 - ii. Go over Commission assignments for the event (March)
 - iii. Schedule Commission assignments for the event (April)
 - iv. Deliver Good Neighbor letter to the neighborhood (May)

DISCUSSION

Each sub-committee will provide an update to the Senior Advisory Commission for discussion on the efforts and progress toward accomplishing the FY2022/23 Work Plan & Goals. The sub-committees will verbally present their status reports as follows:

- Goal 1.a. Provide a report from the last Housing Commission meeting;
- Goal 1.b. Provide an update on the (2) presentations at the Senior Center (November and April) and provide one article for the Senior Center newsletter (February);
- Goal 2.a. Report on current public design phase discussions of new park facilities and spaces as well as information from Parks & Recreation Commission meetings related to development that may enhance outdoor recreation for older adults;
- Goal 2.b. Update on progress and plans for the February billiard tournament and April bean bag toss activities at the Senior Center;
- Goal 3.a. Report on progress of planning phases of the VIA Shuttle;
- Goal 3.b. Report on the last Bicycle & Pedestrian Advisory Committee meeting;
- Goal 4.a. Report on the March presentation update for the Alzheimer's and Dementia at the Senior Center;
- Goal 5.a. Report from the last City ADA Committee meeting;
- Goal 5.b. Update on the progress and plans for the Health & Wellness Fair;

Commissioner assignments to serve on sub committees to work on the goals and objectives may also be made, with the restriction that subcommittees must have less than a quorum of the Commission assigned to each subcommittee.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

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24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

Reviewed by: Jennifer Herb, Recreation Supervisor
Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Senior Advisory Commission Work Plan & Goals FY2022/23 - January

GOAL #1: Advocate for Affordable and Convenient Housing

Objectives	Ad Hoc Sub-Committee	Timeline	Current Status & Budget Allocation
1.A. Appoint representative(s) to attend the Housing Commission meeting.	<i>Commissioners Hubbard & Freitas</i>	Monthly	No Update - Will attend when Commission meetings begin.
1.B. Disseminate information to the older adult population on convenient affordable housing projects in Santa Clara via 2 presentations at the Senior Center and one article for the Senior Center Newsletter	<i>Commissioners Hubbard & Freitas</i>	Presentations - <ul style="list-style-type: none"> • November and April Newsletter article - <ul style="list-style-type: none"> • February 	No Update - Committee is to work with Senior Center staff to reserve a date and time for April presentation and assist with marketing material. <ul style="list-style-type: none"> • Commissioner Freitas inquired about a presentation from the Community Development Department in February.

GOAL #2: Encourage and Promote the use of Outdoor Spaces and Buildings

Objectives	Ad Hoc Sub-Committee	Timeline	Current Status & Budget Allocation
2.A. Participate in public design phase discussions of new park facilities and spaces, including park improvement projects. Monitor the Parks & Recreation Commission for outdoor spaces in development that may enhance outdoor recreation for older adults.	<i>Commissioners Freitas & Sterling</i>	Ongoing	No Update - Will attend P&R Commission meetings and provide report on current projects.
2. B. Provide organized activities at the Senior Center - <ol style="list-style-type: none"> i. Billiard tournament ii. Bean Bag Toss 	<i>Commissioners Freitas & Sterling</i>	Billiard Tournament – <ul style="list-style-type: none"> • February Bean Bag Toss – <ul style="list-style-type: none"> • April 	The Committee met with Jessica to discuss the Billiard Tournament and discussed the following details:

			February 7 at 10 am. Free to members and \$5 for non-members. The “prize” still needs to be determined. The Committee will work with Jennifer on publicity. Jessica will continue to work with the committee to develop logistics such as brackets, rules, etc...
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GOAL #3: Advocate for Affordable, Convenient, and Safe Transportation and Streets

Objectives	Ad Hoc Sub-Committee	Timeline	Current Status & Budget Allocation
3.A. Monitor public conversations regarding City of Santa Clara’s transportation needs and the Council’s proposed solutions.	<i>Commissioners Hubbard & Toledo</i>	When meetings are held	No Update - Report monthly regarding planning phases of the VIA Shuttle
3.B. Review and provide feedback to the Pedestrian and Bicycle Master Plans for potential access improvements, and provisions for general safety and develop strategies to address excessive speeding on bike paths. i. Send representative(s) to attend Bicycle & Pedestrian Advisory Committee meeting.	<i>Commissioners Drozek & Freitas.</i>	Monthly	Commissioner Drozek provided a report from the October BPAC Committee meeting stating that the City is improving bike lanes and that the pedestrian/bike crossing at Monroe at the Community Garden is being reviewed with the possibility of a H.A.W.K Light being installed. Commissioner Drozek inquired about a H.A.W.K Light presentation

			at an upcoming Senior Advisory Commission meeting.
GOAL #4: Develop Opportunities to Promote Health, Wellness, and Nutrition			
Objectives	Ad Hoc Sub-Committee	Timeline	Current Status & Budget Allocation
4.A. Provide resources to the community on the topic of Alzheimer's and Dementia, including programming to reduce isolation. i. Host an Alzheimer's and Dementia presentation at the Senior Center.	<i>Commissioner Hubbard.</i>	March.	No Update - Committee will work with Senior Center staff to reserve a date and time for March presentation and assist with marketing material.
GOAL #5: Provide Access to Community Resources and Information			
Objectives	Ad Hoc Sub-Committee	Timeline	Current Status & Budget Allocation
5 A. Appoint representative(s) to attend the ADA Committee Meetings.	<i>Commissioner Hubbard.</i>	Monthly	No Update - Will attend when Commission meetings begin.
5.B. Host the "Be Strong, Live Long" Health & Wellness Fair	<i>Commissioners McCauley, Toledo, & Hubbard</i>	Event Date - May 19, 2023 Commission assignments - March Schedule Commission assignments – April Deliver Good Neighbor letter - May	The Committee met for the first Planning meeting on November 17, 2022. Save the Date letters have been mailed out. Staff have developed a new way to mark booths and provide way finding for exhibitors. Exhibitors will be asked to bring their own EZ-Ups if they have them. The next planning meeting will be January 12.

