



DATE: June 25, 2013

CATEGORY: Consent

DEPT.: City Manager's Office

TITLE: **Approval of Council Advisory Body Work Plans**

RECOMMENDATION

Review and approve Council advisory body work plans for Fiscal Year 2013-14.

BACKGROUND

City Council Policy A-23, "Work Item Referral Process for Council Advisory Bodies and Councilmember Committees," which was adopted by the City Council on November 20, 2012, requires all Council advisory bodies to annually prepare work plans for City Council review and approval (Attachment 1). There are currently 10 Council-appointed Council advisory bodies:

- Bicycle/Pedestrian Advisory Committee (B/PAC)
- Downtown Committee (DTC)
- Environmental Planning Commission (EPC)
- Human Relations Commission (HRC)
- Library Board (LB)
- Performing Arts Committee (PAC)
- Parks and Recreation Commission (PRC)
- Senior Advisory Committee (SAC)
- Visual Arts Committee (VAC)
- Youth Advisory Committee (YAC)

Councilmember committees, which are typically comprised of three City Councilmembers, are not required to have formal work plans approved by the City Council.

Prior to adoption of Policy A-23, the advisory body work item referral process varied from body to body. Some advisory bodies sought Council approval of their work plan, some approved their own work plan, and others did not have a work plan. Policy A-23

establishes a consistent process. The policy also specifies a variety of ways a work item can be assigned to an advisory body during the year subsequent to work plan approval.

ANALYSIS

All the advisory bodies, with the exception of the Youth Advisory Committee (YAC), have developed their detailed recommended Fiscal Year 2013-14 work plans (Attachment 2). Due to their school-year focused calendar, the YAC's work plan will be developed and submitted to the City Council in the fall. A brief summary of each advisory body's major focus for Fiscal Year 2013-14 follows. As this is the first year that all advisory body work plans are being compiled together under the new policy, there are variances in the level of detail between work plans. The goal in future years will be more consistency in identifying key milestones and dates.

Environmental Planning Commission (EPC): The primary tasks for the EPC in Fiscal Year 2013-14 are recommended to be review of Gatekeeper applications and the formation of the North Bayshore, El Camino Real, and San Antonio Precise Plans. Other tasks will include preparation of the next Housing Element; participation in City Council goals related to open space and tree canopies in new developments; and mobility improvements as they relate to land use and zoning.

Bicycle/Pedestrian Advisory Committee (B/PAC): The primary tasks for the B/PAC in Fiscal Year 2013-14 are recommended to be to develop recommendations regarding criteria and measurable goals for the Pedestrian Master Plan; input on the Bicycle Transportation Plan RFP; recommendations for the Fiscal Years 2014-15 through 2018-19 Capital Improvement Program; potential project recommendations to the Council Transportation Committee (CTC); participation in the Walk to School, Bike to School, and Bike to Work events; and developing a pedestrian/bicycle data collection and evaluation process and a survey to improve existing pedestrian/bicycle facilities. Other ongoing tasks include input on private developments/plans (such as San Antonio, El Camino Real and North Bayshore Precise Plans, Mayfield Project, and San Antonio Center Project—Phase II), VTA BPAC appointment recommendations to CTC and updates from the City's representative, promotion of walking and bicycling at community events, and participation in the City bicycle and pedestrian safety education efforts.

Human Relations Commission (HRC): The primary tasks for the HRC in Fiscal Year 2013-14 are recommended to be to refine recommendations and work with other advisory bodies on the veterans memorial project, complete a community interest analysis, and revisit the HRC's values with the possibility of updating them. Other ongoing tasks include CDBG/HOME and Pubic Service Grant hearings and making recommendations

to the Council, working closely with the Police Department and multilingual community outreach programs, and continue Civility Roundtable events.

Library Board of Trustees (LB): The primary tasks for the LB in Fiscal Year 2013-14 are recommended to be to continue their work ensuring the smooth operation of the City's Library, including accepting donations, revising policies, reviewing Library usage statistics to identify trends, and preparing the annual benchmarking report comparing Library services with nearby communities. The Board will also hold discussions of "hot topics" in public libraries, with the first session focusing on the electronic book market and the impact on public library collections.

Performing Arts Committee (PAC): The primary tasks for the PAC are recommended to be to review the Mountain View Center for the Performing Arts' Home Company program as recommended by Council at the April 30, 2013 City Council meeting, to develop a high school one-act festival program in conjunction with Peninsula Youth Theatre (PYT) and the Youth Advisory Committee (YAC), and to continue work on creating an independent nonprofit in support of the Mountain View Center for the Performing Arts.

