



## SPECIAL SENIOR COMMISSION MEETING

APRIL 22, 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

### 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 meeting of April 1, 2013
2. CIP Senior Center ADA, Ergonomic and Updating Project  
Approve support of the Senior Center ADA, Ergonomic and Updating CIP
3. City of Los Altos FY 2013/14 – 2017/2018 Capital Improvement Program  
Prioritize and recommend draft CIP projects relevant to the Senior Commission
4. Work Plan  
Develop 2013 Work Plan to indicate Senior Commission goals to be presented to the Los Altos City Council at the April 30, 2013 Joint Commission meeting.

## INFORMATIONAL ITEMS

5. Staff Report  
Receive information and announcements from City staff

## 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.

MINUTES OF A REGULAR MEETING OF THE SENIOR COMMISSION OF THE  
CITY OF LOS ALTOS/ TOWN OF LOS ALTOS HILLS, HELD ON  
MONDAY, APRIL 1, 2013 AT 4:40 P.M. AT HILLVIEW COMMUNITY CENTER,  
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ROLL CALL

PRESENT: Commission Members Jenney, Pelham, Seddiqui, Smith, Summit, Tiemann.

ABSENT: Mathur.

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

PUBLIC COMMENTS

Katrin Richter, San Francisco State University Graduate Student

Updated the Commission on the Stanford University Farewell to Falls Program.

Catherine Popell, Town of Los Altos Hills Resident

Thanked the Senior Commissioners for their support with the passing of her son David.

Town of Los Altos Hills Council woman Courtenay Corrigan

Discussed the idea of a Town of Los Altos Hills Emergency Preparedness Senior Registry.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Approved the minutes of the March 4, 2013 regular meeting.

2. CIP Senior Center ADA, Ergonomic and Updating Project

Unanimous decision to create a committee consisting of Commissioners Seddiqui and Summit to review and report back to the Commission at the April 22, 2013 Special Senior Commission meeting.

3. City of Los Altos FY 2013/14 – 2017/2018 Capital Improvement Program

Reviewed report on draft CIP projects. Priorities and recommendations will be gathered at the April 22, 2013 special Senior Commission meeting.

4. New Senior Commissioner Orientation

Reviewed and disseminated new Senior Commissioner Orientation binder.

5. 2013 City Council Meeting Calendar

Reviewed Commissioners' attendance at 2013 Council meetings.

6. Encore

Reviewed Commission participation in the Saturday, March 23, 2013 Encore event.

7. Work Plan

Developed 2013 Work Plan to indicate Senior Commission goals.

**INFORMATIONAL ITEMS**

8. Monthly Staff Report

Received information and announcements from City staff.

**COMMISSIONERS' REPORTS AND COMMENTS**

11. Santa Clara Council on Aging Advisory Board Report

No meeting in April. Next meeting in May.

**POTENTIAL FUTURE AGENDA ITEMS**

Special Senior Commission Meeting on Monday, April 22, 2013

Work Plan creation

CIP recommendations and prioritization

Review Senior Commission Roster

**ADJOURNMENT**

Chair Pelham adjourned the meeting at 6:00 p.m.



DATE: 22, April 2013

AGENDA ITEM # 2

**TO:** Senior Commission  
**FROM:** Candace Bates, Staff Liaison  
**SUBJECT:** CIP Senior Center ADA, Ergonomic and Updating Project

**RECOMMENDATION:**

Approve support and priority of the Senior Center ADA, Ergonomic and Updating CIP

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**BACKGROUND**

Goal 3 of the 2012 Senior Commission Work Plan was to refresh and modernize the City of Los Altos Senior Center. Commissioner Seddiqui spearheaded the committee. The Senior Commission completed a review of the Senior Center needs with the free assistance of a local interior design company by the name of New Leaf Designs.

At the Monday, November 5, 2012 Senior Commission meeting the Senior Commissioners received a recommendation from Pattie Woerner and Jeanine VanDalsem of New Leaf Designs on how the Los Altos Senior Center could become more user-friendly and a cheerful place to congregate.

