



SENIOR COMMISSION MEETING AGENDA

3:30 PM - Monday, April 07, 2025

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/88548894106?pwd=9PzYIc8wz6fHGJ3cw1e1hFBNgENlbO.1>

Webinar ID: 885 4889 4106 / Passcode: 282539

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 regular Senior Commission meeting of March 3, 2025](#)
2. [Los Altos Parks & Recreation Marketing: Receive staff report and take action as appropriate](#)
3. [Senior Health Fair: Receive staff report, ad hoc subcommittee reports, discuss event logistics, and assign working pairs to complete planning tasks for the event](#)
4. [Work Plan: Update FY 2024/25 Work Plan](#)

INFORMATIONAL ITEMS

5. [Flyers: Receive informational flyers](#)

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

6. **Staff Oral Reports:** Receive information and announcements from Town of Los Altos Hills and city of Los Altos staff
7. **Future Agenda Items**
 - A. Senior Health Fair
 - B. Fall Fling
 - C. Work Plan

ADJOURNMENT

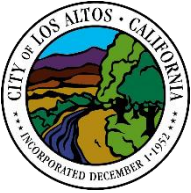
SPECIAL NOTICES TO PUBLIC

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, MARCH 3, 2025, AT 3:30 P.M. VIA VIDEO CONFERENCE AND IN PERSON.

CALL MEETING TO ORDER

At 3:30 P.M., Cohen called the meeting to order.

ESTABLISH QUORUM:

PRESENT: Cohen, Gallagher Thompson, Olson, and Trapnell

ABSENT: Buchholz

LATE: Basiji, Dixit

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the regular Senior Commission meeting of February 3, 2025.

Public Comment: None

Action: Upon a motion by Olson, seconded by Gallagher Thompson, the Senior Commission approved the minutes of the regular meeting of February 3, 2025.

Approve: Cohen, Gallagher Thompson, Olson, and Trapnell

Oppose: None

Absent: Basiji, Buchholz, Dixit

Abstention: None

Motion passed unanimously: 4-0-3-0

2. **City Council Joint Meeting:** Review and discuss the joint meeting held on February 25, 2025 and take action as appropriate.

Public Comment: None

Action: Reviewed the joint meeting held on February 25, 2025.

3. **Work Plan:** Update FY 2024/25 work plan

Commissioner Basiji joined the meeting.

Commissioner Dixit joined the meeting.

Public Comment: None

Action: Commission agreed to focus marketing towards isolated seniors when planning for the upcoming events – Senior Health Fair and Fall Fling.

4. **Senior Health Fair:** Receive ad hoc subcommittee report, discuss presentation schedule, and assign working pairs to complete planning tasks for the event.

Public Comment: None

Action: Assigned the working pair of Dixit and Olson to contact health fair vendors.

5. **Fall Fling:** Receive ad hoc subcommittee report and assign working pairs to complete planning tasks for the event.

Public Comment: None

Action: Received ad hoc subcommittee report.

6. **Speaker Series:** Receive staff report and take action as appropriate.

Public Comment: None

Action: Received staff report.

INFORMATIONAL ITEMS

7. **Flyers:** Informational flyers received.

Public Comment: None

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

8. **Staff Oral Reports:** Received information and announcements from Town of Los Altos Hills and city of Los Altos staff.

Public Comment: None

9. **Future Agenda Items:**
 - A. Los Altos Parks & Recreation marketing report
 - B. Work Plan
 - C. Health Fair
 - D. Fall Fling

Public Comment: None

ADJOURNMENT:

At 5:05 P.M., Monday, March 3, 2025, Cohen adjourned the meeting.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: April 7, 2025

Subject: Los Altos Parks & Recreation Marketing

Prepared by: Jaime Chew, Parks & Recreation Deputy Director

Initiated by: City Staff

Staff Recommendation

The staff recommends to receive report and take action as appropriate.

Summary/Project Description:

Review of standard Los Altos Parks & Recreation marketing.

