



**Staff Liaison**  
Bridget Cooney | (510) 559-7008  
bcooney@elcerrito.gov

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## AGENDA

### SPECIAL MEETING OF THE COMMITTEE ON AGING

**WEDNESDAY, FEBRUARY 18, 2026 at 3 p.m.**

Hana Gardens  
10870 San Pablo Ave  
El Cerrito, CA 94530

**This Meeting Place is Wheelchair Accessible**

#### **3 p.m. CONVENE REGULAR MEETING**

- 1. ROLL CALL** – Chair Dr. Pansy Kwong; Vice-Chair Mark Watson; Members Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, Lisa Martinengo, Elisa Montemayor, Pamela Wagner, Bruce Yow
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC** (5 min)  
*Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first. Remarks on agenda items will be heard at the time the item is discussed.*
- 3. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS** (5 min)  
Staff and/or Council Liaison Quinto may report on policies, priorities, and action taken by the City Council, and/or matters of general interest to the Committee on Aging.
- 4. APPROVAL OF THE MINUTES** (5 min)  
Consider a motion adopting the minutes of the COA meeting held on January 21, 2026.
- 5. COMMITTEE MEMBER APPOINTMENT** (5 min)  
Chair Dr. Kwong announces the appointment of Melissa Newton to the COA by City Council at the January 20, 2026, Council Meeting.
- 6. REVIEW OF RESOLUTION 3559 - COMMITTEE ON AGING (COA) ROLES AND RESPONSIBILITIES**  
Review and discuss Resolution 3559 to clarify the COA's purview, scope of authority,

and responsibilities in its capacity as an advisory body.

**7. FY 2025-2026 WORK PLAN ACCOMPLISHMENTS REVIEW & GOAL SETTING DISCUSSION (15 min)**

Receive updates and review FY 2025 accomplishments; discuss and consider adoption of FY 2026 goals. Ensure proposed goals align with the Committee's purview and responsibilities as outlined in Resolution 3559.

**8. COMMITTEE ON AGING LIAISON REPORTS (15 min)**

Liaisons for the Advisory Council on Aging, California Senior Legislature, West County Senior Coalition, Christ Lutheran and St. John's one-day per week Senior Centers will report on matters of interest to the Committee on Aging. Reports are limited to 3 minutes per group.

**9. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS (5 min)**

Hear committee member announcements and suggestions for future COA agenda items.

- Next COA meeting will be held Wednesday, March 18, 2026.
- Annual Reorganization of the Committee on Aging Advisory Body (April)

**10. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, Bridget Cooney, (510) 559-7008. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at City Hall, 10890 San Pablo Ave during normal business hours.



## **AGENDA MATERIALS**

**SPECIAL COMMITTEE ON AGING MEETING  
WEDNESDAY, FEBRUARY 18, 2026, at 3 p.m.**

### **AGENDA ITEM 4 – APPROVAL OF MINUTES**

Draft Meeting Minutes – January 21, 2026

### **AGENDA ITEM 6 – REVIEW OF RESOLUTION 3559 - COA ROLES AND RESPONSIBILITIES**

Resolution 3559

### **AGENDA ITEM 7 – FY 2025-2026 WORK PLAN ACCOMPLISHMENTS REVIEW & GOAL SETTING DISCUSSION**

Draft COA work plan July - December 2025 accomplishments and  
2026 goals.



THE CITY OF  
**EL CERRITO**  
RECREATION  
DEPARTMENT

**Staff Liaison**

Bridget Cooney | (510) 559-7008  
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**DRAFT MINUTES**

REGULAR MEETING OF THE  
**COMMITTEE ON AGING**

**Wednesday, January 21, 2026, at 3:00 p.m.**

City of El Cerrito Council Chambers  
10890 San Pablo Ave, El Cerrito

**This Meeting Place is Wheelchair Accessible**

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**3:00 p.m. CONVENE REGULAR MEETING** Chair Dr. Kwong called the meeting to order at 3:00 p.m.