Commissioner Seddiqui and Staff continued to look into the possibility of ergonomic workstations for staff and plausible construction costs. Recreation staff enlisted the free help of Office Sekkei. Office Sekkei has evaluated the Senior Center and proposed updates to the Senior Center.

**DISCUSSION**

The Senior Commission and Staff needs assessments were utilized to create a Capital Improvement Project costing \$165,000 to update outmoded public service areas and replace public and staff work areas with ADA accessible and ergonomically appropriate furniture and storage compartments. It replaces worn flooring and dilapidated soft furnishings with commercial grade components able to withstand regular cleaning and sanitizing procedures. It opens a doorway between rooms 11 and 12 to facilitate participant access and improve staff supervision of program areas.

**Attachments:**

- A. Senior Center ADA, Ergonomic and Updating CIP
- B. Office Sekkei proposed floor plan – February 10, 2013

## ***Senior Center ADA, Ergonomic and Updating Project***

### **DESCRIPTION:**

This project updates outmoded public service areas and replaces public and staff work areas with ADA accessible and ergonomically appropriate furniture and storage compartments. It replaces worn flooring and dilapidated soft furnishings with commercial grade components able to withstand regular cleaning and sanitizing procedures. It opens a doorway between rooms 11 and 12 to facilitate participant access and improve staff supervision of program areas.

All furniture and storage components installed as part of this project will be suitable for relocating should a new Senior Center be constructed within the next ten years.

### **COST SUMMARY:**

Construction	\$30,000.
Architecture/Engineering	5,000.
Environmental Document	
Inspection/Testing	2,500.
Abatement	10,000.
Furnishings, flooring and installation	<u>90,000.</u>
Subtotal	\$137,500.
Contingency	<u>27,500.</u>
Total Estimate	165,000.

