

SENIOR COMMISSION MEETING

MARCH 4, 2013 - 4:30 P.M.
Hillview Community Center,
Los Altos Senior Center Room 11
97 Hillview Avenue, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. Katrin Richter, San Francisco State University Graduate Student
Presentation on emergency preparedness and falls prevention educational efforts throughout Los Altos and Los Altos Hills

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

2. Introduction of new Commissioners
Welcome and Introduction of Ashish Mathur and Ginger Summit (appointment contingent upon the Town of Los Altos Hills City Council Meeting of February 28, 2013).
3. Election of Chair and Vice Chair
Elect members to serve as Chair and Vice Chair
4. Minutes
Approve minutes of the regular meeting of February 4, 2013

5. Introduction to City of Los Altos FY 2013/14 – 2017/2018 Capital Improvement Program
Receive report on draft CIP projects
6. New Commissioner Orientation
Approve content of new Commissioner Orientation
7. 2013 City Council Meeting Calendar
Review and assign Commissioners' attendance at 2013 Council meetings
8. Encore
Finalize Commissioner shifts and information displayed at the Senior Commission informational table at Encore on Saturday, March 23, 2013
9. Work Plan
Develop 2013 Work Plan

INFORMATIONAL ITEMS

10. Monthly Staff Report
Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

11. Santa Clara Council on Aging Advisory Board Report
Receive report from Nancy Dudley
12. Association of Gerontology in Higher Education
Receive report from Commissioner Pelham
13. International Federation on Ageing: Age-Friendly Innovation Competition
Receive report from Commissioner Pelham

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

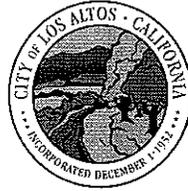
SPECIAL NOTICES TO PUBLIC

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 at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Senior Commission items may be viewed on the Internet at <http://www.losaltosca.gov/committees-commissions/senior/index.html>

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.



DATE: 4, March, 2013

AGENDA ITEM # 2

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: Introduction of new Commissioners

RECOMMENDATION:

Welcome and Introduction of new Commissioners Ashish Mathur and Ginger Summit (appointment contingent upon the Town of Los Altos Hills City Council Meeting of February 28, 2013).

BACKGROUND

The City of Los Altos Commission and Committee Handbook approved February 12, 2013 provides the following guidance with respect to Commission Appointments on page 12.

Members are appointed by the City Council and serve at the pleasure of the City Council.

TERMS

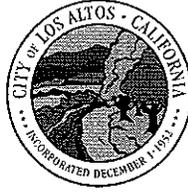
1. Commissioners/Committee Members

A. With the exception of Youth Commissioners, members serve for a term of four years and may be reappointed to one additional four-year term. A member is appointed by a majority vote of the City Council and may be removed prior to the expiration of his or her term by a majority vote of the City Council, and such removal may be with or without cause. Terms for the Youth Commission expire on June 30th annually and all other terms expire at the end of February.

B. A commissioner appointed to fill an unexpired term is eligible to be reappointed to an additional two full terms.

C. Appointments to each commission are made during the month of February each year. Additional appointments may be made throughout the year if a vacancy arises. Appointments to the Youth Commission are made in April and/or May of each year.

D. Vacancies on any commission are filled by a majority vote of the City Council, except that the town of Los Altos Hills may fill two vacancies on the Library Commission, two on the Senior Commission and six on the Los Altos-Los Altos Hills Joint Community Volunteer Service Awards Committee. An individual appointed to fill a vacancy prior to the



DATE: 4, March, 2013

AGENDA ITEM # 2

AGENDA REPORT

expiration of the term for which his or her predecessor was appointed serves for the unexpired term.

APPOINTMENT PROCESS

When a vacancy occurs, the City Clerk advertises the vacancy and processes applications. In the case of Commissions (except the Youth Commission), interviews are scheduled before the entire City Council at a study session. Formal voting takes place at the next regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Personnel Committee. The Personnel Committee then makes appointment recommendations to the City Council at a regular City Council meeting.

REAPPOINTMENT

Upon completion of the first four-year term, Commissioners and Committee members must submit letters of intention to the City Clerk indicating interest in continuing on the Commission/Committee for a second four-year term. Commissioners/Committee members are required to attend 75% of the regularly scheduled meetings annually during their term of office plus the annual training session to be eligible for reappointment. All members, whether or not they wish to continue serving on the Commission/Committee, may be interviewed by the City Council Personnel Committee at this time. The Committee may choose to make a recommendation without interviewing applicants who are seeking reappointment. The Personnel Committee will make reappointment recommendations to the City Council and voting takes place at a regular City Council meeting.

