



**TOWN OF LOS GATOS
SPECIAL MEETING OF THE TOWN COUNCIL:
STRATEGIC PRIORITIES AGENDA
JANUARY 14, 2020
110 EAST MAIN STREET
LOS GATOS, CA**

*Marcia Jensen, Mayor
Barbara Spector, Vice Mayor
Rob Rennie, Council Member
Marico Sayoc, Council Member
Vacant, Council Member*

PARTICIPATION IN THE PUBLIC PROCESS

How to participate: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please complete a “speaker’s card” located on the back of the chamber benches and return it to the Town Council. If you wish to speak to an item NOT on the agenda, you may do so during the “Verbal Communications” period. The time allocated to speakers may change to better facilitate the Town Council meeting.

Effective Proceedings: The purpose of the Town Council meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town’s meeting guidelines while attending Town Council meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Town Council without first being recognized; interrupting speakers, Town Council or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email, to the Clerk’s Office no later than 3:00 p.m. on the day of the Council meeting.
- Persons wishing to submit written comments to be included in the materials provided to Town Council must provide the comments as follows:
 - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Council meeting
 - For inclusion in any Addendum: by 11:00 a.m. the Monday before the Council meeting
 - For inclusion in any Desk Item: by 11:00 a.m. on the day of the Council Meeting

***Town Council Meetings Broadcast Live on KCAT, Channel 15 (on Comcast) on the 1st and 3rd Tuesdays at 7:00 p.m.
Rebroadcast of Town Council Meetings on the 2nd and 4th Mondays at 7:00 p.m.
Live & Archived Council Meetings can be viewed by going to:
www.losgatosca.gov/Councilvideos***

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]

TOWN OF LOS GATOS
SPECIAL MEETING OF THE TOWN COUNCIL: STRATEGIC PRIORITIES AGENDA
JANUARY 14, 2020
7:00 PM

MEETING CALLED TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Town Council on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Mayor, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

1. [Reaffirm Ongoing Strategic Priorities, Identify New Strategic Priorities for 2020 – 2022, and Determine the Priority Order of Potential Modifications to the Town Code.](#)

ADJOURNMENT *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time)*

Writings related to an item on the Town Council meeting agenda distributed to members of the Council within 72 hours of the meeting are available for public inspection at the front desk of the Los Gatos Town Library, located at 100 Villa Avenue, and are also available for review on the official Town of Los Gatos website. Copies of desk items distributed to members of the Council at the meeting are available for review in the Town Council Chambers.

Note: The Town of Los Gatos has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a decision of the Town Council must be brought within 90 days after the decision is announced unless a shorter time is required by State or Federal law.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/14/2020

ITEM NO: 1

DATE: January 6, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Reaffirm Ongoing Strategic Priorities, Identify New Strategic Priorities for 2020 – 2022, and Determine the Priority Order of Potential Modifications to the Town Code.

RECOMMENDATION:

Reaffirm ongoing Strategic Priorities, identify new Strategic Priorities for 2020 – 2022, and determine the priority order of potential modifications to the Town Code.

BACKGROUND:

Every year, the Town Council considers its Strategic Priorities for the next two years. In past years, Strategic Priorities consisted of specific policy efforts that could be completed within a relatively short time frame of a few months. More recently, Strategic Priorities have evolved to address more complex issues facing the Town that may involve multifaceted approaches, such as addressing transportation and traffic.

The Council's identification of Strategic Priorities is a critical step in the budget process for the fiscal year and ensures that Town resources are directed to these Priorities. A diagram of the budget process can be found in Attachment 1. The Strategic Priorities session provides the Council and the community an opportunity to discuss areas of emphasis for the upcoming budget development. The goal of the session is to affirm existing priorities and identify if new priorities should be considered. This report discusses the Town's core goals, status of existing Strategic Priorities, an estimate of available capacity for new Strategic Priorities, proposed new Priorities, and a list of ordinances.

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

DISCUSSION:

Core Goals and Existing Strategic Priorities

The Town provides a high level of quality municipal services to the Los Gatos community based on the Town's adopted Operating and Capital Budgets. The Budgets are an expression of the Town's core goals of community character, good governance, fiscal stability, civic enrichment, public safety, and quality public infrastructure.

These goals are also reflected in the existing Strategic Priorities. As shown in Attachment 2, Ongoing Priorities include Traffic/Transportation, Quality of Life, Safety, and Prudent Financial Management. There are important efforts underway in each category, including implementation of the comprehensive parking study as part of Traffic/Transportation Priority and Fire Protection as part of the Safety Priority.

In addition, the Town is in progress with several significant efforts, including the General Plan Update and Vehicle Miles Travelled (VMT) Policy. In terms of the General Plan Update, the General Plan Update Advisory Committee (GPAC) is considering potential land use alternatives. After a January community meeting, the GPAC is scheduled to discuss and recommend a preferred land use alternative to guide Los Gatos to the year 2040. The Planning Commission will consider the GPAC recommendation in its own recommendation on the preferred alternative. It is anticipated that the Town Council will consider the land use recommendation(s) in March or April of this year. Once determined, the land use alternative will be the basis for the new General Plan, its goals, policies, and action items. Attachment 3 contains the General Plan Update schedule.

The Town is also in the process of developing its VMT Policy. Over the course of several Council meetings in the first half of 2020, the Council will discuss and determine VMT analysis methodology, impact thresholds, impact screening, mitigation options, and related topics.

Staff Capacity and Potential New Strategic Priorities

The Town of Los Gatos provides the key local government services of Public Works, Parks, Library, Police, and Community Development with the necessary support services of Information Technology, Finance, Clerk, and Human Resources. The Town Manager's Office leads and guides these administrative duties and closely collaborates with the Town Attorney's Office to support the work of the Town Council. From the Council's priority setting, the work of the Town Departments and Commissions is aligned to meet these Priorities.

As a service organization, each Town Department devotes the majority of its staff time and other budget resources to providing core services to its residents and businesses. Any remaining Department resources are typically allocated to special projects, such as Strategic

DISCUSSION (continued):

Priorities. Given that many Strategic Priorities are multi-year Ongoing Priorities, there is not much additional capacity within the Town organization to take on large, new items. For example, the General Plan Update is a multi-year process and affects Departments beyond just Community Development. All Departments and Town Commissions are participating in the update by evaluating General Plan goals, policies, and action items. Parks and Public Works (PPW) staff have an important technical role given the close relationship of land use and transportation planning. PPW also has existing large projects including the school bus pilot program, additional vegetation management practices, and work associated with the Vehicle Miles Travelled (VMT) Policy.

Given the limited staff capacity and the Town's long-term investment in the Ongoing Priorities currently in progress, staff is proposing three new items: (1) Participate in the Regional Housing Needs Allocation process; (2) Update Town Ordinances to align with California's new housing laws; and (3) Monitor regional transportation efforts. These three items demonstrate the Town's engagement in regional efforts and provide the opportunity for effective participation.

List of Potential Ordinances

A burgeoning aspect of municipal governance is the proliferation of state mandated laws which require local ordinance development. In addition, the Town's proactive efforts to evolve the existing business and land use regulatory environment has yielded considerable ordinance modification and development. It is anticipated that the coming year will continue the trend of state mandated and/or locally driven ordinances.

In coordination with all Town Departments, the Town Attorney has provided a list of potential ordinances to amend the Town Code in Attachment 4. This list is in priority order based on work already in progress, State laws, service delivery, and emerging conditions. The Council may wish to adjust the priorities for this work.

Priority Setting Process

After review of the materials and consideration of public testimony, the Council may take the following steps to set priorities:

1. Provide input regarding the current Strategic Priorities;
2. Provide input regarding any new Priorities; and
3. Determine the priority order of potential ordinances (Attachment 4).

CONCLUSION AND NEXT STEPS:

The completion of the Strategic Priorities aligns the work of the Town Departments, Boards, Commissions, and Committees. On January 21, the Town Council is scheduled to discuss the Five-Year Financial Forecast and the sensitivity of the Forecast to changes in key revenue and expenditure assumptions. The item also provides an opportunity for the Town Council to discuss budget assumptions and provide direction on the development of the Operating and Capital Budgets. The Council's reaffirmation of existing Priorities and identification of new Priorities guides the preparation of the 2020/21 Operating and Capital Budgets for Council consideration in May.

