



MEETING DATE: 10/03/05  
ITEM NO. 4

## COUNCIL AGENDA REPORT

DATE: OCTOBER 03, 2005  
TO: MAYOR AND TOWN COUNCIL  
FROM: DEBRA J. FIGONE, TOWN MANAGER  
SUBJECT: APPROVE THE 2005 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

### RECOMMENDATION:

Approve the 2005 Council/Commission Retreat Issue Matrix.

### DISCUSSION:

This year's Council/Commission Retreat was held April 9, 2004 with the following six commissions: Arts Commission, Community Services Commission, Library Board, Parks Commission, Transportation and Parking Commission, and the Youth Commission. Planning Commission information is not included in this report as the Planning Commission meeting was held separately. 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).

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

### 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: PSD Assistant Town Manager JK Town Attorney \_\_\_\_\_ Clerk \_\_\_\_\_ Finance  
Revised: 9/28/05 3:07 pm

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MAYOR AND TOWN COUNCIL

SUBJECT: APPROVE THE 2005 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

*October 3, 2005*

ATTACHMENT:

1. 2005 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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## 2005 Council / Commission Retreat: General Issues Summary Matrix

### ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Music in the Park Marketing	<ul style="list-style-type: none"><li>The Arts Commission should continue to market MIP locally to meet its purpose as a community event. One or two of the less attended concerts may be advertised to West Valley residents.</li></ul>	Arts Commission and Community Services Director	Summer 2005

**ATTACHMENT 1**

**2005 Council / Commission Retreat: General Issues Summary Matrix**  
**COMMUNITY SERVICES COMMISSION**

<b>Highlights of Discussion Areas</b>	<b>Action/Issue</b>	<b>Assigned To</b>	<b>Due Date and Status</b>
Homeless	<ul style="list-style-type: none"> <li>Consider survey data when partnering with community groups to provide local services to homeless persons.</li> <li>Continue to participate in Countywide effort to address the issues around homelessness.</li> </ul>	Community Services Commission and Community Services Director	Ongoing
Senior Demographics	<ul style="list-style-type: none"> <li>Review projected demographics so that the Town can be equipped to meet senior's needs in the future.</li> </ul>	Community Services Commission, Community Services Director, and Senior Coordinator	Ongoing

## 2005 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	Complete Master Plan	Town Manager	Space program to be completed by December, 2005
Explore Partnership Opportunities with Santa Clara County Library System	Continue meeting with County Library staff to discuss cooperation in the area of technology.	Town Manager and Library Director	Ongoing
Monitor Progress of the Bond Act of 2006 for Libraries	The state legislature has placed a \$600 million statewide library bond issue on the June, 2006 ballot.	Town Manager and Library Director	Ongoing

**2005 Council / Commission Retreat: General Issues Summary Matrix**  
**TRANSPORTATION AND PARKING COMMISSION**

<b>Highlights of Discussion Areas</b>	<b>Action/Issue</b>	<b>Assigned To</b>	<b>Due Date and Status</b>
Safe Routes to Schools (SR2S)	Support staff application for project funding.	Transportation and Parking Commission	Ongoing
Downtown Parking Management Plan	Review existing plan and recommend any revisions to Town Council.	Transportation and Parking Commission and staff	Ongoing
Possible Formation of Bicycle Advisory Committee	Recommend formation of Bicycle Advisory Committee.	Transportation and Parking Commission and staff	Completed June 05

## 2005 Council / Commission Retreat: General Issues Summary Matrix

### PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Community Garden	<ul style="list-style-type: none"> <li>Announce Public Hearing; mail out flyers to neighboring community.</li> <li>Hold Public Hearing.</li> </ul>	Staff and Community Garden Subcommittee	Announcement mail out: June 01, 2005. Public Hearing: June 7, 2005 Parks Commission Meeting.
Bicycle Committee	<ul style="list-style-type: none"> <li>Select Parks Commission representative.</li> </ul>	Parks Commissioners	May 3, 2005: Representative - Commissioner Todd Von Kaenel Alternate - Commissioner Sandy Gordon
Vic Collard Annual Award	<ul style="list-style-type: none"> <li>Name the proposed Community Garden after Vic Collard.</li> </ul>	Community Garden Subcommittee/Sandy Gordon	On hold.
Soccer Fields	<ul style="list-style-type: none"> <li>Council consideration of allowing soccer practice at Oak Meadow Park under conditional use.</li> </ul>	Director John Curtis	June 6, 2005
Appointee to the General Plan Committee	<ul style="list-style-type: none"> <li>Council discussion of request to occur with staff input.</li> </ul>	Town Manager Debra Figone	To be scheduled for Council discussion.

## 2005 Council / Commission Retreat: General Issues Summary Matrix

Training	<ul style="list-style-type: none"><li>• Learn more about:<ul style="list-style-type: none"><li>1) the grant process and general park funding mechanisms of the Town.</li><li>2) meeting dynamics; Brown Act/Robert's Rules of Order protocol.</li><li>3) Leadership Los Gatos.</li><li>4) the day-to-day operations/jurisdiction of the Parks &amp; Public Works Department.</li></ul></li><li>• Commissioner orientation for all Commission/Board members.</li></ul>		Pending
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**2005 Council / Commission Retreat: General Issues Summary Matrix**  
**YOUTH COMMISSION**

<b>Highlights of Discussion Areas</b>	<b>Action/Issue</b>	<b>Assigned To</b>	<b>Due Date and Status</b>
OUTREACH	Outreach to residents not attending Los Gatos schools, but eligible for membership on youth commission. Make them feel welcome, as opposed to just formally inviting them. This applies to membership, participation at meetings, and attendance at events.	Youth commissioners and Town staff.	On-going, starting September 2005.
PARTICIPATION IN YOUTH EVENTS.	Suggestions were made that the youth commission consider sending one or two representatives to events such as the annual National League of Cities meeting, the "Fall League" and the youth leadership institute.	Participation by youth commissioners with the assistance of Town staff.	Various dates for events in 05/06.
FOCUS ON MISSION OF YOUTH COMMISSION			

## 2005 Council / Commission Retreat: General Issues Summary Matrix

### General Issues

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Commission Training	<ul style="list-style-type: none"><li>Continue to provide briefings regarding Town budget.</li></ul>	Town Manager	May 2006
	<ul style="list-style-type: none"><li>Continue to invite Commissioners to Leadership Los Gatos session, "Intro to Town Government."</li></ul>	Administrative Officer and Community Services Director	December 2006