Parks and Recreation Commission (PRC): The primary tasks of the PRC are recommended to be to work with staff to update the Urban Forestry Management Plan and make recommendations on tree preservation and planting guidelines to preserve and enhance the City's canopy and habitat preservation (two major Council goals). Other tasks will include the Parks and Open Space Plan, providing input to Council on the development of the Shoreline Sports Complex, McKelvey Field renovations, Rengstorff Park Master Plan, reviewing off-leash dog areas, and making recommendations for the update of Council policies related to Plaza use, youth sports banners, and special events.

Senior Advisory Committee (SAC): The primary tasks of the SAC are recommended to be a focus on communication with Mountain View seniors, planning of the third annual Aging in Place Conference, and completing and forwarding to Council an updated State of Mountain View Seniors Report. The SAC also recommends working on the development of draft guidelines for endorsement requests made to the SAC.

Visual Arts Committee (VAC): The primary tasks of the VAC are recommended to be choosing art for The View/Mountain View Teen Center, updating the City's digital public art map, and selecting new artists for next season's Center for the Performing Arts lobby exhibitions in spring 2014.

Downtown Committee (DTC): The primary tasks of the DTC are recommended to be a focus on the impact to downtown Mountain View of the 49ers stadium, continued

implementation of the Downtown Parking Work Plan, and implementation of an updated downtown marketing work plan.

FISCAL IMPACT

There is no fiscal impact directly associated with the approval of the advisory body work plans. Advisory bodies that have annual budgets were included in the Fiscal Year 2013-14 Proposed Budget. No additional resources are allocated to any of the work plan items, nor is additional staff time available beyond the traditional support to advisory bodies.

ALTERNATIVES

The Council may wish to make revisions to any particular work plan or may refer any particular work plan back to that advisory body for further development based on Council direction.

PUBLIC NOTICING

Agenda posting and a copy of report to Advisory Body chairpersons.

Prepared by:

Kevin S. Woodhouse
Deputy City Manager

Approved by:

Melissa Stevenson Dile
Assistant City Manager

Daniel H. Rich
City Manager

KSW/7/CAM
610-06-25-18CR-E

- Attachments:
1. City Council Policy A-23, "Work Item Referral Process for Council Advisory Bodies and Councilmember Committees"
 2. Council Advisory Body Recommended Fiscal Year 2013-14 Work Plans

CITY COUNCIL POLICY

SUBJECT: WORK ITEM REFERRAL PROCESS FOR COUNCIL
ADVISORY BODIES AND COUNCILMEMBER
COMMITTEES

NO.: A-23

PURPOSE:

To establish a policy governing the process for how Council advisory bodies and Councilmember committees are authorized to work on items.

POLICY:

All work items of Council advisory bodies and Councilmember committees are to be authorized by the City Council or, in some instances, by the Mayor and Vice Mayor, as described below.

1. Council Advisory Bodies Work Item Referral Process:
 - a. All Council advisory bodies are required to annually prepare work plans that are submitted to the City Council for review and approval. This will generally occur in the late spring/early summer in order to integrate with the Council's priorities. In some instances, as determined by the City Manager in consultation with advisory body staff, work plan approval less frequently than every year may be permitted if the advisory body's work items are multi-year items.
 - b. During the course of the year following work plan approval, if a topic is raised that is within the advisory body's purview but is not on the approved work plan, and receives majority support from the advisory body members that the advisory body wishes to review the topic, and it is determined by the City Manager in consultation with advisory body staff that preparation for such review would have a minimal staff resources impact, then, after consultation, the Mayor and Vice Mayor can jointly authorize the work item for the advisory body.
 - c. If the Mayor and Vice Mayor do not jointly authorize the work item, then the advisory body can request authorization from the full City Council.

