



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

DATE: May 24, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt a Resolution Approving the Administrative Fine and Penalty Schedule for Fiscal Year 2024/25 to Continue, Amend, and Add Certain Department Administrative Fines and Penalties for Fiscal Year 2024/25.

RECOMMENDATION:

Adopt a resolution approving the Administrative Fine and Penalty Schedule for FY 2024/25 (Attachment 1) to continue, amend, and add certain administrative fines and penalties for FY 2024/25.

BACKGROUND:

“Administrative Fines and Penalties” are the amounts of the administrative fines and penalties for Town Code violations.

DISCUSSION:

The Administrative Fine and Penalty Schedule sets forth the administrative fine penalty amounts for Town Code violations. Attachment 1, Exhibit A contains the proposed FY 2024/25 Administrative Fine and Penalty Schedule reflecting all Town Code administrative fines and penalties (including proposed changes). An itemized list of recommended FY 2024/25 administrative fine and penalty adjustments, reclassifications, and deletions are reflected in Attachment 2 and explained below:

Los Gatos California Fire Code

1. Changes were submitted by the Santa Clara County Fire Department. Proposing to remove four fines: 901.6, 801, 2404.6.1.2, and 2305.5. Also, several section numbers and section language have been reviewed and updated.

PREPARED BY: Melissa Ynegas
Finance Administrative Analyst

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

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SUBJECT: Administrative Penalty Schedule for Fiscal Year 2024/25

DATE: May 24, 2024

CONCLUSION:

It is recommended that Town Council approve the Administrative Fine and Penalty Schedule (Attachment 1) effective July 1, 2024.

FISCAL IMPACT:

Administrative fines and penalties are established to discourage certain activities. Conservative projections are incorporated in the Town's Proposed FY 2024/25 Operating Budget.

COORDINATION:

The preparation of the Administrative Fine and Penalty Schedule was coordinated with the Community Development Department, Police Department, and Town Attorney's office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Resolution approving Administrative Fine and Penalty Schedule FY 2024-25, including Exhibit A Proposed FY 2024/25 Administrative Fine and Penalty Schedule (Redline)
2. Proposed FY 2024/25 Administrative Fine and Penalty Adjustment, Reclassification, and Deletions