Fiscal Impact: None

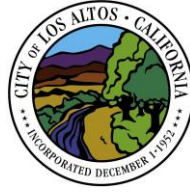
Background

The Los Altos Parks & Recreation department offers a wide range of classes, programs, and events that service all ages of the Los Altos community. To inform the community of these opportunities, the Parks & Recreation department utilizes a variety of marketing avenues. This standard includes:

- Posting on the city website (Parks & Recreation home webpage and linking to corresponding program pages)
- City Manager's weekly update e-newsletter
- Parks & Recreation monthly e-newsletter
- Social media (Facebook, Instagram, Nextdoor)
- Los Altos Community Center monitors
- Town Crier ads, print and online (when applicable)
- Flyers
- Posters (when applicable)
- A-Frame sandwich boards (when applicable)
- Activity Guide, 2x per year

Discussion/Analysis

For all the upcoming Senior Commission events, Senior Health Fair and Fall Fling, city staff will utilize this standard to advertise these events within the approved event budget. Event budgets will be incorporated in the Parks & Recreation department's operating budget which is annually approved by City Council in June, prior to the start of the new fiscal year on July 1.



Subject: Los Altos Parks & Recreation Marketing

The Senior Commission should receive this report and take this into consideration as planning continues for both the Senior Health Fair and Fall Fling events. During event preparation, the Commission may consider supplemental avenues to enhance the department's standard marketing efforts.



SENIOR COMMISSION AGENDA REPORT

Meeting Date: April 7, 2025

Subject: Senior Health Fair

Prepared by: Jaime Chew, Parks & Recreation Deputy Director

Initiated by: Commission

Staff Recommendation

The staff recommends to receive the staff report, ad hoc subcommittee reports and assign working pairs to complete planning tasks for the event. Recommended actions are as follows:

1. Prioritize presentation topics to assist the ad hoc subcommittee in securing speakers.
2. Select a preferred event schedule which incorporates presentations, time to visit vendors, and time to enjoy the refreshments.
3. Select a title for the event as this will assist in providing focus for vendor selection.
4. Provide feedback on event layout and assign a working pair to work with staff.
5. Assign a working pair to work with staff on marketing content creation.

Summary/Project Description:

- The Senior Commission will be hosting a Senior Health Fair on Tuesday, September 9, 2025, from 12pm – 3pm at the Los Altos Community Center.

Fiscal Impact: None

Background

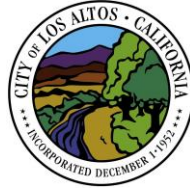
At the September 9, 2024, Senior Commissioner special meeting, the Commission approved hosting a Senior Commission Health Fair event in 2025. On January 6, 2025, the ad hoc subcommittee of Commissioners Basiji, Buchholz, and Gallagher Thompson was formed to manage the overall coordination of the event. City staff has reserved the Grand Oak Room, Sequoia Room, Manzanita Room, and Apricot Room to facilitate the various elements of the event.

Discussion/Analysis

The ad hoc subcommittee had the opportunity to virtually meet with Amanda Hui, Recreation Coordinator for the City of Cupertino. She is coordinating the Health Expo that will be held on Friday, May 9, 2025, from 10am – 1:30pm. The Commission should consider the city of Cupertino's suggestions and best practices, the ad hoc subcommittee's reports, and city staff recommendations as the Commission continues to plan the Health Fair.

Attachments:

1. Ad Hoc Subcommittee Report by Commissioner Gallagher Thompson
2. Ad Hoc Subcommittee Report by Commissioner Buchholz



Subject: Los Altos Parks & Recreation Marketing

3. Layout of Los Altos Community Center

REPORT OF SUBCOMMITTEE ON LOS ALTOS SENIOR HEALTH FAIR Part 2: UPDATED April 2, 2025

Prepared by Dolores Gallagher-Thompson, William Buchholz & Jim Basiji - **Top 12 topics** – summarized from discussions with Amanda Hui, Cupertino Senior Health Fair, Bill, Jim & Dolores

Date: Sept. 9, 2025; Time: 12 noon to 3 pm

Working Title: “Optimizing Our Health as We Age”

Location: Los Altos Community Center – several spaces including hallway – Our chairperson suggested we do blood pressure readings there, free, & said she can reach out to get a public health nurse to do so for X specific times (TBD)

Survey attendees to determine what future topics would be of interest. City staff will assist in creating a survey.

