MEETING DATE: 6/05/06
ITEM NO. 4

COUNCIL AGENDA REPORT

DATE: May 30, 2006

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER

SUBJECT: APPROVE THE 2006 COUNCIL/COMMISSION RETREAT ISSUE MATRIX

RECOMMENDATION:

Approve the 2006 Council/Commission Retreat Issue Matrix.

DISCUSSION:

This year's Council/Commission Retreat was held April 22, 2006 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). Staff recommends that Council accept the matrix to confirm Council/Commission Retreat follow-up activities.

An issue common to many of the Commissions preparing for the Retreat was communication with Council. During the summer, staff will review the Commissioner Handbook to ensure that it cross references where appropriate, the Council Code of Conduct. The handbook will be updated accordingly to ensure that the Council's expectations regarding Council/Commission relations are communicated consistently between both documents. The handbook was last updated January 10, 2005.

ENVIRONMENTAL ASSESSMENT:

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

PREPARED BY: REGINA A. FALKNER
Community Services Director

Reviewed by: PSS Assistant Town Manager ___ Town Attorney ___ Clerk ___ Finance

Revised: 6/1/06 1:33 pm

Reformatted: 5/30/01

FISCAL IMPACT:

No additional fiscal impact will result from the recommended action.

ATTACHMENT:

1. 2006 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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2006 Council / Commission Retreat

ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Music in the Park (MIP)	Continue to work with KCAT to determine if filming MIP concerts can be done with no or minimal financial impact on the MIP budget (consider filming costs and performance fees.)	Arts Commission, Community Services Director	December 2006
MIP	Recruit volunteers to assist with setting up and taking down tents used at the concert.	Arts Commission, Community Services Director and Volunteer Services Coordinator	June 2006 Request for volunteers publicized through Town's Community Unity web page.

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COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Vulnerable Populations	Determine what systems are in place to evacuate people in nursing/convalescent facilities during an emergency. Determine what systems are in place to assist and or evacuate persons who are homebound or mobility impaired during/after a disaster. Identify other vulnerable populations.	Community Services Commission, Senior Coordinator, and Community Services Director	March 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	Town Manager	Plan will be completed by 12/31/06.
Monitor Progress of the Bond Act of 2006, and the eligibility of Los Gatos Public Library to apply for that funding.	The State legislature has placed a $600 million statewide library bond measure on the June, 2006 ballot. If it is determined that Los Gatos will apply for those funds, a consultant will be required to complete the drawings and application. Additional funding will be needed. An evaluation of the level of additional study will be made to determine if the scope of work can meet multiple purposes and is cost effective. Town key purposes at this time are: 1) to meet bond funding, application requirements; and, 2) to move closer to construction drawings if the Town does not receive this grant and is still interested in funding a new library through other means.	Town Manager and Library Director	Ongoing
Investigate the possibility of adding positions to the 5-member Library Board.	An analysis of Education Code 18910-18927 is necessary to determine if a general law city can appoint more than 5 members to its Library Board. Preliminary research indicates that this is unlikely.	Town Manager, Town Attorney, Library Director	Staff recommends dropping this follow up action at this time.

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TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Review of Kaku Traffic and Parking Report	The Commission will review the report to make sure that the recommendations are completed before discussing a new parking garage.	Transportation and Parking Commission and Parks and Public Works Director (in coordination with Town Manager and Police Chief)	December 2006
Downtown Permit Parking	The Commission will review current signs and parking limitations and work with the Parks and Public Works Department and the Police Department to make changes and bring consistency to the signs for permit parking.	Transportation and Parking Commission and Police Captain (in coordination with Assistant Town Manager)	Spring 2007
Sidewalks and Crosswalks	The Commission will review and discuss ways to construct and maintain sidewalks and crosswalks in Town. This will include ownership responsibility and funding mechanisms.	Transportation and Parking Commission and Town Engineer (in coordination with Town Manager)	November 2006

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PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Outreach to Elementary Schools	Educate students about the parks' system.	Parks Commission and Public Works Superintendent	May 1, 2007
Locate Site for a Town Community Garden	Continue efforts to find a location for a Town community garden.	Parks Commission and Public Works Director	April 1, 1007
Town Trails & Parks Map	Complete and distribute Town Trails & Parks map.	Parks Commission and Public Works Director	December 31, 2006
Trail Clean Up	Organize a trail clean up.	Parks Commission and Parks Superintendent	July 1, 2006

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YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Term Limits	Create resolution for May 5, 2006 Council Meeting to remove term limit for commissioners. Give commissioners opportunity to resign if they are not attending/participating	Police Chief	May 5, 2006 Completed
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. Study conducted in May, 2006 and presented at Youth Forum
Increased interaction between Youth Commission and Council	Consider holding two Commission/Council retreats each year (September and April)	Police Chief	August 2006
Interaction with other commissions/staff	Assume more of an advisory role vs. planning events due to difficulty of fitting sub committee work into full school schedule. Create liaison with other commissions	Police Chief and Administrative Captain	For implementation with new Commission in Fall 2006

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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	April 2006
	Invite Commissioners to Leadership Los Gatos sessions: "Intro to Town Government," and, " Financing Local Government ."	Administrative Programs Manager and Staff liaisons	Completed December, 2006. Invitation to be extended annually.