- 1. ROLL CALL – Present:** Chair Dr. Pansy Kwong; Vice-Chair Mark Watson; Members Linda Cain (arrived at 3:08 p.m.), Carol Kehoe, Steve Lipson, Lisa Martinengo, Elisa Montemayor, Pamela Wagner, Bruce Yow  
**Absent:** Member Buddy Akacic  
**Also present:** Bridget Cooney, Staff Liaison, Mark Deleon, Recreation Coordinator, and Melissa Newton potential new COA member
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC** - None
- 3. COUNCIL / STAFF LIAISON ANNOUNCEMENTS AND REPORTS**  
Staff Liaison Cooney provided an update on items discussed at the January 20, 2026, City Council Meeting.

Staff Liaison Cooney shared information on upcoming presentations and events at the Community Center.

Staff Liaison Cooney provided an update on meeting location for Committee on Aging meetings in February and March.

- 4. APPROVAL OF THE MINUTES**  
Members discussed the content of the document to be approved.  
**Moved/Second:** Member Kehoe / Member Wagner  
**Action:** Adopted the minutes from November 19, 2025, with edits.  
**Ayes:** 9 – Chair Dr. Kwong, Vice Chair, Watson, Members Cain, Kehoe, Lipson, Martinengo, Montemayor, Wagner, Yow  
**Nos:** 0  
**Abstention:** 0  
**Motion Passed**
- 5. COMMITTEE MEMBER RESIGNATION**  
Chair Dr. Kwong announced Katherine “Kathy” Cesa’s resignation from the Committee on Aging and thank her for her years of service.
- 6. CAFÉ COSTA SENIOR LUNCH PROGRAM UPDATE**  
Recreation Supervisor, Bridget Cooney and Recreation Coordinator, Mark

Deleon, provided an update on Café Costa including funding cuts, mandated meal caps and upcoming changes to the program.

7. **DRAFT COA JULY – DECEMBER 2025 WORK PLAN ACCOMPLISHMENTS**  
COA Members reviewed and discussed Work Plan accomplishments from July to December 2025, as well as recommended edits to the document. Discussion will continue at a future meeting. No action was taken.

8. **COMMITTEE ON AGING LIAISON REPORTS**  
**Advisory Council on Aging (ACOA)** – Member Kehoe and Member Lipson reported attendance at the January 21, 2026, meeting. Member Kehoe reported on potential funding cuts to In Home Support Services (IHSS).

**California Senior Legislature** – Member Lipson provided a legislative update on Assembly Bills in the Senate.

**West County Senior Coalition** – No report.

**Christ Lutheran Senior Day Center** – Member Kehoe reported on upcoming presentations and events.

**St. John’s Senior Day Center** – No Report.

9. **ANNOUNCEMENTS FROM THE COMMITTEE**  
Member Martinengo announced the January 22, 2026, Senior Center Action Committee meeting.

10. **Future Agenda Items**
- Next regular COA meeting is Wednesday, February 18, 2026, at Hana Gardens.
  - COA 2025-26 Biennial Work Plan accomplishments and 2026-27 goal setting discussion and possible action (ongoing)
  - Informational presentation In Home Health Care (March)
  - Reorganization of the Committee on Aging Advisory Body (April)

11. **ADJOURNMENT**

## RESOLUTION NO. 3559

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CREATING THE EL CERRITO COMMITTEE ON AGING.

WHEREAS, almost one-third of El Cerrito residents are retired or in close proximity to retirement age, and

WHEREAS, the State of California, through its "Commission on the Aging," and the Federal Government, through the "Older Americans Act," are focusing attention and funds on the problems of the Aging; and

WHEREAS, City Officials are concerned about relating community programs to the special needs of older and/or handicapped adults;

NOW, THEREFORE, BE IT RESOLVED that the City Council of El Cerrito officially create a Committee on the Aging with necessary staff liaison assigned by the City Manager, and with membership open to El Cerrito residents interested or knowledgeable and skilled with problems of the aging and willing to give time and effort to serving the needs of El Cerrito's older and/or handicapped adults;

