



DATE: 2 June 2014

AGENDA ITEM #4

**TO:** Senior Commission

**FROM:** Candace Avina, Staff Liaison

**SUBJECT:** 2014/15 Work Plan items

**RECOMMENDATION:**

Review Commissioners in charge of 2014/15 Work Plan items

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved March 11, 2014 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.

The Senior Commission developed a draft Work Plan at the Monday, April 7, 2014 Senior Commission meeting. The Work Plan was reviewed by the City of Los Altos City Council at the Tuesday, March 18, 2014 joint Commission and City Council meeting. City of Los Altos City Council member comments were given to the Senior Commission regarding their Work Plan. Chair Pelham and Vice-Chair Seddiqui updated the draft of the Senior Commission Work Plan and presented the Work Plan to the Commission for updates on Monday, April 7, 2014.

The Senior Commissioners presented their final Work Plan at the Commissioner Training on Tuesday, April 29, 2014. On Monday, May 5, 2014 the Senior Commissioners chose their work plan assignments.

**DISCUSSION**

The City of Los Altos City Council approved the Senior Commission's work plan at the Regular City Council meeting on Tuesday, May 13, 2014.

The Senior Commission will finalize their work plan assignments and add the new commissioner onto the work plan responsibilities at the Monday, June 2, 2014 meeting.

Attachments:

B. 2014/15 Work Plan