DISCUSSION

Ashish Mathur was appointed to the Senior Commission at the Tuesday, February 26, 2013 City of Los Altos Council Meeting. Ginger Summit will be considered for appointment at the Town of Los Altos Hills Senior Commission Meeting on Thursday, February 28, 2013.



DATE: 4, March, 2013

AGENDA ITEM # 3

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION:

Elect members to serve as Chair and Vice Chair

BACKGROUND

The City of Los Altos Commission and Committee Handbook approved February 12, 2013 provides the following guidance with respect to the Chairperson on page 14.

On an annual basis, each Commission/Committee is required to elect officers. While not formalized, typically Commissions/Committees reorganize in March after new members have been seated. A Chair and Vice Chair are to be elected from the members to serve as presiding officers. In the event of either's disability, resignation, or removal, the Commission/Committee shall elect another member to fill the unexpired term. During a temporary absence of the Chair, the Vice Chair shall preside. If he or she is absent, the Commission/Committee may elect a Chair pro tem to conduct the meeting.

DISCUSSION

At the Monday, March 4, 2013 Senior Commission meeting a Chair and Vice Chair should be elected.

MINUTES OF A REGULAR MEETING OF THE SENIOR COMMISSION OF THE
CITY OF LOS ALTOS/ TOWN OF LOS ALTOS HILLS, HELD ON
MONDAY, FEBRUARY 4, 2013 AT 4:35 P.M. AT HILLVIEW COMMUNITY CENTER,
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ROLL CALL

PRESENT: Commission Members Jenney, Popell, Tiemann, Seddiqui, Pelham, De Mare.

ABSENT: Commission Member Palmer.

PLEDGE OF ALLEGIANCE

Chair Jenney led the Pledge of Allegiance to the flag.

SPECIAL PRESENTATIONS

Marcia Somers, City of Los Altos City Manager, on behalf of Jon Maginot, City Clerk updated the Commission on the Council Personnel Committee meeting of January 29, 2013.

PUBLIC COMMENTS

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Approved the minutes of the January 7, 2013 regular meeting.

2. Senior Commission Structure

Received an update from the Council Personnel Committee meeting of January 29, 2013.

3. Commission accomplishments

Reviewed and discussed 2012 Senior Commission accomplishments to be presented to City Council.

4. New Commissioner Orientation

Approved a new Commissioner Orientation committee consisting of Commissioners Jenney and Tiemann.

5. Co-Sponsorship of Speakers

Received update regarding Senior Commission Speakers.

6. Encore

Discussed hosting an informational table at Encore on Saturday, March 23, 2013.

INFORMATIONAL ITEMS

7. Santa Clara Council on Aging Advisory Board Report

Received verbal report and Santa Clara County Department of Aging and Adult Services Brochure.

8. Monthly Staff Report

Received information and announcements from City staff.

COMMISSIONERS' REPORTS AND COMMENTS

9. Senior Commission Publicity

Receive verbal report from Commissioner Tiemann.

POTENTIAL FUTURE AGENDA ITEMS

Pedestrian Master Plan Update.

Katrin Richter, San Francisco State University Graduate Student will present her emergency preparedness and falls prevention educational efforts throughout Los Altos and Los Altos Hills.

Finalize Commissioner shifts and information displayed at the Senior Commission informational table at Encore on Saturday, March 23, 2013

Commissioner Pelham will report on the Association for Gerontology for Higher Education meeting held February 28 through March 3, 2013.

ADJOURNMENT

Chair Jenney adjourned the meeting at 6:07 p.m.



MEMORANDUM

DATE: February 22, 2013
TO: City of Los Altos Advisory Commissions
FROM: James Walgren, Assistant City Manager
SUBJECT: FY 2013/14 – 2017/2018 CAPITAL IMPROVEMENT PROGRAM

BACKGROUND

The City of Los Altos implements a five-year Capital Improvement Program (CIP), which is reviewed and updated each fiscal year. The City Council supports use of a systematic process to gather input from City Commissions regarding potential new CIP projects before staff presents a draft FY 2013/14 – 2017/18 CIP document to the City Council for adoption.

In addition, state law requires that the Planning and Transportation Commission review the CIP to find that it is consistent with the City's General Plan.