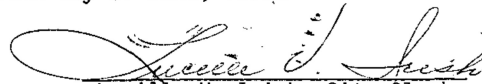
BE IT FURTHER RESOLVED that the Committee on Aging be charged with the following responsibility:

- a. Identify El Cerrito's older and/or handicapped adults.
- b. Establishing regular communication and consultation among the individuals of El Cerrito's older and/or handicapped adults.
- c. Documenting needs and wants and documenting available benefits from all agencies.
- d. Developing comprehensive plans for programs and for utilizing the resource of talents among El Cerrito's older and/or handicapped adults for inclusion in the General Plan.
- e. Reviewing and evaluating existing and proposed programs with this scope of responsibility, and making recommendations to City Council on appropriate city action and funding.
- f. Establishing liaison with other interested and concerned groups.
- g. Determining its own internal organization, electing its own chairman, establishing regular meeting dates, and places and other procedural actions as may be appropriate.


I HEREBY CERTIFY that the above and foregoing Resolution was duly passed and adopted by the City Council of the City of El Cerrito at a regular meeting thereof held on the 18th day of June, 1973, by the following vote:

AYES: COUNCILMEN: Bartke, Cook, DeI Simone, MacLaren, Berndt  
 NOES: COUNCILMEN: None  
 ABSENT: COUNCILMEN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said City this 18th day of June, 1973.

  
 Lucille V. Irish, City Clerk

APPROVED:

  
 Kenneth A. Berndt, Mayor



## Committee on Aging

### Staff Liaison

Bridget Cooney | (510) 559-7008

bcooney@ci.el-cerrito.ca.us

Recreation Department

# ACCOMPLISHMENTS FISCAL YEAR 2025-2026

## COMMITTEE ON AGING

Chair **Dr. Pansy Kwong**; Vice-Chair **Mark Watson**; Members **Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, Lisa Martinengo, Elisa Montemayor, Pamela Wagner, Bruce Yow**

**MISSION STATEMENT:** The El Cerrito Committee on Aging was formed by City Council Resolution 3559 in June 1973 to advise the Council about the needs of older and/or disabled adult residents. The Committee on Aging addresses immediate concerns and issues concerning senior residents and adults with disabilities and addresses and supports the improvement of their quality of life. When appropriate, recommendations for action are made to the City Council.

The primary duties and purposes for which the Committee on Aging was established are as follows:

- To identify and establish regular communication with El Cerrito's older and/or disabled adults.
- To document needs of older and/or disabled adults living in El Cerrito and identify resources and benefits available from all agencies.
- To develop plans for programs that utilize the resource of talents among El Cerrito's older and/or disabled adults through volunteer opportunities for inclusion in the General Plan and other plans and programs as may be developed.
- To review and evaluate existing and proposed programs within their responsibility and make recommendations to the Council on City action and funding.
- To serve as liaisons with other interested and concerned groups.

**HISTORICAL BACKGROUND:** The members of the Committee on Aging are appointed by the City Council upon recommendation by the Committee. Membership is open to all interested adult residents of El Cerrito. Anyone wishing to join the Committee is encouraged to attend meetings so that they may become familiar with the members and activities of the Committee before making their decision to join.

The Committee's regular meeting date is the third Wednesday of the month. The meeting starts at 3 p.m. The Committee meets at the El Cerrito City Hall, Council Chambers, 10890 San Pablo Ave. The public is invited to attend the meetings. The Chair person and Vice-Chairperson are elected annually. The Committee on Aging does not meet in June, July, August or December.