CITY COUNCIL POLICY

SUBJECT: WORK ITEM REFERRAL PROCESS FOR COUNCIL
ADVISORY BODIES AND COUNCILMEMBER
COMMITTEES

NO.: A-23

- d. Any topic that is not on the approved work plan that would have a significant staff impact in preparing for the advisory body's review shall require authorization from the full City Council.
 - e. Advisory body members are to remain mindful of the City Council's priorities and the limited staff resources that are available for new work items throughout the year.
2. Councilmember Committees Work Item Referral Process:
- a. Councilmember committees are not required to have formal work plans approved by the City Council.
 - b. Generally, work items will be specific and direct referrals from the City Council.
 - c. However, committee chairpersons can agendize a new topic that is within that committee's purview if, in consultation with committee staff and the City Manager, it is determined that preparation for such review would have a minimal staff resources impact.
 - d. Additionally, any committee member can request at a committee meeting a new topic that is within that committee's purview for review at a future committee meeting. Subsequent to the request and if supported by a majority of the committee, the topic will be agendized for a future committee meeting if it is determined by the City Manager in consultation with committee staff that preparation for such review would have a minimal staff resources impact.
 - e. Any topic that would have a significant staff impact in preparing for the committee's review, as determined by the City Manager in consultation with committee staff, shall require authorization from the full City Council.

CITY COUNCIL POLICY

**SUBJECT: WORK ITEM REFERRAL PROCESS FOR COUNCIL
ADVISORY BODIES AND COUNCILMEMBER
COMMITTEES**

NO.: A-23

- f. Committee members are to remain mindful of the City Council's priorities and the limited staff resources that are available for new work items throughout the year.

Revised: _____, Resolution No. _____

Effective Date: November 20, 2012, Resolution No. 17733

KW/7/CNLPOL
A23-610CP-E

DRAFT BICYCLE/PEDESTRIAN ADVISORY COMMITTEE WORK PLAN
Fiscal Year 2013-14

Title and Description	Key Milestones	Date (per milestone)	Current Status/ Notes
Ongoing Work Items			
A. As appropriate, respond to City Council and/or CTC request for input on bicycle- or pedestrian-related matters, including bicycle/ pedestrian improvement impacts of public and private development projects.	Input on San Antonio, El Camino Real, and North Bayshore Precise Plans. Input on Mayfield project. Input on San Antonio Center Project – Phase II.	TBD TBD TBD	
B. Provide CTC with recommended City B/PAC appointments to the Santa Clara Valley Transportation Authority.	Recommendation to CTC regarding appointment to VTA BPAC.	1/2014	Marc Roddin's term ends 6/30/14.
C. Attend/ distribute materials promoting walking and bicycling at City and community events.	Farmer's Market Thursday Night Live CNC Meetings Spring Parade	Sundays 7-8/2013 10/17/13 4/2014	
D. Support City bicycle and pedestrian safety education efforts.	Participate in City's VERBS Program. Input on City's B/PAC web page.	Through 10/2014 Ongoing	VERBS Program runs through October 2014.

Title and Description	Key Milestones	Date (per milestone)	Current Status/ Notes
E. Coordinate with City departments and advisory bodies, other Santa Clara County jurisdictions, and transportation-related agencies (e.g., VTA, Caltrans) on pedestrian and bicycling matters.	Updates from City's representative regarding VTA BPAC Agenda.	Ongoing	Updates provided at each B/PAC meeting.
Fiscal Year 2013-14 Work Items			
1. Support the update and implementation of the Pedestrian Master Plan (PMP).	Recommendations to CTC and City Council regarding criteria and measurable goals.	3/2014	
2. Support the development of the Bicycle Transportation Plan.	Input on Request for Proposals.	3/2014	
3. Monitor and provide input regarding bicycle and pedestrian projects included in the City's Capital Improvement Program (CIP).	Recommendations regarding projects to include in FY 2014-15 through 2018-19 CIP.	TBD	Early 2014, based on CIP development process schedule.
4. Review and make recommendations regarding projects for Transportation Development Act (TDA) funding.	Preliminary discussion regarding potential projects. Recommendations to CTC regarding projects.	11/2013 1/2014	
5. Promote and support events encouraging bicycling and walking.	Walk to School Bike to School Bike to Work	9/2013 5/2014 5/2014	

Title and Description	Key Milestones	Date (per milestone)	Current Status/ Notes
6. Review the City's roadway system for bicycle and pedestrian suitability.	<p>Develop pedestrian/bike data collection and evaluation process.</p> <p>Develop survey to improve existing pedestrian/bike facilities.</p>	<p>TBD</p> <p>TBD</p>	

