



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, November 06, 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: 854 6793 6107

Members of the Public may join and participate in the Senior Commission meeting at
https://losaltosca-gov.zoom.us/j/85467936107?pwd=JDzCjt_HMHd6TAVX-vdl9jpk9zny8A.gNM_KaC8pjAZfBg5

Passcode: 447264

Please Note: Commissioner Nagao will participate in the meeting via videoconference from the site listed below. The meeting agenda will be posted on the videoconference site, which is accessible to the public.

Anyone wishing to address the Commission from the videoconference site will be provided with an opportunity to do so.

Location:

14495 Denton Avenue
Truckee, CA 96161

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 PARTICIPATE 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. [Minutes: Approve minutes of the Senior Commission regular meeting of October 2, 2023](#)
2. [2024 Senior Commission Meeting Schedule: Approve the 2024 Senior Commission meeting schedule](#)
3. [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](#)
4. [Work Plan: Create FY 2023/24 Work Plan](#)

INFORMATIONAL ITEMS

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

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

7. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and City of Los Altos staff
8. **Future Agenda Items**
 - A. Review World Health Organization Eight Domains
 - Outdoor Spaces and Buildings
 - Transportation
 - Housing
 - Social Participation
 - Respect and Social Inclusion
 - Civic Participation and Employment

Communication and Information
Community Support and Health Care Services

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.



MINUTES OF THE REGULAR MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS AND TOWN OF LOS ALTOS HILLS, HELD ON MONDAY, OCTOBER 2, 2023 AT 3:30 P.M. VIA VIDEOCONFERENCE AND IN PERSON

CALL MEETING TO ORDER

At 3:31 P.M., Cohen called the meeting to order.

ESTABLISH QUORUM:

PRESENT: Basiji, Cohen, Dixit, Nagao, O'Reilly

ABSENT: Buchholz

LATE: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

ITEMS FOR CONSIDERATION/ACTION

1. **Senior Commission Changes:** Receive staff presentation.

Public Comment: None.

Action: Received presentation from Jaime Chew, Recreation Manager.

2. **Senior Commission Reorganization:** Submit nominations and appoint a Chair and Vice Chair for 2023-24 term year.

Public Comment: None.

Action: Upon a motion by Basiji, seconded by O'Reilly, the Commission approved Sharvari Dixit as Chair of the Senior Commission for the year 2023-24.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly

Oppose: None

Absent: Buchholz

Abstention: None

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

Action: Upon a motion by Cohen, seconded by O'Reilly, the Commission approved Jim Basiji as Vice Chair of the Senior Commission for the year 2023-24.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

After the Commission considered Item 4 on the agenda, Commissioner Basiji announced he had decided to decline the nomination and votes for the position of Vice Chair. He asked that a new vote be taken for a new Vice Chair for the 2023-24 year.

Action: Upon a motion by Nagao, seconded by O'Reilly, the Commission approved Jayne Cohen as Vice Chair of the Senior Commission for the 2023-24 year.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

3. **Minutes:** Approve minutes of the Senior Commission special meeting of September 11, 2023.

Public Comment: None.

Action: Upon a motion by Cohen, seconded by Nagao, the Commission approved the minutes of the special meeting of September 11, 2023.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-1.

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

Public Comment: None.

Action: Upon a motion by O'Reilly, seconded by Cohen, the Commission approved the creation of an ad-hoc subcommittee consisting of Nagao and O'Reilly to present the AARP Survey at the Grant Park and Community Center and Los Altos Community Center November Senior Program lunches.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

Action: Upon a motion by Cohen, seconded by Basiji, the Commission approved the creation of an ad-hoc subcommittee consisting of Dixit to present the AARP Survey at the Cultural Exchange group on either October 10 or November 14, 2023.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

Action: Upon a motion by Cohen, seconded by Dixit, the Commission approved the creation of an ad-hoc subcommittee consisting of Basiji to present at a Rotary Club of Los Altos meeting at the Garden House at Shoup Park.

Public Comment: None.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly
Oppose: None
Absent: Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

As a result of subcommittee changes, the Commission postponed discussion of Items 5 – 8 to a future meeting.