NEXT TOPIC: We need to establish **working pairs** to handle the many details involved. This is what we have so far:

VENDORS: Commissioners Dixit & Olson

REFRESHMENTS: Commissioner Dixit

FLYER/ MARKETING? - staff will draft flyer – a lot of outreach & marketing are needed to publicize the event – need to assign a working pair to work with city staff

These 8 topics focus on Healthy Aging/ Optimal Aging:

1. Sleeping Well; Improving our Sleep as We Age
2. Nutrition: Eating Well for Heart and Brain Health
3. Careful: Don't Fall: Farewell to Falls program at Stanford
4. "I Lost My Keys Again" – Is this the first sign of dementia?
5. 10 Ways to Maintain Your Brain as You Age
6. Caring for the Caregiver
7. Staying Connected/ Building Community
8. Activity/ Exercise : INCLUDING DEMOS- chair yoga,
line dancing, Zumba gold (if can find instructors/ Jaime?)

The next 3 focus on Public Safety issues: Practical Information

9. Public Safety: How to Make Your Home Safer (Police Dept)-
What Crimes are Common in Los Altos? How to Protect?
10. Public Safety: Fire Department/ First Responders: When to
call 911; What 1st Responders Do; where to put smoke detectors
11. Public Safety: CERT teams, Neighborhood Watch groups-
Emergency Preparedness- others?

LAST: 12. Evolving Technology: how to navigate? Who to call
if issues (account hacked, personal info stolen, how to use AI)

Summary of Phone meeting with Amanda today; Dolores & Bill

Amanda recommended: keep the content BROAD that the
speakers present. No need to dive deeply- this is an overview.

For schedule she recommends: 5 min Introduction, 30 min to present, 10 min Q&A, 10 min “transition time” to next activity / speakers transition/ set up slides etc./ community moves around.

1. We have 3 meeting rooms in addition to vendor space: can have 3 talks in each room – timing works if we stick to it – so maximum of 9 presentations. Can do fewer if can’t get speakers – Dolores, Bill & Jim are responsible for speakers
2. Vendor space should be open the whole time. Vendors should be ready to give “elevator talk” about the main services they offer, and, have handouts people can take – Commissioners Dixit & Olsen are “working pair” for this
3. Vendors should be mainly non profits and Santa Clara county resources. There may be a policy about including for-profit groups; consult with Jaimie
4. For public safety: she recommends TABLING for sure (in vendor space) and if they feel comfortable & have the personnel they can spare, have them as speakers too – they are always a ‘hit’ and generate a lot of interest & questions
5. Amanda talked about several community-based organizations in Santa Clara county that she said should be invited: Sourcewise which has different divisions focusing on different topics: Housing Support, Caregiving, Nutrition - Another is SALA – Senior Adult Legal Assistance – very

popular, free legal help on anything except criminal matters. She has contacts & is happy to share them.

6. Amanda will send the hour by hour description of the Senior Health Fair that Cupertino hosted last year so we can see more specifically the breakdown. As of 6 pm on Wed I have not received it nor info on any of the specific vendors she recommended. When it comes, will send to Jaime to share.
7. We are all invited to the Cupertino health fair on May 9 – time is 10 – 1:30 pm - 3.5 hours. She suggested we may want to give ourselves that extra half hour since things don't always start & end on time & you need to have some 'wiggle room' so all goes smoothly.

We did not discuss: refreshments/ marketing/ survey of future likes/ program evaluation. Can easily set up another meeting with her to discuss those topics & ask any more questions.

Commissioner Buchholz – Health Fair Report

List of Issues/questions yet to be answered

Purpose of Fair:

Do we simply present information or do something that will motivate the audience to improve their health? Without offering advice we can encourage attendees to talk to one another. Scheduling time for this after presentations will impact the length and number of presentations.

Teaching/learning options:

Do we limit these to lectures? There are possibilities of: poster presentations, panels of speakers to have conversations with audience, solicit input from audience about issues THEY want to have addressed, breakout sessions to create smaller groups to discuss how they wish to use the information they are given?