DOWNTOWN COMMITTEE WORK PLAN
Fiscal Year 2013-14

Title and Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>Ongoing Work Items</i>			
A. Recommend programs, projects, and policies to implement the vision for the downtown.	Updates from City staff regarding downtown development.	Ongoing	Updates provided at each Downtown Committee meeting
B. Support City economic development in the downtown.	Ongoing	Ongoing	
C. Promote a variety of business outreach services and activities to create a viable downtown.	Implementation of a downtown marketing work plan.	TBD	
D. Make recommendations on the development and maintenance of downtown public parking facilities.	Continued implementation of the Downtown Parking Work Plan.	Ongoing	
E. Provide the City Council with recommendations on the assessment districts – the Business Improvement Districts and Parking Maintenance Assessment District.	Business Improvement District Renewal Downtown Parking Maintenance and Assessment District Renewal	Fall 2013 Spring 2014	

DOWNTOWN COMMITTEE WORK PLAN
Fiscal Year 2013-14

Title and Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>Fiscal Year 2013-14 Work Items</i>			
1. Review and make recommendations regarding the impact of the new 49ers stadium to downtown Mountain View.	Preliminary discussion regarding potential parking and community impacts.	TBD	
2. Continue implementation of the Downtown Parking Work Plan.	Review of the Downtown Permit Parking Program. Review of the Downtown Car-sharing Pilot Program. Preliminary discussion on the use of parking technology in the downtown. Preliminary discussion on the feasibility of building Parking Structure No. 3	Summer 2013 Fall 2013 Spring 2014 Summer 2014	
3. Support the update and implementation of a downtown marketing work plan.	Preliminary discussion regarding promoting and marketing the downtown. Develop and implement a work plan.	Fall 2013 Winter 2013-Spring 2014	

PROPOSED WORK PLAN FOR EPC - FY 2013 / 14 through 2014 / 15 (July 2013 - June 2015)

		FY 2013 7/13 - 6/14	FY 2014 7/14 - 6/15
General Plan	<ol style="list-style-type: none"> 1. <i>Review and provide direction on drafts</i> 2. <i>Recommend final version and implementation plan to Council</i> 3. Review progress against plan (include Housing Element) 4. Propose and / or review and recommend amendments to Council 	}	→
Precise Plans	<ol style="list-style-type: none"> 1. <i>Review and recommend prioritized list of Precise Plans to update, combine, or eliminate</i> 2. <i>Monitor Precise Plans</i> 3. Review and recommend changes to Precise Plans to Council: North Bayshore, El Camino Real, San Antonio 	}	→
Zoning Ordinance	<ol style="list-style-type: none"> 1. Propose and / or review and recommend amendments to existing Zoning Ordinance to Council 2. <i>Review and provide direction on new Zoning Ordinance</i> 3. <i>Recommend new Zoning Ordinance to Council</i> 4. <i>Regularly review the new Zoning Ordinance and propose and / or review and recommend amendments to the new Zoning Ordinance to Council</i> 	}	→
Related Processes and Guidelines	<ol style="list-style-type: none"> 1. <i>Review inventory of land use processes and guidelines</i> 2. <i>Review prioritization of related land use processes and guidelines for review and updating</i> 3. <i>Review and decide on updates to prioritized land use processes and guidelines</i> 4. Review topics areas to inform review of Precise Plans and Gatekeeper projects 	}	→
Environmental Stewardship	<ol style="list-style-type: none"> 1. Review progress of the Environmental Sustainability Action Plan 2. <i>Request studies, plans, and programs to improve environmental quality of the community</i> 3. <i>Request, review, and recommend an environmental planning process for the community</i> 	}	→
Review and Recommend	<ol style="list-style-type: none"> 1. CEQA 2. General Plan Amendments 3. Precise Plans 4. Zoning Map Amendments 5. Zoning Text Amendments 6. Gatekeepers 7. City Council priorities and goals (open space/canopy & mobility) 8. 2014 - 2022 Housing Element 	}	→

Legend: Highlighted = Active Tasks
 Italicized = Inactive Tasks

HUMAN RELATIONS COMMISSION (HRC) WORK PLAN
Fiscal Year 2013-14

Title and Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>Ongoing Work Items</i>			
Key Projects			
1-1. Participate in and provide recommendations to the City Council regarding funding allocations for the CDBG and HOME funding. <ul style="list-style-type: none"> • To include visits to CDBG funding sites. • Commission to host presentations from CDBG-funded agencies. 	Scheduled through the year	<ul style="list-style-type: none"> • Hearings at the February and March meetings 2014. • Informational visits and presentations throughout the year. 	
1-2. Sponsor/organize one to two Civility Roundtable Discussions and/or other like community dialogues with the purpose of developing positive and productive community relations.	TBD		
1-3. Respond to City Council referrals and/or inquiries from other City advisory boards regarding topics and issues of mutual interest.	As assigned		

