1. **RATIFY AGE-FRIENDLY COMMUNITIES CITY COUNCIL STANDING COMMITTEE**
   Report: Recommendation: It is recommended that the Council ratify the Mayor's selection of Vice Mayor Diana Hawkins-Manuelian and Council Member Lewis as a Standing Committee to assist with the Town's Age-Friendly Communities Application process.
   Description:

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JUNE 21, 2023

SUBJECT: **Ratify Age-Friendly Communities City Council Standing Committee**

RECOMMENDATION

It is recommended that the Council ratify the Mayor's selection of Vice Mayor Diana Hawkins-Manuelian and Council Member Lewis as a Standing Committee to assist with the Town's Age-Friendly Communities Application process.

BACKGROUND

The City Council approved the Town's participation in the San Mateo County Age-Friendly Community Task Force effort. As part of that effort, the Town committed to forming a local Age-Friendly Task Force to assist in building collaborative partnerships within the County of San Mateo by sharing resources and coordinating activities to move the Age-Friendly Initiative forward in the region.

ANALYSIS

The Atherton Age-Friendly Task Force will consist of a Standing Committee of the City Council and the City Manager. The Standing Committee will work with the Center for Age Friendly Excellence (CAFE) staff to seek community leaders that have knowledge and care about the issues of older adults. The Task Force members will meet about once a month for about 5 months to help CAFE staff recruit older adult focus group members and share news about age-friendly initiatives.

CAFE staff will explain the project to all concerned, conduct the focus groups to determine unmet needs, assist in developing recommended potential projects and services to address those needs, and offer a written report. CAFE will reach out to Task Force candidates for focus groups. CAFE conducts multiple, diverse and inclusive focus groups to identify unmet needs, strengths and suggested solutions. Focus group reports are submitted to the County Core Team and Task Force Members. CAFE conducts a variety of educational presentations to community groups. CAFE provides guidance to Task Force members toward the selection of data-informed projects.

Once the process is complete, the final reports will be provided to the City Council and the process

will be incorporated into the Housing Element as part of the Town's outreach and engagement process. At that time, the Standing Committee will be dissolved.

FISCAL IMPACT

None.

GOAL ALIGNMENT

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area E – Strengthen Community Engagement and Transparency
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

POLICY FOCUS

Creation of an age-friendly community is part of developing a diverse and inclusive community.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service provides (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL
This item has not been before a Town Committee or Commission

ATTACHMENTS

1. Atherton Age-Friendly Communities Timeline
2. CAFE Process
3. Age-Friendly Community Task Force Roles
4. Checklist of Essential Features of Age-Friendly Cities
5. WHO – 8 Domains of Livability

Town of Atherton
Age-Friendly Communities Timeline

Presentation to City Council: **April 19, 2023**

Mayor's signed Letter of Support: **May 8th**

1st Task Force Meeting: **Week of June 26th**
During 1st meeting: Brief introductions - focus on Age Friendly Presentation and go over process flow chart, 8 domains and the role of the task force, in addition to the importance of the action plan. Also discuss Goal of sending application by early November. Discuss composition of focus groups

Weeks of June 26th – July 12th : Gather names for focus groups and get them confirmed

Week of July 3rd: Have volunteer task force members who want to participate as a focus group. Report then sent to Sr. Data Analyst by the end of that week