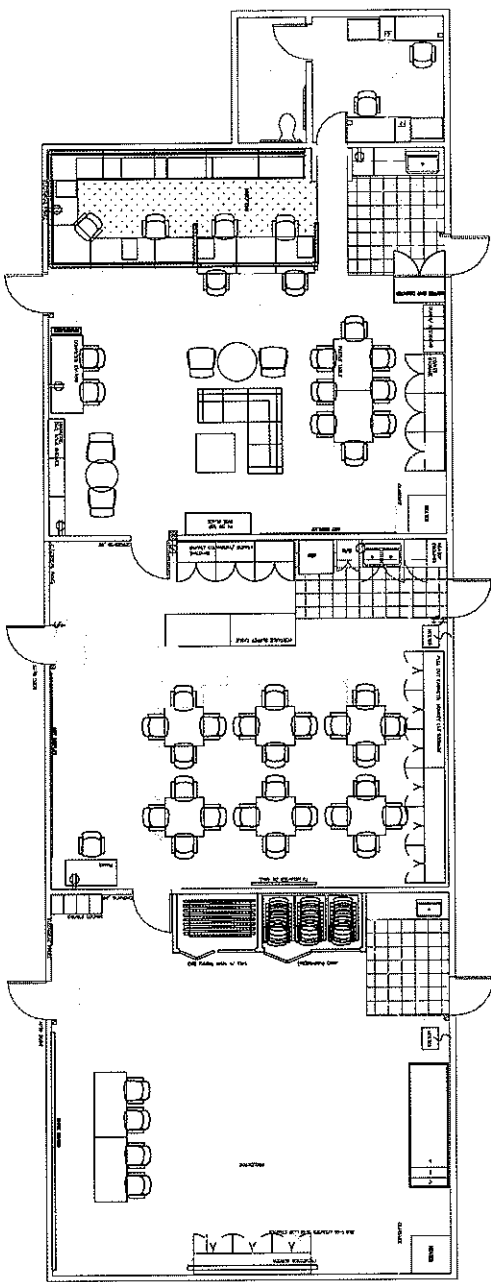
### **POTENTIAL FUNDING SOURCES:**

General Fund

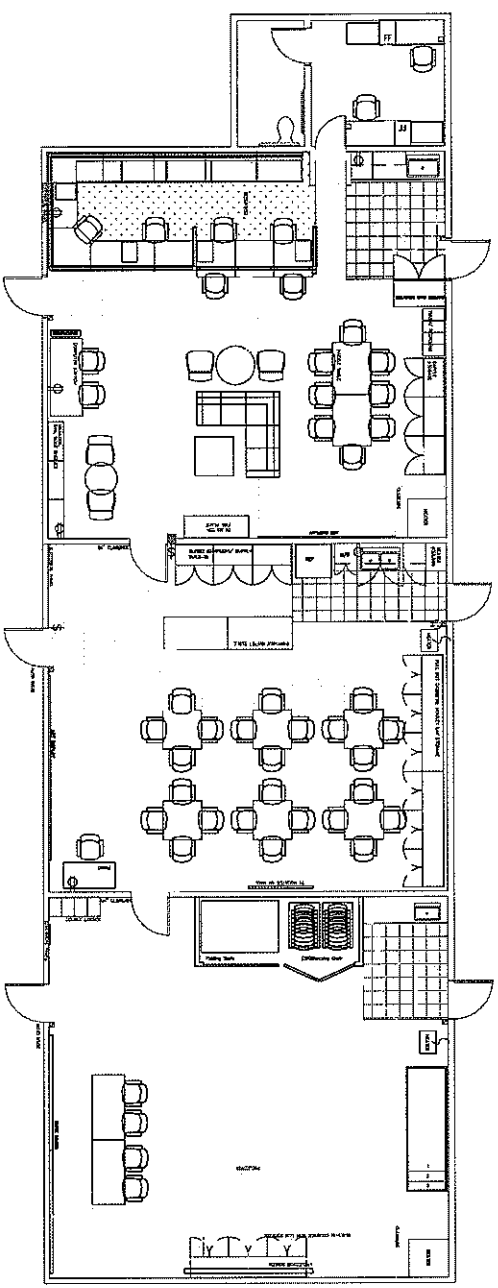
### **IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:**

Negligible

### **ALTERNATIVES:**



CITY OF LOS ALTOS SENIOR CENTER  
PROPOSED FLOOR PLAN - 1



CITY OF LOS ALTOS SENIOR CENTER  
PROPOSED FLOOR PLAN - 2

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Issues & Revisions

1 11/19/12  
2 02/10/13

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77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

Project Title	Date
Floor Plan	02/12/2013
Scale	Not to Scale
Sheet No.	







DATE: 22, April, 2013

AGENDA ITEM # 3

**TO:** Senior Commission  
**FROM:** Candace Bates, Staff Liaison  
**SUBJECT:** Recommendations for City Capital Improvement Projects

**RECOMMENDATION:**

1. Accept Staff Report regarding City Capital Improvement Projects (CIP)
2. Commission consideration of projects

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**BACKGROUND**

Each budget cycle Commissioners are asked to review the CIP and give suggestions regarding any projects that are within the Commissions prevue

**DISCUSSION**

Attachment A provides the Commission with the Assistant City Manager's and Community Development Director's report regarding CIPs for review. The Senior Commission is encouraged to review the report and give input regarding projects that are with in the Commission's prevue.

