

YOUTH COMMISSION MEETING

MARCH, 4, 2013 - 7:00 P.M.

Community Meeting Chambers, Los Altos City Hall
1 North San Antonio Road, Los Altos, California

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. Commission Minutes
Approve minutes of the regular meeting of February 4, 2013
2. LAYC Dances
 - a. Review statistics and evaluate March LAYC Dance
 - b. Review theme and duties for April LAYC Dance
3. Teen Friendly Business Program
Review and discuss criteria and timeline for Spring 2013 session
4. Dodgeball Tournament
Discuss May 10, 2013 Dodgeball Tournament guidelines and rules
5. Commission Goals and Accomplishments
Prepare Commission goals and accomplishments for joint meeting with Council on April 30, 2013
6. Youth Commission Work Plan
Continue preparations of Youth Commission work plan

7. Recommendations for City Capital Improvement Projects
Provide input to City Staff

INFORMATIONAL ITEMS

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

COMMISSIONERS' REPORTS AND COMMENTS

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 Youth Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/environmental/meetings.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.

**DRAFT MINUTES OF THE YOUTH COMMISSION MEETING, HELD ON MONDAY,
February 4, 2012 at 7:00 PM 1 North San Antonio Rd. LOS ALTOS, CA 94022**

ROLL CALL

Metha called the meeting to order at 7:01PM.

PRESENT: Commissioners Klepper, Mehta, Chandra, Cole, Iverson, Walden, Eng, Casas,
Brinsfield, Agarwal,

ABSENT: Johnson

PLEDGE OF ALLEGIANCE

Commissioner Cole led the pledge of allegiance.

PUBLIC COMMENT

APPROVAL OF MINUTES

- 1) Commissioner Casis moved to approve the minutes of the December 3, 2012 meeting of the Youth Commission. The motion was seconded by Mehta and passed unanimously.

BUSINESS

- 2) LAYC DANCE
Discussed February and March Layc Dance. Reviewed duties and theme.
- 3) Teen Friendly Business Program
Commissioners Casas, Cole and Agarwal plan to create new guidelines for TFBP. Will report back to Commission in March

DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

Mehta moved to adjourn the meeting at 7:53. The motion was seconded by Casas and passed unanimously by voice vote.

Minutes prepared by Greg Milano
Liaison to the Youth Commission



DATE March 4, 2013

AGENDA ITEM # 2

TO: Youth Commission
FROM: Greg Milano, Staff Liaison
SUBJECT: LAYC Dances

RECOMMENDATION:

Receive Report

BACKGROUND

LAYC Dances are held monthly October to June for 7/8th graders. Monthly themes are set in September. Recreation staff and parent volunteers chaperone the dances. Commissioners help with setup, admission, coat check, snack bar and cleanup.

DISCUSSION

March dance was held on March 1 prior to agenda posting. Commission liaison will report stats at meeting.

April dance will be Friday, April 5 at 7:30pm. Theme for this dance is Sports Blast. Commissioners will discuss availability and duties for the dance



DATE: March 4, 2013

AGENDA ITEM # 3

TO: Youth Commission
FROM: Greg Milano, Staff Liaison
SUBJECT: Teen Friendly Business

RECOMMENDATION:

Discuss spring 2013 program

BACKGROUND

In 2008 the Youth Commission began recognizing local businesses that encouraged teens to shop or dine in their stores and hired local teens. In the past Spot Pizza and Miyo Yogurt have received the award.

DISCUSSION

Review criteria and timeline for Spring 2013 session.



DATE: March 4, 2013

AGENDA ITEM # 4

TO: Youth Commission
FROM: Greg Milano, Staff Liaison
SUBJECT: Dodgeball Tournament

RECOMMENDATION:

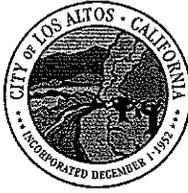
Receive update from sub-committee

BACKGROUND

In 2012 along with the Los Altos Recreation Department the Youth Commission co-sponsored a dodgeball tournament at Blach Jr. High School. The tournament had over 20 participants.

DISCUSSION

Review recommendations for the 2013 tournament.