DISCUSSION

Commission review of the five-year CIP will be done in a two-step process. In March 2013, the Commissions will receive and review the current status of active CIP projects. Also at the March meetings, Commissions will discuss potential new projects that relate to their areas of responsibility. Staff will conduct preliminary review of the project ideas and provide related feedback at follow-up April meetings, when the Commissions can have focused discussions on identifying and prioritizing their CIP recommendations to the Council.

Staff will then evaluate the financial and resource needs, as well as feasibility, related to the Commissions' CIP recommendations. All recommendations will be evaluated in the budget development process which staff undertakes to develop its recommendations regarding new, deferred, modified or deleted CIP projects. It is planned that this information will be presented to the Council at a study session in late May.

Given the City's conservative fiscal policies, capital project priorities have traditionally been focused on health and safety issues as well as core responsibilities such as street, utilities and infrastructure maintenance and repair. There may be, however, other improvements that would contribute towards enhancing the overall quality of life that go beyond these more routine activities.

CIP review by Commissions
February 22, 2013
Page 2

When the Commissions deliberate on this matter, it is suggested that the following be done as part of the discussions:

- Review existing CIP projects in the Commission's area of responsibilities and recommend which ones could/should be re-prioritized to different years
- Identify projects that may no longer meet a community need and could be eliminated either from the scheduled or unscheduled list of projects
- Identify unscheduled projects that may be placed in the new five-year schedule
- Recommend new projects

A list of current projects and the list of unscheduled projects are attached for your information and reference. At this point, the only planned fifth year projects are those related to annual infrastructure maintenance.

The complete five-year Capital Improvement Program, with project descriptions, can be viewed at www.ci.los-altos.ca.us/finance/cip. Please feel free to contact me at (650) 947-2635 or at jvalgren@losaltosca.gov if you have any questions.

Attachments:

1. Active CIP project status dated February 22, 2013
2. Current five-year planned CIP projects
3. Unscheduled CIP projects

City of Los Altos
Capital Improvement Program Project Status
December 31, 2012

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	Actual Completion Date	STATUS			
					Complete	In Construction	In Bid Process	In Design or Study
ACTIVE PROJECTS								
Community Development Infrastructure								
01209	Special Projects and Studies	J. Waigren	Completed Nov-13	12/31/2012	X			
01308	Special Projects and Studies	J. Waigren	Nov-13				X	
00816	First Street Streetscape Design	D. Brees	Completed	11/13/2012	X			
00817	Loyola Corners Streetscape Design	D. Brees	Completed	On Hold	X			
00922	First Street Utility Undergrounding - Phase I	D. Brees	Nov-13			X		
00930	Demolition of 400 Main Street	M. Bocalan	Completed	10/28/2010	X			
01008	San Antonio Road Streetscape Construction	V. Chen	May-13			X		
01023	First Street Utility Undergrounding - Phase II	D. Brees	May-14				X	
01027	First Street Streetscape Construction	J. Waigren	Nov-13			X		
01211	Climate Action Plan	Z. Dahl	May-13				X	
01313	Parking Management Plan	K. Kleinbaum	May-13				X	
01314	ADA Transition Plan	D. Brees	Nov-13				X	
Technology								
00316	Financial System Upgrade	R. Morreale	Aug-14			X		
00921	Public Works/Finance Document Archiving	Gustf/Morreale	TBD			X		
00923	Police Records Mgmt & Dispatch System	T. Younis	May-14			X		
01218	Document Management Systems	Morreale/Meglinot	Aug-15				X	
01317	IT Initiatives	R. Morreale	May-14				X	
01318	KMVT Increased Public Broadcasting Capital	R. Morreale	Feb-13			X		
01319	KMVT & LASD Broadcasting Capital Pilot	R. Morreale	Feb-13			X		
Civic Facilities								
Parks and Trails								
01214	Shoup Redwood Grove	TBA	TBD					X
01311	Skate Park (Skatable Art Work)	TBA	TBD					X
Buildings								
Parking Lots								
Transportation								
Streets and Roadways								
01201	Street Resurfacing	A. Fairman	Completed	9/11/2012	X			
01202	Street Striping	K. Small	Completed	9/25/2012	X			
01301	Street Resurfacing	K. Small	Aug-13				X	
01302	Street Striping	K. Small	TBD					X
01309	Street Slurry Seal	K. Small	Aug-13				X	
00220	Fremont Avenue Bridge Replacement	V. Chen	Aug-14				X	
00325	Rehabilitate Portland Avenue Bridge	V. Chen	Aug-15				X	
Pedestrian and Bicycle Safety								
01107	ADA Accessibility	K. Small	Aug-13			X		
01203	Concrete Repair	A. Fairman	Completed	8/28/2012	X			
01207	ADA Accessibility	M. Bocalan	Nov-13				X	
01208	NTMP Projects	C. Novenario	Completed	6/30/2012	X			
01303	Concrete Repair	M. Bocalan	Aug-13				X	

