



COUNCIL REPORT

DATE: December 10, 2024

CATEGORY: Consent

DEPT.: Community Services

TITLE: **Senior Advisory Committee Review and Term of Service**

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Mountain View Rescinding Resolution No. 17420 and Dissolving the Senior Advisory Committee, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

At its September 24, 2024 meeting, in response to a Councilmember request, the City Council directed staff to return to Council with a “review of the Public Safety Advisory Board (PSAB) and Senior Advisory Committee (SAC or Committee), evaluating the current state of the membership and body of work and any challenges, and provide a recommendation on whether or not these advisory bodies should be sunset or taken in a different direction.” The stated impetus for this request included questions about ongoing vacancies and the alignment between the advisory bodies’ work plans and intended scope. This report provides the requested review of the SAC. A separate report on this agenda provides a review of the PSAB.

SAC Creation and Purpose

On [November 6, 2007](#), the City Council approved a Senior Advisory Task Force (SATF) to serve as an advisory body to the City Council on issues pertaining to seniors. The City Council made the following specifications for this task force:

- The appointment process would be by application and recommendation by the Council Appointments Review Committee;
- The size would be up to 10 members with one-year terms;
- Meetings would be held monthly;

- The SATF would prepare a work plan and provide two reports to the City Council during the year;
- The duration of the SATF would be one year, after which the City Council would review its function and usefulness; and
- The SATF would carry out its scope of work with minimal staff support equivalent to 0.20 FTE.

Following approval of the resolution to form the SATF, monthly meetings of a 10-member task force began in March 2008. Over the year, a work plan and two reports were completed. SATF members filled out evaluations at the conclusion of their one-year term. Positive aspects shared in these evaluations included collaboration, community research, and talking with seniors to understand their priorities. Some of the least favorite aspects noted was a lack of communication, little public participation, and lack of member preparation.

On [June 23, 2009](#), the City Council approved the establishment of a Senior Advisory Committee (SAC) by Resolution No. 17420. The first meeting of the newly formed SAC was held in October 2009.

SAC Overview

The SAC is responsible for acting in an advisory capacity to the City Council in matters pertaining to the broader senior issues and the operation of the Mountain View Senior Center. The City Council approved the following framework for the SAC:

- Appointment to the SAC would be by application and recommendations by the Council Appointments Review Committee;
- The SAC would be a working committee with limited staff support to initiate the recruitment process, establish the meeting schedule, prepare and post agendas, attend the meetings, and prepare minutes;
- Ten (10) meetings would be held during the year;
- The SAC would be comprised of five to seven members who were senior residents/users of the Mountain View Senior Center and professional senior program service providers;
- The expected duration or life of the SAC is indefinite; and
- The SAC would compose an annual written report to the City Council and an annual work plan.

ANALYSIS

SAC Accomplishments

Over the past 15 years, the SAC has assisted with providing feedback to other committees and boards on matters pertaining to seniors. In addition, in 2011, the SAC hosted a one-day conference on issues facing seniors, and, on a semiannual basis, has developed and provided the State of Mountain View Seniors Report to other City commissions, committees, and boards. In years past, the SAC has also been tasked with outreach to seniors at City events such as Thursday Night Live and the Spring Parade.

Challenges

SAC Work Plan Scope and Impact

A primary challenge for the SAC throughout its tenure has been establishing a consistent focus and maximizing the Committee's impact. The biannual State of Mountain View Seniors Report, an important item on the SAC work plan, was not as impactful as first hoped. This is due to the infrequent updates to the Census and American Community Survey data (only every five to 10 years), which led to repetitive content. As a result, the report's focus was shifted from data analysis to summarizing available senior services in a Senior Resource Guide which is available on the City's website and at the Senior Center.

Meeting Process

Additionally, the SAC has encountered challenges in conducting effective meetings. These challenges include inconsistency in member adherence to established procedures, communication gaps between members, and member lack of preparation to discuss agenda items. These challenges have impacted staff resources and the SAC's ability to meet deadlines and make progress on its work plan.

