



DATE: May 14, 2013

AGENDA ITEM # 3

TO: City Council
FROM: Jon Maginot, City Clerk
SUBJECT: 2013/14 Commission Work Plans

RECOMMENDATION:

Approve the 2013/14 Commission Work Plans for:

- A. Bicycle and Pedestrian Advisory Commission
- B. Design Review Commission
- C. Environmental Commission
- D. Financial Commission
- E. Historical Commission
- F. Library Commission
- G. Parks and Recreation Commission
- H. Planning and Transportation Commission
- I. Public Arts Commission
- J. Senior Commission
- K. Youth Commission

SUMMARY:

Estimated Fiscal Impact:

Amount: None

Budgeted: Not applicable

Public Hearing Notice: Not applicable

Previous Council Consideration: April 30, 2013

CEQA Status: Not applicable

Attachments:

1. 2013/14 proposed Commission Work Plans

BACKGROUND

On April 30, 2013, the City Council met in a joint meeting with all of the City Commissions (Bicycle and Pedestrian Advisory, Design Review, Environmental, Financial, Historical, Library, Parks and Recreation, Planning and Transportation, Public Arts, Senior, Youth). At that meeting, the Commissions presented their accomplishments for the past year as well as their proposed Work Plans for the coming year.

DISCUSSION

The Work Plan is the document that guides and directs each Commission's work for the year. It provides clear definitions and expectations on those tasks the Council wishes a Commission to perform. If a Commission wishes to deviate from its approved Work Plan, Council approval should be received before initiating work on a project.

FISCAL IMPACT

None

PUBLIC CONTACT

The 2013/14 Commission Work Plans were presented at the Joint Meeting of the City Council and all Commissions on April 30, 2013.

Posting of the meeting agenda serves as notice to the general public.



Senior Commission

**SENIOR COMMISSION
2013/14 Work Plan**

Goal	Projects	Assignments	Target Date	Status
Transportation	<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"> • TIEMANN, PELHAM Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills • TIEMANN, PELHAM Report information to Senior Commission • TIEMANN, PELHAM Create draft alternative transportation flyer • STAFF review draft flyer and add logo's and contact information • TIEMANN, PELHAM Distribute throughout the community 	<p>November, 2013</p>	
	<p>Collaborate with Los Altos Rotary Partners in Elder Generation Committee regarding Senior Transportation ideas</p>	<ul style="list-style-type: none"> • PELHAM, TIEMANN Attend monthly Partners in Elder Generation meetings 	<p>Through February 2014</p>	
	<p>Advocate for existing alternative transportation</p>	<ul style="list-style-type: none"> • SMITH, SUMMIT Help with volunteer recruitment for alternative transportation agencies 	<p>November, 2013</p>	

	Research taxi subsidization for senior patrons	<ul style="list-style-type: none"> • SMITH, SUMMIT Speak with last year's commissioners who researched which taxi companies hold business licenses in the City of Los Altos. 	November 2013	
Refresh/modernize Senior Center	Submit recommendations for CIP for Senior Center modernization	<ul style="list-style-type: none"> • SEDDIQUI, MATHUR, create Committee to review Senior Center CIP and make recommendations • Participate in Senior Center CIP process 	August 2013	
Collaborate with Staff on a variety of educational programs	Identify a subject, date, time and location for educational programs	<ul style="list-style-type: none"> • JENNEY, PELHAM work with Senior Center staff to host educational programs 	February 2014	
Senior Focused Emergency Preparedness	Collaborate with Los Altos Community Foundation, LA Prepares Committee	<ul style="list-style-type: none"> • JENNEY, PELHAM, MATHUR attend LA Prepares Committee meetings. 	February 2014	
	Collaborate with Town of Los Altos Hills Senior Emergency Preparedness Registry	<ul style="list-style-type: none"> • SUMMIT, attend meetings and report back to Commission as necessary 	February 2014	
	USB Stick Emergency Preparedness File Project	<ul style="list-style-type: none"> • PELHAM, connect with Eagle Scout to support project • PELHAM, research existing models of Emergency Preparedness USB Stick files projects • PELHAM, report project back to Commission 	August 2013	

	<p>Update Senior Resource Manual annually or as needed</p>	<ul style="list-style-type: none"> • PELHAM, implement program • SEDDIQUI, SMITH, review and update all service provider information • SEDDIQUI, SMITH, add or subtract service providers as necessary • SEDDIQUI, SMITH, print any updates to the Senior Resource Manuals • SEDDIQUI, SMITH, update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) • SEDDIQUI, SMITH, review and add or subtract Senior Resource Manual locations 	<p>December 2013</p>
<p>Continue to update Senior Resource Manual.</p>	<p>Solicit feedback from users</p>	<ul style="list-style-type: none"> • SEDDIQUI, SMITH review user suggestions • SEDDIQUI, SMITH implement user suggestions as necessary 	<p>December 2013</p>
	<p>Update Chamber of Commerce annual brochure</p>	<ul style="list-style-type: none"> • JENNEY, contact Chamber of Commerce to see if a Senior Resource page is available again • JENNEY, STAFF, review resources for publishing in 	<p>December 2012</p>

		<p>Chamber of Commerce brochure</p> <ul style="list-style-type: none"> JENNEY, submit resources for brochure 		
<p>Explore research and program development grants and contracts aimed at helping older individuals</p>	<p>February 2014</p>	<ul style="list-style-type: none"> PELHAM, review grant publications for Age-Friendly Grant opportunities PELHAM, share findings with Commission and Staff 	<p>Research grant opportunities</p>	
<p>After-dark downtown grid lighting surveys.</p>	<p>June 2013 and November 2013</p>	<ul style="list-style-type: none"> TIEMANN, PELHAM, JENNEY, conduct downtown square walking survey Share walking survey and Senior Commission recommendations with Jim Gustafson 	<p>Implement walking survey</p>	
<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>February 2014</p>	<ul style="list-style-type: none"> ALL, 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 Review organizations that support Seniors in the City of Los Altos/Town of Los Altos Hills and assign Commissioners to other organizations that may have come up 	<p>Senior Commissioners will attend any meeting of organizations/commissions/committees as invited and/or appropriate and bring that information back to the Senior Commission</p>	

		<ul style="list-style-type: none"> Annually review and assign or reassign commissioners to various groups as deemed necessary 		
<p>Have up to eight \$200.00 scholarships per year in Los Altos utilized</p>	<p>February 2014</p>	<ul style="list-style-type: none"> STAFF, publicize scholarship STAFF, oversee scholarship distribution and analysis 	<p>Host eight \$200.00 scholarships annually</p>	
<p>Document Age-Friendly Community Events for future reporting</p>	<p>February 2014</p>	<ul style="list-style-type: none"> SMITH, organize and maintain a record of all Age-Friendly Community Events. SMITH, compile Commission history. 	<p>Maintain a hard and soft copy record of all Age-Friendly Community Events</p>	
<p>Information Officer</p>	<p>February 2014</p>	<ul style="list-style-type: none"> TIEMANN, maintain/update community boards with Senior Commission appropriate flyers SEDDIQUI, JENNEY, create press releases for staff review when advertising programming SEDDIQUI, disseminate press releases as agreeable to staff 	<p>Advertise Senior Commission programming/events</p>	