City of Los Altos

Five-Year Capital Improvement Program FY 2012-2013 to 2016-2017

Capital Projects Fund	Prior Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Prior Year Active Projects	14,838,664						14,838,664
Annual ADA Accessibility		115,000	115,000	115,000	115,000	115,000	575,000
Annual Concrete Repair		200,000	200,000	200,000	200,000	200,000	1,000,000
Annual NTMP		75,000	75,000	75,000	75,000	75,000	375,000
Annual Sewer Main Repair		369,000	369,000	369,000	369,000	369,000	1,845,000
Annual Sewer Main Video					379,000		758,000
Annual Sewer Root Foining		332,000	332,000	332,000	332,000	332,000	1,660,000
Annual Special Projects and Studies		50,000	50,000	50,000	50,000	50,000	250,000
Annual Street Resurfacing		775,000	775,000	475,000	475,000	475,000	2,975,000
Annual Street Striping		75,000	75,000		75,000		375,000
ADA Transition Plan (New)		88,000					88,000
Biennial Street Slurry Seal		125,000					125,000
Cycle Center (New)							
Cycle Center (Renew)		115,000					115,000
Intersection Bicycle Loops (Renovated to 12-13)		102,000					102,000
IB Initiatives (FY 11-12 Roll Forward)		65,000					65,000
KNMT Increased Public Broadcasting Capital (New) (PHG)		13,200					13,200
KNMT & KASD Broadcasting Capital Proj. (New) (PHG)		84,000					84,000
Main Library Parking Lot (New)		36,000					36,000
University of California Redwood Improvements (From Unscheduled)		190,000					190,000
NPDES Compliance (construction)		165,000					165,000
Rating Management Plan (New)		943,000					943,000
Sewer Collection System Upgrade		1,000,000				1,000,000	2,943,000
Shute Park		382,000					382,000
Speed Zone Survey (New)		66,000					66,000
Covington Road Class I Pathway-Design			75,000				75,000
First Street Design-Phase II			268,000				268,000
Redwood Street Sign Stabilization (New)			372,000				372,000
Traffic Sign Replacement			25,000		25,000		50,000
City Alley Resurfacing			195,000				195,000
Covington Class I Pathway-Construction			201,000				201,000
Grant Road Bicycle Lane			65,000				65,000
Marymade Park Renovation			269,400				269,400
McKenzie Park Renovation			390,360				390,360
Miramonte Avenue Path			1,656,000				1,656,000
Sewer Main Corrosion Rehabilitation (Split over 2 years)			603,000		603,000		1,206,000
Carmel Terrace Class I Pathway Construction			280,000				280,000
Garnet Terrace Class I Pathway Design					85,000		85,000
San Antonio Road Left Turn Lane					236,000		236,000
Total Dollars	14,838,664	4,365,200	4,110,000	5,095,760	3,299,000	2,716,600	34,424,624
Total Project Count	47	22	14	16	14	10	123

