



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, February 05, 2024

Los Altos Community Center, Sequoia Room

Please Note: The Senior Commission will meet in person as well as via Telephone/Video Conference

Members of the Public may observe the Senior Commission meeting at

[https://losaltosca-
gov.zoom.us/j/81993083715?pwd=j1YgC_5E9SFf2E9twR4kl6nJyTUZGQ.W_nMRXI3ilIHfBPw](https://losaltosca.gov.zoom.us/j/81993083715?pwd=j1YgC_5E9SFf2E9twR4kl6nJyTUZGQ.W_nMRXI3ilIHfBPw)

Webinar ID: 819 9308 3715 / Passcode: 586136

TO PARTICIPATE IN THE MEETING - Members of the public **MUST BE IN ATTENDANCE AT THE MEETING TO PARTICIPATE.**

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

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

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Emails sent to the above email address are sent to/received immediately by the Senior Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

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. [Minutes: Approve minutes of the Senior Commission special meeting of January 08, 2024](#)
2. [AARP Survey Marketing Plan: Receive staff report and update from ad-hoc committee members and determine opportunities for commissioners to complement the city's efforts](#)
3. [Work Plan: Create and finalize FY 2023/24 Work Plan](#)
4. [City Council Joint Meeting Preparation: Determine topics for discussion, including past year's accomplishments, for the joint meeting scheduled for February 27, 2024](#)
5. **Grant Park Community Center:** Discuss potential amenities or improvements to the Grant Park Community Center to be recommended to city staff for consideration during the FY 2024 - 2025 budget process
6. [Age Friendly Task Force: Select up to 3 commissioners to serve on the Age Friendly Task Force](#)

INFORMATIONAL ITEMS

7. [Age Friendly: Receive update from city staff](#)
8. [Flyers: Recieve informational flyers](#)

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

9. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and city of Los Altos staff
10. **Future Agenda Items**
 - A. Work Plan

ADJOURNMENT

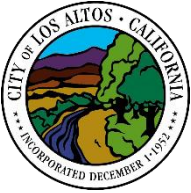
SPECIAL NOTICES TO PUBLIC

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.



MINUTES OF THE SPECIAL MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS AND TOWN OF LOS ALTOS HILLS, HELD ON MONDAY, JANUARY 8, 2024 AT 3:30 P.M. VIA VIDEOCONFERENCE AND IN PERSON

CALL MEETING TO ORDER

At 3:33 P.M., Dixit called the meeting to order.

ESTABLISH QUORUM:

PRESENT: Dixit, Cohen, Buchholz, Olson, O'Reilly

ABSENT: Basiji, Nagao

LATE: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Gary Hedden, Los Altos resident and President of GreenTown Los Altos encouraged planting trees as part of GreenTown Los Altos 500 Tree initiative and encouraged building stronger neighborhoods.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the Senior Commission regular meeting of November 6, 2023.

Public Comment: None.

Action: Upon a motion by Cohen, seconded by Dixit, the Commission approved the minutes of the regular meeting of November 6, 2023.

Approve: Dixit, Cohen, Buchholz, Olson, O'Reilly

Oppose: None

Absent: Basiji and Nagao

Abstention: None

Motion passed unanimously: 5-0-2-0.

2. **AARP Survey Marketing Plan:** Receive staff report and determine opportunities for commissioners to complement the city's efforts.

Public Comment: None.

Action: Received staff report from Jaime Chew.

Ad-hoc committee members reported.

1. Dixit invited the multicultural group to fill out the survey.
2. O'Reilly and Nagao invited the participants at the Adult 50+ program lunches in December to fill out the AARP Survey.

Commissioners discussed continued AARP survey marketing and survey time, including technical and cultural challenges.

3. **Work Plan:** Create FY 2023/24 Work Plan.

Public Comment: None.

Action: Discussed FY 2023/24 Work Plan.

4. **Grant Park Community Center:** Discuss potential amenities or improvements to the Grant Park Community Center to be recommended to city staff for consideration during the FY 2024 - 2025 budget process.

Public Comment: None.