COORDINATION:

This report was prepared in coordination with all Town Departments and Offices (Library, Police, Parks and Public Works, Community Development, Finance, Clerk, Human Resources, Town Attorney, and Town Manager). Within the Town Manager's Office, Information Technology and Economic Vitality were also engaged.

FISCAL IMPACT:

The work of this session informs the preparation of the upcoming Fiscal Year 2020/21 Operating and Capital Budget. The session itself has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA and no environmental review is required.

Attachments:

1. Budget Process Diagram
2. Core Goals and Draft 2020-2022 Strategic Priorities
3. General Plan Update Schedule
4. Draft 2020 Ordinance and Policy Priorities
5. Public Comment

TOWN OF LOS GATOS

ANNUAL BUDGET/CAFR CYCLE

	Prior FY (2018/2019)	Current FY (2019/2020)	Next FY (2020/2021)
December	<p>June 30, 2019 CAFR finalized and presented for Council approval.</p> <p>CAFR surpluses assigned per the Council Reserve Policy as of June 30, 2019</p>		
January		<p>Council deliberates Strategic Priorities and Budget direction for FY 2020/2021.</p> <p>Review of Five-year Forecast and assumptions.</p> <p>Council determines if previously assigned surpluses should be reallocated for FY 2020/2021</p>	
February		<p>Council considers Mid-Year Budget adjustments through 12/31/2019 for FY 2019/2020 Budget.</p>	
May		<p>Public hearing on FY 2020/2021 Operating & Capital Budgets</p>	
June		<p>Council adoption of the FY 2020/2021 Operating & Capital Budgets</p>	<p>End of June 30, 2020 CAFR period</p>
July			<p>Start of new FY 2020/2021 Operating Budget year</p>
December			<p>June 30, 2020 CAFR finalized and presented for Council approval.</p> <p>CAFR surpluses assigned per the Council Reserve Policy as of June 30, 2020</p>

STRATEGIC PRIORITIES FY 2020-2022



CORE GOALS: COMMUNITY CHARACTER • GOOD GOVERNANCE • FISCAL STABILITY • QUALITY PUBLIC INFRASTRUCTURE • CIVIC ENRICHMENT • PUBLIC SAFETY

ONGOING PRIORITIES

TRAFFIC/TRANSPORTATION

Comprehensive Parking Study

- Short, Medium, and Long Term Actions

Transportation Demand Management

- Summer/Rush Hour/School Traffic
- Develop Measure B Transportation Projects
- Install Bicycle and Pedestrian Improvements
- Community Shuttle

QUALITY OF LIFE

Community Vitality

- Events and Other Efforts

Economic Vitality

- Policies and Ordinances

SAFETY

Emergency Preparedness

- CERT Recruitment and Training
- Community communication

Fire Protection

- Vegetation management on Town properties
- Enhanced community education

PRUDENT FINANCIAL MANAGEMENT

Address Pension and OPEB Obligations

- Additional Discretionary Payments (ADPs)
- Reduced Amortization Strategies
- Pension Contribution Management Strategies

Sell or Lease Certain Town Properties

ANTICIPATED NEW

Regional Housing Needs Allocation Process

Updating Town Ordinances in Alignment with New State Housing Legislation

Regional Transportation

IN PROGRESS

General Plan 2040

- Objective Standards
- Environmental Sustainability

Vehicle Miles Travelled Policy

Streamline regulations to enhance Town businesses

School Bus Pilot

EOC Upgrades

RECENTLY COMPLETED

Almond Grove Streets

Measure G (Sales Tax) Implementation

\$8.9 M CalPERS Pension Payment

Short Term Rentals

Complete Streets Policy

One-Way Downtown Street Pilot

Annexation of Small County Pockets

ATTACHMENT 2

2019

December

- **December 12, 2019:** GPAC Meeting #9 Review of the Land Use Alternatives Report working toward a recommendation of a Preferred Land Use Alternative to Planning Commission and Town Council.
- **December 19, 2019:** GPAC Meeting #10 Continuation of the review of the Land Use Alternatives Report working toward a recommendation of a Preferred Land Use Alternative to Planning Commission and Town Council, if needed. (*Tentative*)

2020

January

- Mid January 2020 (*TBD*): Community Workshop: Land Use Alternatives and Land Use Alternatives Report
- **January 30, 2020:** GPAC Meeting #11 Recommendation to Planning Commission and Town Council of a Preferred Land Use Alternative (the staff report for this meeting will include a summary of the Community Workshop)

February

- Planning Commission Hearing on the GPAC Recommendation of a Preferred Land Use Alternative and Recommendation to Town Council(*date TBD*)
- **February 20, 2020:** GPAC Meeting #12 Review and Discussion of Working Draft of Updated General Plan Elements (one or more Elements per meeting)

March

- **March 5, 2020:** GPAC Meeting #13 Review and Discussion of Working Draft of Updated General Plan Elements (one or more Elements per meeting)
- Town Council Hearing to Select a Preferred Land Use Alternative (*date TBD*)
- **March 19, 2020:** GPAC Meeting #14 Review and Discussion of Working Draft of Updated General Plan Elements (one or more Elements per meeting)

April

- **April 2, 2020:** GPAC Meeting #15 Review and Discussion of Working Draft of General Plan Elements (one or more Elements per meeting)
- **April 16, 2020:** GPAC Meeting #16 Review and Discussion of Working Draft of General Plan Elements (one or more Elements per meeting)
- **April 19, 2020:** Spring into Green Pop-Up Booth (*topic TBD*)

May

- **May 7, 2020:** GPAC Meeting #17 Review and Discussion of Working Draft of General Plan Elements (one or more Elements per meeting)
- **May 21, 2020:** GPAC Meeting #18 Review and Discussion of Working Draft of General Plan Elements (one or more Elements per meeting)

June

- **June 18, 2020:** GPAC Meeting #19 Review and Discussion of Working Draft of General Plan Elements (one or more Elements per meeting)

July

- Consultants' complete Preliminary Draft General Plan
- **July 2, 2020:** GPAC Meeting #20 GPAC Review and Discussion of Preliminary Draft General Plan working toward a recommendation to Planning Commission and Town Council.
- **July 16, 2020:** GPAC Meeting #21 GPAC Recommendation of Preliminary Draft General Plan to Planning Commission and Town Council, if needed. (*Tentative*)
- Consultants prepare Administrative Draft Environmental Impact Report. (*Town staff, Planning Commission, and Town Council will be responsible for reviewing the EIR*)

August

- Public Review Draft General Plan Available
- Public Draft Environmental Impact Report Available
- Community Workshop: Release of Public Review Draft General Plan and Environmental Impact Report (*date TBD*)

September

- Consultants prepare Final Environmental Impact Report

October

- Final Environmental Impact Report Available

November

- Planning Commission Hearing on Final Environmental Impact Report and Draft General Plan (*date TBD*)
- Town Council Hearing to Consider Adoption of General Plan and Certification of Final Environmental Impact Report (*date TBD*)

December

- Final General Plan Released (*date TBD*)



TOWN OF LOS GATOS
OFFICE OF THE TOWN ATTORNEY

MEMORANDUM

To: Mayor & Council
From: Robert Schultz, Town Attorney
Date: January 7, 2020
Subject: Ordinance and Policy Priorities for the January 14, 2020
Priority Setting Study Session

The Town Attorney's Office is continually evaluating the Municipal Code for needed updates and provides this Memorandum to assist the Town Council in its Priority Setting Study Session. The list is in order of recommended priority. However, please realize that although these ordinances are in recommended priority, many issues may arise during the year that can alter these priorities.

1. Fire Prevention and Protection Ordinance

Over the last ten years, wildfires in California have increased in severity and defensible space is vital for protecting homes from wildfire. Home hardening, adequate defensible space, vegetation management and compliance with mitigation measures are all critical components to making the Town's Wildland Urban Interface (WUI) area resilient to the threat of wildfires. Based on Staff's assessment, changes to Chapter 9 (Fire Prevention and Protection), Chapter 11 (Garbage, Refuse, and Weeds), and Chapter 29 (Tree Protection) should be made.