***Updated annually by July 1 and provided to City Council on Consent***

Goal/Objective	Activities Supporting Goal	Status
<p>Advocate for improved safety and comfort for seniors in public spaces in El Cerrito.</p> <p><b>Strategic Plan Goal: Community Safety, Livability and Belonging.</b></p>	<p>Conduct Park Assessments using the Age-Friendly Park Evaluation Checklist. Identify trip hazards, insufficient seating, poor signage, and other issues.</p> <p>COA members will visit City parks to evaluate features impacting senior safety and comfort including:</p> <ul style="list-style-type: none"> <li>• Trip hazards (e.g., uneven pavement, raised sidewalks)</li> <li>• Signage visibility</li> <li>• Handrail placement</li> <li>• Availability and condition of seating, drinking fountains and restrooms.</li> </ul> <p>Compile findings and submit recommendations to the Parks &amp; Recreation Commission and City Council.</p>	<p><b>Accomplished:</b></p> <p>July-August 2025 – COA members conduct park evaluations.</p> <p>September 2025 – COA members report findings to committee and consider a motion to submit a recommendation to City Council and the Parks and Rec Commission.</p> <p>January 20, 2026 – Recommendation on City Council Agenda for Consideration</p>
<p>Recognize residents turning 100-years or older through the Mayoral Certificate of Recognition Program.</p> <p><b>Strategic Plan Goal: Livability and Belonging</b></p>	<p>In partnership with the City Clerk’s office, Committee on Aging members submitted names of seniors living in El Cerrito who are turning 100-years old or older for recognition through the Mayoral Certificate of Recognition Program.</p> <p>Committee members shared names of additional Centenarians to staff liaison as they became away of seniors eligible for recognition.</p> <p>City Clerk maintains list of Centenarian’s and sends to the Committee for verification quarterly.</p> <p>Committee members confirm residents on the list are still living in El Cerrito and report back on their findings.</p> <p>City Council recognizes Centenarian’s quarterly.</p>	<p><b>Accomplished - FY 2025-2026</b></p> <p>Quarter 3 – Recognized 2 Centenarians Quarter 4 – Recognized 1 Centenarian</p> <p>This is an on-going program.</p>

<p>Promote awareness of programs, services, and volunteer opportunities that benefit seniors and disabled adults in El Cerrito.</p> <p><b>Strategic Plan Goal: Livability and Belonging</b>  <b>Community Safety</b>  <b>Environmental Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Recommend speakers/vendors for Senior Presentations and Senior Resource Fair.</li> <li>• Promote via flyers, postings, and direct invitation/outreach.</li> <li>• Volunteer at events at Christ Lutheran, St. John's, Sakura Kai Senior Centers, and the City of El Cerrito Adult Programs &amp; Senior Services.</li> <li>• Raise awareness of senior programs, services, and volunteer opportunities in El Cerrito.</li> </ul>	<p><b>Accomplished – FY 2025-2026</b></p> <p>October 2025 – Katherine Cesa, Pamela Wagner, Elisa Montemayor, Buddy Akacic, Linda Cain, and Carol Kehoe volunteered at the Senior Resource Fair engaging with seniors in the community.</p> <p>December 2025 – Supported the strategic goal of Livability and Belonging by promoting awareness of senior programs, services and volunteer opportunities through participation in the December 2025 Annual Holiday Senior Sing-Along at the El Cerrito Community Center. Member Cain performed as a ukulele player and coordinated musicians from Christ Lutheran and St. John's Senior Centers, fostering community connection and strengthening partnerships among local senior-serving organizations.</p> <p>February 2026 – Supported community engagement at the February 4, 2026 ECCRU Artist Valentine Card Making Workshop at the Community Center. Member Montemayor attended the event and volunteered as a photographer, documenting the activity to help promote community programs and highlight opportunities for participation and volunteer involvement.</p>
<p>Increase awareness of local programs and services for seniors and disabled adults.</p>	<p>Compile and update a list of local organizations in El Cerrito and Contra Costa and Alameda Counties that offer free or low-cost services to seniors and disabled adults living in El Cerrito.</p>	<p>.</p>

