



MEETING DATE: 6/16/2008

ITEM NO:

3

COUNCIL AGENDA REPORT

DATE: May 19, 2008

TO: MAYOR AND TOWN COUNCIL

FROM: GREG LARSON, TOWN MANAGER

A handwritten signature in black ink, appearing to be "G. Larson".

SUBJECT: APPROVE THE 2008 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

RECOMMENDATION:

Approve the 2008 Council/Commission Retreat Issue Matrix.

DISCUSSION:

This year's Council/Commission Retreat was held April 26, 2008 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. Hallmer, Community Services Director

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

PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: APPROVE THE 2008 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

June 16, 2008

FISCAL IMPACT:

No additional fiscal impact will result from the recommended action.

ATTACHMENT:

1. 2008 Council/Commission Retreat: General Issues Summary Matrix

DISTRIBUTION:

Arts Commission members

Community Services Commission members

Library Board members

Parks Commission members

Transportation and Parking Commission members

Youth Commission members

2008 Council / Commission Retreat
ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Funding of Music in the Park	The Commission asked that the Town assume the cost of the July 4 th concerts as well as various Town fees and costs.	Community Services Director and Town Manager	Completed. The proposed FY 2008/09 Operating Budget includes funding for the July 4 th concerts.

2008 Council / Commission Retreat

COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Care of vulnerable populations during and after a disaster	Investigate alternative systems to the CERT program for identifying and caring for homebound residents. Ultimately, it is the goal of the CERT program to cover the entire Town.	Community Services Commission, Senior Coordinator and Community Services Director	December 2008
Community Grant Program	Evaluate Grant Program and review best practices. Consider two-year funding cycle.	Community Services Commission and Community Services Director	December 2008
Community Services on Town website	Assess the Town's website for ease of navigation.	Community Services Commission, Community Service Director, and Assistant to Town Manager	October 2008

2008 Council / Commission Retreat

COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Sustainability Committee	Develop agendas aimed at informing committee members of current and planned activities and obtaining feedback on these efforts.	Community Services Commission and Community Services Director	December 2008

2008 Council / Commission Retreat

LIBRARY BOARD

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Name a Los Gatos Poet Laureate.	Suggestion made for Library Board to designate a "Poet Laureate" for Los Gatos. This may be a part of the opening celebrations for the new library in 2011.	Chair of Library Board and Library Director	To coincide with opening of new library.
Fundraising for the new library and donor recognition.	Formulate fundraising and donor recognition plans within Town policy.	Friends of the Library Board President	Not yet determined. The friends of the Library are working with a professional fundraiser who will advise them on recognition of contributors at the appropriate time. The format and process for donor recognition will be established within the timeline of the donor campaign.

2008 Council / Commission Retreat

TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Parking Regulation Enforcement	Parking enforcement is insufficient.	Police Department	Review of parking regulation enforcement to be done after program is at full capacity.
Downtown Parking Garage	Determine the cost of an above ground parking structure vs. a below ground structure.	Transportation and Parking Commission and Parks and Public Works Director	Review of downtown parking will be done during FY 2008/09
Light Rail Extension to Los Gatos	Advocate for extension of light rail to Los Gatos.	Town Manager/Elected officials	Parks and Public Works Director will provide updates to the Commission.

2008 Council / Commission Retreat

PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Night time opening of Belgatos Park for viewing of meteor showers	Determine the feasibility of opening Town Parks during night-time hours. Explore issues including neighborhood traffic, noise, parking and staff costs.	Parks Commission, Parks and Public Works Director, and Logistics Team	November 2008
Commission involvement in the General Plan Update	The Commission requested to be informed of opportunities for participation.	Community Development Director, Parks Commission, Parks and Public Works Director, Town Manager	Staff will keep the Commission updated on the progress of the work on the General Plan and inform the Commission of upcoming meetings related to parks and recreation. The Commission has been provided a copy of the video of the March Council Study session regarding the General Plan update.

2008 Council / Commission Retreat

YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Communication methods between Council and Youth Commission	<p>Continue to utilize staff and Town Manager as conduit between Youth Commission and Council</p> <p>Continue to utilize minutes to convey actions/activity of commission</p> <p>Expand minutes to include additional detail on those issues likely to be more direct interest to Council</p> <p>Determine appropriateness of commission's utilizing resolutions to state/express a position on an issue</p>	Youth Commission and Police Chief	<p>Ongoing</p> <p>June 1, 2008</p>
Retail opportunities for youth	<p>Work with Chamber of commerce/retailers to explore ways to increase the number of businesses serving youth needs</p> <p>Participate in the 2010 General Plan update</p>	Youth Commission and Police Chief	Ongoing
Youth recreational needs	Participate in 2010 General Plan update	Youth Commission	June 2009

2008 Council / Commission Retreat

YOUTH COMMISSION

Youth Interest Awareness Committee	Focused method by Youth Commission to solicit input on youth issues	Police Chief	June 2009
	Council desires surveys to be valid, address grades 6-12 and high schools beyond Los Gatos High.		June 2009

2008 Council / Commission Retreat

GENERAL ISSUES

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Communications	Review Council/Commission communication chart with Commissioners annually.	Staff Liaisons	Annually.
Commission minutes	Meeting minutes are to include comprehensive summaries of items that are controversial and/or are likely to be brought to Council for action.	Staff Liaisons	Ongoing.
Solicitation Policy	Provide training to Commissioners regarding Town solicitation policy.	Assistant to Town Manager	December 2008