



MEETING DATE: 4/24/04

COUNCIL RETREAT REPORT

DATE: April 14, 2004

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: INFORMATIONAL REPORT - APRIL 24, 2004 COUNCIL/COMMISSION RETREAT

RECOMMENDATIONS:

1. That Council provide direction to staff regarding the proposed changes to the Terms of Office for all Board, Commission, and Committee members.
2. That Council meet with each Town Commission and Board, and discuss issues of interest to Commission and Board members and to the Town Council.

BACKGROUND:

Each April, Council holds a Council/Commission Retreat, at which it meets with all Town Commissions, Committees, and Boards (hereinafter referred to as "Commissions"). The goal of the Retreat is to open the lines of communication between Council members, Commission members, and staff. All members of each Commission are invited to attend; generally, the Commission Chair and Vice-Chair take the lead for the Commission in discussion with Council.

Retreat Format

First will be a discussion of topics common to all Commissions. The key issue this year will be the proposed changes to the Terms of Office for all Commission members.

Next, Council will meet in turn with the Arts Commission, Community Services Commission, Library Board, Parks Commission, and Transportation and Parking Commission. In preparation for the Retreat, each Commission completed a questionnaire, which requested a list of major accomplishments, planned future projects, ideas for training, and any other issues that the

PREPARED BY: Regina A. Falkner, Community Services Director
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Reviewed by: PSJ Assistant Town Manager OK Town Attorney Clerk Finance
 Community Development Revised: 4/14/04 1:14 pm

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Commission wishes to discuss with Council. Each Commission's completed questionnaire, its enabling resolution, a matrix of action items from last year's Retreat, and other relevant documents are included with this report (Attachment 4). During each Commission's time with Council, it will first present highlights from its questionnaire, and then use the balance of the session for open discussion.

The Planning Commission and Historic Preservation Committee will meet with Council in a separate Retreat, scheduled for May 12. A majority of the members of both groups was not available for the April 24 date. Material for the May 12 Retreat will be distributed separately, in advance of the meeting.

DISCUSSION:

Update on Common Issues

At the 2003 Council/Commission Retreat, four topics were addressed during the discussion of common issues: attendance requirements, recruitment and appointment of student commissioners, commissioner training, and the formation of a Youth Commission. A matrix of the discussion of these issues, and follow-up actions are attached to this report (Attachment 1). Following are brief updates of each issue:

Attendance Policy: An Attendance Policy was adopted by Council on December 1, 2003, establishing attendance requirements for all Commissions except the Planning Commission. Council adopted a separate policy for the Planning Commission, reflecting its expanded meeting schedule.

Recruitment and Appointment of Student Commissioners: In January 2004, Council adopted a resolution defining the residency requirements for specified commissions and for student commissioners. Under this resolution, student commissioners may reside outside the incorporated limits of Los Gatos, if they have a Los Gatos mailing address and are enrolled in a school located within the Town limits. This has increased the number of qualified students who may apply for and be appointed to commissions. The Community Services and Parks Commissions have developed a uniform appointment process for their student commissioners: the Chair and Vice Chair, or the Commission as a whole, makes a recommendation to Council regarding students to be appointed.

Commissioner Training: A revised Commissioner Handbook was distributed to all commissioners after the 2003 retreat. Newly appointed commissioners receive a Handbook when they take the Oath of Office. The Handbook may be used by the Commission Chair and staff liaison to provide orientation and training for newly appointed commissioners. Each Commission was also briefed by the Town Manager concerning the fiscal challenges faced by the Town. Attachment 2 presents a summary of training provided to commissions in 2003, and requests for training in 2004 as identified in their questionnaires.

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Youth Commission: In order to increase youth involvement in Town government and community activities, Council adopted a resolution establishing a Youth Commission on April 5, 2004.

Term of Office Proposal

The topic for this year's general discussion will be standardizing the Terms of Office for all Commission members. The proposal is to standardize the expiration of commissioners' terms of office, so that all terms would expire on December 31, rather than throughout the year as they do currently. The length of the terms of office; i.e., the number of years of the term, would not change, and neither would the staggered terms of each Commission's members. This proposal would not apply to student commissioners, whose terms will continue to be aligned with the school year.

The proposal would create a more streamlined process of recruitment, appointment, and training of commissioners. Currently, recruitment, interviews, and appointments are done throughout the year in order to fill terms that expire in 7 different months. Aligning term expiration dates would allow for one concentrated period of recruitment and advertising each year, and interviews and appointments could be scheduled for the same month each year. Newly appointed commissioners could receive orientation and training as a group, as could Commission Chairs and Vice Chairs if elected during the same month.

Each Commissioner received a memo from the Town Manager (Attachment 3) explaining the proposal and soliciting their feedback. Community Services Department staff attended a meeting of each Commission, in the months of March and April, to present the proposal verbally and to receive verbal comment. Commission members voiced overall support of the proposal, and offered administrative suggestions that would be considered in implementing the proposal.

If Council supports the implementation of this proposal, staff requests that they answer verbally the questions included at the end of Attachment 3, which would help staff to refine the process to be followed. Staff would return to Council for its formal approval of the proposal at a Council meeting in the summer.

If the proposal is implemented, all Terms of Office would be adjusted in 2005. In that year, all Commissioners would have their terms extended or shortened by a few months, in order to expire on December 31.

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Commission-Specific Topics

The following is a table of issues identified by each Commission on its Retreat questionnaire (Attachment 4). A detailed discussion of these issues follows the table.

Commission	Key Areas of Focus
Arts Commission	Report on accomplishments for 2003/04. Review goals and projects for 2004/05.
Community Services Commission	Report on accomplishments for 2003/04. Review goals and projects for 2004/05.
Library Board	Report on accomplishments for 2003/04. Review goals and projects for 2004/05.
	Civic Center/Library Master Plan.
	Discuss benefits for circulation clerks.
	Request regarding communication between the Town and neighboring library jurisdictions.
Parks Commission	Report on accomplishments for 2003/04. Review goals and projects for 2004/05.
	Update on skateboard park.
Transportation and Parking Commission	Report on accomplishments for 2003/04. Review goals and projects for 2004/05.
	Downtown Parking Management Plan.

Arts Commission. The function of the Arts Commission is to encourage the development of art, drama, music, and other creative activities in Town. Under this charge the Commission has produced a number of successful projects, including Music in the Park, Art in the Council Chambers, and a public art installation. At this Retreat, the Commission would like to update Council on its recent accomplishments, and present its projects and goals for 2004/05.

Community Services Commission. The duty of the Community Services Commission is to ensure that the goals and objectives contained in the Human Services Element of the General Plan are implemented. The Human Services Element addresses the social, health, cultural, and educational needs of residents. Commission liaisons are actively involved in community programs focused on these needs. The Commission administers a number of successful programs, including the Community Grant program. The Commission has reviewed the results of the 2003 Human Services Needs Survey, and participated in follow up activities. At this Retreat, the Commission would like

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to update Council on its recent accomplishments, and present its goals and projects for 2004/05.

Library Board. The Library Board works with Library staff in an advisory role, with the goal of providing better Library services. This year, the Board has been working toward the completion of the Civic Center/Library Master Plan. At this Retreat, the Board would like to update Council on its recent accomplishments, present its goals for 2004/05, and discuss its interest in the Civic Center/Library Master Plan project and budget issues.

Parks Commission. The Parks Commission advises Council on issues related to public parks, grounds, street trees, and beautification, and has completed many projects in these areas. The Commission has fully integrated open space and trails issues as a part of its role. At this Retreat, the Commission would like to update Council on its recent accomplishments, and discuss its goals and projects for 2004/05.

Transportation and Parking Commission. The Transportation and Parking Commission advises the Council on matters relating to on street and off-street activities and services. These include general transportation issues, bikeways, traffic safety, the Town's Traffic Calming Policy, safe routes to school, traffic studies, and Town-wide parking including the Downtown Parking Management Plan. At this Retreat, the Commission would like to update Council on its recent accomplishments, present its goals for 2004/05, and discuss the Downtown Parking Management Plan.

CONCLUSION:

The annual Council/Commission Retreat is a valuable opportunity for Council and Commission members to engage in meaningful dialog, address issues of interest to all parties, and set goals for the coming year. The contributions made by members of Town Commissions, Committees, and Boards are essential to the effectiveness of our municipal government organization.

Attachments:

1. 2003 Council/Commission Retreat: Summary Matrix
2. Council/Commission Retreat: Commission Training Summary
3. Term of Office Proposal: Memorandum from the Office of the Town Manager
4. Commission Questionnaires, Enabling Resolutions, and Issue Matrices

Distribution:

Arts Commission members
Community Services Commission members
Library Board members
Parks Commission members
Transportation and Parking Commission members

2003 Council / Commission Retreat: Summary Matrix

Attachment 1

Attendance Requirements

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Commission meeting attendance policy.	Draft revised attendance requirements for Council adoption.	Community Services Director	Completed. Council adopted new attendance requirements December 2003.

Recruitment Process

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Student commissioner appointments.	Develop uniform appointment process for student commissioners.	Community Services Director	Completed. The Community Services Commission student members are appointed by Council based on a recommendation from the Chair and Vice Chair or the Commission. Parks Commission and Community Services now have the same process.

Recruitment brochure-markets being a commissioner.

Commissioner Training

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
General Commissioner Training	Distribute revised Commissioner Handbook.	Community Services Department and Town Clerk's Office	Completed. Handbook distributed to all existing Commissioners in the Spring 2003. Handbook provided to new Commissioners upon appointment.

2003 Council / Commission Retreat: Summary Matrix

Youth Commission

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Youth involvement in Town and greater community.	Evaluate Youth Commission and other avenues for involving youth through the Alive & Loving Life (ALL) effort.	<i>Town Manager</i>	April 2004 Status report regarding establishment of Youth Commission to be considered by Council in April.