Future events to address additional topics:

These may be outside of commissions or even using something other than sponsorship by city government to avoid red tape, Existing speakers' series, talks to existing audiences such as lunch at the community center, working with other organizations to help them provide health education resources. Scheduling the timing of segments will depend on finding consensus on the issues above.

The Fair will be on Sept 9, from 12-3, at the Los Altos Community Center. Topics can be
1)dementia/mental health
2)Caregiving, including both caregivers and care receivers.

Title, so far, is Health Fair, this may be changed. Presentation schedule has not been determined though speakers likely will be given 45min and 15 min for Q&A. If introduction is 15 min, 45 min may be used for a panel discussion.

Discussion at Commission meeting Apr. 7 should include whether we should just focus on speakers or audience input in panel discussion as well for education; confirm title for event; marketing;

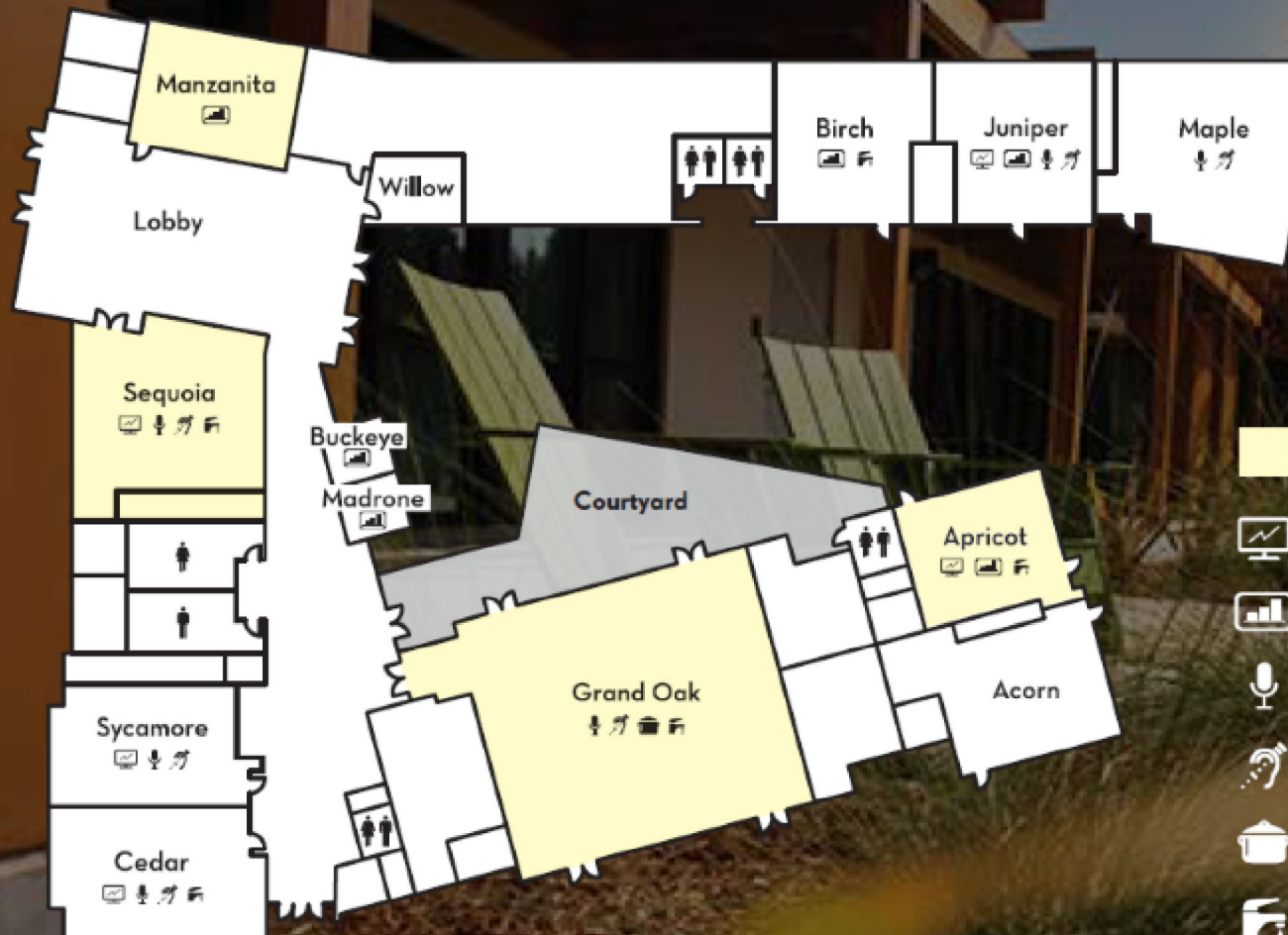
Vendors selection







Possible additional types of education such as poster presentations; ways we can emphasize what city already provides for wellness.

Los Altos Community Center Map

- 12 unique rooms (each named after a California native tree)
- Lobby, hallway and courtyard with plenty of gathering spaces

• Total square feet: 24,500



- Multi-purpose room
-  Flat screen monitor
-  Presentation board
-  Sound system with microphone
-  Assisted-listening devices
-  Kitchen
-  Sink

Senior Commission

2024 - 25 Work Plan

(October 2024 - September 2025)

Agenda Item 4.

Goals	Projects	Due Date	Priority/Source	Status	Assignment	Notes
Outdoor Spaces and Building						
Transportation	Write a letter to El Camino Healthcare District Board regarding the RoadRunner Program	November 2024	Community input	Completed	Buchholz, Gallagher Thompson	Individual letters were written in lieu of a formal letter due to Council being the legislative body that should approve a letter being sent by the city
Housing						
Social Participation	Collaborate with Adult 50+ staff to increase participation in programs and activities	October 2024		Completed	Nagao, Olson	