City of Los Altos

Unscheduled - No Priority Assigned

Presented in Alphabetical Order	CLIP	Sewer	Impact Fee	Park-In-Lieu	Gas Tax	SR2S	TDA	CIDBG	PARKING	TOTAL
Community Plaza Renovation	3,350,000									3,350,000
Covington Road Bicycle Path	414,000									414,000
Downtown Parking Lots Slurry Seal	304,000			227,000						531,000
El Monte Avenue Traffic Calming	1,000,000									1,000,000
El Monte Avenue/Cuesta Drive Signal	100,000									100,000
City Facility Repairs	95,000									95,000
First Street Construction Phase II	3,300,000									3,300,000
Foothill Expressway Landscaping	590,000		2,650,000							3,240,000
Fremont Avenue Traffic Calming				194,000						194,000
Grant Park Renovation			2,035,000							2,035,000
Grant Road Traffic Calming	64,000									64,000
Heritage Oaks Park Renovation	\$1,265,525									\$1,265,525
Loyola Corners Streetscape	40,000									40,000
Miramonte Avenue Sidewalk Design	157,000									157,000
Montclair Park Renovation	98,400									98,400
Montclair Tennis Court Lights	190,000									190,000
MSC Living Wall and Storage Sheds	222,000									222,000
Neighborhood Pathways	346,000									346,000
Portland Avenue Pathway	60,000									60,000
Recreation Plan (newly proposed)	252,000									252,000
Redwood Grove Bridge Replacement	328,000									328,000
San Antonio Road/W. Edith Intersection	1,500,000									1,500,000
Springer Road Path -- Berry Avenue	576,000									576,000
Springer Road Sidewalk	164,000									164,000
Springer Road Traffic Calming	100,000					450,000				550,000
St. Joseph Avenue Traffic Calming	35,000					311,000				346,000
Traffic Signal Battery Backup	132,000									132,000
Windfmer Drainage Channel	71,000									71,000
SVU city Wide Wireless	750,000									750,000
TOTAL	\$15,503,925	\$0	\$4,685,000	\$421,000	\$0	\$761,000	\$0	\$0	\$0	\$21,370,925



DATE: 4, March, 2013

AGENDA ITEM # 6

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: New Commissioner Orientation

RECOMMENDATION:

Approve content of new Commissioner Orientation

BACKGROUND

A majority of the Senior Commissioners expressed interest in developing an orientation for those who are new to the Senior Commission. The purpose would be to update the new Commissioners on the accomplishments of the past.

At the February 4, 2013 Senior Commission meeting the Senior Commission unanimously approved a new Commissioner Orientation committee consisting of Commissioners Jenney and Tiemann.

DISCUSSION

The new Commissioner Orientation Committee will propose new Commissioner Orientation Content for approval at the March 4, 2013 Senior Commission meeting.



DATE: 5, March, 2013

AGENDA ITEM # 7

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: 2013 City Council Meeting Calendar

RECOMMENDATION:

Review and assign Commissioners' attendance at 2013 Council meetings

BACKGROUND

The City of Los Altos Commission and Committee Handbook provides the following guidance with respect to Commissioners' responsibility for attending Council meetings.

Representing the Commission at Council Meetings

A member should represent each of the City Council-appointed Commissions at City Council Meetings when a Commission has an item of interest on the Council agenda. The purpose of this practice is to respond to questions from City Council members as necessary. When addressing the City Council, it is important to speak as a member of the Commission as a whole, rather than as an individual member. Should you be communicating your individual viewpoint on an issue, it is imperative that you first state that for the record. At all times Commissioners in the minority on an issue shall respect the decision and authority of the majority.

From time to time, there may be instances when the staff's recommendation on an issue may differ from that of the Commission. If this occurs, both recommendations are presented to the Council for their consideration.

DISCUSSION

Staff recommends that the Commissioner assigned reviews the City Council agenda in the event that an issue or question related to the jurisdiction of the Senior Commission arises.

In the event, a Commissioner cannot attend the scheduled Council meeting, the Commissioner is to inform the staff liaison and seek a substitute Commissioner to attend in his/her absence.

Attachments:

- A. Los Altos City Council 2013 Meeting Schedule
- B. 2013 City Council Meeting Attendance Assignments



NEWS UPDATE: Los Altos City Council 2013 Meeting Schedule

At the January 22, 2013 City Council meeting, Council approved its meeting schedule for the 2013 calendar year. The City Council holds regular meetings on the second and fourth Tuesdays of each month beginning at 7:00 p.m. in the Community Meeting Chambers at City Hall.

The 2013 meeting schedule is as follows:

Regular City Council Meetings

Tuesday, January 8, 2013
Tuesday, January 22, 2013
Tuesday, February 12, 2013
Tuesday, February 26, 2013
Tuesday, March 12, 2013
Tuesday, March 26, 2013
Tuesday, April 9, 2013
Tuesday, April 23, 2013
Tuesday, May 14, 2013
Tuesday, May 28, 2013
Tuesday, June 11, 2013
Tuesday, June 25, 2013
Tuesday, July 9, 2013
Tuesday, August 13, 2013
Tuesday, September 10, 2013
Tuesday, September 24, 2013
Tuesday, October 8, 2013
Tuesday, October 22, 2013
Tuesday, November 12, 2013
Tuesday, November 26, 2013
Tuesday, December 10, 2013

Special City Council Meetings

Tuesday, February 5, 2013 – Commission Applicant Interviews
Tuesday, April 30, 2013 – Joint Council/Commissions Meeting
Tuesday, June 4, 2013 – Budget Study Session (if needed)

