

**TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
SEPTEMBER 06, 2022
TELECONFERENCE
7:00 P.M.**

*Rob Rennie, Mayor
Maria Ristow, Vice Mayor
Mary Badame, Council Member
Matthew Hudes, Council Member
Marico Sayoc, 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 follow the participation instructions on page 2 of this agenda. If you wish to speak to an item NOT on the agenda, you may do so during the “Verbal Communications” period, by following the participation instructions on page 2 of this agenda. 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/TownYouTube***

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
COUNCIL MEETING AGENDA
SEPTEMBER 06, 2022
TELECONFERENCE
7:00 PM**

IMPORTANT NOTICE

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.). Consistent with AB 361 and Town of Los Gatos Resolution 2021-044, this meeting will not be physically open to the public and the Council will be teleconferencing from remote locations. Members of the public can only participate in the meeting by joining the Zoom webinar (log in information provided below).

PARTICIPATION

To provide oral comments in real-time during the meeting:

- **Zoom webinar:** Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://losgatosca.gov.zoom.us/j/81487187330?pwd=WUkwbnFwL0JWTTBIS2pYeHQ4SGRBQT09>
Passcode: 754788. You can also type in 814 8718 7330 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- **Join by telephone:** Join by Telephone: Dial: USA 877 411 9748 US Toll-free or 636 651 3128 US Toll. Conference code: 363432

When the Mayor announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

When called to speak, you will be asked to provide your full name and your town/city of residence. This identifying information is optional and not a requirement for participation. Please limit your comments to three (3) minutes, or such other time as the Mayor may decide, consistent with the time limit for speakers at a Council meeting.

If you wish to speak to an item or items on the Consent Calendar, please state which item number(s) you are commenting on at the beginning of your time.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non-Agenda Item.” Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

REMOTE LOCATION PARTICIPANTS *The following Council Members are listed to permit them to appear electronically or telephonically at the Town Council meeting: MAYOR ROB RENNIE, VICE MAYOR MARIA RISTOW, COUNCIL MEMBER MARY BADAME, COUNCIL MEMBER MATTHEW HUDES, and COUNCIL MEMBER MARICO SAYOC. All votes during the teleconferencing session will be conducted by roll call vote.*

RULES OF DECORUM AND CIVILITY

To conduct the business of the community in an effective and efficient manner, please follow the meeting guidelines set forth in the Town Code and State law.

The Town does not tolerate disruptive conduct, which includes but is 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 microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker.

Disruption of the meeting may result in a violation of Penal Code 403.

MEETING CALL TO ORDER

ROLL CALL

CLOSED SESSION REPORT

COUNCIL / MANAGER MATTERS

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Council may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Mayor asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 2 of this agenda. If an item is removed, the Mayor has the sole discretion to determine when the item will be heard.)*

- [1.](#) Approve Draft Minutes of the August 11, 2022 Special Town Council Meeting.
- [2.](#) Approve Draft Minutes of the August 16, 2022 Closed Session Town Council Meeting.
- [3.](#) Approve Draft Minutes of the August 16, 2022 Town Council Meeting.
- [4.](#) Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic.
- [5.](#) Authorize an Expenditure Budget Adjustment from available Vehicle Replacement Fund in the Amount of \$8,027 for a Total Vehicle Purchase Amount not to Exceed \$137,685.
- [6.](#) Adopt a Resolution Rescinding Resolution 2020-038 and Amending the Appendices to the Town Conflict of Interest Code Section 2.30.610.

7. Adopt a Resolution for the California Public Employees' Retirement System Retirement Plan to Waive the 180-Day Retiree Rehire Wait Period and to Appoint Cherie Avery-Strand as an Interim Permit Technician.
8. Approve the Side Letter of Agreement Between the Town of Los Gatos and the Town Employees' Association to Modify the Vacation Accrual Cap Through the End of the Last Full Pay Period in March 2023 and Authorize the Town Manager to Execute the Side Letter.

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.)*

9. Approve the Recommendation of the Policy Committee to Update the Town Core Goals and Guiding Principles to Align with the 2040 General Plan.
10. Receive the Requested Community Survey Follow Up Information.
11. Receive the American Leadership Forum Insights (ALFI) Discovery Report Regarding Justice, Equity, Diversity, and Inclusion (JEDI) and Direct the Town Manager to Work with ALFI in the Development of a JEDI Plan.

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.

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: 09/06/2022

ITEM NO: 1

**DRAFT
Minutes of the Town Council Meeting
August 11, 2022**

The Town Council of the Town of Los Gatos conducted a special meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, August 11, 2022 at 3:00 p.m.

MEETING CALLED TO ORDER AT 3:02 P.M.

ROLL CALL

Present: Mayor Rob Rennie, Vice Mayor Maria Ristow, Council Member Mary Badame, Council Member Matthew Hudes, Council Member Marico Sayoc (all participating remotely).

Absent: None

OTHER BUSINESS

1. Receive the Updated Five-Year Financial Forecast to Reflect the Town's New Labor Agreements.

Arn Andrews, Assistant Town Manager, presented the staff report.

Opened Public Comment.

No one spoke.

Closed Public Comment.

Council discussed the matter and received the updated Five-Year Financial Forecast.

2. Adopt a Resolution of the Council of the Town of Los Gatos, Calling a Municipal Election for November 8, 2022, Requesting that the County Consolidate the Municipal Election with the General Election on November 8, 2022, and Submitting to the Qualified Electors of the Town at the November 8, 2022 Consolidated General Election a Measure to Amend Chapter 14 of the Los Gatos Town Code Relating to Business License Taxes. **RESOLUTION 2022-054**

Arn Andrews, Assistant Town Manager, presented the staff report.

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Special Town Council Meeting of August 11, 2022

DATE: August 11, 2022

Other Business Item #2 – continued

Opened Public Comment.

No one spoke.

Closed Public Comment.

Council discussed the matter.

MOTION: Motion by Council Member Hudes to adopt a Resolution of the Council of the Town of Los Gatos as contained in Attachment 2, calling a municipal election for November 8, 2022, requesting that the County consolidate the municipal election with the general election on November 8, 2022, and submitting to the qualified electors of the Town at the November 8, 2022 consolidated general election a measure to amend Chapter 14 of the Los Gatos Town Code relating to business license taxes. **Seconded** by Vice Mayor Ristow.

VOTE: Motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully Submitted:

Jenna De Long, Deputy Clerk



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/02/2022

ITEM NO: 2

**DRAFT
Minutes of the Town Council Special Meeting – Closed Session
August 16, 2022**

The Town Council of the Town of Los Gatos conducted a special meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, August 16, 2022 to hold a Closed Session at 5:15 p.m.

MEETING CALLED TO ORDER AT 5:16 P.M.

ROLL CALL

Present: Mayor Rob Rennie, Vice Mayor Maria Ristow (left at 5:38 p.m.), Council Member Mary Badame, Council Member Matthew Hudes, Council Member Marico Sayoc (all participating remotely).

Absent: None

VERBAL COMMUNICATIONS

None.

THE TOWN MOVED TO CLOSED SESSION ON THE FOLLOWING ITEMS:

1. Conference with Legal Counsel - Existing Litigation (Gov. Code Section 54956.9) Case Name: Town of Los Gatos v. County of Santa Clara et al, Case No. 22CV395530.
2. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 case.

ADJOURNMENT

Closed Session adjourned at 5:58 p.m.

Attest:

Submitted by:

Jenna De Long, Deputy Town Clerk

Laurel Prevetti, Town Manager



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 3

**DRAFT
Minutes of the Town Council - Special Meeting
August 16, 2022**

The Town Council of the Town of Los Gatos conducted a special meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, August 16, 2022 at 7:00 p.m.

MEETING CALLED TO ORDER AT 7:00 P.M.

ROLL CALL

Present: Mayor Rob Rennie, Council Member Mary Badame, Council Member Matthew Hudes, Council Member Marico Sayoc (participating remotely).

Absent: Vice Mayor Maria Ristow.

PRESENTATIONS

- i. Commendation for Cherie Strand, Outgoing Counter Technician.

Mayor Rennie presented a commendation recognizing outgoing Counter Technician, Cherie Strand.

CLOSED SESSION REPORT

Gabrielle Whelan, Town Attorney, stated Council met as duly noted on the August 16, 2022 agenda and reported the Town Council authorized staff to amend the Town's complaint against the County of Santa Clara and also authorized the Mayor to request a meeting with members of the Board of Supervisors with regard to the same matter.

COUNCIL / MANAGER MATTERS

Council Matters

- Council Member Hudes stated he met individually with members of the Parks Commission, the Finance Commission, and the Senior Services Committee.
- Council Member Sayoc stated she has participated in the Housing Element Advisory Board meetings; participated in the Santa Clara County Cities Association meetings; and spoke about the upcoming League of California Cities Conference in Long Beach next month.
- Council Member Badame stated on August 8 she attended the Finance Commission meeting as observer and met with several constituents.
- Mayor Rennie stated he attended Silicon Valley Clean Energy Authority (SVCEA) Risk Oversight Committee meeting; SVCEA Board meeting; the Finance Commission meeting; the

Council Matters – continued

Valley Transportation Authority (VTA) Policy Advisory Committee meeting; the California League of Cities Association Legislative Action Committee meeting and California League of Cities Association Board meeting.

Manager Matters

- Announced Free COVID PCR testing will take place on August 18 at the Adult Recreation Center and reservations are available on the County's website.
- Announced the Housing Element Advisory Board will be held via teleconference on August 18, 2022 to consider the draft Housing Element.
- Announced the final Music in the Park of 2022 will take place on Sunday, August 21 at the Civic Center Lawn.
- Announced the Town has updated its Elections Page with information on Town Council Candidates and information on ballot Measure J.

CONSENT ITEMS

1. Approve Draft Minutes of the August 2, 2022 Closed Session Town Council Meeting.
2. Approve Draft Minutes of the August 2, 2022 Town Council Meeting.
3. Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic. **RESOLUTION 2022-055**
4. Receive the Fourth Quarter Investment Report (April through June 2022) for Fiscal Year 2021/22.
5. Authorize a Budget Adjustment in the Amount of \$15,480 to Cover the Additional Work for Rincon Consultants, Inc. as Proposed by Mintier Harnish for a Not to Exceed Total of \$319,562.
6. Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with Interwest Consulting Group to Include Supplemental Planning Division Consultant Services.
7. Approve an Amendment to the Temporary Salary Schedule for the Classification of Project Manager.

Council Member Hudes pulled items 5 and 7.

Opened public comment

No one spoke.

Closed public comment.

MOTION: Motion by Council Member Badame to approve items 1-4 and 6. Seconded by Council Member Sayoc.

VOTE: Motion passes 4-0-1. Vice Mayor Ristow absent.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

8. Receive the Information Provided in the Police Services Information: January – July 2022.

Jamie Field, Police Chief, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

Council discussed the item and received the Police Services Report January – July 2022.

9. Receive Information on Town Operational Efficiencies and Provide Potential Direction.

Laurel Prevetti, Town Manager, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

Council discussed the item and provided comments.

10. Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process to Specific Capital Projects and Approve a Budget Adjustment Transferring \$2,900,000 of General Fund Balance Anticipated to be Available in FY 22/23 from the American Rescue Plan Act (ARPA) Allocated “Replacement” Revenues Recognized in the General Fund in Accordance with the Lost Revenue Provisions of the Act to the General Fund Appropriated Reserve (GFAR).

Nicolle Burnham, Parks and Public Works Director, presented the staff report.

Opened public comment.

Lee Fagot

- Commented on concerns with the costs of the projects discussed and the current street resurfacing in his neighborhood.

Other Business Item #10 – continued

Closed public comment.

Council discussed the item.

MOTION: Motion by Mayor Rennie to approve the projects reflected in the table below with an additional \$100,000 for the community garden project to be allocated from the reserve for future capital projects or matching funds. **Seconded by Council Member Hudes.**

VOTE: Motion passes 4-0-1. Vice Mayor Ristow absent.

Project Name	Recommended Funding Allocation	
East Main Street Crosswalk Improvements	300,000	
Downtown Restroom Feasibility Study/Design	25,000	
Rehabilitate Automatic Gates - 41 Miles Avenue	25,000	
Termite Abatement at Water Tower – 41 Miles Avenue	25,000	
Civic Center Plumbing Repair – 110 E. Main Street	40,000	
HVAC Improvements – Police Operations Building	25,000	
Engineering Counter Modifications – 41 Miles Avenue	40,000	
Unanticipated Repairs	100,000	
Council Add: Community Garden Project	100,000	
Reserve for Future Capital Projects or Matching Funds	2,220,000	2,320,000
TOTAL	\$	2,900,000

Pulled Consent Items

5. Authorize a Budget Adjustment in the Amount of \$15,480 to Cover the Additional Work for Rincon Consultants, Inc. as Proposed by Mintier Harnish for a Not to Exceed Total of \$319,562.

Joel Paulson, Community Development Director, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

Pulled Consent Item # 5 – continued

Council discussed the item.

MOTION: Motion by Council Member Badame to authorize a budget adjustment in the amount of \$15,480 to cover the additional work for Rincon Consultants, Inc. as proposed by Mintier Harnish for a not to exceed total of \$319,562. **Seconded** by Council Member Sayoc.

VOTE: Motion passes 4-0-1. Vice Mayor Ristow absent.

7. Approve an Amendment to the Temporary Salary Schedule for the Classification of Project Manager.

Laurel Prevetti, Town Manager, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

Council discussed the item.

MOTION: Motion by Council Member Hudes to approve an amendment to the temporary salary schedule for the classification of Project Manager. **Seconded** by Council Member Badame.

VOTE: Motion passes 4-0-1. Vice Mayor Ristow absent.

ADJOURNMENT

The meeting adjourned at 9:22 p.m.

Respectfully submitted:

Jenna De Long, Deputy Clerk



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 4

DATE: August 22, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic

RECOMMENDATION:

Adopt a Resolution reaffirming Resolution 2021-044 and making findings pursuant to Government Code Section 54953, as amended by Assembly Bill 361, and authorizing the continued use of virtual meetings due to health and safety concerns for the public.