Week of July 17th: Focus Group Number 2 and report sent within a week

Week of July 24th: Focus Group Number 3 and report sent within a week

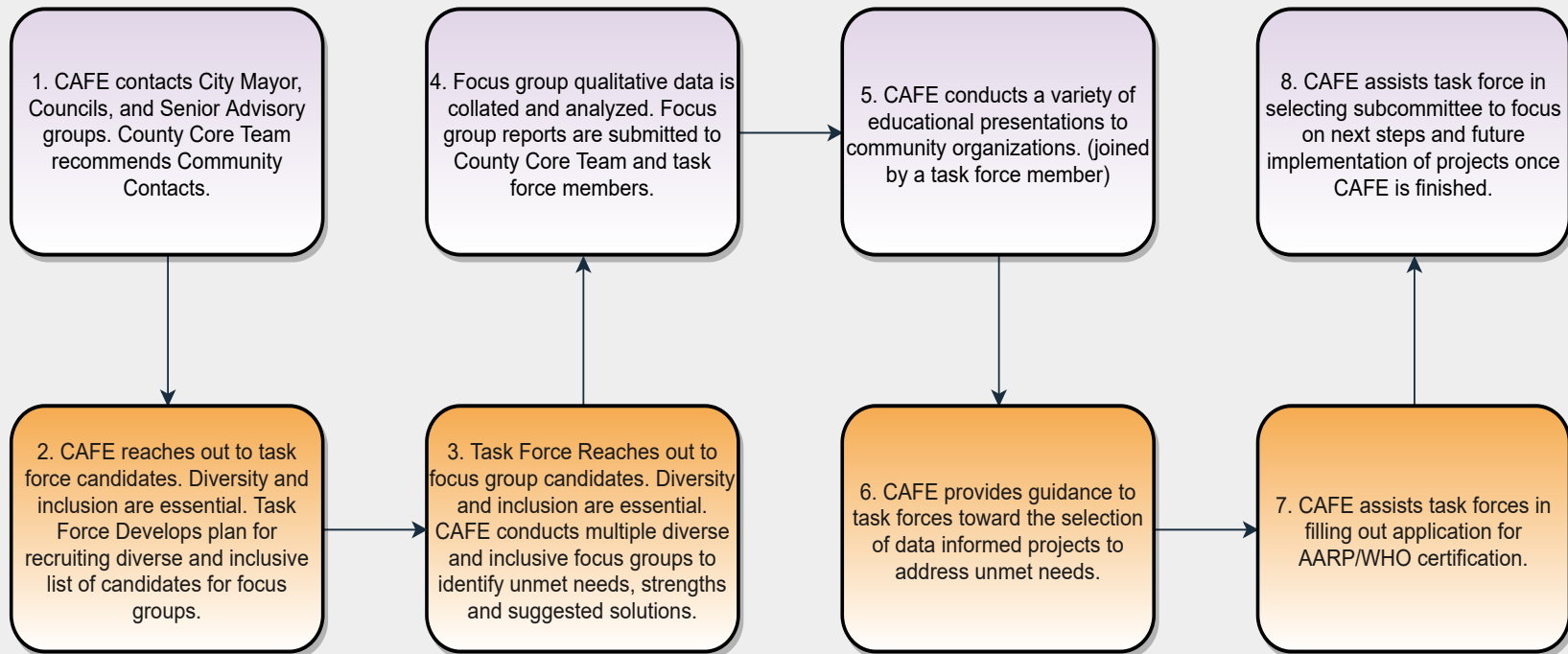**Week of August 7th**: 2nd task force meeting to review reports 1-3 and start prioritizing projects

Week of August 21st: Task force to continue prioritizing and reviews

Two Meetings in September with subgroups of task force to work on application and **possibly third meeting**

Goal to submit application by early November.

Center for Age Friendly Excellence · CAFE ·

CAFE Community Development Process

1. CAFE contacts City Mayor, Councils, and Senior Advisory groups. County Core Team recommends Community Contacts.

4. Focus group qualitative data is collated and analyzed. Focus group reports are submitted to County Core Team and task force members.

5. CAFE conducts a variety of educational presentations to community organizations. (joined by a task force member)

8. CAFE assists task force in selecting subcommittee to focus on next steps and future implementation of projects once CAFE is finished.

2. CAFE reaches out to task force candidates. Diversity and inclusion are essential. Task Force Develops plan for recruiting diverse and inclusive list of candidates for focus groups.

3. Task Force Reaches out to focus group candidates. Diversity and inclusion are essential. CAFE conducts multiple diverse and inclusive focus groups to identify unmet needs, strengths and suggested solutions.

6. CAFE provides guidance to task forces toward the selection of data informed projects to address unmet needs.

7. CAFE assists task forces in filling out application for AARP/WHO certification.

Theory of Change: Our overarching explanatory framework is the Ecological Model of Aging (Lawton and Nahemow, 1973, 1986, 2000), an integrative, person - environment perspective.

Cfafe.org

Town of Atherton Age-Friendly Community Task Force Roles

San Mateo County is engaged in an exciting initiative to become age-friendly and join the AARP - World Health Organization (WHO) Network of Age Friendly Cities. http://www.who.int/ageing/age-friendly-world/en/ https://www.aarp.org/livable-communities/network-age-friendly-communities/

Toward this goal, the Center for Age-Friendly Excellence (CAFE; www.cfafe.org) is working with the cities of Atherton, Belmont, Brisbane, East Palo Alto, Hillsborough, Millbrae, San Bruno, and South San Francisco under an agreement with San Mateo County. Part of the process is to organize a small task force in each city to help inform and guide the effort.