	Collaborate with Club 55 and Adult 50+ Program to expand the October Club 55 event to a Halloween themed Fall Fling	October 2025	Commission	In Progress	Ad Hoc Subcommittee Olson, Trapnell	
	Collaborate with Club 55 and Adult 50+ Program to host a Spring Fling in April	April 2026	Commission			Planning of this event will be based upon the Fall Fling
Respect and Social Inclusion						
Civic Participation and Employment						
Communication and Information						

Senior Commission

2024 - 25 Work Plan

(October 2024 - September 2025)

Agenda Item 4.

Community Support and Health Care Services	Host a Health Fair	September / October 2025	Commission	In Progress	Ad Hoc Subcommittee Basiji, Buchholz, Gallagher Thompson	Two dates have been reserved at the Los Altos Community Center 1. Tuesday, September 9 2. Tuesday, October 7 Final date will be based upon availability of speakers and vendors
			Commission	In Progress	Working Pair Dixit, Olson	Contact vendors
			Commission	In Progress	Working Pair Dixit	Work with city staff on refreshments for the event
Emergency Preparedness						

Senior Commission

2024 - 25 Work Plan

(October 2024 - September 2025)

Agenda Item 4.

October 7, 2024	November 4, 2025	December - No Meeting	January 6, 2025	February 3, 2025	March 3, 2025
Reorganization	Work Plan		Work Plan	Work Plan	Health Fair
Age Friendly Action Plan	Meeting Schedule		Health Fair		Fall Fling
Work Plan	Health Fair				
Transportation Alternative Options to RoadRunners	Age Friendly				

April 7, 2025	May 5, 2025	June 2, 2025	July - No Meeting	August 4, 2025	September 8, 2025
Health Fair	Health Fair	Health Fair		Health Fair	Health Fair
Fall Fling	Fall Fling	Fall Fling		Fall Fling	Fall Fling

**Ages:
Walking to
10 Years**

**Bring your
own basket,
5 eggs
maximum**



Los Altos Parks & Recreation

SPRING EGG HUNT

Co-sponsored by the Friends of the Library of Los Altos

Saturday, April 19

Hillview Soccer Field, 97 Hillview Ave

9:30 AM - Carnival Games

10 AM - Egg Hunt Begins

10:20 AM - Live Children's Performance

**(650) 947-2790 | rec-info@losaltosca.gov
LosAltosRecreation.org**





CITY OF LOS ALTOS PARKS & RECREATION PRESENTS

Parks
Make
Life
Better!