BACKGROUND:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings expired on September 30, 2021.

DISCUSSION:

AB 361 was signed into law by the Governor on September 16, 2021, and went into effect immediately upon signing. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021, expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on State or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees.

PREPARED BY: Wendy Wood
Town Clerk

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

DISCUSSION (Cont):

AB 361 requires Public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency

still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing.

Town Council adopted Resolution 2021-044 on October 5, 2021 regarding Brown Act compliance and teleconferencing pursuant to Government Code Section 54953, as amended by AB 361, and adopted resolutions on the following dates reaffirming Resolution 2021-044:

- November 2, 2021 adopted Resolution 2021-046
- November 16, 2021 adopted Resolution 2021-048
- December 7, 2021 adopted Resolution 2021-054
- December 21, 2021 adopted Resolution 2021-059
- January 18, 2022 adopted Resolution 2022-001
- February 1, 2022 adopted Resolution 2022-003
- February 15, 2022 adopted Resolution 2022-004
- March 1, 2022 adopted Resolution 2022-006
- March 15, 2022 adopted Resolution 2022-009
- April 5, 2022 adopted Resolution 2022-013
- April 19, 2022 adopted Resolution 2022-017
- May 3, 2022 adopted Resolution 2022-021
- May 17, 2022 adopted Resolution 2022-031
- June 7, 2022 adopted Resolution 2022-032
- June 21, 2022 adopted Resolution 2022-037
- July 12, 2022 adopted Resolution 2022-048
- August 2, 2022 adopted Resolution 2022-050
- August 16, 2022 adopted Resolution 2022-055

CONCLUSION:

Adopt a Resolution reaffirming Resolution 2021-044 making findings pursuant to Government Code Section 54953, as amended by Assembly Bill 361, and authorizing the continued use of virtual meetings. If adopted, virtual meetings may continue for all Town Boards, Commissions, and Committees.

COORDINATION:

This report was coordinated with the Town Attorney and Town Manager's offices.

PAGE 3 OF 3

SUBJECT: Adopt a Resolution Regarding Brown Act Compliance and Teleconferencing

DATE: August 22, 2022

FISCAL IMPACT:

There will be no fiscal impact to the Town at this time.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Resolution

RESOLUTION 2022-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS REAFFIRMING RESOLUTION 2021-044 REGARDING BROWN ACT COMPLIANCE AND TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, DURING THE COVID-19 PANDEMIC

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 12, 2020, the Town Manager of Los Gatos acting in the capacity of Town of Director of Emergency Services, issued a Proclamation of Local Emergency; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (California Government Code Section 54950 et seq.) so that local legislative bodies can hold public meetings via teleconference (with audio or video communications, without a physical meeting location), as long as the meeting agenda identifies the teleconferencing procedures to be used; and

WHEREAS, on March 17, 2020, the Town Council of the Town of Los Gatos ratified the Proclamation of Local Emergency as set forth in Resolution 2020-008 and remains in full force and effect to date; and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021, and the Governor subsequently signed legislation revising Brown Act requirements for teleconferenced public meetings (Assembly Bill 361, referred to hereinafter as “AB 361”); and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code section 54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

ATTACHMENT 1

WHEREAS, the Town Council of the Town of Los Gatos approved Resolution No. 2021-044 on October 5, 2021 declaring the need for the Town Council, Boards, Commissions, and Committees to continue to meet remotely in order to ensure the health and safety of the public; and

WHEREAS, the Town of Los Gatos remains in a state of emergency due to the continuing spread of COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated, or are at a higher risk of severe illness due to COVID-19; and

WHEREAS, that the Santa Clara County Public Health Department continues to recommend that public bodies meet remotely to the extent possible; and

WHEREAS, the Town's public meeting facility is indoor and not designed to ensure circulation of fresh/outdoor air, and not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to Town facilities to participate in local government, and some of them would be at high risk of severe illness due to COVID-19; and

WHEREAS, technology exists that allows full participation from members of the public without requiring in-person attendance at a Town Council, Board, Commission, or Committee meeting.

WHEREAS, the Town Council has considered all information related to this matter, including the associated staff report and other information relating to COVID-19 provided at prior public meetings of the Town Council; and

WHEREAS, the Town Council now desires to adopt a Resolution finding that the requisite conditions continue to exist for the legislative bodies of the Town of Los Gatos, as defined in the Brown Act, to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE:

1. The Town Council hereby finds that the fact set forth in the above recitals and as contained in Resolution 2021-044 are true and correct, and establish the factual basis for the adoption of this Resolution;
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19 and as a result of that emergency,

meeting in person would present imminent risks to the health or safety of attendees of in-person meetings of this legislative body and all Town advisory bodies within the meaning of California Government Code section 54953(e)(1).

3. Under the present circumstances, including the risks mentioned in the preceding paragraph, the Town Council determines that authorizing teleconferenced public meetings consistent with Assembly Bill 361 is necessary and appropriate.

4. Staff are directed to take all actions necessary to implement this Resolution for all Town meetings in accordance with the foregoing provisions and the requirements of Government Code section 54953, as amended by Assembly Bill 361, including but not limited to returning for ratification of this Resolution every 30 days after teleconferencing for the first time pursuant to Assembly Bill 361 for so long as either of the following circumstances exists: (a) the state of emergency continues to directly impact the ability of this legislative body to meet in person; and/or (b) state or local officials, including but not limited to the County Health Officer, continue to impose or recommend measures to promote social distancing.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6th day of September 2022, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 5

DATE: August 17, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize an Expenditure Budget Adjustment from available Vehicle Replacement Fund in the Amount of \$8,027 for a Total Vehicle Purchase Amount not to Exceed \$137,685

RECOMMENDATION:

Authorize an expenditure budget adjustment from available Vehicle Replacement Fund in the amount of \$8,027 for a total vehicle purchase amount not to exceed \$137,685.

BACKGROUND:

As part of the Adopted Operating Budget, the Equipment Replacement Fund is approved annually to provide funds for the replacement of high mileage or older vehicles that have reached the replacement criteria or do not meet federal regulations for emissions. The Town's goal is to amortize a vehicle's replacement over its forecasted life and sets funds aside on an annual basis to ensure the Equipment Replacement Fund has sufficient resources for the timely replacement of vehicles. In addition, this funding structure allows for a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations.

PPW currently operates a Ford F450 medium duty Versalift aerial unit which is used in Parks and Public Works Maintenance Operations to provide access for work on signs, banners, streetlights, tree work, and other high locations needing work. The vehicle that the staff recommends replacing is fully amortized in the replacement program and all necessary funds are available.

PREPARED BY: Jim Harbin
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Interim Finance Director, and Parks and Public Works Director

BACKGROUND (continued):

On February 16, 2021, Town Council authorized the Town Manager to purchase a cab chassis vehicle with an aerial lift platform body from Altec Industries, Inc. in the amount not to exceed \$129,658; however, due to the current supply chain issues and steel and aluminum shortages, material costs have increased dramatically, and delivery dates have been extended as much as nine months or more.

Costs for the vehicle purchase and build-up increased since Council's approval on February 16, 2021, due to material surcharges, estimated tax adjustments, and additional safety equipment added which was not available at the time of the initial order resulting in an updated quotation (Attachment 1).

DISCUSSION:

In accordance with the Town's Purchasing Policy, Section 7c (Cooperative Purchasing) and the Town's Vehicle and Equipment Acquisition and Replacement Policy (Attachment 2), the purchase of these vehicles is based on a formal bid process completed by the State of California Department of General Services, which allows for other municipalities to purchase vehicles using their formal bid proposal documents. The Adopted Budget allows for the replacement of each of the vehicles as recommended in this report.

CONCLUSION:

Authorize an expenditure budget adjustment from available Vehicle Maintenance Fund in the amount of \$8,027 for a total vehicle purchase amount not to exceed \$137,685.

FISCAL IMPACT:

There are sufficient funds available in the Equipment Replacement Fund for the requested budget adjustment to purchase this vehicle.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Vehicle Quote
2. Town Vehicle and Equipment Acquisition and Replacement Policy



Quote Number: 797733-3
 Opportunity Number: 1623029
 Sourcewell Contract #: 012418-ALT
 Date: 11/9/2021

Quoted for: Town of Los Gatos

Customer Contact:

Phone: / Email:

Quoted by: Jason Boblit

Phone: 309-798-3693 / Email: jason.boblit@altec.com

Altec Account Manager: William Hamburger

REFERENCE ALTEC MODEL	Sourcewell Price
AT37G	Articulating Telescopic Aerial Device (Insulated) \$104,353

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

1	AT37G-US40	40' Boom Height (AT40-G) MUST quote ISO option	\$2,236
2	AT37G-ISO	ISO boom - MUST QUOTE for 40' boom height (n/a on base model)	\$3,937
3	AT37G-GAS	Gas Engine	-\$4,313
4			

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

1	FE	POWER EQUIPMENT (Power Locks and Power Windows)	\$993
2			
3	SPOT4	SIX (6) POINT STROBE SYSTEM (LED)	\$1,073
4	VCAM	Backup Camera System	\$977
5			
6			
7			
8			
SOURCEWELL OPTIONS TOTAL:			\$109,256

(B.) OPEN MARKET ITEMS (Customer Requested)

1	UNIT		
2	UNIT & HYDRAULIC ACC	Bemis PPF295 Post Puller and Altas LPD-T with adapter, Tool Circuit Rear, Jaw Set	\$12,059
3	BODY		
4	BODY & CHASSIS ACC		
5	ELECTRICAL	7 way blade ILO Pin	\$20
6	FINISHING		
7	CHASSIS	2022 Dodge Gas 4x2 ILO Stock Chassis	-\$3,526
8	OTHER		
OPEN MARKET OPTIONS TOTAL:			\$8,553

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$117,809
 Delivery to Customer: \$4,668
 Material Surcharge: \$3,822
 Doc/Admin/Tire Tax \$135.50
 Estimated Use/Sales Tax \$11,250.00
 TOTAL FOR UNIT/BODY/CHASSIS: \$137,685

(C.) ADDITIONAL ITEMS (items are not included in total above)

1			
2			
3			
4			

Pricing valid for 45 days

NOTES

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

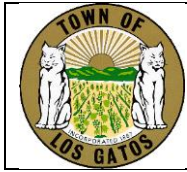
DELIVERY: No later than 360-390 days ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

BUILD LOCATION: Elizabethtown, KY



TITLE: Town Vehicle and Equipment Acquisition and Replacement Policy

POLICY NUMBER: 4-05

EFFECTIVE DATE: 4/6/1994

PAGES: 3

ENABLING ACTIONS:

REVISED DATES: 5/26/1998

APPROVED: Mayor Linda Lubeck

PURPOSE

To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos.

SCOPE

This policy will apply to the acquisition and disposal of vehicles and equipment used by all Town Departments.

POLICY

When purchasing vehicles or motorized equipment or disposing of surplus vehicles and equipment, the following will apply:

- A. Replacement of vehicles and motorized equipment is based on an equipment replacement schedule that allows for replacement on a programmed cycle. The recommended basis is as follows:

Vehicle/Equipment Type

Replacement Cycle

Police Patrol

3 years and/or 85,000 miles

Police Undercover (used, 1 to 2 years old)

4 years and/or 75,000 miles

Police Sedans (used, 1 to 2 years old)

4 years and/or 75,000 miles

Motor Cycles

4 years and/or 42,000 miles

Parking Vehicles

6 years and/or 75,000 miles

All-Terrain Vehicle

8 years and/or 50,000 miles

Police Vans

6 years and/or 85,000 miles

Sedans (new)

8 years and/or 85,000 miles

TITLE: Town Vehicle and Equipment Acquisition and Replacement Policy	PAGE: 2 of 3	POLICY NUMBER: 4-05
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<u>Vehicle/Equipment Type</u>	<u>Replacement Cycle</u>
Sedans (used 1 to 2 years old)	6 years and/or 85,000 miles
Pickups (gas)	8 years and/or 72,000 miles
Pickups (diesel)	12 years and/or 100,000 miles
Medium Trucks (gas)	8 years and/or 80,000 miles
Medium Trucks (diesel)	12 years and/or 100,000 miles
Heavy Trucks (gas)	8 years and/or 80,000 miles
Heavy Trucks (diesel)	15 years and/or 100,000 miles
Lawn Mowers	6 years
Roadable Mowers	8 years
Vans	8 years and/or 100,000 miles
Sweepers	6 years and/or 65,000 miles
Backhoes	10 years and/or 7,000 hours
Loaders	12 years and/or 7,200 hours
Graders	20 years and/or 9,000 hours
Aerial Units	12 years and/or 80,000 miles
Chippers	10 years and/or 5,000 hours
Compressors	12 years and/or 5,000 hours
Forklifts	17 years and/or 9,000 hours
Rollers	15 years
Trailers	10 years
Sprayers	8 years
Sewer Cleaners	6 years
Rodders	10 years

The equipment/replacement list will be used as a guideline in the replacement of vehicles and equipment. Other factors that will be used in the evaluation process include:

1. Overall conditions of vehicles and equipment
2. Repair records.
3. Vehicle efficiency and safety.
4. Service life related to extended use in other departments.

B. COOPERATIVE PURCHASING PROGRAM:

When purchasing vehicles and equipment, the town of Los Gatos will invite vendors (local and non-local) to submit bids. Where applicable, the Town will use the State of California Cooperative Purchasing Program.

TITLE: Town Vehicle and Equipment Acquisition and Replacement Policy	PAGE: 3 of 3	POLICY NUMBER: 4-05
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C. SPECIFICATIONS:

The Department of Parks and Public Works will review all specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos. Specifications will be prepared based on user needs, operating costs, safety factors, life expectancy, new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

D. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place via trade-in when vehicles or equipment are purchased. If the trade-in offer is deemed insufficient, the Town will advertise and surplus items at a minimum pre-determined price. When possible, staff will try to offer specialized vehicles, such as Police patrol cars, to agencies that need such equipment but may not be able to purchase new equipment. Prior to the disposal of vehicle or equipment, the Parks and Public Works Department will determine if reassignment to another department is warranted.