Attachments:

A. City Draft Capital Improvement Project Report,  
James Walgren, Assistant City Manager





## 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

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### 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](http://www.ci.los-altos.ca.us/finance/cip). Please feel free to contact me at (650) 947-2635 or at [jwalgren@losaltosca.gov](mailto: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
<b>ACTIVE PROJECTS</b>								
<b>Community Development Infrastructure</b>								
01209	Special Projects and Studies	J. Waigren	Completed	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	10/26/2010	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. 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	
<b>Technology</b>								
00316	Financial System Upgrade	R. Morreale	Aug-14			X		
00921	Public Works/Finance Document Archiving	Gust/Morreale	TBD			X		
00923	Police Records Mgmt & Dispatch System	T. Younis	May-14			X		
01218	Document Management Systems	Morreale/Magihot	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		
<b>Civic Facilities</b>								
<b>Parks and Trails</b>								
01214	Shoup Redwood Grove	TBA	TBD					X
01311	Skate Park (Skatable Art Work)	TBA	TBD					X
<b>Buildings</b>								
<b>Parking Lots</b>								
<b>Transportation</b>								
<b>Streets and Roadways</b>								
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	
<b>Pedestrian and Bicycle Safety</b>								
01107	ADA Accessibility	K. Small	Aug-13				X	
01203	Concrete Repair	A. Fairman	Completed	8/26/2012	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  
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
<b>ACTIVE PROJECTS</b>									
01306	ADA Accessibility	M. Bocalan	Nov-13						
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 Allamead	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		
<b>Wastewater Systems</b>									
<b>Sewer</b>									
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	Falten 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		
<b>Storm</b>									
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				
<b># of Projects</b>					16	11	3	28	6
<b>64</b>									

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	379,000				758,000
Annual Sewer Root Foaming		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	75,000	75,000	375,000
ADA Transition Plan (New)		88,000					88,000
Biennial Street Slurry Seal		125,000					125,000
Civic Center Facilities (New)							
Intersection Bicycle Lanes (Repealed for 12-13)		115,000					115,000
IT Initiatives (FY 13-12 Roll Forward)		102,000					102,000
SNVT - Increased Public Broadcasting Capital (New) (PBG)		65,000					65,000
SNVT & JASD Broadcasting Capital (New) (PBG)		13,200					13,200
Main Library Parking (New)		84,000					84,000
University/Alverton Road Improvements (Item Unscheduled)		36,000					36,000
NPDES Compliance (construction)		190,000					190,000
Parking Management Plan (New)		165,000					165,000
Sewer Collection System Upgrade		943,000	1,000,000			1,000,000	2,943,000
Skate Park		382,000					382,000
Street Zone Signs (New)		66,000					66,000
Covington Road Class 1 Pathway-Design		75,000					75,000
First Street Design-Phase II		268,000					268,000
Redwood Grove Bank Stabilization (New)		372,000					372,000
Traffic Sign Replacement		25,000		25,000			50,000
City Alley Resurfacing				195,000			195,000
Covington Class 1 Pathway-Construction				201,000			201,000
Grant Road Bicycle Lane				65,000			65,000
Maymornade 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 1 Pathway Construction				280,000			280,000
Carmel Terrace Class 1 Pathway Design				85,000			85,000
San Antonio Road Left Turn Lane				236,000			236,000
<b>Total Dollars</b>	<b>14,838,664</b>	<b>4,365,200</b>	<b>4,110,000</b>	<b>5,095,760</b>	<b>3,299,000</b>	<b>2,716,000</b>	<b>34,424,624</b>
<b>Total Project Count</b>	<b>47</b>	<b>22</b>	<b>14</b>	<b>16</b>	<b>14</b>	<b>10</b>	<b>123</b>

City of Los Altos

Unscheduled - No Priority Assigned

Presented in Alphabetical Order	CIP	Sewer	Impact Fee	Park-In-Lieu	Gas Tax	SR2S	TDA	CDIBG	PARKING	TOTAL
Community Plaza Renovation	3,350,000									3,350,000
Covington Road Bicycles Path	414,000									414,000
<del>Dog Park (Moved to unscheduled from 12-13)</del>			22,400							22,400
Downtown Parking Lots Slurry 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		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
Hertfage Oaks Park Renovation	\$1,265,525									\$1,265,525
Loyola Cornets Streetscape	40,000									40,000
Milmonite 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
Redwood Grove Bridge Replacement	252,000									252,000
<del>San Antonio Club Park (Added 12-15)</del>	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									100,000
St. Joseph Avenue Traffic Calming	35,000					450,000				485,000
Traffic Signal Battery Backup	132,000					311,000				443,000
Windimer Drainage Channel	71,000									71,000
SYU city Wide Wireless	750,000									750,000
<b>TOTAL</b>	<b>\$15,503,925</b>	<b>\$0</b>	<b>\$4,685,000</b>	<b>\$421,000</b>	<b>\$0</b>	<b>\$761,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,370,925</b>