Council/Commission Retreat: Commission Training Summary

Commission	2003 Training Request	Training Provided in 2003	2004 Training Request
Arts Commission	No new request - appreciated the Commissioner Handbooks and orientation	<ul style="list-style-type: none"> • Public Hearing Conduct • Town's Fiscal Health • Received Updated Commissioner's Handbook 	<ul style="list-style-type: none"> • Government Process • Overview of Town Organization and Role of Arts and Other Commissions
Community Services Commission	<ul style="list-style-type: none"> • Brown Act • Overview of Town Services 	<ul style="list-style-type: none"> • Town's Fiscal Health • Received Updated Commissioner's Handbook 	<ul style="list-style-type: none"> • Brown Act • Overview of Town Services
Library Board	California Association of Library Trustees and Commissioners' Board Effectiveness Training	<ul style="list-style-type: none"> • Town's Fiscal Health • Received Updated Commissioner's Handbook 	<ul style="list-style-type: none"> • CALTAC Workshop in Library Leadership • Visibility, Advocacy & 21st Century Library Service
Transportation and Parking Commission	<ul style="list-style-type: none"> • VTA rules and regulation; bus routes and hours • Study sessions on traffic calming • Site visits to areas of concern • More delineated maps of the greater downtown area which identifies signals, stop signs, crosswalks - (both school and general pedestrian) • The rationale for placing crosswalks and/or stop signs • Inform commissioners of past ordinances affecting items for discussion 	<ul style="list-style-type: none"> • Downtown Parking Management Plan • Traffic Mitigation Fund • Safe Routes to Schools Grant Program • TFCA Grant Programs • Traffic Calming Program • Town's Fiscal Health • VTA Rules and Regulations on Buses • ADA Parking Lot Requirements. • Received Updated Commissioner's Handbook 	<ul style="list-style-type: none"> • Site Visits • Tour of Town Parks • Traffic and Parking Public Awareness • Training and Orientation for New Commissioners • Traffic Calming • Annual Budget Presentation by Town Manager • Tour of Town Sign Shop

Commission	2003 Training Request	Training Provided in 2003	2004 Training Request
Parks Commission	<ul style="list-style-type: none"> • Continuation of the 2002 training on communications and how to work with staff • How to run a Commission meeting 	<ul style="list-style-type: none"> • Tour of Town Parks • Town's Fiscal Health • Tree Ordinance • Adopt-a-Planter Program • Vasona Trail Feasibility • Alive and Loving Live Program • Potential Park Sites • Received Updated Commissioner's Handbook 	<ul style="list-style-type: none"> • Continue to Tour Parks and Trails • Leadership and Meeting Dynamics • Tour Parks in Other Cities
Historic Preservation Committee	<ul style="list-style-type: none"> • California Preservation Foundation Conference • Workshops offered by the State Office of Historic Preservation 	<ul style="list-style-type: none"> • Town's Fiscal Health • Received Updated Commissioner's Handbook • Heritage Preservation Commission Workshop, Sponsored by the City of Saratoga • Incentives for Historic Preservation Projects Sponsored by the California Preservation Foundation 	

<p>Planning Commission</p>	<ul style="list-style-type: none"> • CEQA training by CEQA consultant for Town Council, Planning Commission and staff • Continued discussion and clarification of the Planned Development zoning process • Initiate in-house training sessions • Additional training topics - role of DRC, workshop with outside noise consultant, role of HPC in relationship to PC and review by Town architect • Inform Commissioners of staff requirements before accepting an application, i.e., project evolution 	<ul style="list-style-type: none"> • Town's Fiscal Health • Received Updated Commissioner's Handbook 	
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MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Members of Town Boards, Committees, and Commissions

From: Debra J. Figone, Town Manager 

Date: March 9, 2004

Subject: Term of Office Proposal

The Town has a dozen volunteer boards, committees, and commissions whose purpose is to act in an advisory capacity to the Town Council. Members are appointed by the Town Council, in a process that is administered by Town staff.

I would like to solicit your feedback, as members of these advisory bodies, on a proposal to streamline the process used to recruit and appoint members. Specifically, we are evaluating a process that would standardize the expiration of members' terms of office, so that all terms would expire on December 31, rather than throughout the year as they do currently. The length of the terms of office, the number of years of the term, would not change.

Benefits of the Proposal

Under the current recruitment process, there is a year-round cycle of recruiting, advertising, and interviewing. Many of these activities are duplicative of each other. Standardizing of term expiration dates would result generally in a substantially more efficient process, and specifically in the following benefits:

- Recruiting and advertising could take place in one regularly scheduled time period each year.
- Interviews and appointments could be done at one Town Council meeting each year.
- An expanded marketing plan could be created and implemented.
- An orientation for all new Commissioners could be held each January.
- Chairs and Vice-chairs could be elected each February, and be trained for their new roles together.

How Your Term of Office Would be Affected

All terms of office would be adjusted in 2005; in that year, all members would have their terms extended or shortened by a few months, in order to expire on December 31.

Members whose terms expire in January, February, and March would have their terms shortened, in most cases only by a day. The revised terms would expire on December 31 of the year before the current term's expiration. The Boards, Committees, and Commissions affected would be:

- Building Board of Appeals

Term of Office Proposal

March 9, 2004

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- Community Services Commission
- General Plan Committee
- Planning Commission
- Rent Advisory Committee
- Transportation and Parking Commission

Members of all other Commissions would have their terms lengthened by 3 to 7 months. The revised terms would expire on December 31 of the year after the current term's expiration. The Boards, Committees, and Commissions affected would be:

- Parks Commission
- Architectural Standards Committee
- Arts Commission
- Art Selection Panel
- Library Board
- Historic Preservation Committee
- Personnel Board

Your Feedback

This proposal will be added to the agenda of your next Board, Committee, or Commission meeting. Please be prepared to provide your comments during that discussion. If you have questions now, or would like to provide comments in advance of your next meeting, please contact your regular staff liaison, or Susan Buxton, Volunteer Services Coordinator, at (408) 354-6824.

Your service to the Town is valuable to the Town Council, and to all the members of the Town organization. I appreciate your input on this proposal.

Attachment: Term Expiration Date Proposal

**Town of Los Gatos
Boards, Committees, and Commissions
Term Expiration Date Proposal**

Existing Term Expiration Date	Advisory Body	Proposal
January	Planning Commission Building Board of Appeals Community Services Commission General Plan Committee Transportation and Parking Commission	Term expiration dates would change to December 31 of the year previous to the existing expiration date.
February	(none)	
March	Rent Advisory Committee	
April	Parks Commission	Term expiration dates would change to December 31 of the same year of the existing expiration date.
May	(none)	
June	Architectural Standards Committee	
July	Arts Commission Art Selection Panel Library Board	
August	Historic Preservation Committee	
September	Personnel Board Student Commissioners - Community Services Commission Student Commissioners - Parks Commission	
October	(none)	
November	(none)	
December	(none)	

Term of Office Proposal
Questions for Discussion

Does the Council support the proposal to have all Commission terms (except student commissioner terms) end on December 31 of each year? Terms would continue to be staggered.

If the Council supports the proposal, direction on the following issues below is requested.

Should interviews be held:

- **in November or December?** This will dictate the recruitment schedule and due date for applications.
- **before one or two regular Council meetings or at a special meeting in the evening or on a Saturday?** Interviews could take from 2 to 5 hours depending on the number of applicants. The amount of time necessary can be estimated after the applications have been received.

Does Council have any suggested changes to the appointment? Use subcommittees to recommend appointments and/or narrow the list of final interviews?



2004 RETREAT QUESTIONNAIRE

Commission/Committee: | **Arts Commission**

<u>Arts Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Joanne Johnson - Chair	3 years	07/01/04
Mary Ellen Kaschub - Vice Chair	3 years	07/01/04
Elke Groves	3 years	07/01/05
Marianne Hamilton	3 years	07/01/06
Teri Hope - Chair	3 years	07/01/05
Valerie Hopkins	3 years	07/01/06
Nicki Huber	3 years	07/01/06
Marcia Tjader	3 years	07/01/05
Jules MacLean	3 years	07/01/04

Meeting Information

Date: 2nd Wednesday of every month

Time: 4:00 pm

Location: 214 E. Main Street, Rm 214

Staff: Regina Falkner, Community Services Director.

Arts Commission

2004 Retreat Questionnaire Arts Commission

Major accomplishments of the past year.

Arts in the Los Gatos Community have expanded significantly over the past few years through the efforts of Arts Commissioners and other community volunteers.

- Installed Phil Lange's catfish sculpture, "Los Gatos Pescado" on top of the kiosk located on the corner of Main and Fiesta.
- Successfully staged ten MIP concerts. The Commission raised funds to offset all direct cost and develop a fund balance.
- Held a public hearing to permanently relocate the Music in the Park concert series to the Civic Center lawn. Training provided was valuable.
- A number of Arts Commissioners are active in other community art projects such as:
 - The Chamber and Morning Rotary Club's Jazz on the Plazz concert series.
 - The Los Gatos Community Foundation's, "Art-Cat" project that raised \$43,000. Funds were distributed to nine art related agencies including a \$10,000 donation for a new public art piece in Town.
 - Commissioners are participating in the Los Gatos Art Association's Plein Air Project.
 - The Museums of Los Gatos fundraiser, Touch My Heart.
- Coordinated six Art in the Council Chambers exhibits including a 55 piece display in September by the Los Gatos/Saratoga Camera Club, the first ever of this size. The program served a diverse population of artists including seniors and youth.
- Arts Commission members participated in the Los Gatos Town Banner program.
- Coordinated an art exhibit at the July 4th Event.
- Using the Town's website, the Arts Commission now can promote the Arts commission activities, in particular to promote "Music in the Park" and "Art in the Council Chambers" as well as other Art related events.