Title and Description	Key Milestones	Date (per milestone)	Current Status Notes
Community Outreach and Participation			
2-1. Attend events put on by the Santa Clara County HRC and other HRCs.		<ul style="list-style-type: none"> • Annual Awards – September 	
2-2. Attend, participate, and observe the Council Neighborhoods Committee meetings.		<ul style="list-style-type: none"> • 3 times per year 	
2-3. Commissioners will join a neighborhood association e-mail list to receive the latest updates on meetings and neighborhood happenings.		<ul style="list-style-type: none"> • Monthly 	
2-4. Participate in the annual Spring Parade.		<ul style="list-style-type: none"> • April 	
2-5. Commit to doing personal community outreach.		<ul style="list-style-type: none"> • Monthly 	
2-6. Work with the Community Development Department in providing workshop on renters' rights for renters and landlords and presented in English and in Spanish.	TBD		

Title and Description	Key Milestones	Date (per milestone)	Current Status Notes
Engagement			
3-1. Conduct one Commission meeting/ workshop with Police Department (PD) representatives in attendance to review/discuss PD's programs and services.		<ul style="list-style-type: none"> • May 2014 	
3-2. Act as a resource, as needed, for human relations-related needs for any City department and community efforts.		Ongoing	
3-3. Receive an update from the Multilingual Community Outreach Program staff regarding program activities and work on translation projects related to the HRC.		<ul style="list-style-type: none"> • June 2014 	
<i>Fiscal Year 2013-14 New Work Items</i>			
1. Discuss and potentially adopt new HRC values.	TBD		
2. Conduct a community analysis to identify local HRC-related issues.	TBD		
3. Attend cultural, ethnic community celebrations and visits from foreign dignitaries.	TBD		
4. Develop Veterans Memorial Project according to City Council direction: May 14, 2013.	TBD		

LIBRARY BOARD OF TRUSTEES WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
1. Accept donations.	Accept money and property donated to the City for library purposes.	Ongoing	
2. Review and revise policies as needed.	Adopt and revise policies for the administration and protection of the City Library.	Ongoing.	Review at least two policies per year.
3. Chair or designee to attend quarterly mayor's meetings.	Attend quarterly meetings with the mayor and other board and commission members.	Quarterly	Schedule of meetings determined by the City Clerk's office.
4. Review library usage statistics quarterly.	Regularly review library statistics to evaluate usage patterns and trends.	Quarterly	To be scheduled the month after the close of each quarter.
<i>FY 2013-14 Work Items</i>			
1. Benchmark report	Prepare annual benchmarking report to compare MVPL services with benchmark libraries. Includes gathering data from the State Library, directly from benchmark libraries, and from Library Director.	Draft in April and final in May	
2. Outreach	Participate in annual Spring Parade.	April 2014	
3. Annual meeting with Friends of the Library Board.	Hold annual joint meeting with the Friends of the Library Board to share how each group is supporting Library services for the City.	July or August 2014	

LIBRARY BOARD OF TRUSTEES WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
4.Complete annual work plan.	Prepare annual work plan to be approved by the City Council each June.	Draft in April and final in May	
5.Hold 1-2 discussions of “hot topics” in public libraries	Keep up-to-date with current trends in public libraries by holding 1-2 discussions of “hot topics.” The first topic will be the electronic book market and the impact on public library collections.	To be scheduled 1-2 times per year.	

PARKS AND RECREATION COMMISSION AND URBAN FORESTRY BOARD WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
A. Parks and Open Space Plan Update	Public Hearing Meeting	4/10/2013	Finalize prioritized recommendations and take back to the Commission for approval
B. Provide input on the McKelvey Park Redesign Project	Commission forwarded their recommendations to the City Council.	4/10/2013	
C. Provide input on the Rengstorff Park Master Plan			
D. Review and provide input on Shoreline Sports Complex			
E. Provide input on New Teen Center completion			
F. Review Heritage Tree Appeals			
G. Recognize Youth Sports Organizations			
H. Acknowledge Friends of R-House Annual Report		July	
I. Acknowledge Tennis Advisory Board Annual Report		September	
J. Acknowledge Shoreline Golf Links Annual Report		September	
K. Elect Two Commissioners to Arbor Day Committee		October	
L. Election of Officers (Chairperson and Vice Chairperson)		January	
M. Acknowledge Friends of Deer Hollow Farm Annual Report		January	