DATE: March 4, 2013

AGENDA ITEM # 5

TO: Youth Commission
FROM: Greg Milano, Staff Liaison
SUBJECT: Commission Goals and Accomplishments

RECOMMENDATION:

Discuss the Youth Commission 2012 -2013 goals and accomplishments

BACKGROUND

Annually, the Youth Commission meets with the City Council to review accomplishments from the year and discuss goals for the future. This year, the City Council will meet with all commissions on April 30th for review and consideration.

DISCUSSION

The Youth Commission will work on goals and accomplishments over the past year and for the Future and prepare a draft report to present City Council on the April 30 joint meeting. Staff has attached the 2011-2012 Youth Commission Accomplishments.



CITY OF LOS ALTOS YOUTH COMMISSION



2011-2012 Year in Review – Accomplishments

- Attended 2012 YAC Attack Conference
 - Conference for Youth Commissions to learn and collaborate about effective programming for their communities
 - Presented a workshop on the benefits of surveying teens in person based on our own personal experiences
- Hosted an open mic night benefiting the Make A Wish Foundation
- Continued strong attendance at LAYC Dances
 - Implemented and publicized themes for 7 of the 9 LAYC Dances
 - Commissioners promoted dances on middle school video announcements
 - Put LAYC Dance dates into the school newsletters sent out
- Increased awareness at the Underground
 - Increased advertisement about the Underground
 - Programming included video game tournaments and movie nights
- Worked with staff at all LAYC Dances throughout the school year – October 2011– June 2012
- Participated as volunteers for multiple annual city-wide events such as Fun Run and Egg Hunt
- Conducted a joint meeting with Los Altos Hills Youth Commission
- Brought in new styles of programming to the community
 - Teen Trips
 - Dodgeball Tournament
- Co sponsored teen dating violence workshop with Los Altos Hills Youth Commission



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.

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 jwalgren@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

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	Actual Completion Date	Complete	In Construction	In Bid Process	In Design or Study	Not Started
Community Development									
-Infrastructure									
01209	Special Projects and Studies	J. Walgren	Completed Nov-13	12/31/2012	X			X	
01308	Special Projects and Studies	J. Walgren	Completed Nov-13	11/13/2012	X				
00816	First Street Streetscape Design	D. Brees	Completed	On Hold	X				
00817	Loyola Corners Streetscape Design	D. Brees	Completed		X				
00922	First Street Utility Undergrounding - Phase I	D. Brees	Nov-13		X				
00930	Demolition of 400 Main Street	M. Bocalan	Completed	10/26/2010	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. Walgren	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	Gustir/Morreale	TBD			X			
00923	Police Records Mgmt & Dispatch System	T. Younis	May-14			X			
01218	Document Management Systems	Morreale/Maginok	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. Novanario	Completed	6/30/2012	X				
01303	Concrete Repair	M. Bocalan	Aug-13					X	

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	Not Started
ACTIVE PROJECTS									
01306	ADA Accessibility	M. Bocalan	Nov-13				X		
01307	NTMP	C. Novenario	TBD				X		
01122	Traffic Signs Replacement	K. Small	Completed	9/1/2012	X				
01212	Traffic Sign Replacement	K. Small	Nov-13		X				
00933	Miramonte Ave & Covington Road Traffic Signal	C. Novenario	TBD				X		
01012	Collector Street Traffic Calming	C. Novenario	TBD				X		
01118	Pedestrian Master Plan	C. Novenario	TBD				X		
01119	Portola Ave Sidewalk	K. Small	TBD				X		
01120	Grant Rd Pathway Bryant to Altamead	K. Small	Feb-14				X		
01216	In Pavement Crosswalk Lighting Systems	K. Small	Completed	10/23/2012	X				
01219	Homestead Road Safety Improvements	K. Small	Nov-13			X			
01315	Speed Zone Survey	C. Novenario	May-13				X		
01316	Main Library Parking Lot	M. Bocalan	Feb-14					X	
01320	Intersection Bicycle Loops	K. Small	Feb-14					X	
01321	University Milverton Ped Improvements	K. Small	Aug-13				X		
Wastewater Systems									
01104	Sewer Main Repairs	A. Fairman	Nov-13				X		
01204	Sewer Main Repairs	A. Fairman	Completed	12/11/2012	X				
01205	Sewer Main Video	M. Bocalan	Completed	7/24/2012	X				
01206	Sewer Root Foaming	M. Bocalan	Completed	7/24/2012	X				
01304	Sewer Main Repairs	A. Fairman	Feb-14				X		
01305	Sewer Root Foaming	M. Bocalan	Aug-13			X			
00612	Sewer Metering Stations	L. Lind	Aug-13		X				
01014	South Sewer Main Replacement - Phase I	A. Fairman	May-13		X				
01114	Sewer Main Replacement - Phase II	A. Fairman	Nov-13		X				
01115	Fallen Leaf Lane Sewer Main Replacement	A. Fairman	Nov-13				X		
01117	Sewer Master Plan Update	L. Lind	May-13				X		
01210	Sewer Collection System Upgrade	A. Fairman	Completed	12/11/2012	X				
01310	Sewer Collection System Upgrade	A. Fairman	Feb-14				X		
Storm									
00717	Storm Drain System Master Plan	V. Chen	Nov-13				X		
01116	NPDES Compliance Design	M. Bocalan	Completed	12/11/2012	X				
01312	NPDES Compliance	M. Bocalan	Completed	12/11/2012	X				
# of Projects					16	11	3	28	6
6A					6A				