Proposed projects for upcoming year.

- Expand participation in the July 4th Community Event.
- Develop a PR/awareness campaign for the Los Gatos Arts Commission and its projects.

2004 Retreat Questionnaire Arts Commission

- Update the MIP logo and design a new program and banner.
- Explore additional funding sources for art activities.

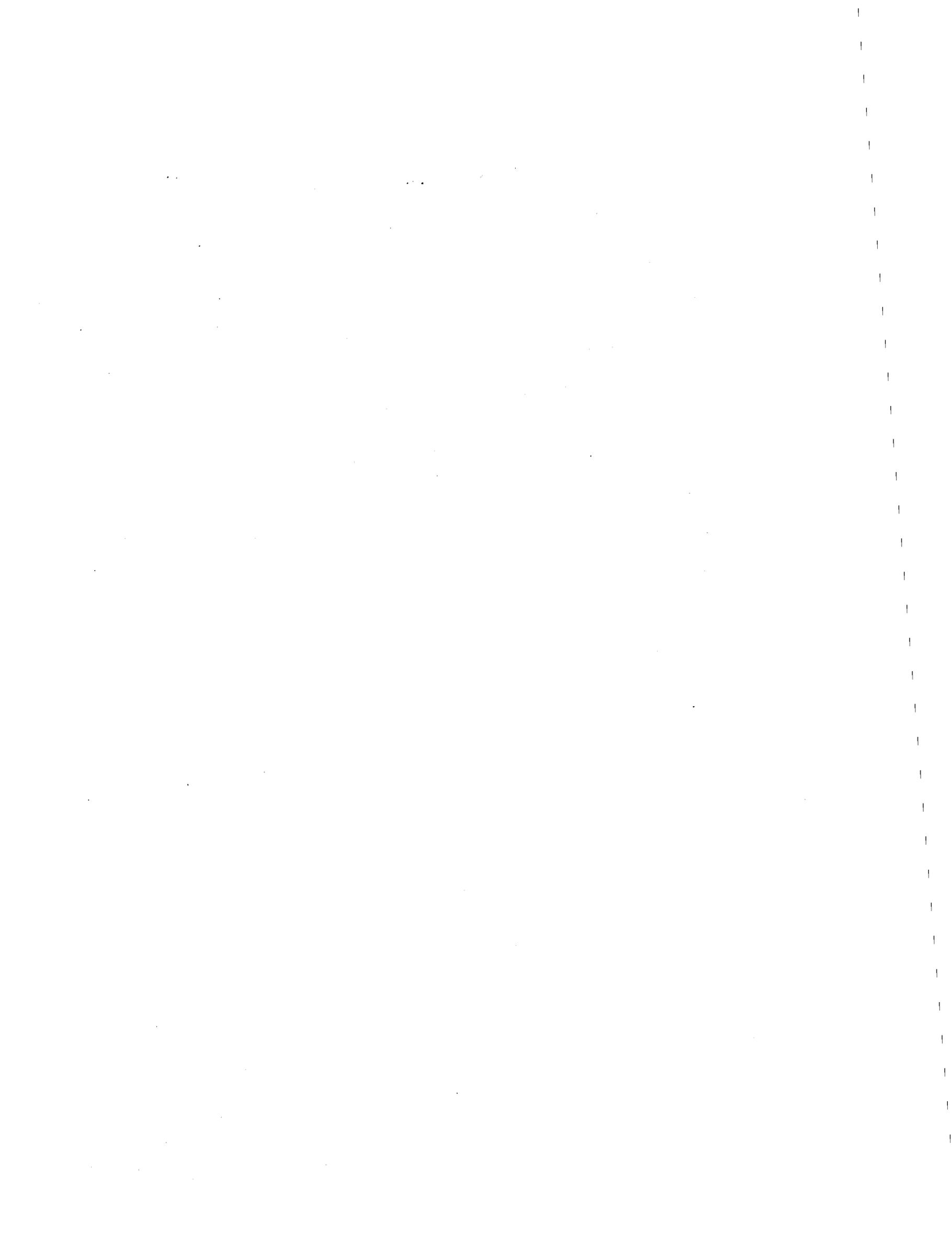
Issues specific to Commission.

- Input of Town budget reductions.

What training would be beneficial to the Commission?

- Overview of Town organization and role of Arts Commission and other Commissions.
- Government Process

Questions and comments for the Council.



ARTS COMMISSION

RESOLUTION 1996-37

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS REVISING THE ARTS COMMISSION ENABLING RESOLUTION 1988-214

WHEREAS, The Town Council of the Town of Los Gatos wishes to assure conformance of this enabling resolution with Council approved attendance requirements; and,

THEREFORE, BE IT RESOLVED: by the Town Council of the Town of Los Gatos, County of Santa Clara, State of California, that the Town of Los Gatos Arts Commission shall be governed as follows.

The Commission shall be advisory to the Town Council and shall operate in the manner herein after prescribed:

1. Membership - Organization

- (a) The Commission shall consist of nine (9) voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council.

The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Commission shall annually designate a Chairperson and Vice-Chairperson.

- (b) Five members of the Commission shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- (c) The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of Resolution 1987-16
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
- e. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- f. Meeting attendance requirements will conform with current Town Resolution.

2. Duties and Functions

(a) The functions of the Commission shall be to encourage the development of art, drama, music, and other creative activities in the Town of Los Gatos. Specific activities would include, but are not limited to:

1. Identify the nature and extent of all existing resources in the arts in the Los Gatos community.
2. Generate community awareness and support for a full range of activities in the Arts in the Town.
3. Make recommendations to Town Council and other Town Commission in the field of art, aesthetics, and beautification.
4. Perform other duties as assigned by the Town Council.

IT IS HEREBY FURTHER RESOLVED that Resolution 1988-214 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 1st day of April, 1996 by the following vote.

COUNCIL MEMBERS:

AYES: Joanne Benjamin, Steven Blanton, Linda Lubeck, Patrick O'Laughlin
Mayor Randy Attaway.

NOES: None

ABSTAIN: None

ABSENT: None

SIGNED: /s/ Randy Attaway
MAYOR OF THE TOWN OF LOS GATOS

ATTEST: /s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS

2003 Council / Commission Retreat: Summary Matrix

ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Music in the Park location and events at Town Plaza	Explore opportunities for hosting arts events at Town Plaza. Identify goals. Coordinate with Chamber of Commerce.	Arts Commission and Community Services Director	August 2003 Completed. Arts Commission held public hearing September 17. On October 6, Council voted to accept the Commission's recommendation to hold the event at the Civic Center lawn area.
Proposed projects for upcoming year	Explore the possibility of marketing summer activities collectively.	Assistant Town Manager and Community Services Director	Summer 2004 Report regarding proposed marketing plan to be presented to Council in Spring.
Commission membership	Discuss option of allowing an Arts Commission seat to be filled by a student under 18 years of age.	Arts Commission and Community Services Director	January 2004 Completed. The Arts Commission agreed to seek student volunteers as participants.





2004 RETREAT QUESTIONNAIRE

Commission/Committee: | **Community Services Commission**

<u>Community Services Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Barry Bakken - Vice Chair	3 years	01/01/06
Toni Blackstock	3 years	01/01/05
Alastair Dallas	3 years	01/01/07
John Hogan	3 years	01/01/05
George Perazzo	3 years	01/01/07
Jessica Scheiner	3 years	01/01/07
Mary Joanne Zientek - Chair	3 years	01/01/06
Student Members:		
Rachel Berkowitz	1 years	09/30/04
Jennifer Werner	1 years	09/30/04

Meeting Information

Date: 3rd Thursday of every month

Time: 5:30 pm

Location: 208 East Main Street, Room 214

Staff: Regina Falkner, Community Services Director

Community Services Commission

2004 Retreat Questionnaire Community Services Commission

Major accomplishments of the past year.

The 03/04 funding cycle marked the second year that the Commission implemented its streamlined Community Development Block Grant (CDBG) and Community Grant funding process. The Commission included an expanded sub-committee meeting giving the applicant agencies an opportunity to present their proposals, answer Commissioner's questions, and discuss emerging issues. This roundtable discussion was well received by the agencies and was valuable to the Commission.

Commission liaisons actively worked with the County HCD Citizen's Advisory Committee and the Town's Committees/Programs: General Plan, Civic Center Master Plan, Citizen's Advisory Committee, Drug Free Community, Alive and Loving Life, and Senior Center. The liaisons regularly communicated project status to the Commission. The Commission also monitored progress of the Habitat for Humanity project which was completed last fall.

The Commission tracked the Needs Survey progress, reviewed the results and participated in the follow up.

In the last year the Commission made three administrative changes: reduced the number of adult Commissioners from 9 to 7 to better reflect the workload and the size of similar commissions; clarified the residency requirements for Student Commissioners; and revised the student application process to mirror that employed by the Parks Commission.

Proposed projects for upcoming year.

Proposed projects for 2003/2004 include a continued involvement in the youth and senior services. The Commission will work with staff to complete its follow-up on the Needs Assessment and focus groups.

Issues specific to Commission.

The Commission is monitoring its calendar to identify meetings at which action is to be taken and identify meetings which may be canceled.

**2004 Retreat Questionnaire
Community Services Commission**

What training would be beneficial to the Commission?

Brown Act
Overview of Town Services

Questions and comments for the Council.

The Commission would like feedback from Council about the Commission's efforts and direction as to what Council would like the Commission to pursue.

COMMUNITY SERVICES COMMISSION

RESOLUTION 2003 - 133

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

(1.) Membership - Organization

- (a.) The Community Services Commission consists of nine (9) members: Seven (7) are voting members over eighteen years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. These commissioners may make or second motions but may not vote. Their terms are one year and begin October 1.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- (b) Five voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- (c) Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of Resolution 1987-16.
- (d) The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
- (e) Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- (f) Meeting attendance requirements will conform with current Town Resolution.