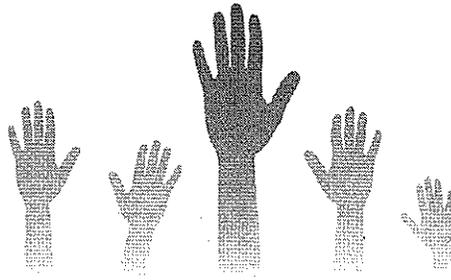
City Council Annual Retreat

Saturday, December 7, 2013

The public is welcome and encouraged to attend City Council meetings. If residents cannot attend a meeting in person, the regular meetings air live on Comcast Channel 26 and are also webcast on the City of Los Altos website www.losaltosca.gov. The archived meetings will be posted online the following day.

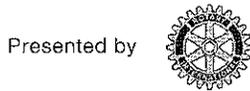
ATTACHMENT B

Los Altos City Council Meeting	Town of Los Altos Hills Council Meeting	Commissioner Representation	Senior Commission Meetings
Tuesday, January 08, 2013	Thursday, January 17, 2013	K. Gabrielle Tiemann	Monday, January 07, 2013
Tuesday, January 22, 2013			
Tuesday, February 12, 2013	Thursday, February 21, 2013	Tanya De Mare	Monday, February 3, 2013
Tuesday, February 26, 2013			
Tuesday, March 12, 2013	Thursday, March 21, 2013	Karen Jenney	Monday, March 04, 2013
Tuesday, March 26, 2012			
Tuesday, April 9, 2013	Thursday, April 18, 2013		Monday, April 01, 2013
Tuesday, April 23, 2013			
Tuesday, May 14, 2013	Thursday, May 16, 2013		Monday, May 06, 2013
Tuesday, May 28, 2013			
Tuesday, June 11, 2013	Thursday, June 20, 2013		Monday, June 03, 2013
Tuesday, June 25, 2013			
Tuesday, July 9, 2013	Thursday, July 18, 2013		Monday, July 01, 2013
Tuesday, August 13, 2013	Thursday, August 15, 2013	Kathy Seddiqui	Monday, August 05, 2013
Tuesday, September 10, 2013	Thursday, September 19, 2013		Monday, September 09, 2013
Tuesday, September 24, 2013			
Tuesday, October 8, 2013	Thursday, October 17, 2013		Monday, October 07, 2013
Tuesday, October 22, 2013			
Tuesday, November 12, 2013	Thursday, November 21, 2013		Monday, November 04, 2013
Tuesday, November 26, 2013			
Tuesday, December 10, 2013	Thursday, December 19, 2013		Monday, December 02, 2013



ENCORE!

INVESTIGATE YOUR PASSION AND GET INVOLVED



Presented by Los Altos Rotary
Partners for Elder Generations (PEG)



City of Los Altos
Recreation Department

SATURDAY, MARCH 23

9:30 a.m. to 1:00 p.m. ■ LAYC, One North San Antonio Rd, Los Altos

An interactive event for adults 50+ featuring non-profit exhibits, lunch and Sándor Tarics, oldest living Olympic gold medalist.

LUNCHTIME SPEAKER AND Q&A

Sándor Tarics – World's Oldest Olympic Gold Medalist at 99

Sándor Tarics won an Olympic Gold Medal for Hungary in water polo at the 1936 Berlin Olympics, where Hungary beat Germany to capture the gold. He will describe how he has balanced diverse intellectual and physical activity throughout his life followed by a Q&A session.

PLEASE JOIN US!

- Explore new possibilities to enrich your life and benefit your community
- Meet and talk with representatives from community organizations who need volunteers
- Get ideas about how you can start an encore career

GET INVOLVED! GET ACTIVE!

RESERVATIONS AND INFORMATION

Space is limited so make a reservation online today!
There is no cost for this event, but registration is required to reserve a lunch.

www.RotaryPEG.org or call (650) 947-2797

SPONSORS





DATE: 4, March, 2013

AGENDA ITEM # 9

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: Senior Commission Work Plan

RECOMMENDATION:

Develop 2013 Work Plan

BACKGROUND

The City of Los Altos Commission and Committee Handbook approved February 12, 2013 provides the following guidance with respect to the Work Plan on page 5.

Role of Staff Liaison

Ensure that a work plan for the coming year and a summary of accomplishments in the prior year is submitted to the City Council or the appropriate Commission.