E. RESPONSIBILITY:

All applicable departments within the Town of Los Gatos who are assigned vehicles or motorized equipment may be involved in the procurement/disposal process.

1. Finance personnel and the Town Manager shall review the equipment replacement list annually to ensure that replacement costs for vehicles and equipment are current and in-line with long-term replacement needs.
2. Each Department is responsible for requesting vehicle or equipment replacement during the annual budget process.
3. The Parks and Public Works Department will prepare vehicle specifications for all Town Departments except the Police Department.
4. The Parks and Public Works Department will review all Town specifications for vehicles and motorized equipment.
5. Disposal or reassignment of surplus vehicles and equipment will be coordinated by the Parks and Public Works Department.

APPROVED AS TO FORM:

/s/ Orry Korb, Town Attorney



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/6/2020

ITEM NO: 6

DATE: August 22, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt a Resolution Rescinding Resolution 2020-038 and Amending the Appendices to the Town Conflict of Interest Code Section 2.30.610

RECOMMENDATION:

Adopt a resolution rescinding Resolution 2018-045 and amending the appendices to the Town Conflict of Interest Code, Section 2.30.610.

BACKGROUND:

The Political Reform Act (Government Code Section 81000 *et seq.*) requires local agencies to adopt and maintain a Conflict of Interest Code. The Town of Los Gatos adopted the Conflict of Interest Code as part of the Town Code set forth in Chapter 2, Article III, Division 4. Revisions to the Conflict of Interest Code may be made by resolution, pursuant to Ordinance 2139, adopted by the Town Council on February 8, 2005. On December 19, 2017, the Council amended the Conflict of Interest Code with the adoption of Ordinance 2267 which mandates all Form 700 filers must file electronically via NetFile, the Town's e-filing system, beginning February 1, 2019. In addition, the Ordinance imposes an opt-in rule, under which Form 700 filers that utilize the electronic filing system once are required to use the system for all future filings, regardless of whether they meet the monetary thresholds in the future. This rule is to ensure continuity of records in the electronic filing system.

The Political Reform Act further requires that in even-numbered years, prior to October 1, local agencies conduct a biennial review and update of their conflict of interest codes to address new positions and/or new position titles, which must be listed in the local code.

PREPARED BY: Wendy Wood
Town Clerk

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

DISCUSSION:

The Town last updated its Conflict of Interest Code on September 4, 2020. In consultation with the Town Attorney, it was determined that six new employee positions/classifications need to be added to the list of designated filers. The new positions are as follows: IT System Administrator; Senior Public Works Inspector; Associate Engineer Technician; Senior Engineering Technician; Urban Forest Manager; and Supervising Equipment Mechanic. The name of the Finance Commission is also being corrected from Council Finance Committee to Finance Commission and the General Plan Advisory Committee is being removed as the Committee has completed its work.

Those on the designated positions list are required to file the Fair Political Practices Commission (FPPC) Form 700 Statement of Economic Interests annually by April 1 with the Town Clerk. Attachment 2 is the updated positions and titles for this reporting period consistent with the Political Reform Act reporting requirements.

Additionally, the disclosure categories (Attachment 3) have been consolidated into three categories. Category one (1) requires reporting of all investment and business positions in business entities, sources of income (including receipt of gifts, loans, and travel payments) from sources located in or doing business in the Town of Los Gatos and interests in real property located in the Town of Los Gatos or within two miles of the Town of Los Gatos or property owned by the Town of Los Gatos. Category two (2) requires reporting of investments and positions in business entities and all sources of income (including receipt of gifts, loans, and travel payments) from sources located in or doing business in the Town of Los Gatos. Category three (3) requires reporting of interests in real property located in the Town of Los Gatos or within two miles of the Town of Los Gatos or property owned by the Town of Los Gatos.

COORDINATION:

The preparation of this report was done in coordination with the Town Attorney's Office.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Resolution
2. Exhibit A – Designated Positions
3. Exhibit B – Disclosure Categories

RESOLUTION 2022-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE APPENDICES OF THE TOWN'S CONFLICT OF INTEREST CODE PURSUANT TO LOS GATOS TOWN CODE SECTION 2.30.610

WHEREAS, the Political Reform Act, codified at Government Code section 81000, *et seq.*, requires State and local government agencies to adopt and promulgate conflict of interest codes;

WHEREAS, the Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing;

WHEREAS, the terms of California Code of Regulations Section 18730 have been adopted by reference by the Town Council in Los Gatos Town Code Section 2.30.610;

WHEREAS, the Town Council adopted Ordinance 2139 intended to better facilitate the process of updating the Town's Conflict of Interest Code by authorizing the adoption and periodic updates of the detailed appendices required by California Code of Regulations Section 18730 containing the designation of positions and disclosure categories; and

WHEREAS, this resolution is intended to update the Town of Los Gatos Conflict of Interest Code by amending the detailed appendices containing the designation of positions and disclosure categories.

NOW THEREFORE, BE IT RESOLVED:

1. Exhibit A to this Resolution shall constitute the Appendix "A" to the Town of Los Gatos Conflict of Interest Code, by listing of those positions that are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended. The Town Council hereby finds that the officers and employees holding the following designated positions make, or participate in the making of decisions which may reasonably have a material effect on financial interests, and are, therefore, designated employees of the Town of Los Gatos solely for purposes of the Fair Political Practices Act and required to make financial disclosures as specified in Exhibit A.
2. Exhibit B to this Resolution shall constitute Appendix "B" to the Town of Los Gatos Conflict

of Interest Code, as amended, listing the disclosure categories that are required pursuant to the Political Reform Act of 1974. When a designated employee is required to disclose investments and sources of income, he or she need only disclose investments in business entities and sources of income, including receipt of gifts, loans, and travel payments, from sources located in or doing business in the Town of Los Gatos, plan to do business in the Town of Los Gatos, or have done business in the Town of Los Gatos within the past two (2) years. In addition to other activities, a business entity is doing business within the Town of Los Gatos if it owns real property within the Town of Los Gatos. When a designated employee is required to disclose interests in real property, he or she need only disclose real property which is located in whole or in part within the Town or not more than two miles outside of Town boundaries or not more than two miles from any land owned or used by the Town of Los Gatos.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6th day of September 2022, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

Exhibit A

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

ADMINISTRATION

Town Council	1
Town Manager	1
Assistant Town Manager	1
Administrative Analyst	2
Town Clerk	2
Deputy Clerk	2
Finance Director	1
Finance and Budget Manager	2
Human Resources Director	2
Information Technology Manager	2
Economic Vitality Manager	1
Events and Marketing Specialist	1
IT System Administrator	2

COMMUNITY DEVELOPMENT

Community Development Director	1
Planning Manager	1
Administrative Analyst	2
Senior Planner	1
Assistant Planner	1
Associate Planner	1
Planning Technician	1
Permit Technician	1
Code Compliance Officer	1
Building Official	1
Senior Building Inspector	1
Building Inspector	1

LIBRARY

Library Director	2
Library Manager	2

PARKS AND PUBLIC WORKS

Director of Parks and Public Works	1
Assistant Director/Town Engineer	1
Superintendent	1
Senior Administrative Analyst	1
Arborist	1
Assistant Engineer	1
Associate Engineer	1

Traffic Engineer	1
Public Works Inspector	1
Senior Public Works Inspector	1
Associate Engineer Technician	1
Engineering Technician	1
Senior Engineering Technician	1
Environmental Programs Specialist	1
Urban Forest Manager	1
Project Manager/Construction Project Manager	1
Transportation and Mobility Manager	1
Operations Manager	1
Supervising Equipment Mechanic	2

POLICE DEPARTMENT

Police Chief	1
Police Captain	1
Records and Communications Manager	2
Senior Administrative Analyst	2
Community Outreach Coordinator	2

TOWN ATTORNEY

Town Attorney	1
Deputy Town Attorney	1

BOARD, COMMISSION, AND COMMITTEE MEMBERS

Arts and Culture Commission	1
Building Board of Appeals	1
Community Health and Senior Services Commission	2
Complete Streets and Transportation Commission	1
Conceptual Development Advisory Commission	1
Council Finance Committee Commission	2
Development Review Committee	1
General Plan Committee	1
General Plan Advisory Committee	1
Historic Preservation Committee	1
Library Board	2
Parks Commission	1
Personnel Board	2
Planning Commission	1

SPECIFIED CONSULTANTS

Those consultants defined as a “consultant” by the Fair Political Practice Commission and as determined by the Town Attorney in writing.	1
--	---

A Consultant is defined as an individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions.

FPPC Regulation 18700.3 defines “consultants” as including the following individuals who make a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law
- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- Participates in making a governmental decision; or
- Performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s conflict-of-interest code.

In addition, the Town Attorney may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with these disclosure requirements. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The Attorney’s determination is a public record and shall be available for inspection.

Exhibit B

General Provisions

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure category as indicated in section 2.30.610.

Category 1: All investment and business positions in business entities, sources of income (including receipt of gifts, loans, and travel payments) from sources located in or doing business in the Town of Los Gatos and interests in real property located in the Town of Los Gatos or within two miles of the Town of Los Gatos or property owned by the Town of Los Gatos.

Category 2: Investments and positions in business entities and all sources of income (including receipt of gifts, loans, and travel payments) from sources located in or doing business in the Town of Los Gatos.

Category 3: Interests in real property located in the Town of Los Gatos or within two miles of the Town of Los Gatos or property owned by the Town of Los Gatos.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 7

DATE: August 26, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt a Resolution for the California Public Employees' Retirement System Retirement Plan to Waive the 180-Day Retiree Rehire Wait Period and to Appoint Cherie Avery-Strand as an Interim Permit Technician.

RECOMMENDATION:

Adopt a Resolution for the California Public Employees' Retirement System Retirement Plan to waive the 180-day retiree rehire wait period and to appoint Cherie Avery-Strand as an Interim Permit Technician (Attachment 1).

BACKGROUND:

The Town has an existing agreement with the California Public Employees' Retirement System (CalPERS) to provide its retirement program to employees. The CalPERS retirement program is governed by Public Employees' Retirement Law (PERL). PERL contains the rules and regulations that a contracting agency must adhere to related to the hire of a CalPERS retiree, referred to as a retired annuitant. PERL requires that a non-safety retired annuitant may not work for a CalPERS contracting agency unless the retired annuitant has been retired for at least 180 days (Gov. Code section 7522.56). In lieu of the 180-day wait period, an agency's governing body may approve a resolution to waive the 180 days. PERL also requires that if a retired annuitant will be rehired into a vacant position while a recruitment for a permanent replacement is taking place, the governing body must approve a resolution appointing the retired annuitant as an interim employee [Gov. Code section 21224].

DISCUSSION:

Cherie Avery-Strand has been employed as a Permit Technician with the Town of Los Gatos since 1988.

PREPARED BY: Salina Flores
Human Resources Director

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

PAGE 2 OF 3

SUBJECT: Adopt a Resolution for the California Public Employees' Retirement System Retirement Plan to Waive the 180-Day Retiree Rehire Wait Period and to Appoint Cherie Avery-Strand as an Interim Permit Technician.
DATE: August 26, 2022

DISCUSSION (continued):

Recently, Ms. Avery-Strand provided her notice of intent to retire from the Town with her last day of work to occur on September 16, 2022, resulting in a CalPERS retirement effective date of September 17, 2022.

The Town opened the recruitment for Permit Technician on August 22, 2022. The recruitment timeline to hire this position typically spans approximately three months. The Permit Technician role is essential to the continued operation of the Community Development Department and its permitting functions. The incumbent is responsible for front counter customer service duties including monitoring and responding to the Building Department email and phone lines; receiving, processing, performing plan reviews, and issuing Building Permits; cashier responsibilities for Building, Planning, Code Compliance, and Business License processes; new address requests and issuance; and assisting with the Building Inspection request line and Inspector's schedules.

To allow for this continued critical function as well as the transfer of important institutional knowledge to the new Permit Technician, staff is requesting to rehire Cherie Avery-Strand as an Interim Permit Technician until the permanent replacement is trained. Before Ms. Avery-Strand can be hired as a retired annuitant, the Town Council must adopt a CalPERS resolution to allow staff to request that the re-employment begins earlier than the 180-day wait period and to appoint Ms. Avery-Strand as an Interim Permit Technician. A retired annuitant may be appointed in an interim position provided that there is an open recruitment to fill the vacancy. The rate of pay may not be less than or more than the current approved salary range for the vacant position. Also, a retired annuitant may not work more than 960 hours in a CalPERS fiscal year. The CalPERS fiscal year begins July 1 and ends on June 30. The tentative first day of employment as a retired annuitant for Ms. Strand is September 8, 2022, subject to CalPERS approval of the executed resolutions.

CONCLUSION:

Staff recommends that the Town Council adopt a Resolution to waive the 180-day wait period and appoint Cherie Avery-Strand to the Interim Permit Technician position while the recruitment for a permanent replacement takes place.

PAGE 3 OF 3

SUBJECT: Adopt a Resolution for the California Public Employees' Retirement System Retirement Plan to Waive the 180-Day Retiree Rehire Wait Period and to Appoint Cherie Avery-Strand as an Interim Permit Technician.

DATE: August 26, 2022

FISCAL IMPACT:

It is anticipated that the rehire of a retired annuitant will result in overall budget savings given that the retiree will no longer be eligible for benefits related to permanent employment except the Town's contribution to Medicare.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. CalPERS Resolution for a 180-Day Wait Period Exception and Appointment of Cherie Avery-Strand as an Interim Permit Technician.