2. Accessory Dwelling Unit Ordinance

In 2017, the State enacted laws resulting in changes to the state's requirements for Accessory Dwelling Units and the State enacted further amendments to refine the mandates to support development of ADUs and address barriers to the development of ADUs. Subsequently in the fall of 2019, the Legislature adopted, and the Governor signed several bills that require additional changes to the Town's ADU ordinance.

3. Family Daycare Homes Ordinance

Under previous law, a small family daycare home, which may provide care for up to 8 children, is considered a residential use of property for purposes of all local ordinances. Current law authorizes a city, county, or city and county to either classify a large family daycare home, which may provide care for up to 14 children, as residential use of the property or to provide a process for applying for a permit to use the property as a large

ATTACHMENT 4

family daycare home. The new law will instead require a large family daycare home to be treated as a residential use of property for purposes of all local ordinances. Changes need to be made to the Town's Code provisions relating to family daycare homes so that it complies with the most recent changes to California law.

4. Special Events Ordinance

The Town's Special Events Ordinance was updated in February of 2018. Now that staff has had some time to put the ordinance into practice, there are minor edits regarding application timelines, block Party permits, and minor/small events that should be adopted before the summer season of events.

5. Below Market Price Ordinance

Pursuant to Council's direction, the Policy Committee has discussed potential amendments to the Town Code regarding below market price (BMP) regulations and staff is preparing potential amendments to the Town Code and the BMP Housing Program Guidelines based on the discussion and direction of the Policy Committee.

6. Public Art Ordinance

Many municipalities in California have adopted ordinances requiring private sector development projects to contribute to local art installations and programs. In 2019, the Town Council directed staff to prepare an ordinance to require private sector commercial and multi-family residential projects to contribute to local art installments and programs.

7. Political Signs Ordinance

The Town may not ban political and other non-commercial signs, however reasonable "time, place and manner" regulations may very well qualify as content-neutral and reasonable. The Town's political sign ordinance has not been updated since 1992 and may not be in compliance with state and federal case law so the ordinance should be updated before the 2020 election.

8. Council Vacancy Ordinance

State Law sets forth the procedures for filling vacancies in elected city offices and gives two specific statutory options for the Town Council to follow – appointment and special election. State law also allows the Town to adopt its own ordinance designating the specific method for the Town Council to follow. In order to give the public confidence that the procedure is established and will be followed in each instance, and to streamline research conducted by staff, it is recommended that an ordinance be adopted spelling out the procedures.

9. Term Limits and Finance Commission Ordinance

The Town has received two ballot measures proposing amendments to Town Code to add term limitations for members of the Town Council and to create a Finance Commission composed entirely of residents. Proponents of the initiatives have until March 16 to obtain approximately 3,000 signatures. If the requisite signatures are obtained, the Town Council could decide to direct staff to prepare its own competing ballot measures containing some or none of the Proponents proposed ballot measures. The second measure is usually offered as a less extreme approach to the original. When conflicting measures are voted on at the same election, the one receiving the most affirmative votes controls.

10. Public Nuisance/Administrative Abatement Hearing Ordinance

The Town does not have a comprehensive Public Nuisance Ordinance related to the identification, definition, and enforcement of nuisances. Such an ordinance would make identification of violations easier for residents and businesses to understand and thereby comply with, as well as to assist the Town in enforcing the Code and providing due process. The Nuisance Ordinance would provide a just, equitable, and practicable method for preventing, discouraging, and/or abating certain conditions which endanger the life, limb, health, property, safety, or welfare of the general public. Currently, the Administrative Abatement of Violations section of our Town Code is antiquated and needs to be updated to allow for the enforcement of Code violations through administrative hearings effectively applied and administered in a fair, expedient, and cost-efficient manner.

11. Shared Mobility Device Ordinance

The Town does not have a Shared Mobility Device Ordinance. Shared mobility devices, such as electric scooters (e.g., Bird, Lime-S) and bikes (e.g., LimeBike, JUMP, Mobike, Spin), have surged locally and in cities throughout the United States. These mobility devices can be rented by the public via a smartphone application that unlocks the motorized devices from any location and lets the user park it when the rider arrives at their chosen destination. These mobility devices are highly visible, drawing considerable attention and controversy when they arrive in any area. They have raised significant community concerns about safety and enforcement, including concerns about users riding on the sidewalk, doubling up on scooters, users failing to observe traffic controls in violation of the California Vehicle Code, and other unsafe or uncivil rider behaviors. The devices have also posed new challenges in managing the safe public use of the street and sidewalks. The Town should adopt an ordinance regulating shared mobility service in the Town that would include permitting requirements and an operational framework.

12. Drone Ordinance

The Town does not have a Drone Ordinance. The issue of drones and Radio Controlled (RC) aircraft, otherwise referred to as unmanned aerial systems (UAS) is a growing concern for towns and cities with multiple incidents of interference with firefighting, other aircraft, and accidents. Towns/cities are attempting to address the dramatic increase in recreational

UAS with various types of regulations and are beginning to enact regulations that supplement and/or codify federal law. The major challenge in drafting these ordinances is the federal pre-emption of this issue but a Drone Ordinance could regulate the following issues for the Town: 1) Protection of persons and property in the jurisdiction; 2) Aviation safety, including a specific prohibition against careless and reckless operations that endanger life or property; 3) Designated take-off and landing zones for UAS within the Town limits; 4) Identification of critical infrastructure within the Town limits, or immediately adjacent to its boundaries, with appropriate rules for operation of UAS in proximity to that infrastructure; and 5) Permissible hours of operation.

13. Noise Ordinance

The Town's Noise Ordinance was adopted in 1991. With the changes to the Town's Entertainment Policy, the Town needs to analyze and determine whether the noise levels set forth in the Noise Ordinance adequately protect the residents of Los Gatos from unnecessary, excessive, and disturbing noise and vibration.

14. Wireless Facilities Ordinance

The Town's current Wireless Facilities Ordinance was adopted in 2003 to conform to the 1996 Telecommunications Act and is now outdated based on the ongoing changes to State and Federal legislation and leaves the Town unprepared for the scale of expansion that is on the horizon. Our current Ordinance only deals with the collocation of wireless facilities on existing utility poles. Various wireless facility companies are now proposing installations in the public right of way. Such installations could be on existing Town-owned structures, such as street light poles, or could involve the companies putting in their own new poles. The Town needs to update its wireless telecommunications ordinance to address the current status of Federal and State law as well as to reflect best practices in siting and design standards to preserve the aesthetics of the Town but to also facilitate providing competitive, varied, and high-quality wireless communications service infrastructure.

15. Claims/Settlement Authority Ordinance

The Town's current Claims Ordinance has not been updated since 2003. With the passage of time, certain provisions have become outdated and other provisions have not historically been followed. This proposed update to the ordinance would conform to current practice and update current settlement limits to allow for more expeditious settlement of claims and disposition of workers compensation claims.

16. Campaign Financing and Reporting Ordinance

Many towns and cities have enacted a campaign ordinance that provides for additional or different campaign requirements exclusively in its jurisdiction as long as the provisions are stricter than those in the Fair Political Reform Act. The Town currently does not have an ordinance that governs the Town's election campaign regulations with regard to making and reporting of campaign contributions and expenditures.

17. Mills Act

The Town Council decided in January 2019 to not include this topic as a priority and goal or as an Ordinance for the Town Attorney to work on. Due to public comment at subsequent Council meetings, Mayor Leonardis placed this agenda item on the September 10, 2019 agenda. However, because of FPPC conflict of interest of four of the five Council members, only three Council members participated in the discussion. At the Council meeting, a motion passed 2-1 to continue this item to a future Council meeting and directed staff to start conversations with partner agencies and provide examples of Mills Act Ordinances from surrounding jurisdictions. Since three Council members must unanimously approve a Mills Act Ordinance, staff is of the opinion that this ordinance should not be a high priority until the conflict of interests no longer exist and a full Council can hear this agenda item.