PARKS AND RECREATION COMMISSION AND URBAN FORESTRY BOARD WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
N. Review and Provide Input on Annual Council Goals		February	
O. Review and Provide Input on Parks In-Lieu Fees Recommendations		April	
P. Review Annual CSD Operating Budget		May	
Q. Review and Provide Input on Annual Workplan		May	
R. Acknowledge Friends of Stevens Creek Trail Annual Report		June	
<i>FY 2013-14 Work Items</i>			
1. Review Implementation of Athletic Field Policy with Youth Sports Organizations			
2. Review off-leash Dog Areas			
3. Make Recommendations on Tree Canopy			
4. Provide Input on the Urban Forestry Management Plan			
5. Provide Input on Crittenden Field/ Middle School Design			
6. Provide input on Permanente Creek Trail Extension Projects			
7. Provide Input on Park Land Dedication Ordinance			
8. Review Park Rules on Skateboarding on Trails			

PARKS AND RECREATION COMMISSION AND URBAN FORESTRY BOARD WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
9. Review Special Event Policy (K-14)			
10. Review Use of Civic Center Plaza Policy (H-4)			
11. Review Athletic Field Use Policy as it relates to Youth Sports Banner (H-7)			
12. Establish process to review Safe Routes to Parks			

PERFORMING ARTS COMMITTEE WORKPLAN

Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
1. Establish Non-Profit foundation in support of MVCPA.	<ul style="list-style-type: none"> Identify/ recruit appropriate steering committee members. 		PAC hosted an exploratory event in 2012.
2. Develop High School One-Act Festival (with area high schools and Peninsula Youth Theatre)	<ul style="list-style-type: none"> Determine dates for pilot events that work for the target schools. Set the festival guidelines. Work with YAC to publicize events. 	Summer 2013 TBD TBD	A proposed outline for the festival is agendaized for June 19 PAC meeting. There has been preliminary discussion with YAC, who are interested in helping to publicize the festival.
3. Develop one or two additional outreach events			
4. Develop partnerships with other committees/ commissions.	<ul style="list-style-type: none"> Work with PRC to increase Plaza usage. Work with YAC to develop the High School One-Act Festival (#2 above). 		New item, getting started. Agendaized June 19.
<i>FY 2013-14 Work Items</i>			
1. Review Home Company program goals and criteria (Council-directed item.)	<ul style="list-style-type: none"> Facilitated discussion of overall goals/ desired outcomes, direction to staff. Staff present analysis: What changes to HC criterion (or other aspects of program) best align with redefined goals/ outcomes. (if appropriate/ with Council approval) staff present steps for new Home Company selection process. Execute process. 	Summer/ Fall 2013 Fall/ Winter 2013-14 Winter/Spring 2014 TBD	Council directed that this review/ new process should not affect the existing Home Companies.

PERFORMING ARTS COMMITTEE WORKPLAN
Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
2. Participate in/ present National Arts and Humanities Month events.	<ul style="list-style-type: none"> • NAHM subcommittee monitor/ manage 2013 events as needed. 	October 2013	PAC has agreed to waive fees for NAHM events presented by ArtsAction21 in SecondStage, and dates have been reserved.
3. Present/ promote an additional fund raising event (such as BAE events.)	<ul style="list-style-type: none"> • Identify/ recruit appropriate producing organization. 		Former PAC member donated performances in two prior years, with proceeds benefiting PAC. No event is under development at this time.
4. Develop/ review policies and procedures for partnerships and sponsorships.	<ul style="list-style-type: none"> • Review/ amend/ approve draft guidelines for PAC fee and insurance waivers. 	Summer 2013	Sponsorship subcommittee presented draft guidelines in April.

PAC meets on the third Wednesday of each month at 6 pm in the Atrium Conference Room.