CAFE is seeking community leaders who have knowledge and care about the issues of older adult residents in each city. The task force members will meet about once a month for about 5 months to help CAFE staff recruit older adult focus group members and help share the news about the age-friendly initiative in the community.

CAFE staff will: explain the project to all concerned, conduct the focus groups to determine unmet needs in the 8 domains of an age-friendly city; assist in developing recommended potential projects and services to address unmet needs; and offer a written report to the task force.

CAFE will assist the task force to fill out the on-line application to AARP's Network of Age Friendly States and Communities to become a member of that network and to be certified as an age-friendly city.

Questions? Contact
Cynthia Nakayama
cnakayama@cfafe.org
510-502-4611

Overview of the Roles and Tasks of an
Age Friendly Community Task Force

Age Friendly Community task forces take on the following roles and tasks on behalf of their community:

- Spread the good news about the age-friendly initiative and assist CAFE with the following tasks:
  - Help recruit participants for the focus groups.
  - Assist us with choosing at least three inaugural pilot projects to address unmet needs per the focus groups(s).
  - Provide input to the application that Atherton will submit to the AARP Network of Age Friendly States and Cities to become a certified age friendly community and a member of the network.
- Time Commitment for each TF Member during the initial 5-month planning stage:
  - Total of 5 to 6 Task Force meetings. Each Task Force meeting will be 1 to 1 ½ hours in length.
  - Approximately 1 hour (or less) of document review between meetings.
  - Email correspondence: variable.
  - Recruitment of focus group participants: Each task force member will be asked to recruit about 7 local and diverse residents ranging in age from 55 to 100 plus to participate in focus group discussions, which will be held virtually or in-person, per Town of Atherton and County public health guidance. Total estimated approximate time for recruitment of FG participants: 3 hours maximum
  - Once the four to five-month planning and application stage is over and CAFE's consultation role is complete, the Task Force will continue to meet monthly or, less often, as needed to assist with and guide implementation of inaugural Age Friendly Community Projects and, when ready, develop and implement new ones in partnership with community stakeholders.
  - CAFE will be available for consultation, as needed.

CAFE's job is to support the task force's efforts over the initial 5-month planning timeframe. The primary outcome of our collective efforts at the end of this process is to make the Town of Atherton a certified "age friendly community" and a member of AARP's network of age-friendly cities, as well as to select about 3 inaugural age friendly projects that Atherton and others in your community will value, support and will want to implement over the next 1 to 2 years.

Once your city is a certified member of the AARP Network of Age Friendly States and Communities, AARP requires each new member of the network to put together an Age Friendly Community Action Plan and submit it to AARP within 2 years of becoming a member of the network. By doing this, it helps the city and their collaborative stakeholders to develop strategies that ensures the sustainability and continuance of age friendly community focus for many years to come.

To sum up, participation on the Task Force is important because the engagement of the community, in collaboration with local government city staff and officials, is vital for the success and sustainability of any age friendly initiative.

Checklist of Essential Features of Age-friendly Cities

This checklist of essential age-friendly city features is based on the results of the WHO Global Age-Friendly Cities project consultation in 33 cities in 22 countries. The checklist is a tool for a city's self-assessment and a map for charting progress. More detailed checklists of age-friendly city features are to be found in the WHO Global Age-Friendly Cities Guide.

This checklist is intended to be used by individuals and groups interested in making their city more age-friendly. For the checklist to be effective, older people must be involved as full partners. In assessing a city's strengths and deficiencies, older people will describe how the checklist of features matches their own experience of the city's positive characteristics and barriers. They should play a role in suggesting changes and in implementing and monitoring improvements.

Outdoor spaces and buildings

☐ Public areas are clean and pleasant.

☐ Green spaces and outdoor seating are sufficient in number, well-maintained and safe.

☐ Pavements are well-maintained, free of obstructions and reserved for pedestrians.

☐ Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level.

☐ Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.

☐ Drivers give way to pedestrians at intersections and pedestrian crossings.

☐ Cycle paths are separate from pavements and other pedestrian walkways.

☐ Outdoor safety is promoted by good street lighting, police patrols and community education.

☐ Services are situated together and are accessible.

☐ Special customer service arrangements are provided, such as separate queues or service counters for older people.

☐ Buildings are well-signed outside and inside, with sufficient seating and toilets, accessible elevators, ramps, railings and stairs, and non-slip floors.

☐ Public toilets outdoors and indoors are sufficient in number, clean, well-maintained and accessible.