DATE: 22, April, 2013

AGENDA ITEM # 4

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

**RECOMMENDATION:**

Develop 2013 Work Plan to indicate Senior Commission goals

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**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.

The Senior Commission began to develop a Work Plan at the Monday, March 4, 2013 meeting.

**DISCUSSION**

The Senior Commission will continue to develop their goals for 2013 which will be formatted into a Work Plan.

**Attachments:**

- A. 2012/13 Work Plan
- B. 2013/14 Work Plan development



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

Goals	Projects
<p>1</p> <p><b>GOAL 1. Transportation – Study issues involving bus transportation for seniors. - Complete</b> (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"> <li>1) DeMare and Tiemann to meet with Staff in mid July. - completed</li> <li>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</li> <li>3) Research the Feasibility/Cost/Process of installing benches and use of grant funds.</li> <li>4) Validate the need for benches for seniors – Pelham created research binder; given to staff.</li> <li>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.</li> </ol> <p>(DeMare/Tiemann)</p>
<p>2</p> <p><b>GOAL 2. Provide resources for age-friendly home/condo construction. - Complete</b> (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"> <li>1) DeMare and Tiemann to meet with Staff in mid July.</li> <li>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</li> </ol> <p>November, 2012</p> <ol style="list-style-type: none"> <li>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)</li> </ol>

<p>3</p> <p><b>GOAL 3. Refresh/modernize Senior Center.</b> (Kathy Seddiqui)</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 (Seddiqui)</p>	<p>By June 2012:</p> <ol style="list-style-type: none"> <li>1) Create a list of possible local designers to ask for design plans for the Senior Center</li> <li>2) Contact designers for design plans for the Senior Center</li> </ol> <p>By December 2012:</p> <ol style="list-style-type: none"> <li>1) Create a list of furniture stores that may donate furniture to implement design plans for the Senior Center</li> <li>2) Contact furniture stores for the donations of furniture (Seddiqui)</li> </ol>
<p>4</p> <p><b>GOAL 4. Collaborate with the Senior Center on a variety of educational programs.</b> - 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 <b>COMPLETE</b></p> <p>b. Explore the no-cost Stanford University Falls Prevention Program (Pelham) <b>COMPLETE</b></p> <p>c. Explore a Senior lecture series (Pelham/Popell) <b>COMPLETE</b></p>	<p>By June 2012: <b>COMPLETE</b></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. (Pelham/Popell)</p> <p>By August 2012: <b>COMPLETE</b></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>

5	<p><b>GOAL 5. Determine if there are gaps in the Emergency Preparedness Programs as they relate to seniors; for example Red Cross, first responders, etc.</b> (Anabel Pelham and Catherine Popell)</p>	<p>a. Explore how LA/LAH presently encourage seniors to participate in Emergency Preparedness classes - <b>COMPLETE</b></p> <p>b. Investigate the Intergenerational Emergency Preparedness Project developed by SFSU Gerontology Graduate students (Pelham/Popell)</p>	<p>By June 2012: <b>COMPLETE</b></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>Mike 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 (Pelham/Popell/staff)</p>
6	<p><b>GOAL 6. Continue to update Senior Resource Manual.</b> (Kathy Seddiqui)</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 (Seddiqui)</p>	<p>By December 2012:</p> <ol style="list-style-type: none"> <li>1) Review and update all service provider information</li> <li>2) Add or subtract service providers as necessary</li> <li>3) Print any updates to the Senior Resource Manuals</li> <li>4) Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce)</li> <li>5) Review and add or subtract Senior Resource Manual locations</li> <li>6) Insert a feedback page in Senior Resource Manuals and City and Town websites</li> </ol>	