RESOLUTION 2022 –

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO WAIVE THE 180-DAY WAITING PERIOD TO HIRE CHERIE STRAND AS A RETIRED ANNUITANT TO FILL A CRITICAL POSITION AS PERMIT TECHNICIAN PURSUANT TO GOV. CODE SECTIONS 7522.56 & 21224

September 6, 2022

WHEREAS, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees Retirement Law, the Town Council must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

WHEREAS, Cherie Avery-Strand retired from Town of Los Gatos in the position of Permit Technician, effective September 17, 2022; and

WHEREAS, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is March 16, 2024 without this certification resolution; and

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Town Council, the Town of Los Gatos and Cherie Avery-Strand certify that Cherie Avery-Strand has not and will not receive any other retirement-related incentive; and

WHEREAS, the Town Council hereby appoints Cherie Avery-Strand as an extra help retired annuitant to perform the duties of the Permit Technician for the Town of Los Gatos under Gov. Code section 21224, effective September 19, 2022; and

WHEREAS, the entire employment agreement, contract or appointment document between Cherie Avery-Strand and the Town of Los Gatos has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

ATTACHMENT 1

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum monthly base salary for this position is \$7,962.93 and the hourly equivalent is \$45.94, and the minimum monthly base salary for this position is \$6,158.53 and the hourly equivalent is \$35.53; and

WHEREAS, the hourly rate paid to Cherie Avery-Strand will be \$45.94; and

WHEREAS, Cherie Avery-Strand has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Town Council hereby certifies the nature of the appointment of Cherie Avery-Strand as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Permit Technician for the Town of Los Gatos by September 19, 2022 because the Permit Technician role is essential to the continued operation of the Community Development Department and its permitting functions.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6th day of September, 2022, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS

LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS

LOS GATOS, CALIFORNIA

DATE: _____



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/22

ITEM NO: 8

DATE: August 26, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve the Side Letter of Agreement Between the Town of Los Gatos and the Town Employees' Association to Modify the Vacation Accrual Cap Through the End of the Last Full Pay Period in March 2023 and Authorize the Town Manager to Execute the Side Letter

RECOMMENDATION:

Approve the Side Letter of Agreement between the Town of Los Gatos and the Town Employees' Association to modify the vacation accrual cap through the end of the last full pay period in March 2023 and authorize the Town Manager to execute the side letter.

BACKGROUND:

On August 19, 2021, the Town Los Gatos and representatives of the Town Employees' Association (TEA) negotiated a side letter of agreement to acknowledge the staffing issues in the Communication Division within the Police Department which resulted in limited opportunities to use vacation or compensatory leave time. The Town agreed to allow a temporary removal of the vacation accrual maximum cap and the compensatory time off maximum cap through June 25, 2022. It was agreed that effective June 26, 2022, the vacation accrual cap would be returned to 310 hours and the compensatory time off cap would be returned to 100 hours. (Attachment 1).

DISCUSSION:

Subsequent to the Council approval of the TEA MOU dated July 1, 2022 through June 30, 2024, staff met with TEA, negotiated and agreed on extending the side letter (Attachment 2) to acknowledge the ongoing staffing challenges in the Communications Division within the Police Department. The Police Department continues to recruit, hire, and train new Communication Dispatchers but is presently at four with two in training out of eight budgeted positions.

PREPARED BY: Salina Flores
Human Resources Director

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

PAGE 2 OF 2

SUBJECT: Approve the Side Letter of Agreement Between the Town of Los Gatos and the Town Employees' Association to Modify the Vacation Accrual Cap Through the End of the Last Full Pay Period in March 2023 and Authorize the Town Manager to Execute the Side Letter

DATE: August 26, 2022

DISCUSSION (continued):

In addition, the Police Department has hired a total of seven per diem Dispatchers to supplement the full-time Dispatch staff in order to allow for better coverage, training, and vacation opportunities with more focused training of new Dispatch staff.

This is a temporary side letter of agreement that will sunset on March 31, 2023.

CONCLUSION:

Staff has met its obligation to meet and confer with the Town Employees' Association and therefore, it is recommended that the side letter of agreement be approved, and the Town Manager be authorized to execute the side letter.

FISCAL IMPACT:

The maximum fiscal impact of the side letter will be absorbed in the Police Department's Fiscal Year 2022/23 operating budget.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. 2021 Side Letter of Agreement
2. 2022 Side Letter of Agreement

**SIDELETTER OF AGREEMENT
BETWEEN THE
TOWN OF LOS GATOS AND TOWN EMPLOYEES' ASSOCIATION
AUGUST 19, 2021**

In consideration of the current staffing issues in the Communications division within the Police Department resulting in limited opportunities to use vacation or compensatory time leave, the Town will allow a temporary removal of the vacation accrual maximum cap and the compensatory time off maximum cap effective with the pay period beginning August 8, 2021 and continuing through June 25, 2022. The vacation accrual maximum cap will be returned to 310 hours and the compensatory time off cap will be returned to 100 hours on June 26, 2022. If an employee's vacation or compensatory leave balance is still above the maximum cap hours after June 25, 2022, the hours will remain in the employee's leave banks for future use or cash out but accruals will not resume until the balances are below the maximum cap hours.

The parties agree that the preceding language temporarily modifies **Overtime Sections 11.4.3 and 11.4.5** and **Vacation Accrual Sections 18.2.1 and 18.2.2** of the 2018-2021 TEA Memorandum of Understanding.

The provisions of this side letter are specific to the *Communications Dispatcher* and *Communications Dispatcher Lead* classifications with the exception of the additional June cash out date in 2022. The additional June cash out date in 2022 is available to all TEA members. This side letter automatically sunsets on June 30, 2022.

11.4 Overtime

11.4.3

The Department Director may permit an employee to take compensatory time in lieu of paid overtime. With Department Director approval, employees shall be permitted to accumulate compensatory time to a maximum of sixty (60) hours. The maximum accumulated compensatory time for Communication Dispatchers and Communication Dispatchers Lead only shall be unlimited through June 25, 2022.

11.4.5

On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to 40 hours of CTO (in whole hour increments) which will be earned in the following calendar year at one and one half times (1.5) the employee's base rate of pay. Communication Dispatchers and Communication Dispatchers Lead only shall not have a cash out limit for CTO. In the first full pay period of June and on the pay day for the pay period which includes Thanksgiving in the following year, the employee will receive cash for the amount of CTO the employee irrevocably elected to cash out in the prior year. However, if the employee's CTO balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of CTO the employee has accrued at the time of the cash out.

18.2 Vacation Accrual

18.2.1

Maximum accrual shall be 310 hours. If an employee has reached the maximum accrual level, no more vacation will be accrued until the accrual level is reduced below the maximum amount. Maximum

accrual for Communication Dispatchers and Communication Dispatchers Lead only shall be unlimited through June 25, 2022.

18.2.2 Vacation Cash-Out

On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to one hundred and sixty (160) hours of accrued vacation (in whole hour increments) which will be earned in the following calendar year at the employee's base rate of pay. Communication Dispatchers and Communication Dispatchers Lead only shall not have a cash out limit for Vacation. In the first full pay period of June and on the pay day for the pay period which includes Thanksgiving in the following year, the employee will receive cash for the amount of the vacation the employee irrevocably elected to cash out in the prior year. However, if the employee's vacation leave balance is less than the amount the employee elected to cash out in the prior calendar year the employee will receive cash for the amount of vacation leave the employee has accrued at the time of the cash out.

FOR TOWN EMPLOYEES' ASSOCIATION:

DocuSigned by:

Christine Crosson 9/11/2021

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Communications Dispatcher Lead

DocuSigned by:

Cheryl Schiele 021

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Cheryl Schiele

IT Systems Administrator

DocuSigned by:

Sean Mullin 9/13/2021

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Sean Mullin

Associate Planner

DocuSigned by:

Daniel Keough 021

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Daniel Keough

Librarian

DocuSigned by:

Cheryl Schiele 9/13/2021

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Cheryl Schiele

Employee Representation Services, Inc.

TOWN OF LOS GATOS:

DocuSigned by:

Laurel Prevetti 9/16/2021

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Town Manager

DocuSigned by:

Arn Andrews 9/16/2021

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Arn Andrews

Assistant Town Manager

DocuSigned by:

Lisa Velasco 9/9/2021

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Lisa Velasco

Human Resources Director

DocuSigned by:

Donna Williamson 9/13/2021

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Donna Williamson

Liebert Cassidy Whitmore

APPROVED AS TO FORM:

DocuSigned by:

Robert W. Schultz 9/16/2021

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Robert Schultz

Town Attorney

Attest:

DocuSigned by:

Shelley Neis 9/16/2021

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Shelley Neis, MPM, CPMC, Town Clerk

**SIDELETTER OF AGREEMENT
BETWEEN THE
TOWN OF LOS GATOS AND TOWN EMPLOYEES' ASSOCIATION**

In consideration of the current staffing issues in the Communications division within the Police Department resulting in limited opportunities to use vacation leave or compensatory time off, the Parties agree as follows:

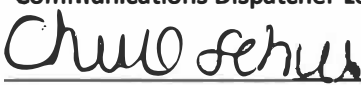
1. Town will continue the temporary removal of the vacation accrual maximum cap and the compensatory time off maximum cap for Communication Dispatchers, Communication Dispatcher Leads, and Senior Communication Dispatchers (collectively or individually referred to herein "Dispatchers" or "Dispatcher") through the last full pay period in March 2023.
2. Dispatchers' vacation accrual maximum cap will be returned to 310 hours and the compensatory time off cap will be returned to 100 hours on the day after the end of the last full pay period in March 2023.
3. If a Dispatcher's vacation or compensatory leave balance is still above the maximum cap hours the day after the end of the last full pay period in March 2023, the hours will remain in the employee's leave banks for future use or cash out but accruals will not resume until the balances are below the maximum cap hours.
4. There is no limit to the amount of vacation leave or compensatory time off a Dispatcher may elect to cash out in calendar year 2023.
5. Dispatchers may take advantage of an additional cash out opportunity in the first full pay period of March 2023.

The parties agree that the preceding language temporarily modifies **Overtime Sections 11.4.3 and 11.4.5** and **Vacation Accrual Sections 18.2.1 and 18.2.2** of the 2022-2024 TEA Memorandum of Understanding.

This side letter automatically sunsets on March 31, 2023.

FOR TOWN EMPLOYEES' ASSOCIATION:


Christine Crosson
Communications Dispatcher Lead


Cheryl Schiele
Employee Representation Services, Inc.

TOWN OF LOS GATOS:

Laurel Prevetti
Town Manager

Arn Andrews
Assistant Town Manager

Salina Flores
Human Resources Director



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 09/06/2022

ITEM NO: 9

DATE: August 25, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve the Recommendation of the Policy Committee to Update the Town Core Goals and Guiding Principles to Align with the 2040 General Plan

RECOMMENDATION:

Approve the recommendation of the Policy Committee to update the Town Core Goals and Guiding Principles to align with the 2040 General Plan.

BACKGROUND:

At the Town Council Strategic Priorities meeting on January 25, 2022, the Council requested that the Council Policy Committee examine the definitions of the Town's Core Goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety. This is also a good opportunity to review the descriptions of the Town's Guiding Principles of Small-Town Service, Community Stewardship, and Future Focus.

The current Core Goals and Guiding Principles are available on the Town website as part of the Commissioners' Handbook at www.losgatosca.gov/843/Commissioners-Handbook and are included as Attachments 1 and 2 to this report.

On March 22, 2022, staff brought proposed updates to the Council Policy Committee for review and direction. The staff report is Attachment 3 to this report. After discussion, the Committee unanimously agreed to postpone this item until after the Draft 2040 General Plan was approved by Council so that the General Plan's Vision and Guiding Principles may provide a foundation for the amendments to the Town's Core Goals and Guiding Principles.

On June 30, 2022, the Town Council adopted the Draft 2040 General Plan with modifications. The Vision and Guiding Principles section of the General Plan is Attachment 4 to this report.

PREPARED BY: Holly Young
Senior Management Analyst

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

BACKGROUND (continued):

On August 23, 2022, the Town Council Policy Committee agreed to forward a recommendation to the Town Council to update the Town Core Goals and Guiding Principles to align with the 2040 General Plan with slight modifications to the proposed language used in the Fiscal Stability and Public Safety sections of the Core Goals and Future Focus section of the Guiding Principles. The staff report is Attachment 5 to this report.

DISCUSSION:

Core Goals

The proposed updates to the Town's Core Goals, using language consistent with the approved 2040 General Plan's Vision and Guiding Principles, for Council consideration is as follows. Recommended deleted existing language is represented in ~~striketrough~~ with recommended additions in underline.

Community Character: Preserve and enhance the ~~appearance, character, and environmental quality of the Community.~~ Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods; promote sustainability practices; and protect and conserve the natural environment for present and future generations.

Community-Good Governance: Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.

Fiscal Stability: Maintain ~~ongoing~~ current and long-term fiscal stability while striving to deliver high-quality, to provide cost-effective, and efficient municipal ~~core~~ services that meet the current and long-term needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities. ~~transportation systems, and other public infrastructure.~~

Civic Engagement: Foster opportunities for meaningful community citizen involvement in government processes, encourage recreational and personal enrichment, ~~and cultural, recreational, and individual enrichment.~~ and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

DISCUSSION (continued):

Public Safety: Ensure public safety through proactive community policing, effective emergency response, ~~and~~ community-wide emergency preparation, ~~preparedness~~, education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

Guiding Principles

The proposed updates to the Town's Guiding Principles for Council consideration are as follows:

Small-Town Service is our commitment to providing services in a courteous, timely, equitable, and responsive manner. ~~We know that~~ Los Gatos is a welcoming, family-oriented, safe, beautiful, and sustainable community where people ~~want to live in because they~~ feel a sense of belonging. Our small-town character is important to all who visit, work, and live in ~~call~~ Los Gatos ~~home~~. We strive to make our customer service reflect these qualities. Small-Town ~~s~~Service is also about programs that celebrate the Town's small-town charm character, such as our Library children's story times and arts workshops, the 4th of July musical celebration event, Screen on the Green family-friendly movie nights, annual Tree Lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability; a range of housing opportunities; historic neighborhoods; and a balanced, well-designed community with strong neighborhoods, outdoor recreation opportunities; environmental sustainability; local culture and art; art and cultural amenities, reliable basic equitable and responsive municipal services; open and transparent government processes; ,vibrant shopping districts;, a lively and accessible downtown; dynamic and thriving business community; public safety; a safe environment; a choice of mobility options; superior public facilities and services; and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. Our goal is to ensure a high quality of life ~~for today's residents and for~~ present and future generations, positioning the Town to be resilient as the climate changes. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision-making we undertake today. We work to preserve and enhance the Town's historic resources, small-town character, and natural environment while guiding the community into the future. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for more efficient new and better ways of doing business – whether it's streamlining processes or utilizing effective technologies. ~~using technology to deliver services more efficiently.~~

PAGE 4 OF 4

SUBJECT: Core Goals and Guiding Principles

DATE: September 6, 2022

DISCUSSION (continued):

A clean copy of the recommendations from the Policy Committee can be found as Attachment 6 to this report.