Transportation

☐ Public transportation costs are consistent, clearly displayed and affordable.

☐ Public transportation is reliable and frequent, including at night and on weekends and holidays.

☐ All city areas and services are accessible by public transport, with good connections and well-marked routes and vehicles.

- [ ] Vehicles are clean, well-maintained, accessible, not overcrowded and have priority seating that is respected.

- [ ] Specialized transportation is available for disabled people.

- [ ] Drivers stop at designated stops and beside the curb to facilitate boarding and wait for passengers to be seated before driving off.

- [ ] Transport stops and stations are conveniently located, accessible, safe, clean, well-lit and well-marked, with adequate seating and shelter.

- [ ] Complete and accessible information is provided to users about routes, schedules and special needs facilities.

- [ ] A voluntary transport service is available where public transportation is too limited.

- [ ] Taxis are accessible and affordable, and drivers are courteous and helpful.

- [ ] Roads are well-maintained, with covered drains and good lighting.

- [ ] Traffic flow is well-regulated.

- [ ] Roadways are free of obstructions that block drivers' vision.

- [ ] Traffic signs and intersections are visible and well-placed.

- [ ] Driver education and refresher courses are promoted for all drivers.

- [ ] Parking and drop-off areas are safe, sufficient in number and conveniently located.

- [ ] Priority parking and drop-off spots for people with special needs are available and respected.

Housing

- [ ] Sufficient, affordable housing is available in areas that are safe and close to services and the rest of the community.

- [ ] Sufficient and affordable home maintenance and support services are available.

- [ ] Housing is well-constructed and provides safe and comfortable shelter from the weather.

- [ ] Interior spaces and level surfaces allow freedom of movement in all rooms and passageways.

- [ ] Home modification options and supplies are available and affordable, and providers understand the needs of older people.

- [ ] Public and commercial rental housing is clean, well-maintained and safe.

- [ ] Sufficient and affordable housing for frail and disabled older people, with appropriate services, is provided locally.

Social participation

- [ ] Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.

- [ ] Events are held at times convenient for older people.

- [ ] Activities and events can be attended alone or with a companion.

- [ ] Activities and attractions are affordable, with no hidden or additional participation costs.

- [ ] Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.

- [ ] A wide variety of activities is offered to appeal to a diverse population of older people.

- [ ] Gatherings including older people are held in various local community spots, such as recreation centres, schools, libraries, community centres and parks.

- [ ] There is consistent outreach to include people at risk of social isolation.

Respect and social inclusion

- [ ] Older people are regularly consulted by public, voluntary and commercial services on how to serve them better.

- [ ] Services and products to suit varying needs and preferences are provided by public and commercial services.

- [ ] Service staff are courteous and helpful.

- [ ] Older people are visible in the media, and are depicted positively and without stereotyping.

- [ ] Community-wide settings, activities and events attract all generations by accommodating age-specific needs and preferences.

- [ ] Older people are specifically included in community activities for "families".

- [ ] Schools provide opportunities to learn about ageing and older people, and involve older people in school activities.

- [ ] Older people are recognized by the community for their past as well as their present contributions.

- [ ] Older people who are less well-off have good access to public, voluntary and private services.

Civic participation and employment

- [ ] A range of flexible options for older volunteers is available, with training, recognition, guidance and compensation for personal costs.

- [ ] The qualities of older employees are well-promoted.

- [ ] A range of flexible and appropriately paid opportunities for older people to work is promoted.

- [ ] Discrimination on the basis of age alone is forbidden in the hiring, retention, promotion and training of employees.

- [ ] Workplaces are adapted to meet the needs of disabled people.

- [ ] Self-employment options for older people are promoted and supported.

- [ ] Training in post-retirement options is provided for older workers.

- [ ] Decision-making bodies in public, private and voluntary sectors encourage and facilitate membership of older people.

Communication and information

- [ ] A basic, effective communication system reaches community residents of all ages.

- [ ] Regular and widespread distribution of information is assured and a coordinated, centralized access is provided.

- [ ] Regular information and broadcasts of interest to older people are offered.

- [ ] Oral communication accessible to older people is promoted.

- [ ] People at risk of social isolation get one-to-one information from trusted individuals.

- [ ] Public and commercial services provide friendly, person-to-person service on request.

- [ ] Printed information – including official forms, television captions and text on visual displays – has large lettering and the main ideas are shown by clear headings and bold-face type.

- [ ] Print and spoken communication uses simple, familiar words in short, straightforward sentences.

