



DATE: May 13, 2014

AGENDA ITEM # 7

TO: City Council
FROM: Jon Maginot, City Clerk
SUBJECT: 2014/15 Commission Work Plans

RECOMMENDATION:

Approve the 2014/15 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 29, 2014

CEQA Status: Not applicable

Attachment:

1. 2014/15 proposed Commission Work Plans

BACKGROUND

On April 29, 2014, 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 said project.

FISCAL IMPACT

None

PUBLIC CONTACT

The 2014/15 Commission Work Plans were presented at the Joint Meeting of the City Council and all Commissions on April 29, 2014.

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



Senior Commission

SENIOR COMMISSION
2014/15 Work Plan
 (4/7/14)

Goal	Projects	Assignments	Target Date	Status
	Intergenerational Community Center/Senior program	<ul style="list-style-type: none"> • Recommend previously gathered data on best Senior Center practices and models • Integrate recommendations into the new Community Center planning process • Attend Community Workshops 	Ongoing	
Senior Program	Sponsor eight \$200 scholarships annually	<ul style="list-style-type: none"> • Publicize scholarship • Oversee scholarship distribution 	February 2015	
	Age-Friendly Community Events documentation	<ul style="list-style-type: none"> • Maintain a record of all Age-Friendly Community Events • Compile Commission history 	February 2015	
	Programming/events advertisement	<ul style="list-style-type: none"> • Maintain/update community boards 	Ongoing	
	Prepare an update for the World Health Organization Age-Friendly Cities program	<ul style="list-style-type: none"> • WHO follow-up • Create a draft application on the progress of the City of Los Altos/Town of Los Altos Hills Age-Friendly Cities initiative 	Ongoing	
Keeping Active Mentally, Physically, Socially	Educational programs expansion	<ul style="list-style-type: none"> • Host educational programs 	Ongoing	
	Walking survey	<ul style="list-style-type: none"> • Downtown square and community center walking survey 	August 2014 and November 2014	
		<ul style="list-style-type: none"> • Share walking survey and Senior 	September 2014	

		Commission recommendations with City staff	Ongoing	
	Orient new Senior Commissioners with past accomplishments and history	<ul style="list-style-type: none"> • Create a Commissioner training binder 	Ongoing	
	Research and develop the implementation of a Senior Friendly Business program	<ul style="list-style-type: none"> • Research friendly business program models 	September 2014	
	Organizations/commissions/committees networking	<ul style="list-style-type: none"> • Attend relevant meetings and report back to the Commission <ul style="list-style-type: none"> ○ LA Prepares ○ Community Foundation ○ CAFÉ ○ Hospitals: PAMF, El Camino ○ Linkages ○ Los Altos Rotary (PEG) 	Ongoing	
Aging in Place	Grant opportunities/applications	<ul style="list-style-type: none"> • Review grant publications for Age-Friendly Grant opportunities 	May 2015	
	Senior Resource Manual updates	<ul style="list-style-type: none"> • Update resource books in all locations <ul style="list-style-type: none"> • Senior Center • Los Altos City Hall • Town of Los Altos Hills Recreation • Chamber of Commerce • Los Altos Libraries • Continue Chamber of Commerce resource information in brochure • Connect with Community organizations to plan an event • Connect with Eagle Scouts and Rotary to plan an intergenerational emergency preparedness backpack 	February 2015	
Emergency Preparedness	Chamber of Commerce annual brochure	<ul style="list-style-type: none"> • Continue Chamber of Commerce resource information in brochure 	June 2014	
	Identity/Property and Self-protection event	<ul style="list-style-type: none"> • Connect with Community organizations to plan an event 	March 2015	
	Intergenerational Emergency Preparedness Backpack project	<ul style="list-style-type: none"> • Connect with Eagle Scouts and Rotary to plan an intergenerational emergency preparedness backpack 	April 5, 2014	Completed

Transportation	Alternative transportation resource flyer	<ul style="list-style-type: none"> Publicize and maintain Research alternative transportation best practice and models 	May 2014	
	Continue to study and make alternative transportation recommendations		Ongoing	