



MEETING DATE: 6/18/2007

ITEM NO: 19

COUNCIL AGENDA REPORT

DATE: June 8, 2007

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER

SUBJECT: APPROVE THE 2007 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

RECOMMENDATION:

Approve the 2007 Council/Commission Retreat Issue Matrix.

DISCUSSION:

This year's Council/Commission Retreat was held April 14, 2007 with the following six commissions: Arts Commission, Community Services Commission, Library Board, Parks Commission, Transportation and Parking Commission, and the Youth Commission. 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). 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.

PREPARED BY: Regina A. Fallner, Community Services Director

Reviewed by: DS Assistant Town Manager OK Town Attorney
____ Clerk Administrator ____ Finance ____ Community Development

FISCAL IMPACT:

No additional fiscal impact will result from the recommended action.

ATTACHMENT:

1. 2007 Council/Commission Retreat: General Issues Summary Matrix

DISTRIBUTION:

Arts Commission members
Community Services Commission members
Library Board members
Parks Commission members
Planning Commission members
Transportation and Parking Commission members

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ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
MIP	Commission would like the Town to underwrite a portion of the program's expenses. The Commission will submit a report detailing the request so it can be considered.	Arts Commission, Community Services Director and Town Manager	December 2007
Plein Air Art Fest Halloween Parade	Expand draft proposal for presentation to the Arts Commission and subsequently to Council.	Arts Commission, Community Services Director and Town Manager	June 2007

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COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Care of Vulnerable Populations in disaster situations.	<p>It has been determined that there are systems in place to evacuate people in nursing/convalescent facilities during an emergency.</p> <p>Systems are also in place to assist and or evacuate persons who are homebound or mobility impaired during/after a disaster.</p>	Community Services Commission, Senior Coordinator, and Community Services Director	Completed
Care of homeless persons and children at day care centers in disaster situations.	Determine what strategies are in place for assisting and/or evacuating the homeless population and day care centers during/after a disaster.	Community Services Commission, Senior Coordinator, and Community Services Director	September 2007

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LIBRARY BOARD

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Civic Center/Library Master Plan	Complete Master Plan. Efforts will be made to visit libraries in the area.	Town Manager (Master Plan). Council members, Commissioners, and Library Staff, will be invited to join library visits.	Plan will be completed by 6/30/07.

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TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Downtown Parking Garage	The Commission has reviewed the Kaku reports and the recommendations of the report have been implemented to the extent practical. Construction of any new parking garage is dependent on policy decision by the Town Council.	Transportation and Parking Commission and Parks and Public Works Director	On hold for Council policy decision on Parking Garage construction in downtown.
Downtown Residential Permit Parking	Current residential permit parking signs will be reviewed and modifications recommended bringing consistency to the signs for residential permit parking.	Police Traffic Sergeant and Traffic Engineer	Review will be conducted on a case-by-case basis.
Bus Services in Los Gatos	The Commission will monitor VTA bus service in Los Gatos.	Transportation and Parking Commission and Parks and Public Works Director	Ongoing.

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PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Location for Community Garden	Commission should continue to look for opportunities for possible sites for Community Garden. Also as private development projects are processed by the Town, opportunities should be explored for possible site for Community garden on these locations	Parks Commission and Public Works Director	Pending on availability of land
Town Trails & Parks Map	Complete and distribute Town Trails & Parks map. The Commission should continue to work with staff on options for publication of the map.	Parks Commission, Public Works Director, and Town Manager	Production by January 2008

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YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Study retail opportunities for youth throughout Los Gatos	Develop expertise within Youth Commission to advise Council/Town/businesses on retail spending trends and youth needs	Police Chief and Youth Commission (in coordination with Town Manager and Economic Vitality Manager)	Ongoing
Participate in General Plan Development	Work with staff to become informed and participate in the General Plan development process, to incorporate youth issues into the plan.	Police Chief Community Development Department	May, 2008
"Project Cornerstone" and Developmental Assets	Work to identify which of Project Cornerstone's developmental assets are most important to the Los Gatos community. Identify ways to best publicize these identified assets.	Police Chief	May, 2008
Consider adopting all or part of League of California Cities "City Platform"	Work to identify what issues are important to be considered for adoption in a city platform, and what role the Commission could play in helping implement those objectives.	Police Chief	May, 2008
Curfew	Continue to educate youth on the curfew and to develop understanding of youth issues	Police Chief	Ongoing

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GENERAL ISSUES

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Commission Training	Continue to provide briefings regarding Town budget.	Town Manager	May 2007
	Invite Commissioners to Leadership Los Gatos sessions: "Intro to Town Government," and, " Financing Local Government ."	Administrative Programs Manager and Staff liaisons	Invitation to be extended annually.