(2.) Duties and Functions

- (a.) The duties and functions of the Commission shall be to ensure that the goals and objectives contained in the Human Service Element of the General Plan are implemented. Specific activities include, but are not limited to, the following:
1. Assist the Town in coordinating its community services programs with other agencies and organizations, public and private.
 2. Advise the Town on emerging community needs and the development of new programs.
 3. Establish and maintain a human services inventory. The inventory shall be posted in key public buildings in the Town.

4. Periodically review the Human Services Element and recommend changes needed to meet new conditions and to respond to the changing community environment.
- (b.) The Commission shall identify the housing and the human service needs of persons of all ages in the Town and its sphere of influence, examine existing privately and publicly supported programs in those fields, evaluate such programs, develop plans for the creation of new programs, and make recommendations to the Town Council.
- (c.) The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- (d.) In developing recommendations to the Town Council, the Commission should:
 1. Elicit the interest and support of various relevant community individuals and groups.
 2. Study and examine sources of public and private funding to meet housing and community service needs.
 3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- (e.) The Commission may send representatives, when appropriate, to other bodies or commissions.
- (f.) The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 1996-36 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of November, by the following vote:

COUNCIL MEMBERS:

AYES: Steve Glickman, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Sandy Decker.

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED /s/ Sandy Decker
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

2003 Council / Commission Retreat: Summary Matrix
COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Current projects	Review final report regarding the Human Needs Assessment from consultants and consider recommended follow-up actions.	Community Services Commission and Community Services Director	August 2003 Completed. Staff is implementing identified follow-up actions to be completed this fiscal year.
Proposed projects for upcoming year	Benchmark senior drop-in centers as a means of assessing the Town's center.	Community Services Commission and Senior Coordinator	Ongoing. CSC members and staff visited Sunnyvale Senior Center. Visit to Campbell Adult Center slated for late Spring.
Town's Grant Program	In cooperation with the Community Workshop efforts, visit local teen centers for best-practice activities.	Community Services Commission and Community Services Director	Ongoing. CSC members and staff visited Santa Clara Youth Center and Teen Center. Visit to the Saratoga Teen Center slated for late Spring.





2004 RETREAT QUESTIONNAIRE

Commission/Committee: Library Board

<u>Library Board</u>	<u>Length of Term</u>	<u>Term Expires</u>
Rita Baum - Vice Chair	3 years	07/01/05
Kathryn Cusick	3 years	07/01/06
Dale Hill	3 years	07/01/04
Mary King	3 years	07/01/05
Karl Pearson - Chair	3 years	07/01/06

Meeting Information

Date: 2nd Wednesday of February, May, September, November

Time: 3:00 pm

Location: 208 E. Main Street, Rm 208

Staff: Peggy Conaway, Library Director; Linda Dydo, Assistant Library Director

Library Board

2004 Retreat Questionnaire Library Board

Major accomplishments of the past year.

The Library Board worked toward completion of the Master Plan as follows:

- Honored all responsibilities and commitments toward contributing to the Master Plan.
- Invited M. Manzo, Saratoga Library Commissioner, to speak at a Library Board meeting on steps taken which resulted in a successful bond measure and a new Saratoga library.
- Toured the new Saratoga, West Valley and Martin Luther King, Jr. library facilities.

The Library Board advised the Library Director as follows:

- Provided feedback and direction on the budget crisis.
- Revised/updated the Library's Internet Access Policy.
- Supported the establishment of the Amazon.com Wish List for library materials.
- Board members made personal contributions to the Library fund-raising projects.
- Supported improvement in Library efficiency and effectiveness as exemplified by the self service model.
- Supported the History Project.
- Following their CALTAC Board Effectiveness Training, the Board planned and carried through a full-day Library Board Retreat in August 2003

The Library Board attended workshops as follows:

- CALTAC (California Association of Library Trustees and Commissioners) Board Effectiveness Training in April 2003.
- CALTAC Regional Workshop on 'Visibility, Advocacy and 21st Century Library Service' in March, 2004.

Proposed projects for upcoming year.

The Board will advocate for and maintain surveillance over progress toward completion of the Master Plan.

The Board will monitor and advise on the effects on the community resulting from service reductions in the Library.

Issues specific to Commission.

Due to the sizable monetary and time investment already expended, the Library Board urges early completion of the Master Plan during 2004, so as to be ready when the opportunity presents itself.

**2004 Retreat Questionnaire
Library Board**

What training would be beneficial to the Commission?

The Board will attend applicable workshops as they become available.

Questions and comments for the Council.

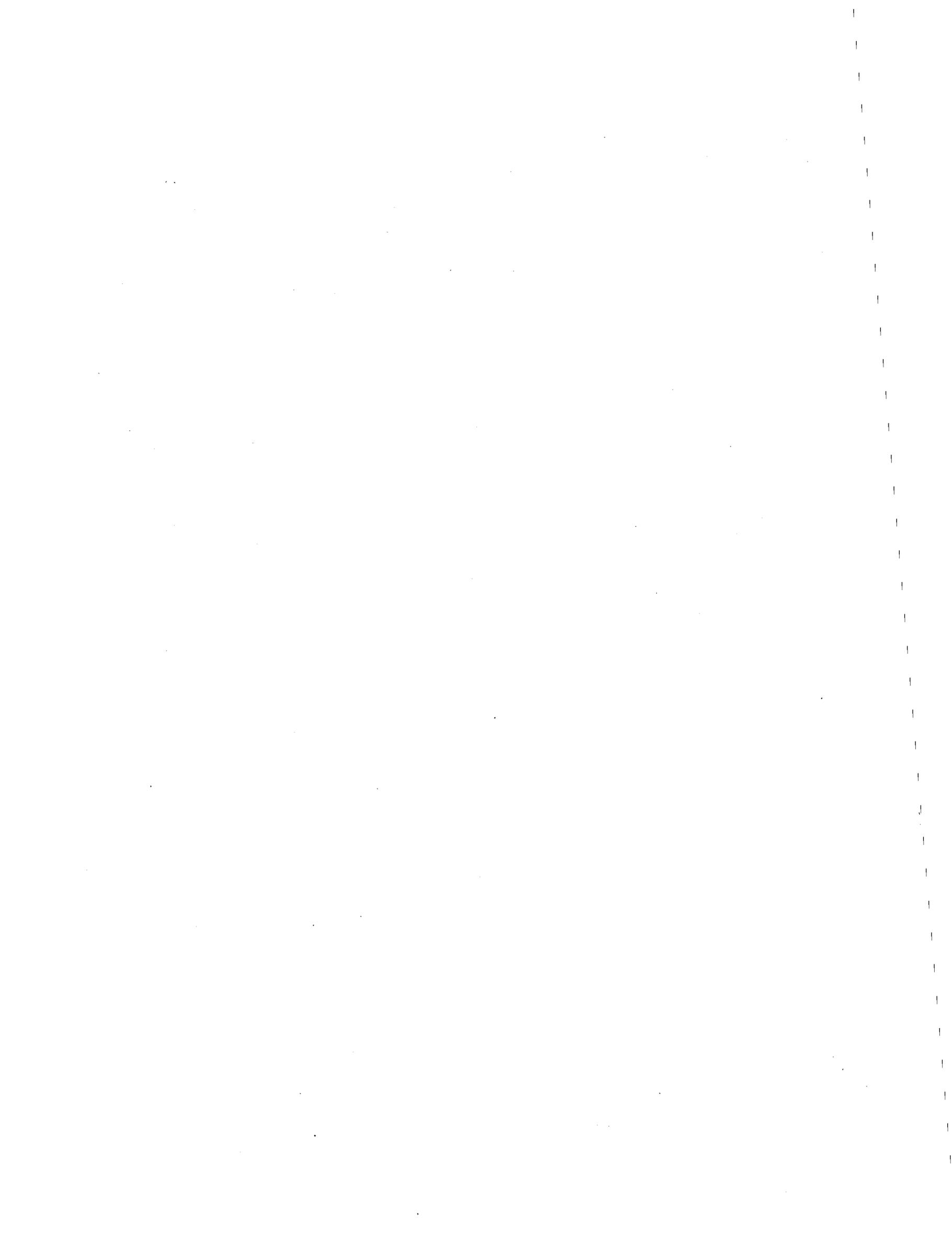
The Library Board would like to request that two Town Council member liaisons work with the Library Board to move the Master Plan to completion.

The Board would like to know what avenues are being explore to increase Town revenues?

The Board has noted that the Library's circulation clerks, many of whom are long-term employees, do not receive benefits.

As a courtesy, the Board would appreciate seeing any communication from the Town to a neighboring library jurisdiction prior to its being sent.

The Library Board would like to thank the Town Council for their continued support.



LIBRARY BOARD

CALIFORNIA EDUCATION CODE

LIBRARIES

Article 2

18910 et al: LIBRARIES AND TRUSTEES

Sections:

- 18910. Appointment of board of trustees.
- 18911. Term of office and compensation.
- 18912. Eligibility of men and women.
- 18913. Vacancies.
- 18914. Monthly meetings.
- 18915. Special meetings.
- 18916. Quorum.
- 18917. President.
- 18918. Record of proceedings.
- 18919. Rules, regulations, and by-laws.
- 18920. Administration of trusts; receipt, holdings and disposal of property.
- 18921. Officers and employees.
- 18922. Purchase of personal property.
- 18923. Purchase of real property, and erection of rental and equipment of buildings or rooms.
- 18924. State publications.
- 18925. Borrowing from, lending to, and exchanging with other libraries; nonresident borrowing.
- 18926. Incidental powers of board.
- 18927. Annual report to legislative body and to State Librarian.

18910. Appointment of board of trustees

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

18911. Term of office and compensation

The trustees shall hold office for three years. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.