DISCUSSION

The Senior Commission will develop a Work Plan at their Monday, March 4, 2013 meeting.

Attachments:

A. 2012-2013 Work Plan

**Los Altos Senior Commission – 2012-2013 Work Plan
2012-2013 Council Approved Goals and Projects**

Goals	Projects
<p>1 GOAL 1. Transportation – Study issues involving bus transportation for seniors. - Complete (Tanya DeMare and K. Gabrielle Tiemann)</p> <p>a. Benches at Bus Stops (DeMare/Tiemann to follow up with staff)</p>	<p>By July 1, 2012:</p> <ol style="list-style-type: none"> 1) DeMare and Tiemann to meet with Staff in mid July. - completed 2) Contact VTA re: 1) Most widely used routes (2) Feasibility of installing bench/benches - Tiemann contacted VTA and received information on widely used routes. - completed 3) Research the Feasibility/Cost/Process of installing benches and use of grant funds. 4) Validate the need for benches for seniors – Pelham created research binder; given to staff. 5) Identify the location of Los Altos/Los Altos Hills bus stops and which ones have (and don't have) benches – Tiemann contacted VTA and received a print out of bus stops and bench locations. <p>(DeMare/Tiemann)</p>
<p>2 GOAL 2. Provide resources for age-friendly home/condo construction. - Complete (Tanya DeMare and K. Gabrielle Tiemann)</p> <p>a. Compile a listing of resources identifying age-friendly design elements - Complete (DeMare/Tiemann)</p>	<p>By July 1, 2012:</p> <p>Discuss with staff to determine how and to whom to disseminate list of resources –</p> <ol style="list-style-type: none"> 1) DeMare and Tiemann to meet with Staff in mid July. 2) A future informational brochure or handout will be created for Age-friendly residential design and construction (includes ADA compliance) to be distributed to architects and contractors in Los Altos Hills - Completed <p>November, 2012</p> <ol style="list-style-type: none"> 1) An Age-Friendly Design Element is available for public consumption on the City of Los Altos Senior Commission webpage and Town of Los Altos Hills website, or at the front counters. Information is also available through the Town of Los Altos Hills Planning and Building Dept and The City of Los Altos building Division. (DeMare/Tiemann)

<p>3</p> <p>GOAL 3. Refresh/modernize Senior Center. (Kathy Seddiqu)</p> <p>a. Meet with staff to assess needs of Senior Center</p> <p>b. Contact local designers for possible donation of design plans for center</p> <p>c. Contact furniture stores for possible donations of new furniture and/or accessories (Seddiqu)</p>	<p>By June 2012:</p> <ol style="list-style-type: none"> 1) Create a list of possible local designers to ask for design plans for the Senior Center 2) Contact designers for design plans for the Senior Center <p>By December 2012:</p> <ol style="list-style-type: none"> 1) Create a list of furniture stores that may donate furniture to implement design plans for the Senior Center 2) Contact furniture stores for the donations of furniture <p>(Seddiqu)</p>
<p>4</p> <p>GOAL 4. Collaborate with the Senior Center on a variety of educational programs. - Complete (Anabel Pelham and Catherine Popell)</p> <p>a. Meet with Senior Center staff to assess the needs and scheduling for a senior lecture series COMPLETE</p> <p>b. Explore the no-cost Stanford University Falls Prevention Program (Pelham) COMPLETE</p> <p>c. Explore a Senior lecture series (Pelham/Popell) COMPLETE</p>	<p>By June 2012: COMPLETE</p> <p>Explore options for cost recovery venues for senior lecture series (Library, Town of Los Altos Hills, Main Street Café, State Street Bike Shop, etc.) - completed</p> <p>Invite a representative of the Stanford University Falls Prevention Program to make a presentation to the Commission in order to review its feasibility as an educational program for the Senior Center. Speaker for the Stanford Falls Prevention will present at the Senior Commission Meeting of September 10, 2012.</p> <p>(Pelham/Popell)</p> <p>By August 2012: COMPLETE</p> <p>Have begun to contact possible local speakers with topic expertise, about presenting a lecture in the series (Example: reverse mortgages, health issues, etc.).</p> <p>By November 2012</p> <p>Co-Sponsor Age Well Drive Smart and a Medicare Changes and Updates Presentation. (Pelham/Popell/staff)</p>