Action: Motion by Olson, seconded by O'Reilly to move item to February 5, 2024 meeting.

Approve: Dixit, Cohen, Buchholz, Olson, O'Reilly

Oppose: None

Absent: Basiji and Nagao

Abstention: None

Motion passed unanimously: 5-0-2-0.

5. **Adult 50+ Transportation:** Discuss available adult 50+ transportation options, and determine potential opportunities for partnerships or expansion of services to recommend to city staff.

Public Comment: None.

Action: Discussed hosting a workshop to help connect adults 50+ with transportation options.

INFORMATIONAL ITEMS

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

Public Comment: None.

Action: Received update from Jaime Chew.

7. **Club 55 Event Dates for 2024:** Receive report.

Public Comment: None.

Action: Received update from Jaime Chew.

8. **Flyers:** Receive informational flyers.

Public Comment: None.

Action: Received informational flyers.

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

9. **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 staff, Emina Steta
- City of Los Altos staff, Jaime Chew
- City of Los Altos staff, Chris Knopf

10. **Future Agenda Items:**

ADJOURNMENT:

At 4:44 P.M., Monday, January 8, 2024, Dixit adjourned the meeting.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: February 5, 2024

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 received the live survey link in October, and worked with the Public Information Officer (PIO) team on the following marketing avenues:

- Posting on the City website
- City Manager's email newsletter
- Parks & Recreation email newsletter
- Social media accounts (Facebook, Instagram, Nextdoor)
- Los Altos Community Center monitors
- City press announcement
- A-Frames

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. The ad hoc subcommittee of Commissioners Nagao and O'Reilly reported on the Grant and Los Altos Community Center lunch



Subject: Marketing Plan for AARP Survey

program presentations at the January 8, 2024 Senior Commission meeting. Commissioner Basiji should provide a final report for the Rotary presentation.

City of Los Altos

AARP Survey for Age Friendly Recertification



Background

- The City of Los Altos was first designated as an Age Friendly city through the World Health Organization (WHO) in 2011
- To date, all 15 cities within Santa Clara County have been certified as an Age Friendly city
- The City of Los Altos is seeking recertification as an Age Friendly city which requires the creation of an Action Plan – a “road map” to address issues or gaps identified through a needs assessment



Process

- The City of Los Altos will be utilizing CAFÉ (Center for Age Friendly Excellence) to coordinate the needs assessment and the creation of the action plan
- The process will include:
 - Collecting data utilizing the AARP (American Association of Retired Persons) Survey
 - Hosting 3 focus groups, coordinated and led by CAFÉ
 - Creation of action plan
 - Review by Senior Commission
 - Recommendation to City Council



Goal

- To better understand the current needs of older adults, and to find ways to maintain a vital community that allows adults to age in place



AARP Survey

- The survey tool is provided as a free resource through AARP
- The survey itself will take 20 – 30 minutes to complete and will not contain any personally identifiable information, and will be kept confidential
- Main access will be online
- Paper copies will be available to those who feel more comfortable completing it via that form – contact the City of Los Altos Adult 50+ program at (650) 947-2797 for assistance



Questions?



QR Code





City of Los Altos AARP Survey for Age Friendly Recertification

Background

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- To date, all 15 cities within Santa Clara County have been certified as an Age Friendly city
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Questions?

QR Code





LOS ALTOS PARKS & RECREATION

INVITES YOU TO PARTICIPATE

Age-Friendly Community Survey

Administered by the American Association of Retired Persons (AARP)

TAKE THE SURVEY



or visit

LosAltosRecreation.org

YOUR INPUT MATTERS!

We're surveying community members about services and amenities to help residents age in place. This survey is a vital part of Los Altos' recertification of our age-friendly community designation by the World Health Organization.

It's quick and easy!