<p>Advocate and support educational opportunities for older adults in El Cerrito.</p>	<p>Format list for print and website distribution.</p>	
<p>In partnership with the Area Agency on Aging, the Advisory Council on Aging, the West County Senior Coalition, City and County leaders, and the County Public Health Department, work to increase awareness of programs and resources available to older adults in El Cerrito and Contra Costa County.</p> <p><b>Strategic Plan Goal: Livability and belonging.</b></p>	<p>Share list with seniors living in El Cerrito through on-going outreach and sharing of information of programs and resources for seniors using standard media channels. Partner with the City Recreation Department, St. John's, Christ Lutheran, and Sakura Kai Senior Programs as well as Senior Living Facilities (Eskaton Hazel Shirley Manor, El Cerrito Royale, and Hana Gardens).</p> <p>.</p>	
<p>Increase awareness of transportation options for seniors.</p> <p><b>Strategic Plan Goal: Livability and belonging.</b></p>	<p>Plan and host a Senior Transportation Informational Presentation.</p> <p>Secure participation from local transportation providers.</p> <p>Prepare print materials to promote the Transportation Presentation.</p> <p>Promote through flyers, email, social media, and partner organizations.</p> <p>Partner with the City to provide space to hold the Transportation Fair.</p> <p>Outreach includes distributing flyers, sending emails, announcing, inviting, and encouraging seniors in El Cerrito to attend the Transportation Presentation</p>	

Accomplishments adopted on XX/XX/XXXX by the following vote:

**Moved/Second:** Member X / Member X

**Ayes: #:** Chair X, Vice Chair X, Members: X

**Nos:**

**Absent:**



## BIENNIAL WORK PLAN FISCAL YEAR 2025-2026 – 2026-2027

### COMMITTEE ON AGING

Chair **Dr. Pansy Kwong**; Vice-Chair **Mark Watson**; Members **Buddy Akacic, Linda Cain, Katherine Cesa, Carol Kehoe, Steve Lipson, Lisa Martinengo, Pamela Wagner, Bruce Yow**

**Staff Liaison**  
Bridget Cooney | 510-559-7008  
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Recreation

#### [Pursuant to Resolution 2024-16](#)

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**FISCAL YEAR 2025 - 2026**

*Items listed in priority order.*

Goal or Objective	Proposed Activities	Funding and Other Resources Requested	Estimated Staff Time Needed	Timeline For Completion
<p>Advocate for improved safety and comfort for seniors in public spaces in El Cerrito.</p> <p><b>Strategic Plan Goal: Community Safety, Livability and Belonging.</b></p>	<p>Conduct Park Assessments using the Age-Friendly Park Evaluation Checklist. Identify trip hazards, insufficient seating, poor signage, and other issues.</p> <p>COA members will visit City parks to evaluate features impacting senior safety and comfort including:</p> <ul style="list-style-type: none"> <li>• Trip hazards (e.g., uneven pavement, raised sidewalks)</li> <li>• Signage visibility</li> <li>• Handrail placement</li> <li>• Availability and condition of seating, drinking fountains and restrooms.</li> </ul> <p>Compile findings and submit recommendations to the Parks &amp; Recreation Commission and City Council.</p>	<p>None</p>	<p>5-6 hours</p>	<p>Summer 2025 – COA members conduct park evaluations.</p> <p>September 2025 – COA members report findings to committee and consider a motion to submit a recommendation to City Council and the Parks and Rec Commission.</p> <p>January 20, 2026 – Recommendation on City Council Agenda for Consideration</p>
<p>Increase awareness of local programs and services for seniors and disabled adults.</p> <p>Advocate and support educational opportunities for older adults in El Cerrito.</p>	<p>Compile and update a list of local organizations in El Cerrito and Contra Costa and Alameda Counties that offer free or low-cost services to seniors and disabled adults living in El Cerrito.</p> <p>Format list for print and website distribution.</p>	<p>Print materials for distribution.</p>	<p>10-15 hours</p>	<p>June 2026</p>