Vacancies and Meeting Attendance

Over the years, the SAC has consistently faced challenges in attracting and retaining members. Recruitment efforts have yielded limited success with low participation and meeting attendance. In recent years, the Committee has either not had a full committee or members have been absent at a frequent rate. Most recently, in the past year, absenteeism has become a significant concern for the Committee, further limiting the SAC's effectiveness. Over the past three years, attendance has been as follows:

Year	Number of Committee Members	Number of Meetings with Absent Committee Members	Number of Meetings Cancelled Due to Lack of Quorum
2022	5	8 out of 10 meetings	0
2023	6	6 out of 8 meetings	2
2024	4 (Jan-Mar), 2 (Apr-Jul)	2 out of 2 meetings	All meetings canceled in 2024

This past year, the SAC only had four members, with one submitting their resignation in March 2024 and another resigning in April 2024, leaving the Committee currently at two members. With these resignations, the SAC cannot hold a meeting until additional members are added. The City Clerk's Office is currently recruiting for vacancies for committees, commissions, and boards. The City Clerk's office has received three applications for the five vacancies.

Staff Capacity

To prepare the SAC work plan, agenda, minutes, and to prepare for and attend Committee meetings, staff spends approximately 12 hours a month to support the SAC.

SAC Member Input

As part of this review process, staff notified the two current SAC members of the intent to bring the dissolution of the SAC to the City Council for consideration. One Committee member stated that the dissolution was reasonable, and the second Committee member noted their understanding the challenges surrounding member recruitment and retention.

Recommendation for Addressing Senior Priorities

If the SAC is dissolved and a senior perspective or input is desired by staff, commissions, committees, boards, or the City Council, City staff can coordinate senior-focused meetings and workshops through established programming at the Senior Center. In addition, staff can coordinate tabling opportunities at the Senior Center to engage with seniors and receive input on specific topics. Staff has coordinated these efforts in the past for various City projects and initiatives, which have yielded a wealth of input and feedback.

If needed, a limited-period task force to provide input on a specific topic may be created, similar to the previous Senior Advisory Task Force or the Age-Friendly Task Force. Both task forces had a defined timeline, work plan, and objectives and concluded at the end of their terms.

Finally, one of the functions of the Parks and Recreation Commission (PRC) is to "monitor issues concerning parks and recreation and communicate them to the City Council, public agencies, and citizens." Should a more formal discussion of Senior Center programs and services be required

in the future, these matters can be brought before the PRC for consideration. If necessary, the PRC may then forward formal recommendations to the City Council.

FISCAL IMPACT

The SAC has limited annual funding of \$2,000 allocated to support any events or activities generated by the SAC. If the SAC is dissolved, these funds will be redirected to support senior services and may be used toward updating and distributing the Senior Resource Guides and expanding the existing senior workshop program.

LEVINE ACT

California Government Code Section 84308 (also known as the Levine Act) prohibits city officials from participating in any proceeding involving a “license, permit, or other entitlement for use” if the official has received a campaign contribution exceeding \$250 from a party, participant, or agent of a party or participant in the proceeding within the last 12 months. A city official is similarly prohibited from accepting, soliciting, or directing a campaign contribution exceeding \$250 from a party, participant, or agent of a party or participant to any proceeding involving a license, permit, or other entitlement for use for 12 months after a final decision is rendered in said proceeding.

Please refer to the “X” in the checklist below for information about whether the recommended action for this agenda item is subject to or exempt from the Levine Act.

SUBJECT TO THE LEVINE ACT

- Land development entitlements
- Other permit, license, or entitlement for use
- Contract or franchise

EXEMPT FROM THE LEVINE ACT

- Competitively bid contract
- Labor or personal employment contract
- General policy and legislative actions

For more information about the Levine Act, please see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html.

ALTERNATIVES

1. Continue the Senior Advisory Committee with a five-member committee and quarterly meetings.
2. Do not dissolve the Senior Advisory Committee and continue with its current meeting schedule of monthly meetings and revisit the recruitment success in one year.
3. Provide other direction.

PUBLIC NOTICING—Agenda posting.

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Attachment: 1. Resolution