		<p>7) Update City and Town websites to reflect updates (Seddiqui/ staff)</p>
7	<p><b>GOAL 7. Explore research and program development grants and contracts aimed at helping older individuals.</b> (Anabel Pelham)</p> <p>a. Research grant opportunities (Pelham)</p>	<p>By August 2012:</p> <ol style="list-style-type: none"> <li>1) Grant process categories and questions developed and will be submitted to City Finance staff in June or July to discuss.</li> <li>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</li> <li>3) Share findings with the Commission and staff (Pelham/ staff)</li> </ol>
8	<p><b>GOAL 8. Share with appropriate city officials the results of our after-dark downtown grid lighting surveys.</b> (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>
9	<p><b>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).</b> (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: 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>

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





## SENIOR COMMISSION 2013/14 Work Plan

Goal	Projects	Assignments	Target Date	Status
<p style="text-align: center;"><b>Transportation</b></p>	<p>Create a Los Altos/Los Altos Hills Senior focused alternative transportation resource flyer for distribution and publication in the Senior Commission Resource Guide</p>	<ul style="list-style-type: none"> <li>• Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills</li> <li>• Report information to Senior Commission</li> <li>• Create draft alternative transportation flyer</li> <li>• STAFF review draft flyer and add logo's and contact information</li> <li>• Distribute throughout the community</li> </ul>		
	<p>Collaborate with Los Altos Rotary Partners in Elder Generation Committee regarding Senior Transportation ideas</p>	<ul style="list-style-type: none"> <li>• Attend monthly Partners in Elder Generation meetings</li> </ul>		
	<p>Advocate for existing alternative transportation</p> <p>Research taxi subsidization for senior patrons</p>	<ul style="list-style-type: none"> <li>• Help with volunteer recruitment for alternative transportation agencies</li> <li>• Research which taxi companies operate in the City and Town of Los Altos Hills</li> <li>• Speak with last year's</li> </ul>		

Refresh/modernize Senior Center	Submit recommendations for CIP for Senior Center modernization	<ul style="list-style-type: none"> <li>• SEDDIQUJ, SUMMIT, create Committee to review Senior Center CIP and make recommendations</li> <li>• Participate in Senior Center CIP process</li> </ul>	commissioners who researched which taxi companies hold business licenses in the City of Los Altos.	
Collaborate with Staff on a variety of educational programs				
Senior Focused Emergency Preparedness	<p>Collaborate with Los Altos Community Foundation, LA Prepares Committee</p> <p>Collaborate with Town of Los Altos Hills Senior Emergency Preparedness Registry</p>	<ul style="list-style-type: none"> <li>• Attend LA Prepares Committee meetings.</li> </ul>		
Continue to update Senior Resource Manual.	<p>Update Senior Resource Manual annually or as needed</p> <p>Solicit feedback from users</p> <p>Update Chamber of Commerce annual brochure</p>			
Explore research and program development	Support Community Foundation Age-Friendly Cities Grant			

<p>grants and contracts aimed at helping older individuals</p>	<p>application</p>		
<p>After-dark downtown grid lighting surveys.</p>	<p>Implement walking survey</p>	<ul style="list-style-type: none"> <li>Share walking survey and Senior Commission recommendations with Jim Gustafson</li> </ul>	
<p>Identify and/or coordinate common senior initiatives with other agencies that involve senior initiatives (that come within the scope of duties or purposes of the Senior Commission.</p>			
<p>Have up to eight \$200.00 scholarships per year in Los Altos utilized</p>			
<p>Document Age-Friendly Community Events for future reporting</p>	<p>Maintain a hard and soft copy record of all Age-Friendly Community Events</p>		