CONCLUSION:

In order to better align the Town Core Goals and Guiding Principles with the approved 2040 General Plan's Vision and Guiding Principles, staff recommends the Town Council approve the recommendation of the Policy Committee to update the Town Core Goals and Guiding Principles.

COORDINATION:

This report was coordinated with the Community Development Department, Town Attorney's Office, and Town Manager's Office.

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Current Core Goals
2. Current Guiding Principles
3. March 22, 2022 Policy Committee Staff Report
4. Approved Los Gatos 2040 General Plan Vision and Guiding Principles
5. August 23, 2022 Policy Committee Staff Report
6. Clean Copy of Policy Committee Recommendations

Town of Los Gatos Core Goals

COMMUNITY CHARACTER

GOOD GOVERNANCE

FISCAL STABILITY

QUALITY PUBLIC INFRASTRUCTURE

CIVIC ENRICHMENT

PUBLIC SAFETY

Community Character: Preserve and enhance the appearance, character, and environmental quality of the Community.

Community Good Governance: Ensure responsive, accountable, transparent, accessible, and collaborative government.

Fiscal Stability: Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure.

Civic Engagement: Foster opportunities for meaningful citizen involvement, and cultural, recreational, and individual enrichment.

Public Safety: Ensure public safety through proactive community policing, effective emergency response, and community-wide emergency preparedness.

Town of Los Gatos Guiding Principles

SMALL TOWN SERVICE

COMMUNITY STEWARDSHIP

FUTURE FOCUS

Small Town Service is our commitment to providing services in a courteous, timely, and responsive manner. We know that Los Gatos is a community people want to live in because they feel a sense of belonging. Our small town character is important to all who call Los Gatos home. We strive to make our customer service reflect these qualities. Small Town Service is also about programs that celebrate the Town's small-town character, such as our children's story times, the 4th of July event, Screen on the Green, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability and a balanced, well-designed community with strong neighborhoods, outdoor recreation opportunities, art and cultural amenities, reliable basic services, vibrant shopping districts, a safe environment, and other quality of life elements. We encourage a high degree of public participation and partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. Our goal is to ensure a high quality of life for today's residents and for future generations. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision-making we undertake today. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for new and better ways of doing business – whether it's streamlining processes or using technology to deliver services more efficiently.



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 03/22/2022

ITEM NO: 2

DATE: March 7, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Recommend to the Town Council Updates to the Town of Los Gatos Core Goals and Guiding Principles

RECOMMENDATION:

Discuss and recommend to the Town Council updates to the Town of Los Gatos Core Goals and Guiding Principles.

BACKGROUND:

At the Town Council Strategic Priorities meeting on January 25, 2022, the Council requested that the Council Policy Committee examine the definitions of the Town's Core Goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety. This is also a good opportunity to review the descriptions of the Town's Guiding Principles of Small-Town Service, Community Stewardship, and Future Focus.

The current Core Goals and Guiding Principles are available on the Town website as part of the Commissioners' Handbook at www.losgatosca.gov/843/Commissioners-Handbook and are included as Attachments 1 and 2 to this report.

DISCUSSION:

Core Goals

Staff drafted the following potential updates to the Town's Core Goals for the Committee's consideration using language consistent with the Draft 2040 General Plan's Vision and Guiding Principles. Recommended deleted existing language is represented in ~~striketrough~~ with recommended additions in underline.

PREPARED BY: Holly Zappala
Management Analyst

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

DISCUSSION (continued):

Community Character: Preserve and enhance the ~~appearance, Town's historic resources and character charm, and environmental quality of the Community.~~ while guiding the community into the future; invigorate the economic vitality of Los Gatos business locations; foster appropriate investments to maintain and enhance diverse neighborhoods; promote ethnic, cultural, and socio-economic equity; and conserve the Town's natural beauty and environment for present and future generations.

Community Good Governance: Ensure responsive, accountable, transparent, accessible, inclusive, and collaborative government conducted in an open manner that encourages community involvement.

Fiscal Stability: Maintain ongoing ~~financial fiscal~~ stability to provide high quality and cost-effective core-municipal services that meet the needs of the community and sustain the Town's long-term fiscal well-being.

Quality Public Infrastructure: ~~Provide and M-maintain exceptional the condition and availability of public facilities, transportation systems~~ public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. and other public infrastructure

Civic Engagement: Foster opportunities for meaningful ~~citizen-community~~ involvement in government processes; and encourage cultural, recreational, and individual enrichment; and strive to make Los Gatos a more inclusive place for all.

Public Safety: ~~Ensure public safety~~ Maintain and enhance the safety of Los Gatos through proactive community policing, effective emergency response, and community wide emergency preparedness. and preparation and planning, education, and community design that is responsive to the full range of potential natural and urban hazards and safety issues.

Guiding Principles

Potential updates to the Town's Guiding Principles for the Committee's consideration are as follows:

Small-Town Service is our commitment to providing services in a courteous, timely, ~~and~~ responsive, equitable, and accessible manner. We strive to ensure all community members feel safe, respected, and comfortable to be themselves and express all aspects of their identities. The Town promotes equal treatment, equitable distribution of and access to resources, and engagement in issues affecting the lives of residents, workers, and visitors. We know that Los Gatos is a community people want to live in because they feel a sense of

DISCUSSION (continued):

~~belonging.~~ Our small-town character is important to all who call Los Gatos home. We strive to make our customer service reflect these qualities. Small-Town Service is also about programs that celebrate the Town's small-town ~~character charm~~, such as our Library children's story times and arts workshops, the annual Spring into Green environmental and sustainability event, the 4th of July musical celebration event, Screen on the Green family-friendly movie night, annual tree lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously as we work to maintain fiscal stability ~~and a balanced, well-designed community with strong neighborhoods, diverse neighborhoods with housing and infrastructure to meet the needs of current and future residents,~~ outdoor recreation opportunities that promote active healthy lifestyles, environmental sustainability, art and cultural amenities, natural and historical resources, a well-connected mobility system, reliable basic and equitable municipal services, government transparency, vibrant shopping and vibrant shopping districts economic vitality, a safe environment, and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. ~~Our goal is~~ We want to conserve Los Gatos' beautiful natural environment, reduce waste, and ensure a high quality of life for today's residents and present and future generations. We aim to preserve and enhance the Town's historic resources and character while guiding the community into the future. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision making we undertake today. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for ~~new and better ways of more efficient ways of doing business – whether it's streamlining processes or using~~ utilizing effective technologies y to deliver services more efficiently.

A clean copy of the proposed edits can be found as Attachment 3 to this report.

CONCLUSION:

Staff looks forward to the Committee's discussion, direction, and recommendations.

COORDINATION:

This report was coordinated with the Town Attorney's Office and Town Manager's Office.

PAGE 4 OF 4

SUBJECT: Core Goals and Guiding Principles

DATE: March 22, 2022

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Core Goals
2. Guiding Principles
3. Clean Copy of Proposed Edits

1. Introduction

The GPAC served as a sounding board for the discussion of issues, opportunities, and the development of the plan to guide the community's future. The GPAC held more than 35 public meetings throughout the General Plan update process, listening to community input and contributing to the development of the Vision and Guiding Principles, Land Use Alternatives, and the content of the General Plan document.

Planning Commission and Town Council Meetings

The Town held various Planning Commission and Town Council Meetings throughout the update process to inform decision-makers and the public, discuss key milestones, and provide direction for the next steps.

1.3 General Plan Vision and Guiding Principles

After community discussions at the General Plan Update Advisory Committee and Planning Commission, the Los Gatos Town Council approved a Vision Statement and set of Guiding Principles for the Los Gatos 2040 General Plan on August 20, 2019. The Vision Statement is written in the present tense to describe the Town in the year 2040.

Vision

The Town of Los Gatos is a welcoming, family-oriented, and safe community nestled in the beautiful foothills of the Santa Cruz Mountains. The Town is a sustainable community that takes pride in its small-town character and provides a range of housing opportunities, historic neighborhoods, local culture and arts, excellent schools, and a lively and accessible downtown. Los Gatos offers a choice of mobility options, superior public facilities and services, and an open and responsive local government that is fiscally sound. The Town includes a mix of businesses throughout Town that serve all residents, workers, and visitors. Los Gatos has a dynamic and thriving economy that includes a mix of businesses throughout Town that serves all residents, workers, and visitors.

Guiding Principles

- **Community Vitality**
Invigorate Los Gatos as a special place for community gathering, commerce, and other activities for residents and visitors. Foster the economic vitality of all Los Gatos business locations. Preserve and enhance the Town's historic resources and character while guiding the community into the future.
- **Connectivity**
Emphasize the importance of connecting all facets of the Town to build a strong sense of community through building design, walkability, and safe streets.
- **Diverse Neighborhoods**
Foster appropriate investments to maintain and enhance diverse neighborhoods, housing opportunities, and infrastructure to meet the needs of all current and future residents.
- **Fiscal Stability / Responsibility**
Provide high quality municipal services to the Los Gatos community while sustaining long term fiscal well-being.
- **Government Transparency**
Conduct governmental processes in an open manner and encourage public involvement in Town governance.

- **Inclusivity**
Value the importance of and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.
- **Mobility**
Provide a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.
- **Promote Public Safety**
Maintain and enhance Los Gatos as a safe community through preparation and planning, education, and community design that is responsive to the full range of potential natural and man-made hazards and safety issues.
- **Protect Natural Environment**
Protect and enhance the natural environment and biotic communities that define Los Gatos, including but not limited to open space preserves, recreational trails, surrounding hillsides, and natural waterways.
- **Sustainability**
Manage, conserve, and preserve Los Gatos' natural environment for present and future generations. Identify and provide opportunities to enhance the Town's sustainability policies and practices.

1.4 Analyses Informing the 2040 General Plan

As part of the Town of Los Gatos General Plan update process, the Town prepared the following General Plan supporting documents:

- **Issues, Opportunities, and Constraints Summary.** The Issues, Opportunities, and Constraints Summary summarized the key issues, opportunities, and constraints identified based on the findings in the Background Report, input from community workshops, GPAC, stakeholder interviews, and a Joint Town Council/Planning Commission study session.
- **Alternatives Report.** The Alternatives Report describes the development and evaluation of land use and policy alternatives. The report was designed to frame an active discussion among stakeholders, community members, and Town decision-makers, and led to a determination from the Town Council on a preferred land use alternative framework and direction on key policy issues, which formed the basis of the Draft General Plan.
- **Environmental Impact Report.** The Environmental Impact Report (EIR) responds to the requirements of the CEQA as set forth in Sections 15126, 15175, and 15176 of the CEQA Guidelines Act. The Planning Commission and Town Council will use the EIR during the General Plan update process to consider potential environmental implications associated with implementing the General Plan and to identify feasible mitigation measures for significant impacts. The General Plan EIR may also be used in the environmental evaluation of future projects. Future projects may be able to build (tier) their environmental review on the General Plan EIR if they are consistent with the General Plan.

1.5 The Los Gatos Community

Los Gatos is located at the base of the Santa Cruz Mountains at the southwest edge of Santa Clara County and approximately 50 miles south of San Francisco. The natural landscape includes picturesque hillsides, creeks, and valley flatlands. Los Gatos is in an area once occupied by Indigenous People, which extends from the point where the San Joaquin and Sacramento rivers flow into the San Francisco Bay to Point Sur, with the interior Coastal Ranges most likely constituting the inland boundary. The Indigenous People lived sustainably in the area



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 08/23/2022

ITEM NO: 3

DATE: August 15, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Consider Updates to the Town Core Goals and Guiding Principles to Align with the 2040 General Plan

RECOMMENDATION:

Consider updates to the Town Core Goals and Guiding Principles to align with the 2040 General Plan.

BACKGROUND:

At the Town Council Strategic Priorities meeting on January 25, 2022, the Council requested that the Council Policy Committee examine the definitions of the Town's Core Goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety. This is also a good opportunity to review the descriptions of the Town's Guiding Principles of Small-Town Service, Community Stewardship, and Future Focus.

The current Core Goals and Guiding Principles are available on the Town website as part of the Commissioners' Handbook at www.losgatosca.gov/843/Commissioners-Handbook and are included as Attachments 1 and 2 to this report.

On March 22, 2022, staff brought proposed updates to the Council Policy Committee for review and direction. The staff report is Attachment 3 to this report. After discussion, the Committee unanimously agreed to postpone this item until after the Draft 2040 General Plan was adopted by Council so that the General Plan's Vision and Guiding Principles may provide a foundation for the amendments to the Town's Core Goals and Guiding Principles.

On June 30, 2022, the Town Council adopted the Draft 2040 General Plan with modifications. The Vision and Guiding Principles section of the General Plan is Attachment 4 to this report.

PREPARED BY: Holly Young
Management Analyst

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

DISCUSSION:

Core Goals

Staff drafted the following potential updates to the Town's Core Goals for the Committee's consideration using language consistent with the adopted 2040 General Plan's Vision and Guiding Principles. Recommended deleted existing language is represented in ~~striketrough~~ with recommended additions in underline.

Community Character: Preserve and enhance the ~~appearance, character, and environmental quality of the Community.~~ Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods; promote sustainability practices; and protect and conserve the natural environment for present and future generations.

Community-Good Governance: Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.