<p>In partnership with the Area Agency on Aging, the Advisory Council on Aging, the West County Senior Coalition, City and County leaders, and the County Public Health Department, work to increase awareness of programs and resources available to older adults in El Cerrito and Contra Costa County.</p> <p><b>Strategic Plan Goal: Livability and belonging.</b></p>	<p>Share list with seniors living in El Cerrito through on-going outreach and sharing of information of programs and resources for seniors using standard media channels. Partner with the City Recreation Department, St. John's, Christ Lutheran, and Sakura Kai Senior Programs as well as Senior Living Facilities (Eskaton Hazel Shirley Manor, El Cerrito Royale, and Hana Gardens).</p>			
<p>Increase awareness of transportation options for seniors.</p> <p><b>Strategic Plan Goal: Livability and belonging.</b></p>	<p>Plan and host a Senior Transportation Informational Presentation.</p> <p>Secure participation from local transportation providers.</p> <p>Promote through flyers, email, social media, and partner organizations.</p> <p>Partner with the City to provide space to hold the Transportation Fair.</p> <p>Outreach includes distributing flyers, sending emails, announcing, inviting, and encouraging seniors in El Cerrito to attend the Transportation Presentation.</p>	<p>Print materials to promote the Transportation Presentation.</p>	<p>20-25 hours</p>	<p>June 2026</p>

**FISCAL YEAR 2026 - 2027**

*Items listed in priority order.*

Goal or Objective	Proposed Activities	Funding and Other Resources Requested	Estimated Staff Time Needed	Timeline For Completion
Continue supporting age-friendly initiatives through ongoing projects. No additional projects identified for Fiscal Year 2026/2027.	See ongoing projects listed below.			

**ONGOING PROJECTS**

Project	Activities	Funding and Other Resources Requested	Estimated Staff Time Needed
<p>Promote awareness of programs, services, and volunteer opportunities that benefit seniors and disabled adults in El Cerrito.</p> <p><b>Strategic Plan Goal: Livability and Belonging Community Safety Environmental Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Recommend speakers/vendors for Senior Presentations and Senior Resource Fair.</li> <li>• Promote via flyers, postings, and direct invitation/outreach.</li> <li>• Volunteer at events at Christ Lutheran, St. John’s, Sakura Kai Senior Centers, and the City of El Cerrito Adult Programs &amp; Senior Services.</li> <li>• Raise awareness of senior programs, services, and volunteer opportunities in El Cerrito.</li> </ul>	<ul style="list-style-type: none"> <li>• Printed marketing materials (flyers/posters, tape, paper, etc.)</li> <li>• Promotional giveaways with the city logo for volunteers and attendees</li> <li>• Refreshments for volunteers and attendees</li> </ul>	25-30hours
<p>Recognize and celebrate Centenarians in the Community. (Quarterly)</p> <p><b>Strategic Plan Goal: Livability and Belonging</b></p>	<ul style="list-style-type: none"> <li>• Identify residents turning one hundred or older through community networks (senior centers, local contacts, word of mouth, etc.)</li> <li>• Submit names, birth dates, and contact info to staff liaison to initiate Mayoral Certificate process.</li> <li>• Verify residency and age quarterly and share updates with staff liaison.</li> </ul>	<ul style="list-style-type: none"> <li>• None requested.</li> </ul>	<p>2-4 hours</p> <p>.</p> <p>Quarter 4: Confirmed and submitted to City Council one Centenarian for recognition.</p>

<p>Improve accessibility and inclusions in City facilities and programs for seniors and people with disabilities.</p> <p><b>Strategic Plan Goal: Community Safety, Livability and Belonging</b></p>	<ul style="list-style-type: none"> <li>• Engage seniors and disabled residents to identify accessibility barriers in public spaces and services (e.g., parks, sidewalks, signage, entrances).</li> <li>• Document feedback and suggestions based on real-world use and accessibility observations.</li> <li>• Share compiled input with staff liaison to support City planning and improvement efforts.</li> <li>• Submit formal recommendations to the City Council when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• None requested</li> </ul>	<p>2-4 hours</p>
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Workplan adopted on June 18, 2025, by the following vote:

**Moved/Second:** Vice Chair Watson / Member Wagner

**Ayes:** Members Akacic, Cain, Cesa, Kehoe, Dr. Kwong, Lipson, Martinengo, Wagner, Watson, Yow

**Noes:** None

**Absent:** None