Action: Upon a motion by Cohen, seconded by Nagao, the Commission approved rescheduling items 5 – 8 to a future meeting.

Approve: Chair Dixit, Commissioners Basiji, Cohen, Nagao, O'Reilly
Oppose: None
Absent: Commissioners Buchholz
Abstention: None
Motion passed unanimously: 5-0-1-0.

5. **Transportation Domain Review:** Receive domain review from Transportation Subcommittee (Basiji, O'Reilly) and take action as appropriate.

Public Comment: None.

Action: None.

6. **Social Participation Subcommittee Goals:** Receive domain review from Social Participation Subcommittee (Buchholz, Cohen) and take action as appropriate.

Public Comment: None.

Action: None.

7. **Communication and Information Domain Review:** Receive domain review from

Communication and Information Subcommittee (Nagao) and take action as appropriate.

Public Comment: None.

Action: None.

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.

Public Comment: None.

Action: None.

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

Public Comment: None.

Action: Upon a motion by Cohen, seconded by Basiji, the Commission approved rescheduling Item 9 to November.

Approve: Basiji, Cohen, Dixit, Nagao, O'Reilly

Oppose: None

Absent: Buchholz

Abstention: None

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

INFORMATIONAL ITEMS

10. **Flyers:** Receive informational flyers.

Public Comment: None.

Action: Received informational flyers.

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

Public Comment: None.

Action: Received 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. 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.

Public Comment: None.

13. **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.

14. **Future Agenda Items:**

- 1) Review the World Health Organization's Eight Domains
 - A. Outdoor Spaces and Buildings
 - B. Transportation
 - C. Housing
 - D. Social Participation
 - E. Respect and Social Inclusion
 - F. Civic Participation and Employment
 - G. Communication and Information
 - H. Community Support and Health Care Services

- 2) Work Plan

ADJOURNMENT:

At 5:09 P.M., Monday, October 2, 2023, Dixit adjourned the meeting.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: November 6, 2023

Subject: 2024 Senior Commission Meeting Schedule

Prepared by: Jaime Chew, Recreation Manager

Initiated by: Staff

Attachment(s): None

Staff Recommendation

The staff recommends approval of the 2024 Senior Commission meeting schedule

Environmental Review:

Not applicable

Summary:

- The Senior Commission regularly meets on the first Monday of each month at 3:30pm with no regular meetings scheduled during the months of July and December.

Fiscal Impact:

None

Background

The Senior Commission regularly meets on the first Monday of each month at 3:30pm with no regular meetings scheduled during the months of July and December.

Discussion/Analysis

The proposed 2024 Senior Commission schedule can be referenced below.

Monday, January 1, 2024 – Cancelled due to New Year’s Day holiday

Monday, January 8, 2024 – Special Meeting

Monday, February 5, 2024

Monday, March 4, 2024

Monday, April 1, 2024

Monday, May 6, 2024

Monday, June 3, 2024

Monday, August 5, 2024

Monday, September 2, 2024 – Cancelled due to Labor Day holiday

Monday, September 9, 2024 – Special Meeting

Monday, October 7, 2024



Subject: 2024 Senior Commission Meeting Schedule

Monday, November 4, 2024



SENIOR COMMISSION AGENDA REPORT

Meeting Date: November 6, 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 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 (Parks & Recreation home webpage, Adult 50+ webpage)
- City Manager's email newsletter
- Parks & Recreation email newsletter
- Social media accounts (Facebook, Instagram, Nextdoor)
- Los Altos Community Center monitors
- City press announcement
- 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. The current ad hoc subcommittees: Commissioners Nagao and O'Reilly for the Grant and Los Altos Community



Subject: Marketing Plan for AARP Survey

Center lunch program presentations, Commissioner Basiji for the Rotary presentation, and Commissioner Dixit for the Cultural Exchange presentation should prepare and plan to complete their final report in January 2024.

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

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- The City of Los Altos was first designated as an Age Friendly city through the World Health Organization (WHO) in 2011
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Questions?