RWS

To: Los Gatos Town Council, meeting of January 14, 2020
Re: Revising Tree Protection Ordinance enforcement
From: Dave Weissman, 1/9/2020

On April 2, 2019, this Town Council approved an 8-lot subdivision for 16100 Greenridge Terrace. In early September, this 36-acre property was listed on Zillow for \$16M. On October 15th, tree protection violations for 17 protected oak trees, were reported to the Town for trees on Lots 4, 5, and 6. No permits had been obtained and these violations dealt with (1) major branches (> 4" diameter) being removed, (2) greater than 25% of a tree's foliage being trimmed and (3) spikes being used to climb trees. Most trees had more than 1 violation and one tree, #173 on Lot 5, had 2 entire large trunks removed. The obvious aim of this illegal work was to improve the view of the Valley from the proposed house sites. That goal has been achieved, especially for Lot 5.

On November 11th, the Town sent the owner of this property an "Administrative Warning" letter and assessed a fine of \$300 for all of the infractions. Let me repeat that: 17 trees were violated without permits of any kind and for a \$300 fine, the owner may have increased the value of just Lot 5 by \$50,000 to \$100,000. And the \$300 can even be written off as the cost of doing business. Not a bad deal.

I met with staff on January 7th to discuss this situation. Although I believe that there are numerous aspects of the Tree Protection Ordinance that could be utilized to increase the effectiveness of this enforcement action, staff does not agree with that. Hence, I request that in the coming year, the enforcement sections of the Tree Protection Ordinance be revised so that such illegal actions in the future are actually discouraged. The penalty should be appropriate to the violation. Had the owners mutilated another 100 trees, their fine would still be only \$300.

ATTACHMENT 5

From: Phil Koen
Sent: Thursday, January 9, 2020 10:56 AM
To: Laurel Prevetti ; Arn Andrews
Cc: Jak Van Nada
Subject: Trend Report

Hello Laurel,

Happy New Year to you.

I am reaching out because I intend to send an email to the Council sharing my thoughts regarding critical priorities for this coming year. I will be sending them the attached financial schedule.

I wanted to provide this to you in advance so if you are asked by the Council regarding the accuracy of the schedule you will be in a position to respond. All of the information is from the 2019 CAFR which the Council approved this past month. I will be pointing out the steady decrease the Town is experiencing in the surplus of tax based revenues over all governmental expenditures. As you can see for FY 2019 tax based revenues barely exceeded all net governmental expenditures and the Town has experienced a 72% increase in total net expenditures since FY 2015. This is a disturbing trend that was not fully discussed at the time the CAFR was approved. I believe this is important information that the Council should be made fully aware of.

Thank you.

Phil Koen

Trend Analysis of Excess Tax Revenues Over Governmental Expenditures	2015	2016	2017	2018	2019	2019 change from 2015	
						\$	%
Total Governmental Expenditures	34,271	34,417	39,290	41,833	44,236	9,965	29.1%
Less: Program Revenues and Grants	16,485	13,571	12,445	14,236	13,672	(2,813)	-17.1%
Net Total Governmental Expenditures	17,786	20,846	26,845	27,597	30,564	12,778	71.8%
Less: All Tax Revenue	25,412	25,519	28,398	28,565	30,682	5,270	20.7%
Excess Tax Revenue over Expenditures	7,626	4,673	1,553	968	118	(7,508)	-98.5%
Plus:							
Motor Vehicle in Lieu	0	12	14	16	14	14	
Investment Earnings	428	698	192	333	1,809	1,381	
Miscellaneous/Disposal of Assets	813	598	528	622	2,407	1,594	
Net Position	8,867	5,981	2,287	1,939	4,348	(4,519)	



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/14/2020

ITEM NO: 1

ADDENDUM

DATE: January 6, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Reaffirm Ongoing Strategic Priorities, Identify New Strategic Priorities for 2020 – 2022, and Determine the Priority Order of Potential Modifications to the Town Code.

REMARKS:

Attachment 6 contains public comment received between 11:01 a.m. January 9, 2020, and 11:00 a.m. January 10, 2020.

Attachments:

1. Budget Process Diagram
2. Core Goals and Draft 2020-2022 Strategic Priorities
3. General Plan Update Schedule
4. Draft 2020 Ordinance and Policy Priorities
5. Public Comment
6. Public Comment received between 11:01 a.m. January 9, 2020 and 11:00 a.m. January 10, 2020

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

From: Phil Koen
Sent: Thursday, January 09, 2020 7:55 PM
To: Marcia Jensen ; BSpector; Marico Sayoc; Rob Rennie
Cc: Laurel Prevetti; Arn Andrews ; Jak Van Nada
Subject: Background Information for Priorities Setting

Dear Honorable Mayor and Council Members,

Attached please find a summary schedule of the 2019 Statement of Activities which has been prepared from the recently approved 2019 CAFR and a “users perspective” published by GASB which discusses the Statement of Activities financial statement.

At the December 2019 meeting when the Council approved the 2019 CAFR, there was no discussion of the Statement of Activities. As the GASB “user perspective” states, the government-wide statement of activities brings the financial activity together in one place and reports accrual-based economic resources information. This is an extremely important financial statement and I would encourage the Council to read the user perspective so each of you are fully informed.

The summary schedule I have attached shows the trend from 2015 through 2019 for “net total governmental expenditures”. As the schedule shows, the Town has experienced a 72% increase in such expenditures since 2015. This has been driven by materially increases in pension and OPEB expenses as well as salary increases.

As a result, the Town is now faced with the reality that at the current levels of government-wide expenditure and general tax revenues, there is no longer a surplus of tax revenues over expenditures. In 2015 the Town had a \$7.6m surplus. As of 2019 this surplus was only \$118,000. The only reason the Town recognized an increase in “net change of assets” in 2019 was due to “non-cash” mark to market investment income and \$1.9m in one time cash proceeds from the sale of Town property.

I am bringing this to your attention so you are fully aware of the current financial condition of the Town and the erosion of financial flexibility over the past 4 years. As the Town Manager correctly states in her cover memo to the Council, the “Council’s identification of strategic priorities is a critical step in the budget process for the fiscal year and ensures that Town resources are directed to these priorities”. However, without sufficient financial flexibility the Town maybe severely limited in its ability to finance incremental expenditures arising from the adoption of incremental priorities.

I would suggest that you have the Staff address the Statement of Activities and make sure the Council fully understands the results as reported and the recent trend in net total government expenditures. I would also suggest that as part of the priority setting discussion the Council discuss with the Staff how any priorities that require incremental expense will be funded.

Thank you.

Phil Koen

ATTACHMENT 6

THE USER'S PERSPECTIVE

MAY 2007

Touring the Financial Report, Part II: The Statement of Activities

The preceding article in this issue examined the statement of net assets, one of two accrual-based financial statements introduced by GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. These statements are significant because they bring together information that previously had been spread among various funds and reported on different accounting bases. This article explores the statement of activities, its unique design, and the information it contains.

Overview

As described in the article on the statement of net assets, the government-wide financial statements overcome many of the comparability problems encountered by users of the fund financial statements. (**See that article** for a more detailed discussion of what is covered in this overview.) These problems resulted from the fund financial information being spread among multiple financial statements and reported using different bases of accounting. For example, the proprietary and fiduciary funds report information use an accrual basis and economic resources measurement focus, including all economic transactions and presenting both long- and short-term consequences. But the governmental funds report information use the modified accrual basis and current financial resources measurement focus and generally do not include assets lasting more than one year (such as infrastructure) or liabilities that are not due and payable (such as bonds).

The government-wide statements bring the financial activity together in one place and report accrual-based economic resources information. The government-wide statements organize information by whether it relates to *governmental activities* or *business-type activities*. The fiduciary funds (such as pension trusts and agency funds) are *not* included in the government-wide statements, because the resources they account for do not belong to the government. The governmental and business-type activities combine to represent the total *primary government*. Additionally, discretely presented component units—legally separate entities for which the primary government is financially accountable—are shown on the face of the government-wide statements but are not included in the total for the primary government.