Questions/Comments

Contact Jaime Chew
jchew@losaltosca.gov
(650) 947-2848



SENIOR COMMISSION
2023-24 Work Plan
 (October 2023 to September 2024)

Goal	Projects	Ad-Hoc Assignments	Target Date	City Priority related to	Status
Recertify Los Altos as an Age Friendly city	AARP Age Friendly Survey outreach	<ul style="list-style-type: none"> Present AARP Age Friendly Survey to the multi-cultural group Ad-Hoc subcommittee: Dixit Present AARP Age Friendly Survey to Adult 50+ lunch program (Community Center and Grant) Ad-Hoc subcommittee: O'Reilly & Nagao Present AARP Age Friendly Survey to Los Altos Rotary Ad-Hoc subcommittee: Basiji 	January 2024 January 2024 February 2024	Community Engagement	Completed
	Age Friendly data collection/analysis			Community Engagement	
Improve Senior Transportation Options		<ul style="list-style-type: none"> Workshop connecting Adult 50+ to transportation options Explore resources and options 		Community Engagement	In progress

Support and enhance community connections					
Collaborate with 50+ staff to increase participation					

SENIOR COMMISSION
FY 2023-24 Work Plan
 (October 2023 to September 2024)

Goal	Projects	Ad-Hoc Assignments	Target Date	City Priority related to	Status
Recertify Los Altos as an Age Friendly city	AARP Age Friendly Survey outreach	<ul style="list-style-type: none"> Present AARP Age Friendly Survey to the multi-cultural group Ad-Hoc subcommittee: Dixit		Community Engagement	Completed
		<ul style="list-style-type: none"> Present AARP Age Friendly Survey to Adult 50+ lunch program (Community Center and Grant) Ad-Hoc subcommittee: O'Reilly & Nagao		Community Engagement	In progress
Improve Senior Transportation Options		<ul style="list-style-type: none"> Explore resources and options 		Community Engagement	In progress



SENIOR COMMISSION AGENDA REPORT

Meeting Date: February 5, 2024

Subject: Age Friendly Task Force

Prepared by: Jaime Chew, Recreation Manager

Initiated by: City Staff

Staff Recommendation

The staff recommends to receive the report and select up to 3 commissioners to serve on the Age Friendly Task Force.

Summary/Project Description:

Selection of up to 3 commissioners to serve on the Age Friendly Task Force

Background

The city has secured the Center for Age Friendly Excellence (CAFÉ) to coordinate the city's effort to recertify as an Age Friendly city through the World Health Organization (WHO). CAFÉ recommends that the Senior Commission select up to 3 commissioners to serve on the Age Friendly Task Force. This Task Force will support CAFÉ by providing guidance and feedback, in addition to assisting with outreach. The Task Force will be comprised of CAFÉ, city staff from various departments, and the ad hoc subcommittee of the Senior Commission. On average, the Task Force will meet on a monthly basis during the project period which is currently anticipated for the next 10 months.

Discussion/Analysis

The Commission will need to select up to 3 commissioners to serve on the Age Friendly Task Force.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: February 5, 2024

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.

Staff received the live survey link from the AARP research and development team, and worked with the Public Information Officer (PIO) team to create and release a press announcement which was published in early November 2023. Since then, ad hoc subcommittees have shared and presented information to various community groups which include: cultural exchange group, Los Altos Community Center lunch group, Grant Park Community Center lunch group, and Rotary.

The survey was open through January 29, 2024.

Discussion/Analysis

The AARP research and development team recommends a minimum of 300 respondents with an overall goal of 500 respondents. As of January 29, 2024, we received xx completed surveys. The Senior Commission will need to determine next steps as appropriate.



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- ✓ At least 18 years old
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- ✓ Team Player
- ✓ Enthusiastic

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QUESTIONS?

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SCarrico@losaltosca.gov
(650) 947-2796





CITY OF LOS ALTOS

Agenda Item 8.



WE'RE HIRING!

Current Opportunities

FULL TIME:

- PUBLIC SAFETY DISPATCHER

PART-TIME:

- FACILITY ATTENDANT
- PRESCHOOL TEACHER I/II
- ADULT 50+ / SPORTS PROGRAM RECREATION LEADER II
- TEEN PROGRAM RECREATION LEADER II/III

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- MSC SUPERINTENDENT

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