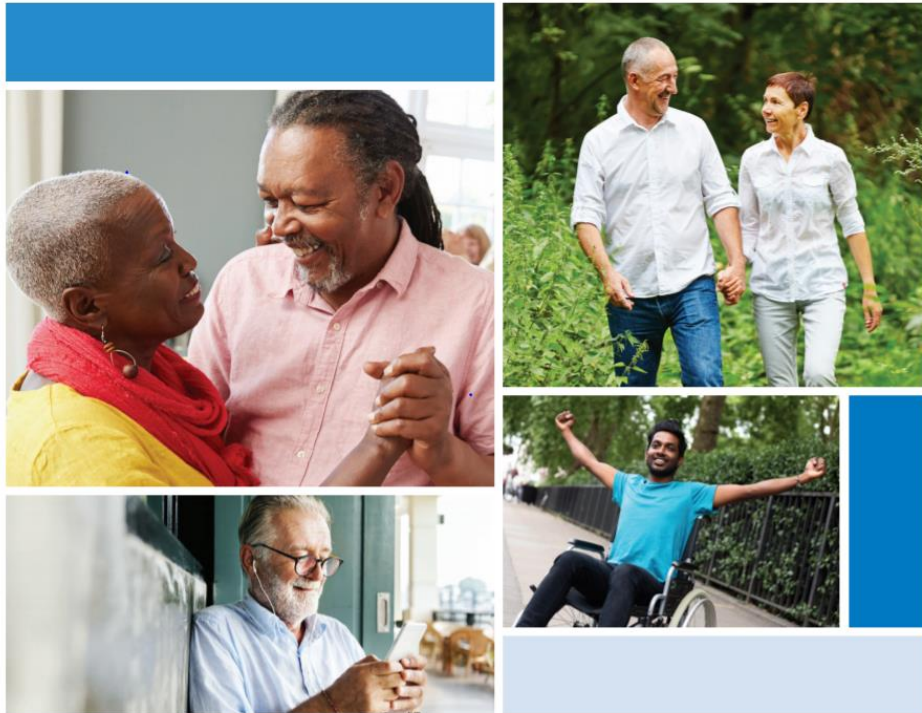
SENIOR COMMISSION
FY 2022-23 Work Plan (May 2022 to May 2023)

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. Subcommittee: Buchholz, Cohen, Li		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. Subcommittee: Basiji, Nagao		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. Subcommittee: Basiji, O'Reilly		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. Subcommittee: Basiji, O'Reilly		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

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





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DECEMBER

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New Year's Walk Pathways Committee

Los Altos Hills New Year's Day Pathways Walk is an annual community hike led by the Pathways Committee. The goal is to showcase the pathways and encourage residents to explore new sections of the pathways. Well-behaved dogs welcome!

New Year's Day 1:00 p.m at the Purissima Park Baseball Field



LEISURELY ROUTE; 1.4 Miles
Paths using Purissima Road, Elena Road to Saddle Mountain Drive



MODERATE ROUTE; 3.0 Miles
Paths using Elena Road, Natoma Road, Byrd Lane, Via Feliz, and Fran Stevenson Path



STRENUOUS ROUTE; 5.2 Miles
Paths using Purissima Road, Elena Road, Natoma Road, Byrd Lane, Via Feliz, Saddle Mountain Drive, Page Mill Road, Arastradero Road and back

Three different routes have been planned and will be guided by Pathway Committee Members. You have a choice between a Leisurely, Moderate, or Strenuous route. Hiking shoes with grip are recommended since some trails may be slippery.



Link to Routes

Each hike involves some off-road, native paths giving an opportunity to explore our natural environment. Not recommended for strollers because of uneven steep terrain. However, there are walks around the area suitable for young families. Rain will cancel event.

BARN LIGHTING



SUNDAY, DECEMBER 3

2:00 - 5:00 PM

LOS ALTOS HILLS



CALIFORNIA

WESTWIND COMMUNITY BARN

27210 ALTAMONT ROAD



CITY OF LOS ALTOS

Agenda Item 5.



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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hr@losaltosca.gov



SENIOR COMMISSION AGENDA REPORT

Meeting Date: November 6, 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.

Staff has received the live survey link from the AARP research and development team, and has worked with the Public Information Officer (PIO) team to create a press announcement.

Discussion/Analysis

The survey will be live as of Monday, November 6, 2023, and will be open through January 29, 2024.