The Statement of Activities

A traditional income or change statement is a fairly straightforward affair. It lists revenues and expenses or expenditures, and often calculates the difference between them. It may then show other changes that are not revenues, expenses, or expenditures (such as capital contributions or other financing sources and uses), before presenting a total change in net assets, fund balance, or some other measure of financial position. All of this is typically done on a single page, running from top to bottom. As you shall see, the government-wide statement of activities is anything but a traditional income statement. (If you check management's discussion and analysis, the narrative section preceding the financial statements, you will find summarized information from the statement of activities presented in a more traditional format.)

The statement of activities runs from left to right along the top and the proceeds downward on the right-hand side. (See Figure 1.) It begins with *expenses* in the upper left-hand corner and presents *program revenues* to the immediate right. The upper right-hand corner calculates *net expenses* or *net revenues*—the difference between expenses and program revenues. The lower section then presents taxes and other *general revenues*, as well as other changes in net assets.

The statement of activities accomplishes the tasks of more recognizable income statements—revenues, expenses, and other changes in net assets are presented, allowing the reader to see how net assets changed during the year. But the arrangement of the statement of activities also provides previously unavailable detail that focuses on how a government finances its services. As this article will describe, the statement compares the costs (expenses) of a government's functions and programs with the resources those functions or programs generate themselves (program revenues). **To the degree that functions or programs cost more than they raise, the statement shows how the government chose to finance the difference (principally general revenues).**

Expenses

The financial statements of state and local governments include several measures of the outflows of resources, including cash (in the proprietary funds statement of cash flows) and current financial resources (in the governmental funds statement of revenues, expenditures, and changes in fund balances). **Accrual-basis expenses more comprehensively measure the cost of providing services and operating a government.** Expenses include costs that have been incurred during the year regardless of whether cash actually changed hands. (Likewise, accrual-basis revenues will be reported even if a government has not yet received cash.) For example, expenses include (a) retirement benefits that were earned during the year but will not be received by the employees until the future and (b) the depreciation of capital assets. (See **the companion article** for a more complete description of depreciation.)

The expenses in the upper left of the statement are presented by major function or program, beginning with the governmental activities, then the business-type activities and the total for the primary government. The expenses of discretely presented component units—legally separate entities for which the government is financially accountable—are shown below the primary government total. **These are direct expenses that are clearly attributable to each function or program.** Governments are not required to allocate indirect expenses to the functional or programmatic categories, but if they do, they will present an additional column, immediately to the right of the expenses, that shows how the indirect expenses were allocated among the categories.

Program Revenues

Like direct expenses, **program revenues are directly linked to the functions or programs listed to the left.** One type of program revenue is *charges for services*. Charges for services may include a variety of fees, such as garbage collection fees, museum admissions, ball field permits, and parking fines. Most *grants and contributions*, the other type of program revenue, are intergovernmental aid for specific functions and programs, like education aid, but also may include amounts provided by not-for-profit organizations and other nongovernmental entities. Grants and contributions for operating purposes and capital projects are shown separately. Together, **program revenues represent resources that are generated in the process of providing a particular service or operating a particular part of a government.** It should be noted that program revenues are generated by the associated function or programs; however, those revenues are not always restricted to use in those programs.

Net Cost of Services

Although some governmental functions are self-supporting, raising enough revenue on their own to cover their costs, **most traditional services are not—they depend upon tax revenues to make up the difference.** The upper right-hand portion of the statement of activities reveals the degree to which the **and programs presented are self-financing.**

Figure 1. Sample Government-wide Statement of Activities

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Business-type Activities	Component Units
Primary government:						
Governmental activities:						
General government	\$ 9,706,509	\$ 3,333,285	\$ 843,617	\$ —	\$ (5,532,627)	\$ (5,532,627)
Public safety	34,782,144	1,190,855	1,307,663	62,300	(32,213,286)	(32,213,286)
Public works	10,131,928	850,000	—	2,252,615	(7,029,313)	(7,029,313)
Engineering services	1,269,645	704,793	—	—	(594,852)	(594,852)
Health and sanitation	6,705,675	5,512,267	575,000	—	(518,408)	(518,408)
Cemetery	735,896	212,496	72,669	—	(450,661)	(450,661)
Culture and recreation	11,534,045	3,965,199	2,450,000	—	(5,098,846)	(5,098,846)
Community development	2,894,389	—	—	2,590,000	(414,389)	(414,389)
Education (payment to school district)	21,893,273	—	—	—	(21,893,273)	(21,893,273)
Interest on long-term debt	6,242,893	—	—	—	(6,242,893)	(6,242,893)
Total governmental activities	106,029,367	15,006,675	5,248,969	4,894,915	(79,878,578)	(79,878,578)
Business-type activities:						
Water	3,643,315	4,159,350	—	1,159,909	\$ 1,675,944	\$ 1,675,944
Sewer	4,906,885	7,170,533	—	486,010	2,746,658	2,746,658
Parking facilities	2,824,368	1,449,012	—	—	(1,375,356)	(1,375,356)
Total business-type activities	11,374,568	12,778,895	—	1,645,919	3,047,246	3,047,246
Total primary government	\$ 117,403,935	\$ 28,685,570	\$ 5,248,969	\$ 6,540,834	(79,878,578)	(79,878,578)
Component units:						
Landfill	\$ 3,382,157	\$ 3,857,858	\$ —	\$ 11,397	\$ —	\$ 487,098
Public school system	31,186,488	705,765	3,937,083	—	—	(26,543,650)
Total component units	\$ 34,568,645	\$ 4,563,623	\$ 3,937,083	\$ 11,397	\$ —	(26,056,552)
General revenues:						
Taxes:						
Property taxes, levied for general purposes					51,893,573	—
Property taxes, levied for debt service					4,726,244	—
Franchise taxes					4,055,505	—
Public service taxes					8,989,887	—
Payment from Sample City					—	21,893,273
Grants and contributions not restricted to specific programs					1,457,820	6,461,708
Unrestricted investment earnings					1,895,455	2,595,442
Miscellaneous					894,907	894,277
Special item—gain on sale of park land					2,693,488	19,950
Transfers					(501,409)	—
Total general revenues, special items, and transfers					78,638,268	29,759,208
Change in net assets					(3,165,624)	15,534
Net assets—beginning					126,092,699	18,025,971
Net assets—ending					\$ 122,927,075	\$ 19,228,627

A

negative number (shown in parentheses in Figure 1) means that expenses exceed program revenues, and the function or program requires additional funding from taxes or other sources. **It is called a net expense.** For example, the public works function for this illustrative government had expenses of about \$10.1 million, charges for services of \$850,000, and over \$2.2 million in capital grants and contributions. Public works expenses exceeded program revenues by \$7,029,313, which can be seen in the governmental activities column under the “Net (Expense) Revenue and Changes in Net Assets” section. This type of result is not unusual in that most government activities by their nature are not intended to break even.

On the other hand, it is not unusual for business-type activities to generate close to or more than enough program revenues to cover their expenses—in other words, to produce *net revenues*. The water and sewer functions in Figure 1 both were net contributors to the government’s resources, with program revenues that exceeded expenses by \$1,675,944 and \$2,746,658, respectively.

General Revenues and Other Changes in Net Assets

The net (expense) revenue section identifies the degree to which the various programs and functions rely on taxes and other general revenues for their funding. The section below on the right-hand side then explains how that need for funding is met. All taxes are presented in the general revenues section, usually by type. This includes taxes that are dedicated to particular purposes—

These revenues may be legally constrained to a specific program or function, they are not general revenues. Contributions, or charges for service and therefore do not qualify as program revenues. General

revenues also will include unrestricted aid from other governments—grants that are provided for general support and are not tied to a particular program. Investment earnings typically will be found here as well.

The general revenues are followed by other items that also cause net assets to rise and fall. *Transfers* of resources between the governmental and business-type activities and the discretely presented component units will be shown on their own line. Other changes in net assets that are required to be shown separately are contributions to term and permanent endowments and permanent fund principal, special items, and extraordinary items.

Extraordinary items are increases or decreases in net assets that are both (a) unusual in nature and (b) infrequent in occurrence. Extraordinary items, as their name implies, do not appear in the financial statements very often. *Special items* are either unusual or infrequent and are within the control of the government, whereas extraordinary items seldom are. A special item might be the gain or loss on the sale of a capital asset for a government that does not commonly sell capital assets. Special and extraordinary items are set apart because they are not a part of the usual inflows and outflows of the fiscal year. Showing them separately helps the reader to assess whether a government is covering its routine costs with routine resources, or if it is resorting to other means.