The legislative body of the municipality may, by ordinance, provide for the compensation of such trustees; provided that the respective compensation for such trustees shall not exceed fifty dollars (\$50) per month.

18912. Eligibility of men and women

Men and women are equally eligible to appointment as trustees.

18913. Vacancies

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

18914. Monthly meetings

Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution.

18915. Special meetings

Special meetings may be called at any time by three trustees, by written notice served upon each

member at least three hours before the time specified for the proposed meeting.

LIBRARY BOARD CONTINUED

18916. Quorum

A majority of the board shall constitute a quorum for the transaction of business.

18917. President

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

18918. Record of proceedings

The board shall cause a proper record of its proceedings to be kept.

18919. Rules, regulations and by-laws

The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

18920. Administration of trusts; receipt, holdings and disposal of property

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

18921. Officers and employees

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices or positions at the pleasure of the board.

18922. Purchase of personal property

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

18923. Purchase of real property, and erection of rental and equipment of buildings or rooms

The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

18924. State publications

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

18925. Borrowing from, lending to, and exchanging with other libraries; nonresident borrowing

The board of library trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the board may prescribe.

18926. Incidental powers of board

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

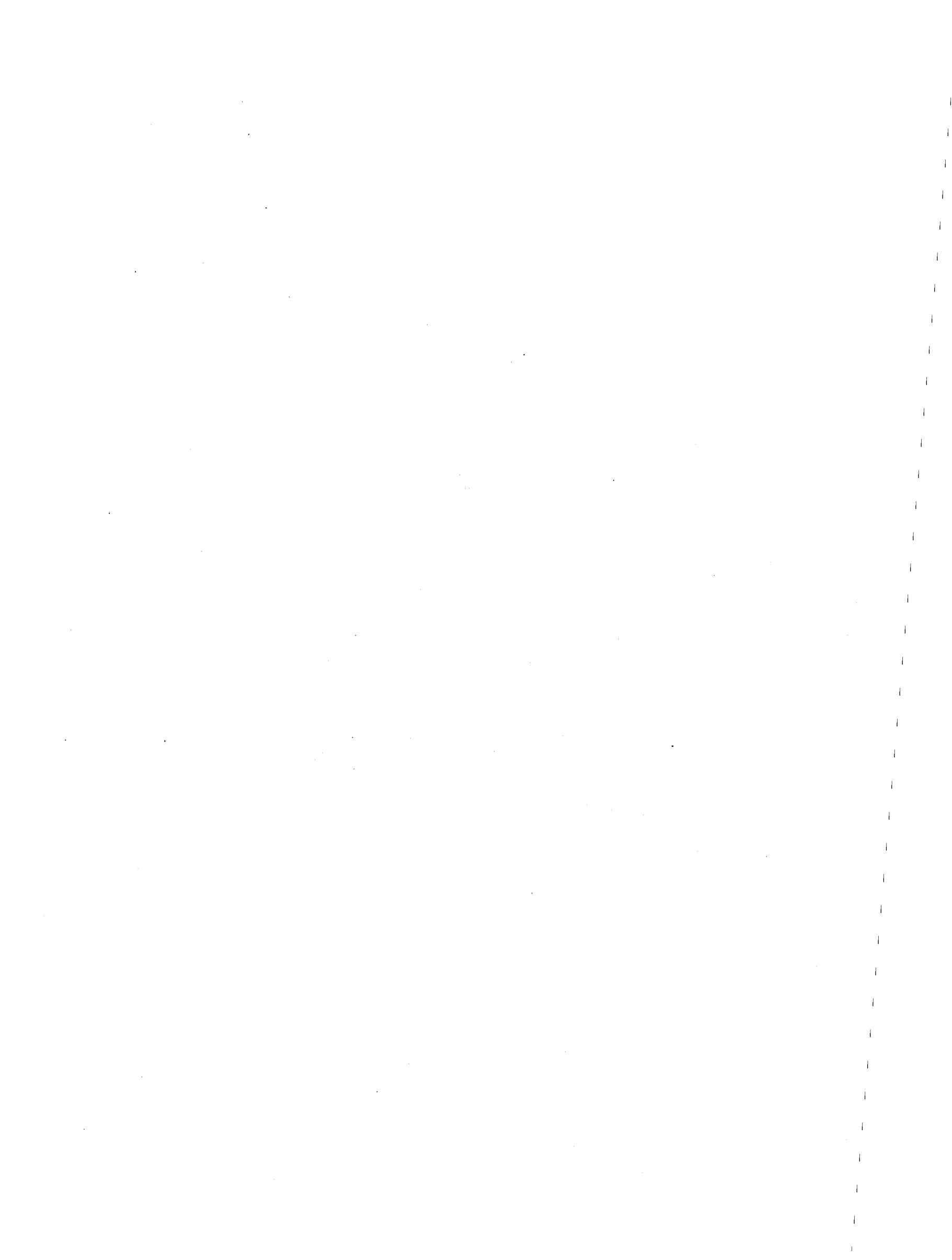
18927. Annual report to legislative body and to State Librarian

The board of library trustees, or if there is no board of trustees, then the administrative head of the library shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees or administrative head of the library, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several boards of trustees or administrative heads of the library instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

2003 Council / Commission Retreat: Summary Matrix

LIBRARY BOARD

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Adequacy of the current Library building	The Library is being evaluated through the Civic Center/Library Master Plan process.	Assistant Town Manager, Library Director, and Citizen's Advisory Committee	June 2004
Level of library use	The Resident Satisfaction Survey showed use of LGPL at the national average of 66%. Extensive feedback on library resources and services was published in the draft of the Strategic Master Plan - Town Service Assessment of 2002, the results of 13 Community Forums and Staff Workshops, and 233 written survey responses. Parking, transportation, and the availability of quiet study rooms, a computer training lab, and richer collections were among the items requested.	Library Director and Library Board	Ongoing. The library will continue to interact with our customers to determine how operations can be improved.





2004 RETREAT QUESTIONNAIRE

Commission/Committee: Parks Commission

<u>Parks Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Debbie Gary	4 years	04/01/04
Sandy Gordon - Vice-Chair	4 years	04/01/06
Jim Handy	3 years	04/01/07
Richard Konrad	4 years	04/01/07
April Maiten	4 years	04/01/04
Sherrie Richter	4 years	04/01/05
Gary Schloh - Chair	4 years	04/01/05
Student Members:		
Andrew Lee	1 year	09/30/04
Chelsea Starr	1 year	09/30/04

Meeting Information

Date: 1st Tuesday each Month

Time: 6:30 pm

Location: October to June: Council Chambers July to September: Town Park/Trail

Staff: John Curtis, Director of Parks and Public Works
Tim Boyer, Parks Superintendent

Parks Commission

2004 Retreat Questionnaire Parks Commission

Major accomplishments of the past year.

Fully integrated Trails and Parks Commissions
Walked the trails; identified /mapped current and potential trails
Completed renovation at Fairview Plaza (except for electrical work provided by PG&E)
Completed the bandstand construction at Oak Meadow Park
Identified new park/sports field sites
Better communication with contractors to enforce tree ordinance. Published tree ordinance
Published three articles in the Los Gatos senior newsletters to promote park use and awareness
Adopt-a-Planter program in downtown Los Gatos
Renovated restroom at Belgatos Park
Installed or repaired benches at Bachman, Live Oak Manor, Oak Hill Play lot, and La Rinconada
Completed feasibility study on Vasona Loop Trail

Proposed projects for upcoming year.

Complete trails map; identify and prioritize potential new trails
Continue to work on the publication of the Town trails map; post trails map on Town website
Construct a new picnic/barbeque area at Oak Meadow Park; complete arbor;
renovate Areas 1 &2
Continue talks with the Water District regarding the completion of the Vasona Loop Trail
Work with the County to find areas for soccer/sports field
Renovate gazebo at Live Oak Manor
Hold a Seniors Day in the Park
Continue brainstorming ideas to renovate the Pageant Grounds

Issues specific to Commission.

Continue parks/trails "needs assessment" (on-going basis)
Better communication with contractors to enforce tree ordinance
Post the tree ordinance on the web
Continue to search for open space for parks/sports field

What training would be beneficial to the Commission?

