



## **SPECIAL SENIOR COMMISSION MEETING AGENDA**

**3:30 PM - Monday, January 08, 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/89302424132?pwd=OMP3tA-V7aoKv2KYcx4sIITBcF7TyQ.mvltH9XHt0lPeWko>**

**Webinar ID: 893 0242 4132 / Passcode: 046504**

**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](mailto: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 regular meeting of November 06, 2023](#)
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 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
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](#)

### INFORMATIONAL ITEMS

6. [Age Friendly: Receive update from city staff](#)
7. [Club 55 Event Dates for 2024: Receive report](#)
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](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, NOVEMBER 6, 2023, AT 3:30 P.M. VIA VIDEOCONFERENCE AND IN PERSON**

**CALL MEETING TO ORDER**

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

**ESTABLISH QUORUM:**

PRESENT: Basiji, Buchholz, Cohen, Dixit, Nagao, Olson, O’Reilly  
Nagao via videoconference  
ABSENT: None

LATE: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. **Minutes:** Approve minutes of the Senior Commission regular meeting of October 2, 2023.

**Public Comment:** None

**Action:** Upon a motion by Cohen, seconded by O’Reilly, the Commission approved the minutes of the regular meeting of October 2, 2023.

Approve: Basiji, Buchholz, Cohen, Dixit, Nagao, Olson, O’Reilly  
Oppose: None  
Absent: None  
Abstention: None  
Motion passed unanimously: 7-0-0-0

2. **2024 Senior Commission Meeting Schedule:** Approve the 2024 Senior Commission meeting schedule.

**Public Comment:** None

**Action:** Upon a motion by O’Reilly, seconded by Basiji, the Commission approved the 2024 Senior Commission meeting schedule.

Approve: Basiji, Buchholz, Cohen, Dixit, Nagao, Olson, O’Reilly

Oppose: None  
Absent: None  
Abstention: None  
Motion passed unanimously: 7-0-0-0

3. **AARP Survey Marketing Plan**: Receive staff report and update from ad-hoc subcommittee members, and determine opportunities for commissioners to complement the city's efforts.

**Public Comment**: None

**Action**: Jaime Chew, Senior Commission liaison, informed the Commission that the AARP survey is currently available online. The agenda packet also includes an agenda report regarding the marketing plan for the AARP survey, and a draft power point for subcommittee member presentations.

Buchholz shared his outreach efforts.

Dixit shared that she presented the Age-Friendly survey to the Multicultural group in October 2023.

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

**Public Comment**: None

**Action**: Commission discussion of goals will be incorporated into a work plan.

## INFORMATIONAL ITEMS

5. **Flyers**: Receive informational flyers.

**Public Comment**: None

**Action**: Received informational flyers from Jaime Chew, Senior Commission liaison and Chris Knopf, city of Los Altos Recreation Coordinator.

6. **Age Friendly**: Receive update from Jaime Chew, Senior Commission liaison.

**Public Comment**: None

**Action**: Received update from Jaime Chew, Senior Commission liaison.

## 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.

**Public Comment**: None

**Action**: Received update from Jaime Chew, Senior Commission liaison and Chris Knopf, city of Los Altos Recreation Coordinator.

8. **Future Agenda Items:**

- 1) Grant Park Community Center Adult 50+ Program Amenities (January)
- 2) Transportation Options for Adult 50+ Program
- 3) Work Plan

**ADJOURNMENT:**

At 4:51 P.M., Monday, November 6, 2023, Dixit adjourned the meeting.



## SENIOR COMMISSION AGENDA REPORT

**Meeting Date:** January 8, 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 (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 ad hoc subcommittee of Commissioners Nagao and O'Reilly for the Grant and Los Altos Community Center lunch



**Subject:** Marketing Plan for AARP Survey

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program presentations should provide a final report. Commissioner Basiji should provide a final report in February 2024 for the Rotary presentation..

# City of Los Altos

## AARP Survey for Age Friendly Recertification





# Background

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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
- 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

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- 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

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- 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

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- 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?

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# QR Code

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## City of Los Altos AARP Survey for Age Friendly Recertification

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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





Update from Commissioner Olson

Progress for distribution of AARP Survey:

Blurb sent to Chamber of Commerce to be included in their Newsletter

Posted on Nextdoor

Email to friends & acquaintances in Los Altos

Meals on Wheels: blurb sent to Healthtrust

Senior Centers: letters to the Directors asking for assistance

To do: distribute Postcards/posters: are they available for pickup?