Change in Net Assets

The general revenues and other changes in net assets are totaled and added to the net (expense) revenue totals to produce the total change in net assets for the period covered by the statements. Governments will show the amount of net assets as of the beginning of the year, add or subtract the change in net assets for the year, and then present the ending net assets. The ending amount will agree with what is shown in the statement of net assets.

Pertinent Note Disclosures

The notes to the financial statements contain disclosures helpful in understanding information in the statement of activities, including:

- Types of transactions included in program revenues
- Policy for allocating indirect expenses
- Interest expense included in the direct expenses of the functions and programs
- Property tax calendar
- Amounts of *on-behalf* payments made by other governments for salaries and fringe benefits.

Further Reading

- *An Analyst's Guide to Government Financial Statements*
- *What Else You Should Know about a Government's Finances: A Guide to Notes to the Financial Statements and Supporting Information*

These volumes, part of the GASB's User Guide Series, are available individually and in a package from the GASB.

- [Learn more about the user guides](#)
- [See a slide presentation on the user guides](#)
- [Order a user guide](#)

Trend Analysis of Excess Tax Revenues Over Governmental Expenditures	2015	2016	2017	2018	2019	2019 change from 2015	
						\$	%
Total Governmental Expenditures	34,271	34,417	39,290	41,833	44,236	9,965	29.1%
Less: Program Revenues and Grants	16,485	13,571	12,445	14,236	13,672	(2,813)	-17.1%
Net Total Governmental Expenditures	17,786	20,846	26,845	27,597	30,564	12,778	71.8%
Less: All Tax Revenue	25,412	25,519	28,398	28,565	30,682	5,270	20.7%
Excess Tax Revenue over Expenditures	7,626	4,673	1,553	968	118	(7,508)	-98.5%
Plus:							
Motor Vehicle in Lieu	0	12	14	16	14	14	
Investment Earnings	428	698	192	333	1,809	1,381	
Miscellaneous/Disposal of Assets	813	598	528	622	2,407	1,594	
Net Position	8,867	5,981	2,287	1,939	4,348	(4,519)	



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/14/2020

ITEM NO: 1
ADDENDUM B

DATE: January 13, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Reaffirm Ongoing Strategic Priorities, Identify New Strategic Priorities for 2020 – 2022, and Determine the Priority Order of Potential Modifications to the Town Code.

REMARKS:

Attachment 6 contains public comment received between 11:01 a.m. January 10, 2020, and 11:00 a.m. January 13, 2020.

Attachments previously received with the Staff Report:

1. Budget Process Diagram
2. Core Goals and Draft 2020-2022 Strategic Priorities
3. General Plan Update Schedule
4. Draft 2020 Ordinance and Policy Priorities
5. Public Comment

Attachment previously received with the Addendum:

6. Public Comment received between 11:01 a.m. January 9, 2020 and 11:00 a.m. January 10, 2020

Attachment received with this Addendum B:

7. Attachment 7 – Public Comment received between 11:01 a.m. January 10, 2020 and 11:00 a.m. January 13, 2020

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

Council Members,

I plan to attend the Strategic Priorities meeting on January 14 and speak on behalf of significantly increasing our focus and funding on public safety, specifically Wildfire Prevention and Preparation. I expect the document I have attached will get into the Addendum to your regular packet since I am sending it to the Town Clerk today.

Let me preface this submission to you by stating that Public Safety needs to be elevated significantly in our community. The threat of wildfire is the biggest single safety concern. Our community is at high risk for wildfire and this risk needs to be mitigated by taking definitive actions with a HIGH degree of urgency. This risk was really brought home through a publication (updated July 2019), "Where will the West's next deadly wildfire strike? The risks are everywhere." In this study, Los Gatos was rated 4.06 on a scale of 1-5 (very low to very high). Paradise, California, prior to its devastating fire, was rated a lower risk than Los Gatos at 3.81. A wildfire with the same ferocity of Paradise would take out most of our hillside community in less than 60 minutes (fire traveling 100 yards/second).

Are we as prepared as we should be for wildfire? The answer is "no." There is much more we need to do to get our community "house" in order. Attached is a list of items/actions that need to be addressed with a great sense of urgency. Funds need to be allocated to address matters of public safety. Downtown parking, economic vitality and traffic are important issues but no one will die or be injured due to fewer parking spaces, less dollars spent on economic development or time spent in traffic. Let's get serious about an issue that could forever change the Town of Los Gatos, wildfire.

Rob Stump

ATTACHMENT 7

**Town of Los Gatos – Public Safety
Wildfire Preparation/Prevention
2020 Priorities**

1. Planning/Governance
 - a. Update the SCC Community Wildfire Protection Plan. Refer to Tables 9.1 thru 9.5 – last updated August 2016.
 - b. Establish a Town of Los Gatos/Community Wildfire Council. Provide direction to the Town Council.
2. Evacuation
 - a. Address on-street parking in VHFHZ, at least during Wildfire season, so that it complies with the California Vehicle Code and the California Fire Code of 20 feet of minimum clear width.
 - 1) Parking permitted on both sides of the street with street widths of 36 feet (10,973 mm) or more.
 - 2) Parking permitted on one side of the street with street widths of 28 to 35 feet (8,534 to 10,668 mm).
 - 3) No parking permitted when street widths are less than 28 feet (8,534 mm).
 - b. Create/update Los Gatos Hillside Evacuation plan.
 - c. Install a Wildfire Siren system throughout the VHFHZ in the Town of Los Gatos (like Tsunami sirens).
3. Defensible Space
 - a. Adopt an expanded definition of Defensible Space within the VHFHZ in the Town of Los Gatos along these lines:

In the VHFHZ a property owner's responsibility is to provide 100 feet of defensible space around all structures and occupied buildings on their property. When an occupied building is less than 100 feet from a property line and combustible vegetation on an adjacent parcel presents a fire hazard for the occupied building the owner of the adjacent parcel where the hazard exists shall be responsible for fuel modification.
 - b. Contact and educate all residents in the VHFHZ on expanded Defensible Space requirements.
 - c. Implement a Defensible Space Inspection Program.
 - d. Hire a Defensible Space Inspector. Additional responsibility will be grant writing for Wildfire Preparation and Prevention grants (see Item 6).
4. Vegetation Management
 - a. Implement enhanced vegetation management (modified Fuel Breaks) in the public rights of way in VHFHZ. Reduce the 25-year trim cycle.

**Town of Los Gatos – Public Safety
Wildfire Preparation/Prevention
2020 Priorities**

- b. Implement a Eucalyptus tree removal program in VHFHZ.
- 5. Fire Protection
 - a. Install fire hydrants, served by SJWC, in hillside areas without public fire hydrant service.
 - b. Survey and study the VHFHZ to determine where ownership/operation of private fire hydrants by individuals or local Mutual Water companies should be transitioned to SJWC.
- 6. Grant Funding; Pursue grants to fund:
 - a. Enhanced vegetation management for Eucalyptus removal, shaded fuel breaks, and other fire mitigation efforts.
 - b. Historical property “fireproofing” measures to increase protection of Historical buildings in Los Gatos.
 - c. Evacuation Planning and Egress/Ingress Safety.
 - d. Wildfire Prevention Planning.

From: Phil Koen

Sent: Monday, January 13, 2020 10:54 AM

To: Marcia Jensen <MJensen@losgatosca.gov>; BSpector <BSpector@losgatosca.gov>; Marico Sayoc <MSayoc@losgatosca.gov>; Rob Rennie <RRennie@losgatosca.gov>

Cc: Laurel Prevetti <LPrevetti@losgatosca.gov>

Subject: suggested changes to the Strategic priorities for FY 2020 - 2022

Dear Honorable Mayor and Council Members,

Please see the attached documents for your consideration.

Thank you.

Phil Koen

Dear Honorable Mayor and Council Members,

I would like to suggest the following changes to the draft Strategic Priorities FY 2020 – 2022.