One day leadership seminar for commissioners
Meeting dynamics

**2004 Retreat Questionnaire
Parks Commission**

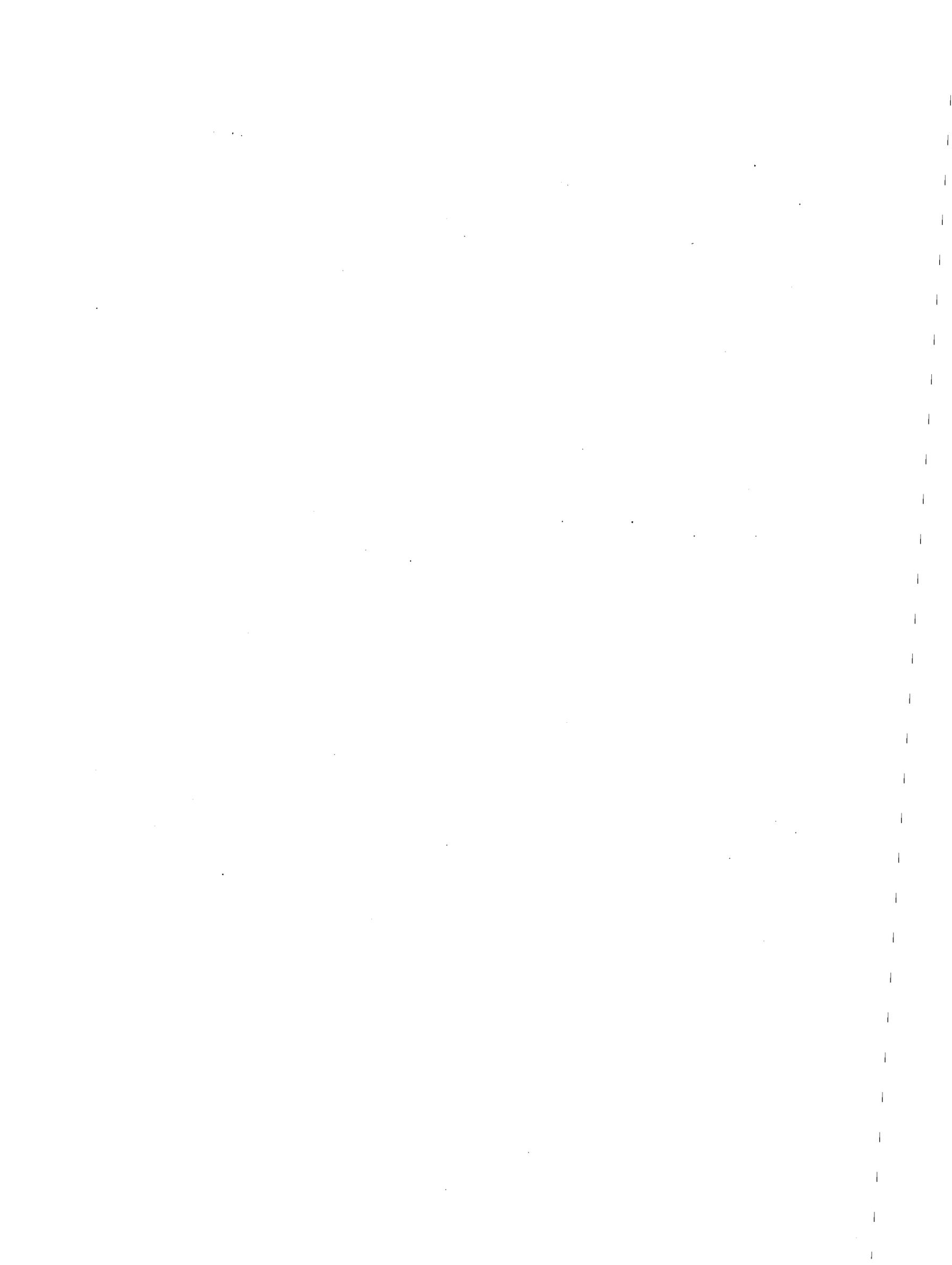
Questions and comments for the Council.

The Commission requests an update on land swap status with the County.

What are the budget constraints and do they affect/relate to new projects and existing maintenance?

The Commission would welcome any further direction from members of the Council.

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PARKS COMMISSION

RESOLUTION 2004 - 3

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2002-103 AND ESTABLISHING THE PARKS COMMISSION

WHEREAS, Section 19.20.010 of the Los Gatos Town Code states that the Town Council shall establish a Parks Commission; and

WHEREAS, Resolution 2002-103 established the Parks Commission; and

WHEREAS, the Town Council now desires to rescind Resolution 2002-103 and establish a Parks Commission with advisory oversight for issues related to public parks, off-street trails, open space, grounds, street trees, and Town beautification.

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

There is hereby created a Parks Commission for the Town.

- (1.) The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
- (2.) Membership/Organization
 - a. The Parks Commission shall consist of nine (9) members, seven (7) adults, two (2) students. All commissioners shall be appointed by the Town Council.
 - b. Six (6) adult members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California; one (1) adult member may reside within the incorporated municipal limits of the Town of Los Gatos or of the City of Monte Sereno, California. Two (2) youth members shall reside within the incorporated municipal limits of the Town of Los Gatos, California and attend any accredited school; or reside in the unincorporated areas of the County of Santa Clara, California, which have a Los Gatos mailing address, and attend a school located within the Town of Los Gatos.
 - c. Two (2) youth members of the Commission shall, at the time of their appointment, have completed the ninth grade, and shall be no more than eighteen (18) years old.
 - d. The Commission shall develop a procedure regarding recruitment of youth members for Council approval. The terms of office of the student members shall be one (1)

year, commencing October first and ending September thirtieth.

- e. The terms of office of all other members of the Commission shall be four (4) years and until their successors are appointed and qualify. The members' terms of office are staggered and overlapped so that the terms of no more than one-third of the members expire each year.
 - f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
 - g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
 - h. The Parks Commission shall hold regular meetings at least once a month, and, at the discretion of the Commission, such other meetings as may be necessary or expedient. A majority of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in March and end the following March.
 - i. Staff services as required shall be provided to the Parks Commission by the Director of Parks and Public Works, who shall also serve as Secretary of the Commission without vote.
 - j. Meeting attendance requirements will conform with current Town Resolution.
 - k. The Secretary of the Parks Commission shall keep a record of all proceedings, resolutions, findings, determinations, and transactions of the Commission, which records shall be a public record, and a copy of which shall be filed with the Town Clerk.
- (3.) Powers and duties. The duties of the Parks Commission shall be to:
- a. Act in an advisory capacity to the Town Council in matters pertaining to public parks, off-street trails, open space, grounds, street trees, and Town beautification, and to cooperate with other governmental agencies and civic groups in the advancement of sound planning and programming for parks and street trees.
 - b. Review policies and procedures on park, trail, open space, street tree, and

beautification programs for approval by the Town Council.

- c. Review periodic inventories of parks, street tree, trails, open space, and beautification services that exist or may be needed, and interpret the needs of the public, within these areas, to the Town Council.
- d. Aid in coordinating the park, open space, trail, street tree, and beautification services with the programs of other governmental agencies and voluntary organizations.
- e. Understand the policies and functions of the Town park, street tree, open space, trails, and beautification programs.
- f. Advise the Director of Parks and Public Works in the preparation of the annual budget for the parks, street tree, trails, open space, and beautification programs, and a long-range capital improvement program for these services.
- g. Hold hearings on matters pertaining to park, open space, and trails sites, their acquisition and development, capital expenditures, and municipal activities in relation to parks.

(4.) Not to affect powers of Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Parks Commission of any of the authority or discretionary powers vested and imposed by law in such Council. The Town Council declares that the public interest, convenience, welfare and necessity require the appointment of a Parks Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.

BE IT FURTHER RESOLVED that Resolution 2002-103 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5th day of January, 2003 by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Steve Glickman.

NAYS: None

ABSENT: None

ABSTAIN: None

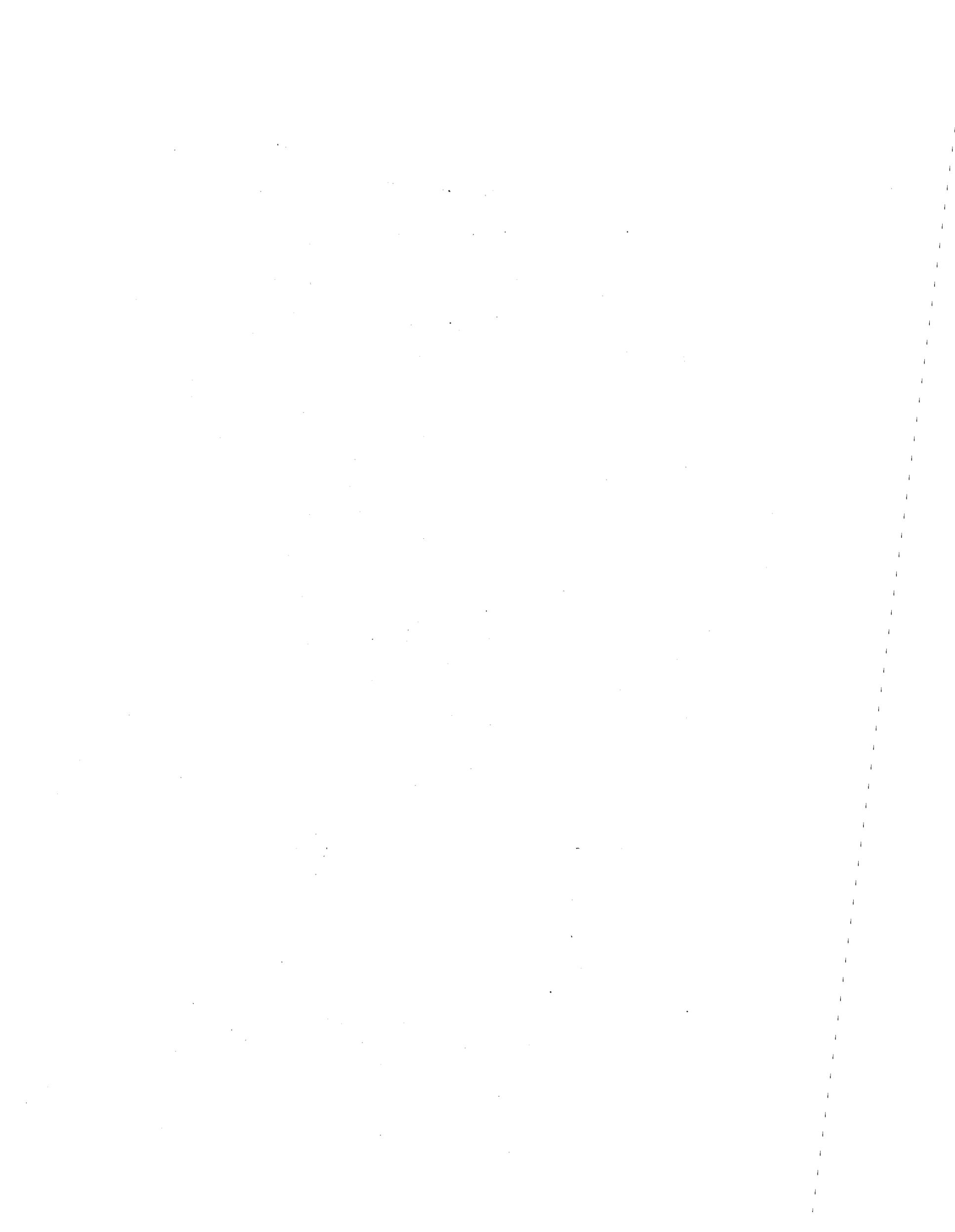
ATTEST:
/s/ Marian V. Cosgrove

CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

SIGNED:

/s/ Steve Glickman

**MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA**



PARKS COMMISSION

LOS GATOS TOWN CODE CHAPTER 19. ARTICLE II.