SIRS – inquired to send to blurb

**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"> <li>Present AARP Age Friendly Survey to the multi-cultural group</li> </ul> <b>Ad-Hoc subcommittee: Dixit</b>		Community Engagement	Completed
		<ul style="list-style-type: none"> <li>Present AARP Age Friendly Survey to Adult 50+ lunch program (Community Center and Grant)</li> </ul> <b>Ad-Hoc subcommittee: O'Reilly &amp; Nagao</b>		Community Engagement	In progress
Improve Senior Transportation Options		<ul style="list-style-type: none"> <li>Explore resources and options</li> </ul>		Community Engagement	In progress

# LOS ALTOS/LOS ALTOS HILLS

## 50+ PROGRAMS

Uber, Lyft, & Taxi  
Reimbursement Program  
(Homebound & Active)

# ON THE MOVE



# RIDECARE PROGRAM

Visit us at [LosAltosRecreation.org](http://LosAltosRecreation.org)  
(650) 947-2797

**Parks  
Make  
Life  
Better!**

# ON THE MOVE (RIDE CARE PROGRAM) REIMBURSEMENT FORM



Please mail receipts and this form to The Adult 50+ Program  
97 Hillview Avenue, Los Altos, CA 94022

Rider/Requester Information

Name: \_\_\_\_\_ Client # \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DATE	AMOUNT	RIDE COMPANY	ORIGIN (Address)	DESTINATION
TOTAL AMOUNT DUE				

- \*Please attach ride log receipts for amounts requested.
- \*Checks will be issued according to the Finance Department check run schedule.

Requester Signature \_\_\_\_\_

***Rider/Reimbursement requester acknowledges that the City of Los Altos is in no way affiliated with or working in conjunction with any on-demand ride service company. Rider/Reimbursement requester further acknowledges and agrees to hold harmless the City of Los Altos, its officers and employees against all liabilities, claims of liability, or loss (including attorneys' fees, court costs, and expenses) because of death, personal injury, or property damage arising or resulting from any On the Move ride requested through the On the Move ride reimbursement program, including death, personal injury, or property damage arising or resulting from the fault or negligence of any driver providing an on-demand ride or the on-demand ride service company.***

Department Approval \_\_\_\_\_

Senior Member Verification \_\_\_\_\_



## SENIOR COMMISSION AGENDA REPORT

**Meeting Date:** January 8, 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

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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 will be 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. The Senior Commission should determine additional supportive avenues to market the survey.



## SENIOR COMMISSION AGENDA REPORT

**Meeting Date:** January 8, 2024

**Subject:** Club 55 Event Dates for 2024

**Prepared by:** Jaime Chew, Recreation Manager

**Initiated by:** City Staff

### **Staff Recommendation**

The staff recommends to receive the report.

### **Summary/Project Description:**

Club 55 Event Dates for 2024

### **Background**

Club 55 is a program of Los Altos Forward, a project of the Los Altos Mountain View Community Foundation, and is sponsored by Los Altos Forward, Los Altos Mountain View Community Foundation, Assistance League Los Altos, Center for Age Friendly Excellence (CAFÉ), and Los Altos First Fridays.

In collaboration with the city of Los Altos Parks & Recreation department, and the Adult 50+ Program, Club 55 will be hosted in the Grand Oak Room at the Los Altos Community Center on the following dates:

- Friday, June 21, 2024
- Friday, July 19, 2024
- Friday, August 16, 2024
- Friday, September 2024
- Friday, October 18, 2024

All events will be held from 6pm – 8:30pm and will include music, wine, food, and friends. RSVPs are required.

### **Discussion/Analysis**

The Commission will need to receive the report.



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

10

SPORTS SPECTACULAR

APRIL

13

SPACE EXPLORATION

JUNE

8

DINOSAUR DISCOVERY

*Games • Crafts • Movies • More*



97 Hillview Avenue  
(650) 947-2790 | [LosAltosRecreation.org](http://LosAltosRecreation.org)



santa clara  
county  
library district



# NOW HIRING

## RECREATION LEADER II/III (TEEN CENTER)



### REQUIREMENTS

- ✓ Enjoy working with teens (gr 6-12)
- ✓ At least 18 years old
- ✓ Available Monday - Friday, 3 - 6 PM
- ✓ Team Player
- ✓ Enthusiastic

### APPLY ONLINE

[www.LosAltosCA.gov/jobs](http://www.LosAltosCA.gov/jobs)



### QUESTIONS?

Contact Bridget Matheson  
[bmatheson@losaltosca.gov](mailto:bmatheson@losaltosca.gov)  
(650) 947-2887





# 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

## Coming Soon

- FINANCE CIP MANAGER
- OFFICE ASSISTANT II
- MSC SUPERINTENDENT

apply  
online  
today!

Scan Me!



26

[www.losaltosca.gov/jobs](http://www.losaltosca.gov/jobs)

[hr@losaltosca.gov](mailto:hr@losaltosca.gov)

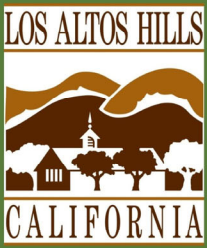
# TECHNOLOGY FOR SENIORS

SATURDAY, JANUARY 13, 2023

Need a tutorial on social media, Rideshare Apps, email, or cell phones? Community volunteers are joining forces to answer your questions.

Registration is required; please provide your name, contact information, device(s) and/or service at [losaltoshills.ca.gov/techtutoring](https://losaltoshills.ca.gov/techtutoring).





# New Year's Walk

## Pathways Committee

Agenda Item 8.

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.*