Core Goals

- I would suggest changing “good governance” to “transparency”. Good government cannot be achieved without transparency and accountability. You heard at recent council meetings that residents are “surprised” by Council decisions and are sometimes not fully informed of matters that are of critical concern to them. I suggest the Council commit to specifically improving transparency which will result in “good governance”.
- I would suggest changing “fiscal stability” to “long term financial sustainability”. The Town annually adopts a balanced (i.e. “stable”) budget, but over the long run this does not guarantee long term financial sustainability. As an example, since 2015 net total governmental expenditures have increased 72% (increasing from \$17.8m in 2015 to \$30.6m in 2019). In 2019 total tax revenues barely exceeded net governmental expenditures as compared to having \$7.6m in surplus tax revenues in 2015. I think we need to ask ourselves as we adopt annual priorities, approve annual budgets or implement a new General Plan if these actions are consistent with long term financial sustainability.

Specific Priorities

- I believe Wildfire Protection should be its own specific priority. To achieve this there are a number of actions the Town might consider taking, including adopting a mandatory 100 foot defensible zone for all lots in the VHFHSZ, committing to a 7 year (best practices) tree maintenance cycle (currently 15 years), working with PG&E to insure all power poles and transmission lines in the Town are properly maintained and clear of brush, and increasing outreach programs to residents in VHFHSZ on actions they can take to reduce the risk of wildfire.
- Establish a two year pavement condition index goal of 70 and invest sufficient money to achieve this PCI level. According to reports from MTC (attached) the Town currently has a three

year average PCI of 67 which has declined by 6 points over the past 10 years. Achieving a PCI of 70 has an impact on the Town's ability to use Measure B funds.

- Actively encourage citizen participation in Town governance. When citizens become involved in what government does, they become more invested. Additionally active citizens are more willing to express their views about policy decisions that affect them. Active citizen participation will help the Council focus on issues that are top of mind for residents and act accordingly. There is no "button" Council can push to increase participation - rather this will only come through sustained commitment by the Council and Staff.

Thank you.

Phil Koen

STRATEGIC PRIORITIES FY 2020-2022



CORE GOALS: COMMUNITY CHARACTER • GOOD GOVERNANCE • FISCAL STABILITY •
QUALITY PUBLIC INFRASTRUCTURE • CIVIC ENRICHMENT • PUBLIC SAFETY

ONGOING PRIORITIES

TRAFFIC/TRANSPORTATION

Comprehensive Parking Study

- Short, Medium, and Long Term Actions

Transportation Demand Management

- Summer/Rush Hour/School Traffic
- Develop Measure B Transportation Projects
- Install Bicycle and Pedestrian Improvements
- Community Shuttle

QUALITY OF LIFE

Community Vitality

- Events and Other Efforts

Economic Vitality

- Policies and Ordinances

SAFETY

Emergency Preparedness

- CERT Recruitment and Training
- Community communication

Fire Protection

- Vegetation management on Town properties
- Enhanced community education

PRUDENT FINANCIAL MANAGEMENT

Address Pension and OPEB Obligations

- Additional Discretionary Payments (ADPs)
- Reduced Amortization Strategies
- Pension Contribution Management Strategies

Sell or Lease Certain Town Properties

ANTICIPATED NEW

*Regional Housing Needs
Allocation Process*

*Updating Town Ordinances in
Alignment with New State
Housing Legislation*

Regional Transportation

IN PROGRESS

General Plan 2040

- Objective Standards
- Environmental Sustainability

Vehicle Miles Travelled Policy

Streamline regulations to enhance
Town businesses

School Bus Pilot

EOC Upgrades

RECENTLY COMPLETED

Almond Grove Streets

Measure G (Sales Tax)
Implementation

\$8.9 M CalPERS Pension Payment

Short Term Rentals

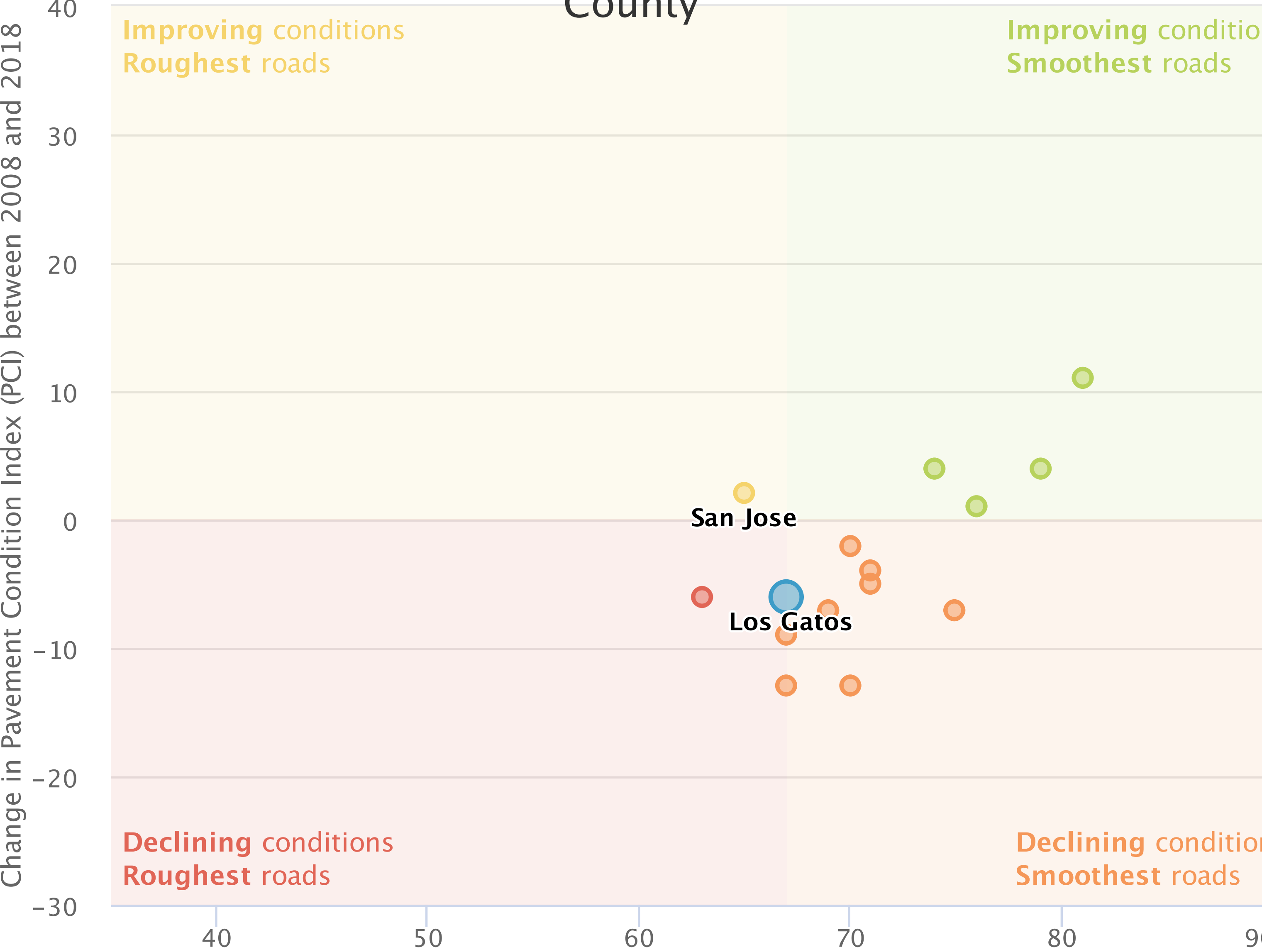
Complete Streets Policy

One-Way Downtown Street Pilot

Annexation of Small County
Pockets

ATTACHMENT 2

2018 Street Pavement Condition Distribution by City – Santa Clara County



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**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/14/2020

ITEM NO: 1

DESK ITEM

DATE: January 14, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Reaffirm Ongoing Strategic Priorities, Identify New Strategic Priorities for 2020 – 2022, and Determine the Priority Order of Potential Modifications to the Town Code.