Sec. 19.20.010. Created.

There is created a Parks Commission for the Town.

Sec. 19.20.015. Appointment, terms of office, compensation of members.

- (a) The Parks Commission shall consist of nine (9) members, eight (8) of whom shall reside within the Town, one (1) of whom may reside within Monte Sereno or Los Gatos, and all of whom shall be appointed by the Town Council. The members shall serve without compensation, but all necessary expenses incurred by them while acting in their official capacities shall be paid by appropriate action of the Town Council. (Ord. 2039)
- (b) Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth grade, shall be students enrolled in an accredited school and shall be no more than eighteen (18) years old.
- (c) The Commission shall, by resolution, adopt a procedure regulating the recruitment of applicants for the positions and the method by which it will choose those candidates recommended for appointment. The terms of office of the student members shall be one (1) year, commencing October first and ending September thirtieth.
- (d) The terms of office of all other members of the Commission shall be four (4) years and until their successors are appointed and qualify.

Sec. 19.20.020. Removal of members; absence of members.

- (a) The Town Council may remove any member of the Parks Commission from office prior to the expiration of the member's term by the affirmative vote of not less than three-fifths of all the members of the Town Council. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired portion of the term of office vacated.
- (b) Absence from three (3) consecutive regular meetings without the formal consent of the Parks Commission shall be deemed to constitute the retirement of such member, and the position shall thereupon be declared vacant.

Sec. 19.20.025. Meetings; quorum; officers; staff.

- (a) The Parks Commission shall hold regular meetings at least once a month, and, at the discretion of the Commission, such other meetings as may be necessary or expedient. A majority of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on May first and continue through April thirtieth of the following year.

- (b) Staff services as required shall be provided to the Parks Commission by the Director, who shall also serve as Secretary of the Commission without vote.

PARKS COMMISSION TOWN CODE CONT:

Sec. 19.20.030. Records to be kept.

The Secretary of the Parks Commission shall keep a record of all proceedings, resolutions, findings, determinations, and transactions of the Commission, which records shall be a public record, and a copy of which shall be filed with the Town Clerk.

Sec. 19.20.035. Powers and duties.

The duties of the Parks Commission shall be to:

- (1.) Act in an advisory capacity to the Town Council in all matters pertaining to public parks, grounds, street trees, and Town beautification, and to cooperate with other governmental agencies and civic groups in the advancement of sound planning and programming for parks and street trees.
- (2.) Formulate policies and procedures on park, street tree, and beautification programs for approval by the Town Council.
- (3.) Recommend the adoption of standards on organization, personnel, areas, facilities, program and financial support.
- (4.) Make periodic inventories of parks, street tree, and beautification services that exist or may be needed, and interpret the needs of the public to the Town Council.
- (5.) Aid in coordinating the park, street tree, and beautification services with the program of other governmental agencies and voluntary organizations.
- (6.) Interpret the policies and functions of the Town park, street tree, and beautification programs to the general public.
- (7.) Advise the Director in the preparation of the annual budget for the parks, street tree, and beautification programs, and a long-range capital improvement program for these services.
- (8.) Hold hearings on matters pertaining to park sites, their acquisition and development, capital expenditures, and municipal activities in relation to parks.

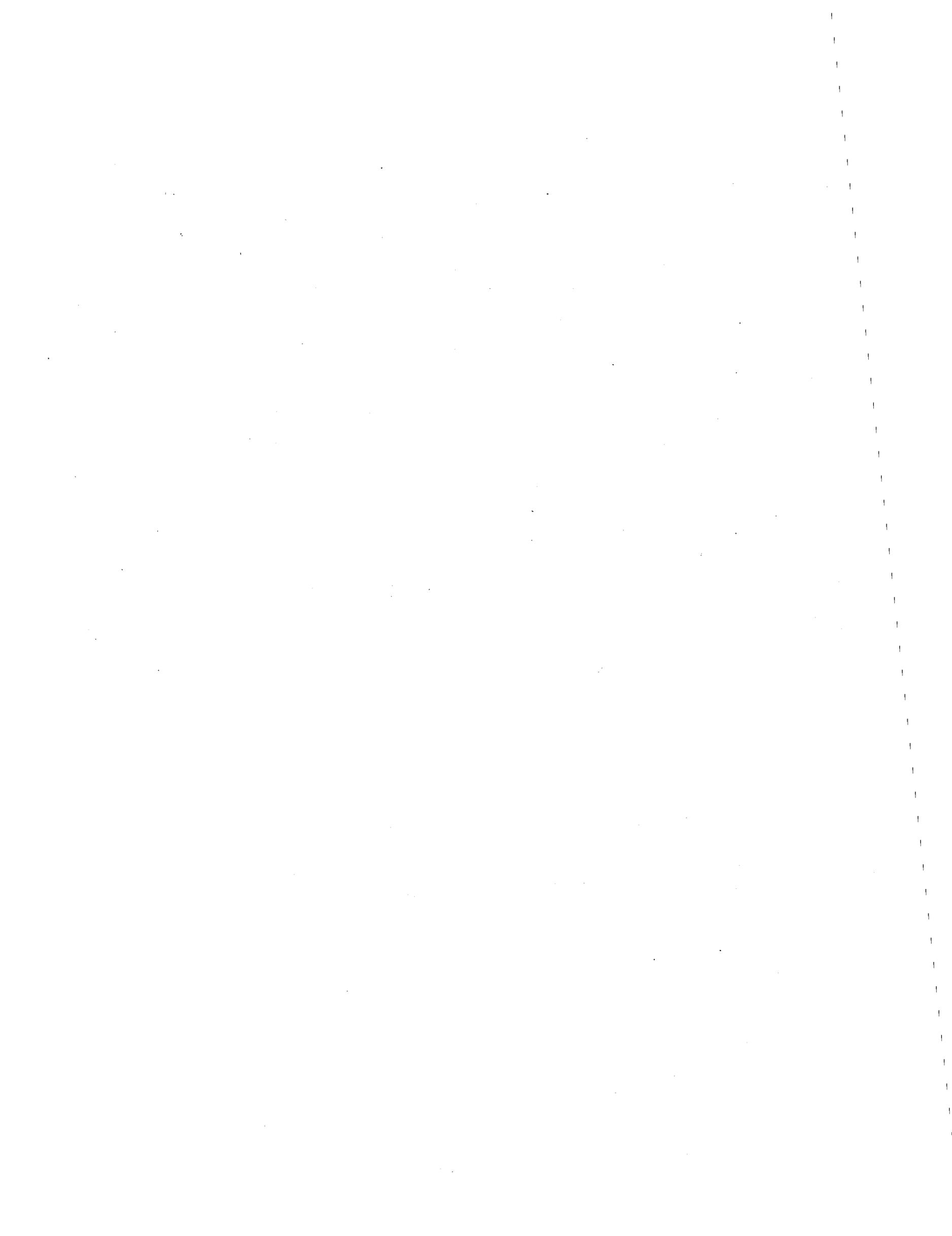
Sec. 19.20.040. Article not to affect powers of Town Council.

Nothing in this article shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Parks Commission of any of the authority or discretionary powers vested and imposed by law in such Council. The Town Council declares that the public interest, convenience, welfare and necessity require the appointment of a Parks Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this article.

2003 Council / Commission Retreat: Summary Matrix

PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Tree Ordinance	Revised Tree Ordinance to improve clarity.	Parks Superintendent and Parks Commission	July 7, 2003 Completed. Approved by Town Council.
Expand community awareness of parks	Explore "Our Parks Day". Provide stamp on "passport" for visitors.	Parks and Public Works Director	Completed. Discussed at May 6 Parks Commission meeting. Park information posted on Town Website.
Identify new park sites; create a vision for Town parks	Look for other potential park sites.	Parks and Public Works Director	Ongoing. Discussed at May 6 Parks Commission meeting. Commissioners suggested developing the Novitiate Park. Investigating the Lark and Winchester lot site for a community garden.
Seniors in the Park Day	Commission to explore ideas with Senior Coordinator.	Parks Commission, Parks and Public Works Director, and Senior Coordinator	Completed. Discussed at May 6 Parks Commission meeting. Commissioner writing articles about the Town's various parks for Senior Newsletter.





2004 RETREAT QUESTIONNAIRE

Commission/Committee: Transportation & Parking Commission

<u>Transportation & Parking Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Kurt Lemons, Chair	4 years	01/01/05
Edgar LaVeque - Vice Chair	4 years	01/01/08
Marc Jensen	4 years	01/01/07
Ed Stahl	4 years	01/01/05
Dick Anderson	4 years	01/01/07
Shirley Henderson	4 years	01/01/06
Timothy Boyd	4 years	01/01/08

Meeting Information

Date: 2nd Thursday of every month

Time: 7:30 am

Location: Council Chambers

Staff: John Curtis, Director of Parks and Public Works and Kevin Rohani, Town Engineer

Transportation & Parking Commission

2004 Retreat Questionnaire Transportation & Parking Commission

Major accomplishments of the past year.