2013-14 meeting dates are:

August 21; September 18; October 16; November 20; January 15; February 19; March 19; April 16; May 21; June 18

SENIOR ADVISORY COMMITTEE WORK PLAN
FISCAL YEAR 2013-14

TITLE AND DESCRIPTION	KEY MILESTONES	DATE (per milestone)	CURRENT STATUS NOTES
<i>Ongoing Work Items</i>			
A. Provide enhanced awareness of senior issues within a diverse community, increase outreach, and ensure the greatest quality of service possible by the Senior Advisory Committee (SAC).			
B. Communications Subcommittee – Priority mission is to communicate with Mountain View seniors via the following methods: <ul style="list-style-type: none"> • Senior survey. • Use City website, City Facebook, “I Love Mountain View” page to communicate important information and updates to seniors. • Provide communication support to full SAC and subcommittees for all the following: <ul style="list-style-type: none"> – Specific communication subjects. – Education workshops. – Education materials. – Articles and information for media outlets (i.e., <i>Mountain View Voice</i>, KMVT). 			Planning in progress for a one-day conference titled <i>Celebrating the Connections, Resources, and Information</i> . Submit items of interest to seniors and their families on the Recreation Division and Senior Center Facebook page. Translate and distribute SAC poster into Chinese.

SENIOR ADVISORY COMMITTEE WORK PLAN
FISCAL YEAR 2013-14

TITLE AND DESCRIPTION	KEY MILESTONES	DATE (per milestone)	CURRENT STATUS NOTES
<ul style="list-style-type: none"> • Identify speakers and develop instruction modules for example in how to read/understand: websites which list physicians with geriatric specialties, articles about health problems, and directions on taking medications. • Communicate with Mountain View businesses and distribution of SAC poster. 			
<p>C. Senior Center Subcommittee – Priority mission is to maintain an active presence at the Senior Center and to provide education and support to enhance senior programs for the community.</p> <ul style="list-style-type: none"> • Provide an educational workshop series at the Senior Center. • Support the Senior Center through sharing or resources and new program ideas with the Senior Center and Community Services Agency (CSA). • Organize an annual Meet and Greet at the Nutrition Program with City Council and SAC members. 			<p>Conduct fourth annual Meet and Greet with City Council by March 2014. Last Meet and Greet conducted in March 2013.</p> <p>Provide forum for seniors to bring forth comments and requests for senior programming.</p>

SENIOR ADVISORY COMMITTEE WORK PLAN
FISCAL YEAR 2013-14

TITLE AND DESCRIPTION	KEY MILESTONES	DATE (per milestone)	CURRENT STATUS NOTES
<p>D. Aging in Place Subcommittee Work Plan – Priority mission is to target those most in need of support in the community: frail, at-risk, homebound seniors with limited access to resources.</p> <ul style="list-style-type: none"> • The Aging in Place Subcommittee is committed to providing an annual Aging in Place Conference. • Focus on senior-friendly cities. 			Conduct third annual Aging in Place Conference by February 2014. Last Aging in Place Conference conducted in February 2013.
<p>E. Continue dialogue to share challenges of seniors and people with disabilities aging in Mountain View with:</p> <ul style="list-style-type: none"> • Council Transportation Committee • City of Mountain View ADA Coordinator • Parks and Recreation Commission • Human Relations Commission • Downtown Committee • Performing Arts Committee • Planning Commission • Bicycle/Pedestrian Advisory Committee • Other agencies 			

SENIOR ADVISORY COMMITTEE WORK PLAN
FISCAL YEAR 2013-14

TITLE AND DESCRIPTION	KEY MILESTONES	DATE (per milestone)	CURRENT STATUS NOTES
<i>Fiscal Year 2013-14 Work Items</i>			
A. Forward updated State of Mountain View Seniors Report to City Council, summer 2013.			
B. Draft guidelines for endorsement requests made to the SAC.			

MP/9/CSD
207-05-08-13WP-E

VISUAL ARTS COMMITTEE WORKPLAN

Fiscal Year 2013-14

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
A. Call for Artists: Review, select and promote art for the 2014-15 exhibition season at the Center for Performing Arts.	Send RFP out to Artists Registry and post on-line and in local newspaper.	Spring of 2014	All artists' exhibitions chosen for 2013-14 Season at March 13, 2013 meeting.
B. Update City art map on-line	On-going updates as more public art is installed throughout the City.	TBD	
C. Bicycle/walking tour of art in City - Promote a fitness walk to see art	Create digital route using Google maps for distances & direction.	TBD	
D. Sponsor art programs from childcare, teen and senior center	Outreach to childcare, teen and senior centers for possible summer exhibitions in City Hall Rotunda.	TBD	
<i>FY 2013-14 Work Items</i>			
1. CIP – “The View” Mountain View Teen Center, selecting artwork for new teen center building remodel.	Recommendation to City Council re: artwork for CIP	Summer of 2013	