- [ ] Telephone answering services give instructions slowly and clearly and tell callers how to repeat the message at any time.

- [ ] Electronic equipment, such as mobile telephones, radios, televisions, and bank and ticket machines, has large buttons and big lettering.

- [ ] There is wide public access to computers and the Internet, at no or minimal charge, in public places such as government offices, community centres and libraries.

Community and health services

- [ ] An adequate range of health and community support services is offered for promoting, maintaining and restoring health.

- [ ] Home care services include health and personal care and housekeeping.

- [ ] Health and social services are conveniently located and accessible by all means of transport.

- [ ] Residential care facilities and designated older people's housing are located close to services and the rest of the community.

- [ ] Health and community service facilities are safely constructed and fully accessible.

- [ ] Clear and accessible information is provided about health and social services for older people.

- [ ] Delivery of services is coordinated and administratively simple.

- [ ] All staff are respectful, helpful and trained to serve older people.

- [ ] Economic barriers impeding access to health and community support services are minimized.

- [ ] Voluntary services by people of all ages are encouraged and supported.

- [ ] There are sufficient and accessible burial sites.

- [ ] Community emergency planning takes into account the vulnerabilities and capacities of older people.

World Health Organization
Eight Domains of Livability: Brief Descriptions and Examples

Built Environment

The built environment has a strong influence on personal mobility, safety from injury, security from crime, health behaviour and social participation.

Outdoor Spaces and Buildings

"People need public places to gather — indoors and out. Green spaces, safe streets, sidewalks, outdoor seating and accessible buildings (think elevators, stairs with railings, etc.) can be used and enjoyed by people of all ages."

Examples: Availability of outdoor seating, covered shelters with seating if waiting for transportation, clean and safe public restrooms, adequate lighting and signage.

Transportation

"Driving shouldn't be the only way to get around. Public transit options can be as expansive and as infrastructure dependent as a train system or as targeted as a taxi service that provides non-drivers with rides to and from a doctor's office."

Examples: Affordable and accessible transportation, city is walkable, has bike paths and parking, there are curb cuts for wheelchairs as well as baby carriages, adequate lighting at night.

Housing

"…older adults want to stay in their homes and communities for as long as possible. Doing so *is* possible if a house is designed or modified for aging in place and if a community includes housing options for varying life stages (and varying bank accounts)."

Examples: Affordable and available housing, availability of vetted home repair professionals, offering housing model for mixed-use (intergenerational) resident i.e. elder and student.

Social Environment
There are different aspects of the social environment and of culture that affect participation and mental wellbeing.

Social Participation
"Regardless of a person's age, loneliness is often as debilitating a health condition as having a chronic illness or disease. Sadness and isolation can be combatted by the availability of accessible affordable and fun social activities."

Examples: Social activities and places to hang out for older persons, promoting shared use of school and community recreational resources for day or evening activities, offering culturally sensitive exchanges, talks or events.

Respect and Social Inclusion
"Everyone wants to feel valued. Intergenerational activities are a great way for young and old to learn from one another, honor what each has to offer and, at the same time, feel good about themselves.

Examples: Intergenerational activities and promoting shared use of school and community recreational resources, Friendly Visitor and Meals on Wheels programs, linking older persons with their grandchildren or other young adults to learn how to use their high-tech devices.

Civic Participation and Employment
"An age-friendly community provides ways older people can (if they choose) continue to work for pay, volunteer their skills and be actively engaged in community life."

Examples: Promoting volunteer opportunities to increase awareness, have a central program that assists older adults with finding resources, classes, jobs, and civic engagement.

Community and Health Support
Involves both social environments and health and social service determinants.

Communication and Information
"Age-friendly communities recognize that not everyone has a smartphone or Internet access and that information needs to be disseminated through a variety of means."

Examples: Free Wi-Fi for older persons, programs that engage non-English speakers, increased promotion of available services such as door-to-door mobile libraries, emergency preparedness training.

Community Support and Health Services
"At some point, every person of every age gets hurt, becomes ill or simply needs some help. While it's important that care be available nearby, it's essential that residents are able to access and afford the services required.

Examples: Increase health promotion disease prevention programming for older adults, availability of a centrally located care or case manager to help connect with resources, availability of mobile screening and dental services.

World Health Organization Age Friendly Cities Guide
https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf

AARP
https://www.aarp.org/livable-communities/network-age-friendly-communities/info-2015/8-domains-of-livability-resources.html