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Attachment received with this Desk Item:

8. Attachment 7 – Public Comment received between 11:01 a.m. January 10, 2020 and 11:00 a.m. January 13, 2020

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

To: Mayor and the Town Council
Re: Setting of Strategic Priorities
Town Council Meeting January
Date: January 14, 2020

From: Lee Quintana

Please consider the following comments during the Council's review of Strategic Priorities.

Zoning Code

My yearly plea: Undertake a comprehensive update of the Town's Zoning Code.

- If that is not possible, approve Zoning Code Amendments that will be required by the approval of the 2040 General Plan update.
- If that is not possible, at a minimum concurrently adopt Zoning Code Amendments to implement changes to the Land Use Element incorporated into the 2040 Update.

Improve Community Involvement and Transparency

Expand the role of the General Plan Committee:

- Expand the role of the General Plan Committee to include review of proposed Zoning Code Amendments, proposed amendments to other planning documents, including any proposed changes to architectural standards and policies in addition to the Committee's current role to reviewing proposed General Plan Amendments. (i.e. expand the role of the General Plan Committee to its previous more inclusive role and incorporate the previous role of the Architectural and Hillside Standards Committee, which no longer exists).
- In the past these two committees provided a greater opportunity than currently exists to encourage the involvement of the community earlier in decision making processes.
- Currently the General Plan Committee is inactive. Prior to its current participation in the General Plan Advisory Committee, it had met only once in approximately two years.

Establish a Finance Committee

Post actions taken during public meetings:

- Within two days of a public meeting add a note to the meeting agenda on the Town's website of actions taken (for example, approved, denied, continued) Add actions taken also to the agendas posted outside Planning Department and Council Offices

Record of public meetings not video taped.

- Audio record all public meetings that are not video taped and post the recordings on the Town's web site.
- Retain the original for the same period as required for video recordings. Currently the audio record is retained only as long as necessary to create the draft Action Minutes for a meeting and is generally not available to the public.
- For those interested in understanding how decisions are determined Action Minutes are not sufficient. Nor are they sufficient for a committee member who has missed a meeting.

Note on the web site when an appeal has been filed.

Hillside Development Standards and Guidelines

Consider the following:

Establish maximum grading amounts for cut and fill in hillside areas.

Establish maximum horizontal width of a home (in addition of maximum height of home and maximum vertical height.

Establish maximum home size based on area within contiguous LRDA

Clarify intent o below grade space in hillside areas

- Illustrations within the HDS&G show the intent of below grade space in hillside areas is to set a home into the topography to reduce its visual impact, not as a means to provide large areas space not counted towards square footage.
- Creating below grade square footage beyond that necessary for setting the structure into the hillside is not consistent with sustainable development either during or after construction. Large areas of below grade square footage results in greater changes to hillside topography, larger grading footprint to accommodate below grade light wells and below grade patios, potentially greater impacts to trees, and greater GHG emission both during construction and post construction. ...

Thank you for your consideration.

From: Elke Billingsley <elke.billingsley@gmail.com>
Sent: Tuesday, January 14, 2020 10:17 AM
To: Council
Subject: Traffic problems - for Jan. 14 meeting

Good morning,

Please add my name to the list of concerned residents regarding speeding on town streets.

I am concerned about the speed on Blossom Hill Road near the school, however I do not think reducing the section that is two lanes to one will help. I think traffic speed enforcement is the solution.

We live off Shannon Road and in the past 2-3 years, the amount of commuter traffic has greatly increased. It is difficult to cross the road as a pedestrian. I think the 30 mph speed limit is being broken by most drivers - some by much more than 10 mph over the limit. Also, so many drivers roll through the stop sign in front of Blossom Hill Park. I have contacted the town about this with minimal response.

Again, I think enforcement is the catalyst to changing behavior.

Thank you for your help in keeping everyone safe.

- Elke Billingsley

Bonnie Lane, Los Gatos

Subject:

DESK ITEM - FW: Transportation Demand Management 2020-22

From: Linda Yung <linda.yung@gmail.com>**Sent:** Tuesday, January 14, 2020 10:32 AM**To:** Stefanie Hockemeyer <SHockemeyer@LosGatosCA.gov>**Subject:** Transportation Demand Management 2020-22

Dear Town Council Members,

I am writing to inform Town Council that there is a need for additional safety measures to calm vehicular traffic that should extend beyond the current school zones. Some suggestions to research and discuss:

- Extend the 25mph school zone a few blocks further away from the elementary schools to give drivers more time to slow down. The reality is many drivers are already speeding "a little over the limit" and not slowing down by the time they reach the elementary schools and/or Blossom Hill Park.
- Add a digital speed sign on BH Road near the entrance by Peet's Coffee Shop in King's Court Shopping Center
- Add a digital speed sign on LG Blvd. by Kennedy Rd/Caldwell Ave. and LG Blvd. area -- Ensure that the tree branches are not blocking the current digital speed sign on LG Blvd and Mitchell Ave. (The sign is oftentimes obscured by tree branches).
- Ensure the digital speed sign on Blossom Hill Rd is operating. Is it meant to be OFF when school is not in session as I have not seen it operating most days when I'm driving pass it? If so, can it be kept ON even when school is not in session as I think it works to remind drivers to slow down.

I would also like to request a review to add more traffic calming measures during bell hours surrounding Fisher Middle School - Mitchell Ave., Roberts Rd, Blossom Hill Rd and Los Gatos Blvd.

Specifically, can a crossing guard, or police be permanently stationed to control the traffic flow on Roberts Rd. and Fisher Ave when school ends?

There are too many students jay-walking or dashing across Roberts Rd - some to meet their parents in an awaiting car, some just dash across the street to be on the other side.

As my family and I walk the Blossom Hill Road and Los Gatos Blvd corridor daily, we see the many "near-misses" and am saddened by the fatality that occurred across the street from Blossom Hill Elementary school in December 2019.

We thank the Town Council for their support and hope there will be further review about these very specific hot spots near the aforementioned schools.

Regards,
Linda Yung

From: Heather Lancelot <heatherlancelot@hotmail.com>
Sent: Tuesday, January 14, 2020 10:51 AM
To: Stefanie Hockemeyer; Council
Cc: David Lancelot
Subject: Los Gatos Town Council Strategic Priority Meeting

Hello

I'm unable to attend tonight's town meeting, so would like to submit my traffic concerns in writing.

We live on Englewood Ave, which was recently incorporated into the town. Cars regularly use it as a cut through between Shannon and Kennedy, with a tremendous amount of traffic in the morning and late afternoon (both school and work commuters). Speeding well over the 25mph speed limit occurs on a regular basis, particularly on our end of the street where there are no speed bumps between Loma and Kennedy.

High school students in particular flagrantly disregard the speed limit and stop signs at Loma and Kennedy, which makes it even more dangerous for the younger children walking and riding their bikes home from school at dismissal times. The recent pedestrian crosswalk installed at Kennedy is somewhat helpful in demarcating pedestrian crossing zones, but only if the cars actually stop and look (which they often fail to do).

The situation is compounded by a complete lack of sidewalks or other safe walking zone on Englewood and the surrounding roads, even though the majority of schools (LGHS, Van Meter, Blossom Hill and Fisher are in the immediate vicinity) and many children walk/bike to school. In the evenings, commuters speed by when many residents are outside cycling, jogging and walking their dogs. It's unsafe and an accident waiting to happen, particularly as there is no lighting on the street and it is pitch black at night.

The traffic is at a complete standstill during the summer as Englewood is used as a beach cut through, but now the traffic is so bad in the mornings that it takes me minutes to pull out of my driveway unless someone is courteous enough to stop and let me back out.

We would like to see speed bumps installed on the remainder of Englewood that is no longer unincorporated, but now part of the town. In addition, a stop sign at Marchmont would serve as an additional traffic calming measure to reduce speeds and bumper to bumper traffic on Englewood. A regular police presence at either Loma or Kennedy to enforce the stop sign would also serve as a deterrent.

Sidewalks or a pedestrian path, with actual street lights would make the street safe again for the many residents who use it on foot or bike. Our child's school is only a few blocks away, but we would never allow her to walk unaccompanied after witnessing the daily dangerous driving on the roads.

Please get in touch if you would like to discuss further.

Best regards
Heather and David Lancelot

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