<p>5</p> <p>GOAL 5. Determine if there are gaps in the Emergency Preparedness Programs as they relate to seniors; for example Red Cross, first responders, etc. (Anabel Pelham and Catherine Popell)</p>	<p>By June 2012: COMPLETE</p> <p>Attended a Red Cross focus group on senior emergency preparedness. At her request given the name of facilitator to J. Logan. - Complete</p> <p>Milke Sanders and George Hurst, Emergency Services Coordinators, Santa Clara County Fire Department will present to the Senior Commission at the October 1, 2012 meeting. - Complete</p> <p>Contact the SFSU Gerontology Program Graduate Student team that developed the Intergenerational Emergency Preparedness Project for Los Altos and invite them for a presentation to the Senior Commission. -- Complete</p> <p>Invite the American Red Cross to present to the Senior Commission at the November 5, 2012 meeting – Complete</p> <p>April 2013: Co-sponsor a joint fall-prevention, personal emergency preparedness presentation</p> <p>(Pelham/Popell/staff)</p>
<p>6</p> <p>GOAL 6: Continue to update Senior Resource Manual. (Kathy Seddiqu)</p>	<p>(Pelham/Popell)</p>
<p>a. Update senior resource manual annually or as needed</p> <p>b. Solicit feedback from users</p> <p>c. Update the Chamber of Commerce annual brochure (Seddiqu)</p>	<p>By December 2012:</p> <ol style="list-style-type: none"> 1) Review and update all service provider information 2) Add or subtract service providers as necessary 3) Print any updates to the Senior Resource Manuals 4) Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) 5) Review and add or subtract Senior Resource Manual locations 6) Insert a feedback page in Senior Resource Manuals and City and Town websites

	<p>7) Update City and Town websites to reflect updates (Seddiqul/ staff)</p>
<p>7 GOAL 7. Explore research and program development grants and contracts aimed at helping older individuals. (Anabel Pelham)</p> <p>a. Research grant opportunities (Pelham)</p>	<p>By August 2012:</p> <ol style="list-style-type: none"> 1) Grant process categories and questions developed and will be submitted to City Finance staff in June or July to discuss. 2) Study the Foundation Center's offerings of potential grants and contracts that would serve older persons. Place the emphasis on the eight Age-Friendly Cities criteria 3) Share findings with the Commission and staff (Pelham/ staff)
<p>8 GOAL 8. Share with appropriate city officials the results of our after-dark downtown grid lighting surveys. (Karen Jenney and Anabel Pelham)</p> <p>a. Walking Survey project (Jenney, Pelham)</p>	<p>By May 1, 2012 and November 1, 2012: Share with staff any after-dark lighting safety issues found during next walking surveys in the downtown grid</p> <p>December 5, 2011: Senior Commission meeting with Jim Gustafson and reported on the follow-up progress being made on the Walking Survey results</p> <p>Oct. 29, 2011: Walking Survey done and given to Jim Gustafson, Engineering Services Manager for the City of Los Altos</p>
<p>9 GOAL 9. Identify and/or coordinate common senior initiatives with other agencies that involve senior initiatives (that come within the scope of duties or purposes of Senior Commission). (Linda Smith)</p> <p>a. Senior Commissioners will attend any meeting of organizations/commissions/committees as invited and/or appropriate and bring that</p>	<p>By June 1, 2012:</p> <p>Review Agendas and Minutes of those organizations that meet Goal 9. If a Senior issue is on the Agenda or Minutes, the assigned Commissioner(s) will attend relevant meetings and report back to the Commission</p> <p>Review organizations that support Seniors in the City of Los Altos/ Town of Los Altos Hills and</p>

<p>information back to the Senior Commission</p>	<p>assign Commissioners to other organizations that may have come up Annually review and assign or reassign commissioners to various groups as deemed necessary</p>
<p>10 GOAL 10. Provide Senior Scholarships to encourage Senior Center involvement for those financially challenged.</p> <p>a. Have up to eight \$200.00 scholarships per year in Los Altos utilized</p>	<p>By September 1, 2012</p> <ol style="list-style-type: none"> 1) Simplify and modify application process 2) Present modified process to City Council 3) Reach out to previous applicants that could now qualify 4) Publicize the scholarship availability
<p>11 GOAL 11. Document Age-Friendly Community Events for future reporting. (Linda Smith)</p> <p>a. Maintain a hard and soft copy record of all Age-Friendly Community Events</p>	<p>By December, 2012</p> <ol style="list-style-type: none"> 1) Organize and maintain a record of all Age-Friendly Community Events. 2) Compiled Commission history. (Smith)