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
	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	379,000	379,000	379,000	379,000	1,516,000
Annual Sewer Root Forming		332,000	332,000	332,000	332,000	332,000	1,328,000
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	75,000	75,000	375,000
ADA Transition Plan (New)		88,000					88,000
Biennial Street Slurry Seal		125,000					125,000
City Center Facilities (New)							
Fire Station Bicycle Shop (Renovation) (2-3)		115,000					115,000
IT Initiatives (FY 11-12 Roll Forward)		102,000					102,000
San Jose Community Center Bridge Repair (New) (PFG)		65,000					65,000
San Jose Community Center Capital (New) (PFG)		13,200					13,200
SMU & ASD Broadbanding Capital (New) (PFG)		84,000					84,000
Main Library Parking Lot (New)		36,000					36,000
University Mission Road Improvements (From Unreserved)		190,000					190,000
NPDES Compliance (construction)		165,000					165,000
Parking Management Plan (New)		943,000	1,000,000			1,000,000	2,943,000
Sewer Collection System Upgrade		382,000					382,000
Skate Park		66,000					66,000
Speed Zone Signs (New)							
Covington Road Class I Pathway-Design			75,000				75,000
First Street Design-Phase II			268,000				268,000
Redwood Grove Road Signage (New)			372,000				372,000
Traffic Sign Replacement			25,000	25,000	25,000	25,000	100,000
City Alley Resurfacing			195,000				195,000
Covington Class I Pathway-Construction			201,000				201,000
Grant Road Bicycle Lane			65,000				65,000
Marymeade 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	603,000		1,809,000
Carmel Terrace Class I Pathway Construction			280,000				280,000
Carmel 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	2,716,000	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	CIP	Sewer	Impact Fee	Park-In-Lieu	Gas Tax	SR2S	TDA	CDBG	PARKING	TOTAL
Community Plaza Renovation	3,350,000									3,350,000
Covington Road Bicycle Path	414,000									414,000
Deer Park (Moved to unscheduled from 12-13)				224,000						224,000
Downtown Parking Lots Shury Seal	304,000									304,000
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									590,000
Fremont Avenue Traffic Calming			2,650,000							2,650,000
Grant Park Renovation				194,000						194,000
Grant Road Traffic Calming			2,035,000							2,035,000
Heritage Oaks Park Renovation	64,000									64,000
Loyola Corners Streetscape	\$1,265,525									\$1,265,525
Miramonte Avenue Sidewalk Design	40,000									40,000
Montclair Park Renovation	157,000									157,000
Montclair Tennis Court Lights	98,400									98,400
MSC Living Wall and Storage Sheds	190,000									190,000
Neighborhood Pathways	222,000									222,000
Portland Avenue Pathway	346,000									346,000
Recreation Plan (newly proposed)	252,000									252,000
Redwood Grove Bridge Replacement	60,000									60,000
San Antonio Club Park (Added 12-13)	528,000									528,000
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
Windimer 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