Family Fun Days

AT THE LOS ALTOS COMMUNITY CENTER
CO-SPONSORED BY THE FRIENDS OF THE LIBRARY OF LOS ALTOS

10 AM -
1 PM

JOIN US ON SELECT SATURDAYS
FOR TOTAL FAMILY FUN!

FREE!

FEBRUARY

22

AROUND THE WORLD

APRIL

5

ECO EXPLORERS

JUNE

21

SUMMER KICKOFF

Games • Crafts • Movies • More



97 Hillview Avenue
(650) 947-2790 | LosAltosRecreation.org



santa clara
county
library district

LOS ALTOS PARKS & RECREATION



REDWOOD GROVE SUMMER CAMP



ADVENTURE
THROUGH REDWOOD GROVE

**JUNE 16 -
AUGUST 8**

**REGISTER
HERE!**



**AGES
3.5 - 11
YEARS**



**OUTDOOR GAMES | STORYTELLING | MUSIC
CRAFTS | NATURE-BASED ACTIVITIES**

(650) 947-2790
rec-info@losaltosca.gov
LosAltosRecreation.org

**Parks
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Life
Better!**



Apply online at
LosAltosCA.gov/HR



Agenda Item 5.

LOS ALTOS PARKS & RECREATION

NOW HIRING SUMMER CAMP STAFF

FREE CPR
TRAINING

Lead our campers in crafts, games,
and nature-based activities

CAMP DIRECTOR

Senior Recreation Leader

\$20–\$23

MUST BE 18+ TO APPLY



CAMP COUNSELORS

Recreation Leader

\$18.20–\$21.50

MUST BE 16+ TO APPLY



*Pay based on experience

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LosAltosRecreation.org



APPLY TO BE A SUMMER CAMP COUNSELOR- IN-TRAINING



CONNECT WITH OTHER TEENS AND BECOME A LEADER!

- Love summer camp, but are too old to attend?
- Looking for experience working with kids ages 3.5 - 11?
- Enjoy being outdoors and under the Redwood trees?
- Looking for volunteer experience?
- Are you 13 - 15 years old?

CAMP

APPLY TODAY!

Applications due Wednesday, April 30





WE'RE HIRING!

Join the city of Los Altos Parks & Recreation department in creating a vibrant and welcoming community! We're excited to announce that we are hiring for a variety of positions within our dynamic team.

- ★ Make a positive impact in the Los Altos community
- ★ Gain valuable experience in a fun environment
- ★ Flexible hours

**apply
online
today!**

Scan Me!



LOS ALTOS PARKS & RECREATION

BECOME A VOLUNTEER!

Agenda Item 5.




OPPORTUNITIES

- ✓ **Adult 50+ Program**
- ✓ **City Gym Pickleball**
- ✓ **Marketing Material Distribution**
- ✓ **Special Events & Activities**

INTERESTED?

rec-info@losaltosca.gov 

(650) 947-2790 

LosAltosRecreation.org 

**Parks
Make
Life
Better!**





CITY OF LOS ALTOS
Summer
CONCERT SERIES
A FAMILY-FRIENDLY EVENT

Agenda Item 5.



Your ticket to Summer Grooves!

June 7 **Peninsula Symphony**

June 12 **Mustache Harbor**
Yacht Rock

June 26 **Coast Tribe**
Reggae

July 10 **Sinister Dexter**
Funk Horn Band

STARTS PROMPTLY
AT 6:30PM

GRANT PARK
1575 HOLT AVENUE
0607-07102025

July 17 **The Cheeseballs**
Current Hits to Dance Classics

July 24 **NEON VELVET**
Dance Mix Hits

July 31 **Fleetwood Macrame**
Fleetwood Mac Tribute

Dancin' Starts at 6:30pm!

HILLVIEW SOCCER FIELD
97 Hillview Avenue
102393

LosAltosRecreation.org or (650) 947-2790 for more information

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