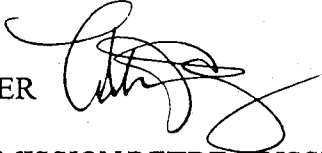




MEETING DATE: 6/21/04
ITEM NO. 7

COUNCIL AGENDA REPORT

DATE: JUNE 15, 2004
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: APPROVE THE 2004 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

RECOMMENDATION:

Approve the 2004 Council/Commission Retreat Issue Matrix.

DISCUSSION:

This year's Council/Commission Retreat was held April 24, 2004. During the retreat, each Town Commission was given time to discuss its purpose, work plan, and key issues with Council. As a follow-up to the retreat, staff prepared a matrix of the issues raised (Attachment 1). The matrix also includes issues from the separate retreat held May 12 with the Council, Planning Commission, and Historic Preservation Committee.

As shown in the attached matrix, many of the issues raised are being addressed. Staff recommends that Council accept the matrix to guide Council/Commission Retreat follow-up work.

ENVIRONMENTAL ASSESSMENT:

The recommended action is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

No additional fiscal impact will result from the recommended action.

PREPARED BY: REGINA FALKNER 
Community Services Director

Reviewed by: DS Assistant Town Manager AL Town Attorney _____ Clerk _____ Finance

Revised: 6/16/04 10:49 am

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MAYOR AND TOWN COUNCIL

SUBJECT: APPROVE THE 2004 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

June 15, 2004

ATTACHMENT:

1. 2004 Council/Commission Retreat: General Issues Summary Matrix

DISTRIBUTION:

Arts Commission members

Community Services Commission members

Historic Preservation Committee members

Library Board members

Parks Commission members

Planning Commission members

Transportation and Parking Commission members

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2004 Council / Commission Retreat: General Issues Summary Matrix
ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Liaison Relationships	<ul style="list-style-type: none">Expand liaison relationships to Los Gatos Film Festival and Shakespeare Los Gatos.	Arts Commission	October 2004

2004 Council / Commission Retreat: General Issues Summary Matrix
COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Engagement/Integration of Student Commissioners	<ul style="list-style-type: none"> Engage students in meaningful community service opportunities. Integrate student commissioners into working committees. 	Community Services Commission and Community Services Director	February 2005
Services to Low Income Households	<ul style="list-style-type: none"> Inventory local services to homeless individuals and families. Inventory services provided by local churches to homeless and other low income households. 	Community Services Commission and Community Services Director	February 2005

2004 Council / Commission Retreat: General Issues Summary Matrix **LIBRARY BOARD**

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Civic Center/Library Master Plan	<ul style="list-style-type: none"> Complete Master Plan. 	Town Manager	To be addressed through 2004/05 Workplan
Explore Partnership Opportunities with Santa Clara County Library System	<ul style="list-style-type: none"> Meet with County Library staff to discuss library systems and partnership opportunities. 	Town Manager and Library Director	Met in May, 2004 High level analysis to be completed by County regarding potential impacts and opportunities. Discussion to continue.
Funding for Library Materials	<ul style="list-style-type: none"> Attempt to restore funding for library materials. 	Town Manager	Funding partially restored through 04/05 budget process.
	<ul style="list-style-type: none"> Continue to pursue alternative methods to obtain library materials. 	Town Manager and Library Director	Ongoing

2004 Council / Commission Retreat: General Issues Summary Matrix
TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Traffic Calming	<ul style="list-style-type: none"> Prioritize various traffic calming projects. 	Parks and Public Works Director	Ongoing
Skate Park	<ul style="list-style-type: none"> Evaluate the skate park location option on Miles Avenue parking lot. 	Assistant Town Manager and Parks and Public Works Director	Community Meeting, June 2004 Public Hearing, June 2004
Parking Management Plan	<ul style="list-style-type: none"> Work on improving parking in and around downtown. 	Parks and Public Works Director and Police Chief	Ongoing
Safe Routes to Schools	<ul style="list-style-type: none"> Improve safety of crossing at Highway 9 and Massol. 	Parks and Public Works Director	Fall 2004
Install Lighting at Trails Around Miles Avenue Parking Lot	<ul style="list-style-type: none"> Explore cost and practical matters related to the light installation. 	Parks and Public Works Director	Winter 2005

2004 Council / Commission Retreat: General Issues Summary Matrix

PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Soccer Fields	<ul style="list-style-type: none"> Evaluate current field use by updating 1993 report. Continue to research possible sites. 	Assistant Town Manager and Parks and Public Works Director	Analysis underway August 2004
Skate Park	<ul style="list-style-type: none"> Evaluate the skate park location option on Miles Avenue parking lot. 	Assistant Town Manager and Parks and Public Works Director	Community Meeting, June 2004 Public Hearing, June 2004
Oak Meadow Park Airplane	<ul style="list-style-type: none"> Commission to review options developed by staff. Commission recommendation to Town Council. 	Parks and Public Works Director	September 2004
Guidelines for use: <ul style="list-style-type: none"> Bandstand Plaza Civic 	<ul style="list-style-type: none"> Proposed guidelines reviewed by Parks Commission. Prepare for presentation to Town Council. 	Parks and Public Works Director	Approved by Council, June 2004

2004 Council / Commission Retreat: General Issues Summary Matrix
PLANNING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Provide the Commission an opportunity for additional training.	Retreat has been scheduled with staff and the Commission with an outside facilitator.	Director of Community Development	June 30, 2004

2004 Council / Commission Retreat: General Issues Summary Matrix

HISTORIC PRESERVATION COMMITTEE

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Redefine "historic structure"	Consider amending the Town Code or developing a Town policy so that only structures which have specific historic significance will be forwarded to the Historic Preservation Committee for review. This will be done in conjunction with the update revision of the Pre-1941 Design Guidelines	Director of Community Development and the Historic Preservation Committee	June 2005
Regulation of new fences on lots which contain an historic structure	Council will reevaluate for consideration in conjunction with comprehensive fence regulations for the advanced planning work program	Director of Community Development	May 2006

2004 Council / Commission Retreat: General Issues Summary Matrix

General Issues

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Downtown Banners	<ul style="list-style-type: none"> Replace faded Downtown banners. 	Community Services Director and Parks and Public Works Director	October 2004
Relationship with Youth Commission	<ul style="list-style-type: none"> Network with Youth Commission regarding projects where there is common interest 	Town Manager and Department Heads	Ongoing

Commissioner Terms

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Proposal to Have All Commission Terms end December 31 Rather than Throughout the Year	<ul style="list-style-type: none"> Present proposal including workplan to Council for approval. 	Community Services Director and Town Clerk	June 2004