Fiscal Stability: Maintain ongoing and long-term fiscal well-being stability while providing high-quality, ~~to provide~~ cost effective municipal ~~core~~ services that meet the needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities. ~~transportation systems, and other public infrastructure.~~

Civic Engagement: Foster opportunities for meaningful community citizen involvement in government processes, encourage recreational and personal enrichment, and cultural, recreational, and individual enrichment. ~~and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.~~

Public Safety: Ensure public safety through preparation, proactive community policing, effective emergency response, ~~and community-wide emergency preparedness.~~ education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

DISCUSSION (continued):

Guiding Principles

Potential updates to the Town's Guiding Principles for the Committee's consideration are as follows:

Small-Town Service is our commitment to providing services in a courteous, timely, equitable, and responsive manner. ~~We know that~~ Los Gatos is a welcoming, family-oriented, safe, beautiful, and sustainable community where people ~~want to live in because they~~ feel a sense of belonging. Our small-town character is important to all who visit, work, and live in ~~call~~ Los Gatos ~~home~~. We strive to make our customer service reflect these qualities. ~~Small-Town~~ Service is also about programs that celebrate the Town's small-town charm ~~character~~, such as our Library children's story times and arts workshops, the 4th of July musical celebration event, Screen on the Green family-friendly movie nights, annual Tree Lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability; a range of housing opportunities; historic neighborhoods; and a balanced, well-designed community with strong neighborhoods, outdoor recreation opportunities; environmental sustainability; local culture and art; art and cultural amenities, reliable basic equitable and responsive municipal services; open and transparent government processes; , vibrant shopping districts; a lively and accessible downtown; dynamic and thriving business community; public safety; a safe environment; a choice of mobility options; superior public facilities and services; and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. ~~Our goal is~~ We aim to ensure a high quality of life ~~for today's residents and for present and future generations,~~ positioning the Town to be resilient as the climate changes. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision-making we undertake today. We work to preserve and enhance the Town's historic resources, small-town character, and natural environment while guiding the community into the future. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for more efficient ~~new and better~~ ways of doing business – whether it's streamlining processes or utilizing effective technologies. ~~using technology to deliver services more efficiently.~~

A clean copy of the proposed edits can be found as Attachment 5 to this report.

PAGE 4 OF 4

SUBJECT: Core Goals and Guiding Principles

DATE: August 23, 2022

CONCLUSION:

Staff looks forward to the Committee's discussion and recommendations.

COORDINATION:

This report was coordinated with the Community Development Department, Town Attorney's Office, and Town Manager's Office.

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Current Core Goals
2. Current Guiding Principles
3. March 22, 2022 Policy Committee Staff Report
4. Approved Los Gatos 2040 General Plan Vision and Guiding Principles
5. Clean Copy of Proposed Edits

Clean Copy of Policy Committee Recommendations for the Updated Core Goals and Guiding Principles

Core Goals

Community Character: Preserve and enhance the Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods, promote sustainability practices, and protect and conserve the natural environment for present and future generations.

Good Governance: Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.

Fiscal Stability: Maintain current and long-term fiscal stability while striving to deliver high-quality, cost-effective, and efficient municipal services that meet the current and long-term needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities.

Civic Engagement: Foster opportunities for meaningful community involvement in government processes, encourage recreational and personal enrichment, and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

Public Safety: Ensure public safety through proactive community policing, effective emergency response, community-wide emergency preparation, education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

Guiding Principles

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**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 10

DATE: August 31, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive the Requested Community Survey Follow Up Information

RECOMMENDATION:

Receive the requested Community Survey follow up information.

BACKGROUND:

On May 3, 2022, the Town Council received the Community Survey prepared by ETC Institute. This was the first time the Town conducted a scientific survey to understand the importance of and satisfaction with Town services. The Council discussed the survey and directed staff to return to Council at a future date with a follow up report on potential action items. This report consists of the requested follow up.

In addition to the availability of the survey on the May 3, 2022 Council agenda (item 16, Attachment 1 and 2), an interactive website and dashboard is also available directly at ETC's website: <https://etcinstitute.com/directionfinder2-0/town-of-los-gatos-community-survey/> and the Town's Community Survey webpage: www.logatosca.gov/2797/Community-Survey-2022.

DISCUSSION:

As discussed in May, the residents ranked the overall quality of Police services (55.4%) and overall maintenance of Town streets, sidewalks, and infrastructure (52.0%) as the most important.

The importance results are consistent with the findings of ETC Institute's Importance-Satisfaction (I-S) rating. The Importance-Satisfaction (I-S) rating is based on the concept that public agencies will maximize overall resident satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low, and the perceived importance of

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

DISCUSSION (continued):

the service is relatively high. Based on the results of this analysis, and in consultation with ETC, the major services that are recommended as the top opportunity for improvement over the next two years to raise the Town's overall satisfaction rating are:

- The overall maintenance of Town streets, sidewalks, and infrastructure (I-S Rating=0.1940)
- Town Planning, Building, and Development services (I-S Rating=0.1625)
- Overall quality of Town Police services (I-S Rating=0.1424)

The second level of analysis reviewed the importance of and satisfaction within specific areas of services. This analysis was conducted to help Department leaders set priorities for their Department. Based on the results of this analysis, the services that are recommended as the top priorities within each Department over the next two years are:

- Public Safety: The Town's overall efforts to prevent crime, visibility of Police personnel in neighborhoods, efforts to collaborate with the public to address concerns, and effectiveness of local Police protection.
- Streets, Sidewalks, and Infrastructure: Flow of traffic on Town streets.
- Park Facilities: Walking and biking trails in Town.
- Economic Opportunity: How well the Town is managing growth, available support for entrepreneurs and small business owners, efforts to attract new business and tourism, availability of adequate and affordable housing units, and access to quality and affordable housing.
- Communication and Community Engagement: Efforts by the Town to keep residents informed about local issues, opportunities for residents to engage in improvements in their neighborhood, opportunities for residents to engage in development projects in their neighborhood, opportunities for residents to engage/provide input into decisions made by elected officials, and the availability of information about Town programs and services.

The survey results align with the Town Council's Core Goals of Public Safety, Quality Public Infrastructure, Community Character, and Civic Engagement (to be discussed in a separate agenda item at the Town Council meeting on September 6, 2022). This alignment is particularly useful for Council's future direction for the Operating and Capital Budgets and the identification of Strategic Priorities.

The survey results are also valuable to Town staff as we continue to examine ways of improving Town services within our existing budget. For example, the Community Development Department is exploring an expedited building permit process as discussed at the August 16, 2022 Town Council meeting regarding Operational Efficiencies. This would address the

DISCUSSION (continued):

opportunity to improve the Town's Planning, Building, and Development services as identified in the survey.

Given the Town's established work plan in the Fiscal Year 2022/23 Operating and Capital Budgets, the Town is already working towards several of the priorities identified through the survey. As discussed with the Police Services report at the August 16, 2022 Town Council meeting, significant progress is underway with the Town's community policing efforts which should enhance the visibility of the Officers, prevent crime, and enhance collaboration with the residents.

Investments in traffic flow occur through the annual pavement project as well as pedestrian and bicycle improvements to provide viable options to driving a vehicle. Since 2015, the Town has tried numerous measures to address beach and cut through traffic; however, there are no easy fixes. Through the Capital Improvement Program, the Town Council can consider future investments in streets as well as trails for hiking and bicycling.

The Town has an active Economic Vitality function that supports existing and future businesses in coordination with the Community Development Department. The Town has invested significantly in the semi-permanent parklet program, streamlined the approval process through the Economic Recovery Resolution, and provided financial support to the Chamber of Commerce to promote Los Gatos as a destination. The Housing Element is underway to identify opportunities for affordable housing and reduce barriers to its construction.

Communication and community engagement are central to the work of all Town Departments. Staff recognizes that the Town's communication approaches need to be tailored to different audiences and not to rely on a single mode to reach residents, businesses, and visitors. The Town employs multiple print, digital, and other modes to promote opportunities to participate in Town meetings, attend workshops, comment on draft documents (e.g., the Housing Element and Objective Standards), volunteer to serve on a Town Commission, testify at public hearings on land use development proposals, provide input on the design of capital projects, and engage in other Town activities.

In addition to the half and quarter page ads in the Los Gatos Weekly, the Council's recent investment in the Outlook publication has provided additional notification to every household in Town of Council decisions, upcoming meetings, events, and volunteer opportunities. Staff also reach out directly to local reporters regarding upcoming events to improve visibility in print publications. This is an area that is rapidly evolving and staff intend to strive to engage as many people as possible in the many projects, decisions, and activities of the Town.

PAGE 4 OF 4

SUBJECT: Receive the Requested Community Survey Follow Up Information

DATE: August 31, 2022

CONCLUSION AND NEXT STEPS:

The Community Survey is an important tool as the Town Council considers its Strategic Priorities next January and budget direction for next fiscal year.

COORDINATION:

This report was coordinated with Town Departments.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

ENVIRONMENTAL ASSESSMENT:

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



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 10

DESK ITEM

DATE: September 6, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive the Requested Community Survey Follow Up Information

REMARKS:

Attachment 1 contains public comment received after 11:01 a.m. on September 1, 2022 and before 11:00 a.m. on September 6, 2022.

Attachment Received with this Desk Item:

1. Public comment received after 11:01 a.m. on September 1, 2022 and before 11:00 a.m. on September 6, 2022

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

From: Phil Koen [REDACTED]
Sent: Monday, September 05, 2022 3:24 PM
To: Rob Rennie <RRennie@losgatosca.gov>; Matthew Hudes <MHudes@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>; Marico Sayoc <MSayoc@losgatosca.gov>; Maria Ristow <MRistow@losgatosca.gov>
Cc: jvannada; Rick Van Hoesen [REDACTED] Laurel Prevetti <LPrevetti@losgatosca.gov>; Arn Andrews <aandrews@losgatosca.gov>; Lee Fagot [REDACTED]; Peter Hertan [REDACTED]
Subject: Town Survey - agenda item #10

EXTERNAL SENDER

Dear Mayor and Town Council Members,

The attached staff memo remarkably fails to point out that the most important issue identified by the Town Survey was the dissatisfaction with the Town's ability to manage growth. This item received the highest importance rating (61.9%) and the lowest satisfaction rating (24.0%) resulting in the highest I-S rating in the entire survey of .4704! Why is this not mentioned?

It is also clear that the low satisfaction rating is not correlated with the Town's ability to attract new business, availability of affordable housing or support for entrepreneurs as suggested by the Staff memo, since each of these received higher satisfaction ratings and materially lower importance rankings. This suggests a negative correlation and therefore the low satisfaction rating for managing growth was not influenced at all by these factors.

The only conclusion that can be drawn from the data is that the majority of respondents believe the Town has performed poorly in managing the Town's growth. We can guess this means there has been too much growth relative to what respondents felt was desirable. However, without additional survey work it is impossible to truly understand the root cause of this dissatisfaction since no additional questions were asked.

What can be concluded, given the low satisfaction rating from the flow of traffic on the streets, is that the respondents were not responding to a view that the Town needed more growth. This has

been suggested by a couple of members of the Town Council and simply is not supported by the data. There is simply no bases for this claim.

Lastly, in a total head scratcher, the Staff report claims that investment in reducing traffic flow occurs through the annual street pavement project and pedestrian and bicycle improvements to provide options to driving. Is there any objective evidence which supports this claim other than wishful thinking? This claim seems totally over the top.

In conclusion, I remain very concerned that the FY 23 operating and capital budget priorities are not aligned with the results of the Town Survey. I suggest Staff work closely with the Finance Commission and review the FY23 operating and capital budget priorities to determine if there is proper alignment or if mid-year budget adjustments should be made. Given the projected annual operating deficits for the next 5 years, the Town must be extremely focused on where budget dollars should be spent. There is simply no room for mis-alignment or funds being directed to low impact projects which will not improve overall resident satisfaction.

Thank you.

Phil Koen



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 10

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DISCUSSION:

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

DISCUSSION (continued):

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DISCUSSION (continued):

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PAGE 4 OF 4

SUBJECT: Receive the Requested Community Survey Follow Up Information

DATE: August 31, 2022

CONCLUSION AND NEXT STEPS:

The Community Survey is an important tool as the Town Council considers its Strategic Priorities next January and budget direction for next fiscal year.

COORDINATION:

This report was coordinated with Town Departments.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

ENVIRONMENTAL ASSESSMENT:

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

Importance-Satisfaction Analysis Ratings

2022 Town of Los Gatos Community Survey

Economic Opportunity

Los Gatos, CA

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
Very High Priority (I-S > 0.20)						
How well Town is managing growth	61.9%	1	24.0%	9	0.4704	1
Support for entrepreneurs & small business owners available in Town	36.4%	2	32.5%	6	0.2457	2
Town's efforts to attract new business & tourism	32.7%	3	30.3%	7	0.2279	3
Availability of adequate & affordable housing units	28.2%	5	25.4%	8	0.2104	4
High Priority (I-S = 0.10-0.20)						
Access to quality housing you can afford	28.7%	4	40.3%	4	0.1713	5
Medium Priority (I-S < 0.10)						
Access to quality health care that you can afford	22.5%	7	66.0%	2	0.0765	6
Access to healthy food that you can afford	23.6%	6	70.2%	1	0.0703	7
Access to quality childcare that you can afford	10.7%	9	34.3%	5	0.0703	8
Qualified workforce	11.4%	8	47.7%	3	0.0596	9

Note: The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

Most Important %:

The "Most Important" percentage represents the sum of the first, second, and third most important responses for each item. Respondents were asked to identify the items they thought should receive the most emphasis over the next two years.

Satisfaction %:

The "Satisfaction" percentage represents the sum of the ratings "4" and "5" excluding 'don't knows.' Respondents ranked their level of satisfaction with the each of the items on a scale of 1 to 5 with "5" being very satisfied and "1" being very dissatisfied.

From: jvannada [REDACTED]
Sent: Tuesday, September 06, 2022 2:55 AM
To: Phil Koen [REDACTED]
Cc: Arn Andrews <aandrews@losgatosca.gov>; Laurel Prevetti <LPrevetti@losgatosca.gov>; Lee Fagot [REDACTED]; Maria Ristow <MRistow@losgatosca.gov>; Marico Sayoc <MSayoc@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>; Matthew Hudes <MHudes@losgatosca.gov>; Peter Hertan [REDACTED] Rick Van Hoesen [REDACTED]; Rob Rennie <RRennie@losgatosca.gov>
Subject: Re: Town Survey - agenda item #10

EXTERNAL SENDER

As an additional comment:

We went through this before when the Town came out with the report that confirmed the report we put out in 2021. The person who created this report continues to deplete what credibility the Town has for "transparency, forthrightness and honesty". Accountability is tough, but so very necessary in the case of our Staff and those few on Council who continue to be enablers.

On Mon, Sep 5, 2022 at 6:24 PM Phil Koen [REDACTED] wrote:

Dear Mayor and Town Council Members,

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Thank you.

Phil Koen



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/06/2022

ITEM NO: 11

DATE: August 23, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive the American Leadership Forum Insights (ALFI) Discovery Report Regarding Justice, Equity, Diversity, and Inclusion (JEDI) and Direct the Town Manager to Work with ALFI in the Development of a JEDI Plan

RECOMMENDATION:

Receive the American Leadership Forum Insights (ALFI) Discovery Report regarding justice, equity, diversity, and inclusion (JEDI) and direct the Town Manager to work with ALFI in the development of a JEDI Plan.

BACKGROUND:

On August 17, 2021, the Council unanimously voted to authorize the Town Manager to enter into agreements for Justice, Equity, Diversity and Inclusion consultant services with two firms: American Leadership Forum Silicon Valley Insights (ALFI) and ReadySet.

ALFI was selected to address the Town's external JEDI goals through Town partnerships with local organizations and the broader community. ALFI specializes in external engagement and dialogue and leveraging community partnerships. Additionally, ALFI was contracted serve in an advisory role to assist with community workshop/meeting design and other work. This report focuses on the work of ALFI and potential next steps.

ReadySet was chosen to examine the Town's JEDI context internally. ReadySet's strength lies in internal organizational assessment and roadmap development. ReadySet was expected to design an internal JEDI survey, review existing Town processes and procedures, conduct interviews and focus groups with staff, review and analyze the findings, and develop a robust assessment of the organization. After ReadySet completed the first phase of its work, the Town terminated the contract consistent with the provisions in the agreement.

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

DISCUSSION:

Attachment 1 contains the ALFI Discovery Report documenting the approach, high level findings/themes, and recommendations. ALFI engaged with community leaders and Town partners, including the Chamber of Commerce, faith-based organizations, business owners, local school districts, and others in a series of listening sessions to assess the level of understanding of the current JEDI efforts and identify barriers and opportunities.

The high level findings/themes centered on:

- Opportunities for the Town's continued commitment to JEDI work.
- The discovery process created a sense of hope for future involvement in this work.
- The importance of being an "inclusive Town" (defined differently by different participants).
- Concerns and fears for the personal safety of participants in this work.
- Various levels of knowledge about the Town's work and the need to engage in the development of a plan with more specificity and accountability.

The recommendations were organized under the following topics: Collaborative on-going engagement, develop safe spaces, build capacity for the work, connect this work to the vibrancy of the Town economy, intentionally engage school districts and youth, and continue to build affordable housing.

In considering the recommendations of the ALFI Discovery Report, some of them are already being implemented:

- The 2040 General Plan has now been adopted with its Racial, Social, and Environmental Justice Element. The Land Use and Community Design Elements will likely be subject to a referendum (signatures are being reviewed now by the Registrar of Voters).
- The Housing Element is underway and will soon be circulating for public comment.
- The Town is considering collaborating with the School District on a social norms effort.
- The Town is providing spaces for members of the community to learn and be in dialogue together, starting with programming through our Library on Affordable Housing and the intersection of environmental sustainability and equity.
- The Town Council has adopted civility guidelines for all Council and Commission meetings, being clear that:
 - The Town embraces diversity and strongly condemns hate speech and offensive, hateful language or racial intolerance of any kind at Town meetings.
 - Town Council and staff are well aware of the public's right to disagree with their professional opinion on various Town issues. However, anti-social behavior, slander, hatred, and bigotry statements are completely unacceptable and will not be tolerated in any way, shape, or form at Town meetings.

SUBJECT: American Leadership Forum Insights (ALFI) Discovery Report and Future Work with ALFI in the Development of a JEDI Plan

DATE: August 23, 2022

DISCUSSION (continued):

- All public comments at the Town Council meeting must pertain to items within the subject matter jurisdiction of the Town and shall not contain slanderous statements, hatred, and bigotry against non-public officials.

Though our policy does not speak to personal safety, this is our practice with our Police Department.

Rather than implement the remaining individual recommendations on an ad hoc basis, staff proposes that the recommendations be folded into a more detailed JEDI Plan with specific short and long term goals, action items with timelines, and metrics. The Plan should include definitions of “inclusivity,” “belonging,” and other terms to develop a common understanding of these concepts. The Plan should identify gaps and overlaps with the equity work being done by other organizations in Los Gatos.

Staff recommends continuing its contractual arrangement with ALFI for the development of a JEDI Plan. The Plan would be put together with community involvement, including but not limited to the stakeholders/institutions/organizations who participated in the discovery phase, including Los Gatos youth. The effort should engage with every Town Commission, Town employees, and people who have expressed concerns about the Town’s participation in equity efforts.

CONCLUSION:

For the reasons discussed in this report, staff recommends that the Town work with ALFI in the development of a JEDI Plan.

ALTERNATIVE:

Alternatively, the Council can defer consideration of the ALFI report and its recommendations to its annual Strategic Priorities session in January 2023. Staff is not recommending this alternative because equity, diversity, and inclusion is currently an ongoing Strategic Priority. The development of a Plan with community engagement is the logical next step to develop specific short and long term goals, action items with timelines, and metrics.

A Plan would also assist with the ongoing work occurring with the Town’s internal Equity Team, consisting of staff from several Departments. Given the high degree of community interaction by staff, it is timely to integrate the internal and external work into a unifying Plan.

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SUBJECT: American Leadership Forum Insights (ALFI) Discovery Report and Future Work
with ALFI in the Development of a JEDI Plan

DATE: August 23, 2022

FISCAL IMPACT:

The Town is under contract with ALFI and there is \$17,000 remaining in the agreement. The planning effort is estimated to cost approximately \$45,000. With the cancellation of the ReadySet contract, the unspent \$14,000 can be redirected to ALFI under the Town Manager's authority. The additional \$12,000 is available from the Non-Departmental account for Special Studies.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. American Leadership Forum Insights (ALFI) Discovery Report

ALF INSIGHTS

DISCOVERY REPORT





We can leverage our pride
and use the JEDI plan to build upon
the best of Los Gatos.

Dave Watermulder, Town of Los Gatos Interfaith Group



THE TOWN of Los Gatos over the past couple of years has worked diligently to create their Justice, Equity, Diversity and Inclusion Plan (JEDI) with the intent of lifting that work up into Town processes and policies as well as the community. The Town engaged ALF Insights (ALFI), the consulting arm of American Leadership Forum Silicon Valley (ALFSV), which is committed to bringing groups of people together in spaces of productive tension in order to build deeper relationships that lead to the creation of powerful community impact. As a neutral convener of cross sector leaders, ALFI has the ability to emerge new frameworks for how an organization or network manages change and embraces dynamic processes that use tension as a vehicle to bring their work to the next level.

ALFI was hired to accomplish the following phases of work:

Phase I Goals: Discovery

Engage community partners, through meetings with individuals and groups, in order to ascertain their understanding of the JEDI plan as well as gather input on equity and inclusion efforts in the Town.

Phase II: Summary and Recommendations

Summarize themes and ideas and provide back a set of recommendations about gaps in the current plan, suggestions for additions and deletions as well as points of clarity and to offer a process for on-going community engagement.

WHAT WE DID: PROCESS OVERVIEW

ALFI held a total of 18 Discovery sessions with 27 individuals spanning community members, business owners, nonprofit leaders, faith groups and education administrators. Please see the full list of who participated and their affiliation in Appendix D. Each individual or group was asked the following questions.

- What are the opportunities that you see for the Town as they move forward with their equity work ?
- What are you feeling most hopeful about?
- What are you most concerned about?
- What in your mind creates an inclusive community?
- JEDI Plan thoughts and feedback? Are you willing to engage in the JEDI process in the future? In what context?

WHAT WE LEARNED: HIGH LEVEL THEMES

The work of grappling with race and systemic inequities is hard and are not quickly resolved. It requires courageous and brave leadership, often in the face of strong opposition. Through the discovery process, ALFI heard the following themes across all of those we spoke to. It should be noted that of all those we interviewed, everyone was willing to be engaged in the on-going work.

Opportunities Overall participants saw many opportunities for the Town's continued commitment to the JEDI Plan:

- The opportunity for the Town government to create initiatives, policy, action and tone setting around the JEDI work.
- The opportunity for community learning centered around events, specific programs and dialogue in order to create awareness and enlightenment.
- The opportunity for the Town to engage and leverage the energy and voices of youth.
- The opportunity for businesses to promote inclusive practices.
- The opportunity to address this work through affordable housing which would impact the demographics of the Town and shift the definition of who is welcome.
- The opportunity to leverage the energy of the Town and the pride the community holds for the Town.

Hope The process and plan created a sense of hope for those that ALFI spoke to.

- Previous and current efforts to address race equity brings hope.
- The new ideas and possibilities that are centered in creating a new future for the Town.
- The participation and voices of youth through their school campuses, the March Against Hate and participation in government.
- The open acceptance of the LGBTQIA+ community through physical and visible solidarity such as public art displays.
- The interfaith work happening in the Town.
- That the JEDI Plan was created and being discussed openly and woven through the policies and practices of the Town.

Inclusion Being an inclusive Town, while defined differently by the participants, mattered to everyone. For some that was about wanting everyone to be comfortable in the Town and for others it was about ensuring that business is supported and creating a place that folks want to visit. An inclusive Town was defined as:

- A place in which there is open and visible support for all people.

- A place that is safe where people do not have to worry about being discriminated against based on their race, gender or sexual preference.
- A place with a diverse population in terms of race and economic background that provides for shared community experiences.
- A place that creates a true sense of belonging and seeks to create spaces without judgment.
- A place that can tolerate a diversity of viewpoints and in which its residents are able to engage in civil discourse across differences.
- A place that the community in Los Gatos has pride in and that those outside of the Town want to visit.

Concerns Along with the opportunities and hope that discovery participants felt, there are also real fears and concerns about the on-going JEDI work.

- Fear about engaging in the work and how that might impact the personal safety of participants.
- Fear that this work will reflect negatively on the Town, that it will keep people away from the Town, impacting businesses or will have negative fiscal impacts.
- Concern that the Town, and the larger community, lacks the capacity or knowledge to do the work. Who will own this work and ensure that it gets done?
- Concern that some residents do not agree with the Town doing this work and the resulting impact that has on individual leader's ability to stay engaged with the work.
- Concern that the Town will not go deep enough or far enough with the JEDI work to make a lasting impact. How do we ensure authentic versus performative action?
- Concern that the JEDI work may derail other critical work of the Town.

JEDI Plan Discovery participants had various levels of knowledge about the JEDI Plan in its current form and the following feedback.

- Ensure that the community is a part of creating and iterating the plan so that there is collective and coordinated energy to support the implementation of plan objectives.
- Ensure that the plan works in conjunction with the other work happening across the school,



business and nonprofits communities.

- Stay invested in the work and provide the support and infrastructure for that to occur.
- Create more specificity and accountability in the plan itself to ensure that the plan is not performative.
- Commit to this process for the long-term.

“

We are Los Gatos. We are working towards an authentic and accurate depiction of the people who live in the Town.

Catherine Somers, Los Gatos
Chamber of Commerce

RECOMMENDATIONS

As the Town moves forward with the JEDI plan and its resulting work products, we believe that the following recommendations will aid them in staying the course in creating a Town that is inclusive and safe for all.

Collaborative, On-going Engagement

Instead of different groups working individually to address the issues of race equity, the Town of Los Gatos should provide the infrastructure and funding for those groups to work together long-term. Additionally, as these organizations will be doing the work, their voices should be a part of the design and implementation of the work in order to ensure the authenticity of the process.

> **RECOMMENDATION:** Form a facilitated, community working group that will come together to build relationships and develop a deeper understanding of JEDI concepts. Use this group to iterate

and deepen the JEDI plan that includes short and long-term goals as well as a timeline of activities.

- > **RECOMMENDATION:** Develop a statement of what inclusivity and belonging mean to the Town as a part of the JEDI Plan.

Develop Safe Spaces

In order for people to be willing to publicly engage in this work, there needs to be a commitment to the physical safety of those who participate.

- > **RECOMMENDATION:** Create guidelines for safety that allow working group and community members to develop solidarity and commitment to seeing the process through.
- > **RECOMMENDATION:** Ensure all threats to personal safety will not be tolerated through clear policies and practices.
- > **RECOMMENDATION:** Utilize art and community engagement with art as a path to create safe spaces for learning and expression.

Build Capacity for the Work

In order for the JEDI plan to be effective, there needs to exist a baseline of knowledge and understanding of historical inequities and how those impacts show up currently. Specifically the following concepts: intersectionality, color-blindness, economic disparities, historical inequities and the work of reconciliation.

- > **RECOMMENDATION:** Provide spaces for members of the community to learn and be in dialogue together.
- > **RECOMMENDATION:** Emphasize that the JEDI work benefits everyone and detail how and why this is the case as they engage in these community dialogues.

Connect the Work to the Vibrancy of the Town Economy

Often there is a concern that engaging in JEDI work might negatively impact the public perception of the Town and the people who live there. In fact, the willingness to be “front and center” on the work of addressing historical and current inequities can in fact be a boost for the Town and its public image.

- > **RECOMMENDATION:** Develop a public facing campaign about what the Town is doing in regards to its JEDI work along with its plan. Ensure that there is transparency about what the Town is learning

and how they will be adjusting their work in support of the JEDI Plan.

Intentionally Engage School Districts & Youth

One of the places where issues related to race and anti-semitism have shown up the most publicly has been on school campuses. In addition, there are many young people that are deeply engaged in JEDI work as the March Against Hate demonstrated.

- > **RECOMMENDATION:** Ensure that the school districts and youth have an intentional and connected voice to the JEDI work as it moves forward.
- > **RECOMMENDATION:** Reaffirm to the school districts that they are not alone in handling these incidents. Create space for them to work collaboratively with the Town to brainstorm solutions to these problems.

Continue to Build Affordable Housing

Across all the participants ALFI spoke with, housing was brought up at least once in each of the discovery sessions. Ensuring economic diversity through affordable housing was seen as a critical piece in the JEDI puzzle.

- > **RECOMMENDATION:** continue to build and support affordable housing through the General Plan and Housing Element.



The town is starting to awaken now
and we have to do something
collectively to bring about change.

Kareem Syed, Former Resident;
Peacemaker during BLM and other protests



APPENDIX A: QUESTION SUMMARIES

Discovery Question #1: What are the opportunities that you see for the Town as they move forward with their equity work?

“In a world moving more and more toward a global way of thinking, the Town would be better served with the addition of a Unity Commission made up of diverse groups – ages, backgrounds, etc. – to be the eyes and ears of the Town and who bring more vitality to the community. Existing partnerships in the Town should be leveraged and synergies explored. Organizations such as NUMU, Los Gatos Library, Chamber of Commerce, Rotary, AWO, and others can work together to center, promote, and celebrate diversity.”

— Folake Phillips

Overall, participants felt that opportunities exist. Most communicated that the Town government can be leveraged as conveners, supporters, or initiators of the equity work. Collaboration was mentioned as a key ingredient to the success of this work and that the Town officials should foster environments for multiple sectors to work together. Business was a key sector discussed along with Community Based Organizations (CBO’s).

Although collaboration was discussed most, the need for support and leadership from the Town government, financial, organizational, and otherwise, was recognized as well. Often mentioned as initiators of events and programs that community leaders could then take over or amplify the work of CBO’s that is already happening. Some participants also stated that large businesses want to recruit skilled workers from all backgrounds and having an inclusive and diverse Town aids in the process.

Events, dialogues, and programs centered on community awareness and learning about JEDI were also seen as an opportunity. These occasions create space for various experiences and perspectives to be acknowledged and valued. The events should focus on elevating voices that are often marginalized, helping to make the Town inclusive and safe for all. Some direct ideas were, music festivals, economic investments in departments to push the work forward, ongoing equity curriculum, and opportunities to learn of the Town’s painful past.

A focus on youth in this process was also suggested. The thought is to have similar opportunities as mentioned above for students to lead and participate. Including JEDI into the school curriculum was also highlighted.

Affordable housing was another notable topic. The idea that diversity, equity, and inclusion depend on who can ‘afford’ to live in Los Gatos was at the heart of these suggestions.

Discovery Question #2: What are you most hopeful about?

"I'm hopeful with the direction of this DEI process and am glad that it has begun. I'm proud of how the Town is handling these challenges and of the steps they have taken to prioritize their DEI efforts. I have listened to a few council meetings and am impressed by how the youth in this community have spoken up about their feelings and how articulately they were able to get their points across. Due to this involvement of the town's youth I think it would be a great opportunity to engage with the Town's youth commission."

— Dominic Broadhead

Participants were most hopeful regarding past and/or current events. Events like the March Against Hate, student-led initiatives at the high school and visual representations, such as rainbow sidewalks, were repeatedly mentioned. Some participants mention the existence of a JEDI plan and the surveying AFLI was conducting as signs of positive movement. Participants also mentioned that the town leadership bringing the JEDI conversation to the forefront was encouraging along with hearing and seeing so many other residents looking to create change.

Participants also expressed hope about future events and projects. There were numerous ideas communicated that had participants excited and engaged. Many discussed the opportunity for people to engage each other as people and not ideological groups. The space for human connectivity through dialogue, storytelling, music, and the arts was highly regarded and a source of hope for many participants. Participants mentioned hope in new people hired/elected to important roles within the Town i.e., new police chief and mayor.

Participants also discussed student engagement as a source of hope. Past events and the desire to create more opportunities for young people to influence policies, share ideas, and learn more about equity and inclusion seemed to come from participants across the board.

Other things to explore: Participants mentioned that the beginning of this work may be tough but believe the overall community will come along with time. Some believe the Town can

handle the challenges ahead, but officials need to keep moving the ball forward. To change will require the development of new skills and a higher capacity to hear and understand one another. Another thing that was notable is how infrequently the topic of the Town's police department was mentioned. This is a potential place of hope since policing, by and large, has shown up a lot in other cities and communities regarding JEDI work.

Discovery Question #3: What are you most concerned about?

"Neither the Town nor the school district can solve this issue on their own. It is a community problem and to address it effectively, we need to find ways to work collaboratively across sectors to find solutions."

— Dr. Michael Grove

The overwhelming response to this question, along with it being mentioned throughout our interviews, was fear. The trepidations of many participants centered on the response of residents who may be resistant to the work. Although negative interactions were not expected from most residents, the strong and vitriolic nature of a small segment of residents weighed heavily on the minds of everyone we spoke with. Concerns about personal safety, alienation, and retaliation were consistently brought forward. Concerns about safety need to be addressed for the Town to get strong buy-in from the community. Addressing this issue will increase who and how long people stay engaged.

The next issue of concern is the efficacy and capacity to make change. Participants questioned the long-term commitment the Town has toward equity work. It was mentioned that the General Plan should reflect JEDI concerns to help it properly move forward. There was also concern that some people with influence and power will impede any progress either because change is hard or holding the status quo is preferred. Participants, acknowledging the large scope of the work and the challenging political climate, questioned if the Town possessed the knowledge and ability to create a more equitable and inclusive community.

Other things to consider in addressing

participant concerns are affordable housing, training and education for youth, and accessibility to resources to increase the community's knowledge around equity work.

Discovery Question #4: What in your mind creates an inclusive community?

"I'd like to be able to see a black, lesbian developer come and live comfortably in Los Gatos and attend her synagogue."

—Jon Hicks

When participants were asked to imagine what an inclusive community looked like they painted this picture: A community that is safe and welcoming to those who do not fit the norm, empathy and compassion exhibited between neighbors, vibrancy that is attributed to diversity, new voices welcomed at decision-making tables, and a deep sense of belonging that crosses the boundaries of gender, culture, race, sexual preference, and socio-economics. It was acknowledged that some of these characteristics may not be measurable, but the feeling would be recognizable.

Participants stated that an inclusive community has JEDI dialogues, addresses unconscious bias, educates people on the history of the indigenous people, creates intentional spaces and opportunities for residents to come together and celebrate differences. The inclusive community creates and highlights role models for the next generation to emulate, helping them be even better informed and aware of JEDI issues.

Participants stated that representations of diversity in business ownership, government officials and teachers would be part of an inclusive community. Community policing standards should be employed, where all residents are treated fairly no matter race, religion, or sexual orientation. Affordable housing should be part of an inclusive community.

Other topics to note, questions about the current demographics of the Town were raised and concerns that perceived homogeneity of economic backgrounds within the town may obscure the actual needs. Some participants mentioned the need for greater clarity regarding what the Town is communicating when it speaks of justice, equity, diversity, and inclusion.

Discovery Question #5: What are your thoughts on the JEDI Plan? Are you willing to engage in the JEDI process in the future? In what context?

"I fully support the town's JEDI efforts. I think they'll be strengthened by including reasons why this is good for Los Gatos and worth town expenditure. I'd like to add that the town staff needs to make clear to the community how and why the JEDI efforts benefit everyone and harm no one."

—Amy Nishide

Everyone who participated was open and willing to engage the JEDI process in the future. Most were enthusiastic and excited to see the Town take these initial steps. There were some concerns about possible politicizing of the process and potential backlash.

Participants were generally familiar with the JEDI plan. Overall, participants thought the direction was good, while expressing concerns about clarity of purpose, tangible deliverables, and the long-term commitment. Collaboration between the various sectors; government, business, education, and the community; was highlighted as a large need. The development of a Unity Commission was suggested as a step to keep the work moving forward. Despite all the positive feedback, fear regarding the perception and response of some residents was mentioned. Fear was one of the most expressed emotions along with the desire for progress.

Participants suggested numerous ideas about how to engage the process. The majority fell into three categories: events/entertainment, dialogue, and training/education. Ideas such as movie viewings, concert series and using the arts to bring people together around topics of diversity and inclusion were suggested. Creating spaces for open and honest dialogue to help residents learn from one another was referenced. Training and educational partnerships between CBO's, schools and the government were also highlighted. Previous events and groups were named as examples to build on; March Against Hate, the Anti-Racism Coalition and the Chamber of Commerce to name a few.

APPENDIX B: ALF INSIGHTS MODEL

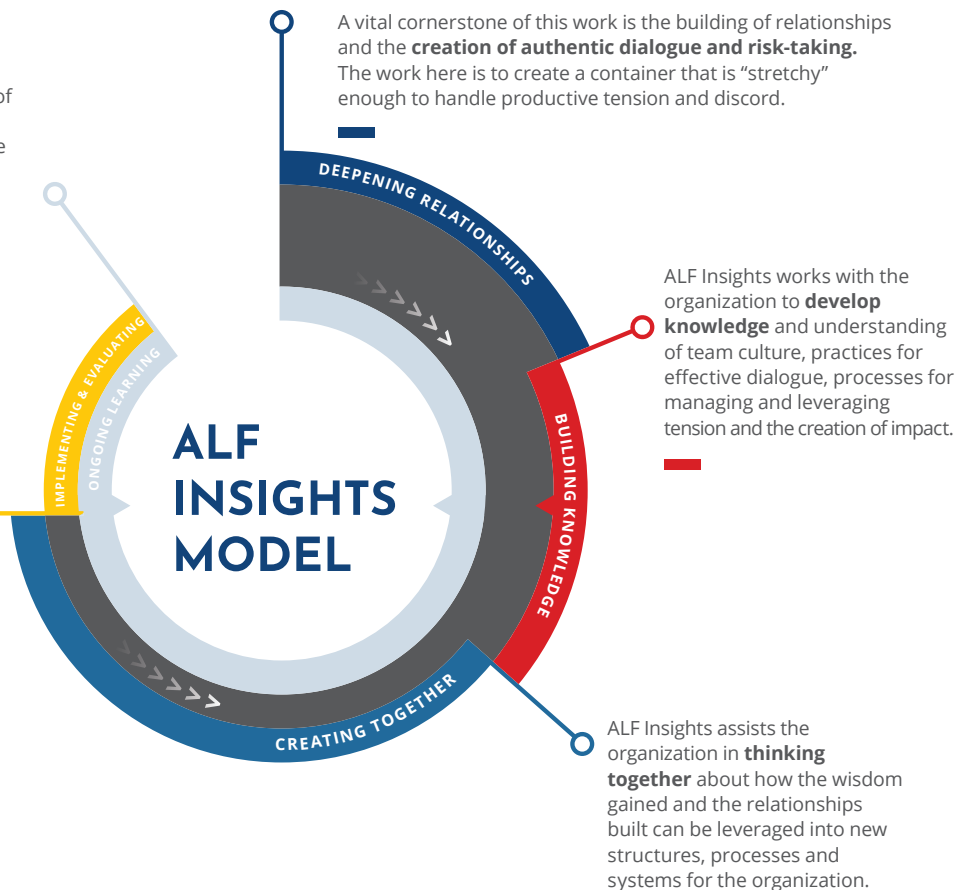
The work of emerging and building spaces for high quality dialogue within an organization is not a linear process but a cyclical one. The process of learning, creating, implementing, evaluating and iterating should become a cultural norm for an organization or network. When this process is built into the day to day ethos of an organization, it allows for growth, flexibility, nimbleness and responsiveness to the needs of employees, those served and the larger community.

ALF Insights (ALFI) knows, through its many years of working with diverse groups, that the creation and maintenance of relationships is critical for the success of any working group. In order for

members of a group to begin to engage with the work at hand, they have to be able to successfully take risks with each other in order for the ultimate products to have full buy-in and be responsive to the community's needs. The ability for members to authentically share their personal and professional value propositions, and to seek common ground, is inherently connected to the quality of relationship within the team. ALFI is focused on developing a highly personalized program that will move both relationships and impact forward. It is important to note that this is not a linear process as vigorous, generative social-impact groups are a picture of evolving social relationships *and* a robust platform for sustained production and impact.

ALF Insights works with the organization to **establish a structure of ongoing learning and development**. Maintenance of generative teams is ongoing and emergent work. It is critical to have structures in place and natural leaders identified so that the organization can evaluate, learn and iterate as needed.

ALF Insights works with the organization to **create a process of accountability at the staff, board and partner level** in order to ensure fidelity to new structures.



APPENDIX C: ALF INSIGHTS FACULTY

For this project the following faculty members were engaged:



Jenny Niklaus
ALFI Chief Facilitation Officer



Jason Reynolds
ALFI Faculty



Darcie Green
ALFI Faculty



Allyson Paul
ALFI Executive Assistant

APPENDIX D: LIST OF DISCOVERY PARTICIPANTS

Rabbi Melanie Aron, *Congregation Shir Hadash*
Father Ricardo Avila, Dave Watermulder,
Erica Rader, *Town of Los Gatos Interfaith Group*
Diane Fisher, *Jewish Silicon Valley*
Kareem Syed, *Former Resident; Peacemaker during BLM and other protests*
Jon Hicks, *Netflix*
Catherine Somers, *Los Gatos Chamber of Commerce*
Dr. Michael Grove, *Los Gatos-Saratoga Union High School District*
Paul Johnson, *Los Gatos Union School District*
Kristi Grasty, *Los Gatos High School*
Kylie Clark, Jeffrey Suzuki, Amy Nishide,
Ali Milano, Sandrine Chaumette, Rob Moore,
Alicia Spargo, *Los Gatos Anti-Racism Coalition*
Ami Davis, *NUMU*
Karen Rubio, *Plant Based Advocates*
Sasha Balasingham, *Youth Commission Chair, Los Gatos High School*
Dominic Broadhead, *Los Gatos-Saratoga Parks and Recreation Center*
Folake Philips, Varily Isaacs, *AWO*
Teri Hope, *Business Owner*
Susan Farwell, *Business Owner*
Jim Foley, *Business Owner*





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