Applied for and received (TFCA) Transportation Fund for Clean Air Grant for Bike Rack Project - located and installed new bike racks throughout the Town

Grant application for Safe Routes to School projects to enhance safety for children

Presence as a Transportation and Parking Commission is a benefit to the Town

Listened to citizens on areas of concern

Kept up-to-date on town-wide parking and projects

Kept informed on Traffic Calming Program

Established criteria for No Parking Spaces for 7' High Vehicles

Involvement in the Downtown Parking Management Plan:

- Monitored progress of bus depot and Verizon lot expansions to provide all day parking.
- Monitored progress to create hundreds of parking spaces with new enforcement techniques and maximized the use of our existing facilities without spending millions of dollars.
- Successful Valet Parking Program
- Postponement of new zone parking to allow business in the downtown to recover

Proposed projects for upcoming year.

Continue to receive staff updates and progress reports on the following areas of interest so the Commission can be informed and provide input as is relevant: parking plans, signing, street resurfacing, leases, and private parking lot availability during off business hours.

- Traffic Calming Program
- Smaller buses in Town
- Gateway Project
- Linking lights on Los Gatos Boulevard

2004 Retreat Questionnaire Transportation & Parking Commission

Continuation of on-going street, sidewalk, and curb and gutter renewal throughout the downtown area and outlying neighborhoods

Planning process for Civic Center

Further review the Downtown Parking Management Plan - future implementation of parking zones

Construct more parking spaces

Utilize the permit process to discourage intensification that would further strain our existing parking inventory

Commission review of "use permits" to assess impact on existing parking inventory

Solicit owners of private parking to assess their ability to share their facilities in ways that are not harmful to their business

Review Parking Management Plan as it develops and make changes to assure the effective use of our existing parking inventory

Safety Issues at crosswalk at Highway 9 and Massol

Town Enforcement of 30 minute zones in private lots - (The Police Department will be the lead department in addressing this inquiry).

Identify intersections for enhanced pedestrian crosswalks

Issues specific to Commission.

Commission thoughts on parking problem in the downtown:

A Downtown shopping district is unique because it is surrounded by residential properties. A shopping mall is unique because it is surrounded by parking structures. If it is our intention to accommodate all needs for parking, we should build more parking facilities. If it is our desire to maintain the unique character of our town, we must be prepared to deal with the constant pressures on our scarce parking resources. Every segment of our community will always want more. As a result, solutions to parking problems will always be dynamic with no end in sight. It is frustrating to realize that we may not solve all of our parking problems in the long term, therefore, we must find gratification in creative short term solutions.

2004 Retreat Questionnaire Transportation & Parking Commission

What training would be beneficial to the Commission?

Continue to receive up-to-date progress reports so that input can be based on the latest data to assist in making informed suggestions.

Site Visits

Tour of Town Parks

Traffic and Parking Public Awareness

Training/Orientation Meeting for new Transportation and Parking Commissioners

Continue to provide Traffic Calming information

Budget Presentation by Town Manager on an annual basis

Tour of Town Sign Shop

Questions and comments for the Council.

The Chair of the Commission presents these comments to the Town Council on behalf of the Commission:

Commendations to Debra Figone for her budget update, to Kevin Rohani for his attention to questions, concerns, and for providing the Commission supportive information and updates on future and present work in progress, to Carol Musser for her data on parking areas, leases, valet parking, and to John Curtis for his valuable input. This is a good team! Their focus is broad enough to encompass the Town's many parking and traffic needs, but narrow enough to see to the concerns of the needs of individual citizens.

This year we received a great amount of information prior to each meeting. Every question was heard and answered at the time or at the following meeting. Kevin Rohani certainly did his job well. Carol Musser and John Curtis were right on top of any problem, and I must praise them also.

In the past I felt like I was on the outside looking in. Not this past year, I'm on the inside looking out. I think that Debra Figone was great to give us an overview of the five year projected plan. We really felt like we are a necessary part of the plan. We need to continue to be the eyes and ears for Los Gatos. No one person can be aware of all the problems that come up.

2004 Retreat Questionnaire Transportation & Parking Commission

Is there anything you feel is helpful to know as a new member on the Commission?

Enjoyed the opportunity to be a part of the Transportation and Parking Commission.

Due to the unique economic situation we are experiencing, I would recommend that the Council proceed with caution towards implementing the Downtown Parking Management Plan. The business environment in the Downtown is still very difficult and any significant changes that result in increased costs to business would be met with some opposition. I would not like to see the effort that went into developing the plan wasted. At this time I think we need a comprehensive outreach program that explains to the Downtown businesses the logic of the plan and to develop strong support in the business community. The elements of the plan that need support are the logic of the zones, the parking permits, and the acceptance of the more inconvenient parking locations (Miles, Park and Ride, and the Bus Depot). I hope that a slow and caring approach would insure the successful implementation of the plan.

A plan for using small shuttle buses in the Town is still needed. Most public transportation systems come with a very high price versus public benefit. I would like to see us develop a system that has low cost and that the vehicles be small enough to store when the demand is low. At this time, I think the system that is used by Santana Row has the most potential for a fun and low cost solution. They use old golf carts that were customized by the Arts Commission of San Jose. They use them on weekends and on high traffic holidays. We could do the same thing using themes unique to our community (Almond Grove, Cats, Auto Row, Oak Meadow Park, etc.)

TRANSPORTATION AND PARKING COMMISSION

RESOLUTION 2002 - 102

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DETERMINING THE NEED FOR A PARKING AUTHORITY; DECLARING THE TOWN COUNCIL TO BE THE PARKING AUTHORITY; ESTABLISHING THE TRANSPORTATION AND PARKING COMMISSION; AND RESCINDING RESOLUTIONS NO. 1988-218 AND 1991-205

WHEREAS, transportation issues throughout the Town need to be carefully evaluated to ensure that the quality of life in the Town is positively impacted by proper transportation management;

WHEREAS, traffic congestion and speeding, particularly in the residential neighborhoods, is also an ongoing problem within the Town of Los Gatos; and

WHEREAS, pursuant to **Section 3650 of the Streets and Highways Code** of the State of California there has been created and now exists a public body corporate and politic known as the Parking Authority of the Town of Los Gatos in accordance with the provisions of the Parking Law of 1949; and

WHEREAS, the **Parking Law of 1949** provides that the Parking Authority shall not transact any business or exercise any powers unless and until the Council by resolution declares that there is need for the Authority to function in the Town of Los Gatos; and

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOS GATOS:

1. There is a need for a Parking Authority to function in the Town of Los Gatos and this Council hereby so declares and determines.
 - a. The Council hereby declares itself to be the Parking Authority, and all of the rights, powers, duties, privileges, and immunities vested by the Parking Law of 1949 in the members of the Parking Authority shall be vested in the Council of the Town of Los Gatos as the Parking Authority of the Town of Los Gatos.
 - b. The purpose of the Parking Authority is to establish and manage parking improvements in the Central Business District.
 - c. The Mayor of the Town of Los Gatos shall act as the chairperson and presiding officer of the Parking Authority of the Town of Los Gatos; and the Town Clerk and Town Treasurer, respectively, of the Town of Los Gatos shall act as Clerk and Treasurer of the Parking Authority of the Town of Los Gatos.
2. There is a need for a Transportation and Parking Commission to function in the Town of Los Gatos to review and recommend actions relating to traffic calming, bikeways, parking, and related local traffic issues.
 - a. There is hereby established a Transportation and Parking Commission which shall generally be responsible for advising the Town Council regarding local transportation and parking strategies and for advising the Parking Authority on matters pertaining to parking in the Central Business District.

TRANSPORTATION & PARKING

b. Membership / Organization

- i. The Transportation and Parking Commission shall consist of seven (7) members. At least one (1) member must be a resident of the Downtown area.
- ii. Members first appointed to the Commission shall so classify themselves by lot that the terms of the first members shall end as follows: the term of two (2) members shall expire on January 1, 2003; the term of two (2) members shall expire on January 1, 2004; the term of two (2) members shall expire on January 1, 2005, and the term of one (1) member shall expire January 1, 2006. Succeeding members shall serve a term of four (4) years and until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period.
- iii. At its first meeting, or as soon as possible thereafter, the Commission shall elect officers and adopt bylaws for the conduct of business. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.
- iv. Five voting members of the Commission shall constitute a quorum for the purpose of transacting business.
- v. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
- vi. The Commission shall hold a regular meeting at least once each month. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- vii. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- viii. Meeting attendance requirements will conform with current Town Resolution.

c. The duties of the Commission shall include the following:

- i. Provide advice and reviews and recommendations to the Town Council on all matters related to transportation and parking within the Town, excluding matters related to parking management within the Central Business District, which advice reviews and recommendations shall be forwarded to the Parking Authority
- ii. Review, monitor, and make long-range recommendations concerning the construction, operation, and maintenance of publicly owned off-street parking lots and structures and on-street parking spaces within the Central Business District.
- iii. Review, monitor, and make recommendations regarding parking meter rates and limits; parking meter replacement; directional sign placement, and parking lot traffic patterns.
- iv. Advise on fees and assessments for the parking improvement program.
- v. Make recommendations regarding the allocation of funds derived from revenues collected on behalf of the Parking Authority. The recommendations shall be based on allowed uses of such proceeds consistent with state and local law.

TRANSPORTATION & PARKING.

- vi. Review and approve staff proposals to provide traffic calming measures in accordance with the approved Traffic Calming Policy. Such proposals, if implemented, would be temporary. Permanent installations of traffic calming measures would be made with a consensus of the affected neighborhood and the approval of the Town Council.
- vii. Advise the Town Council on policy matters relating to local transportation issues, as requested by the Town Council.
- viii. Advise the Town Council on policy matters relating to bikeways and bicycle system planning, with such recommended policies and systems to be approved by the Town Council.
- ix. Perform other duties as may from time to time to be prescribed by the Parking Authority or the Town Council.

3. This Resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED that Resolution No. 1988-218 and Resolution No. 1991-205 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of LosGatos, California, held on the 1st day of July, 2002, by the following vote:

COUNCIL MEMBERS:

AYES: Steven Blanton, Sandy Decker, Steve Glickman, Joe Pirzynski,
Mayor Randy Attaway

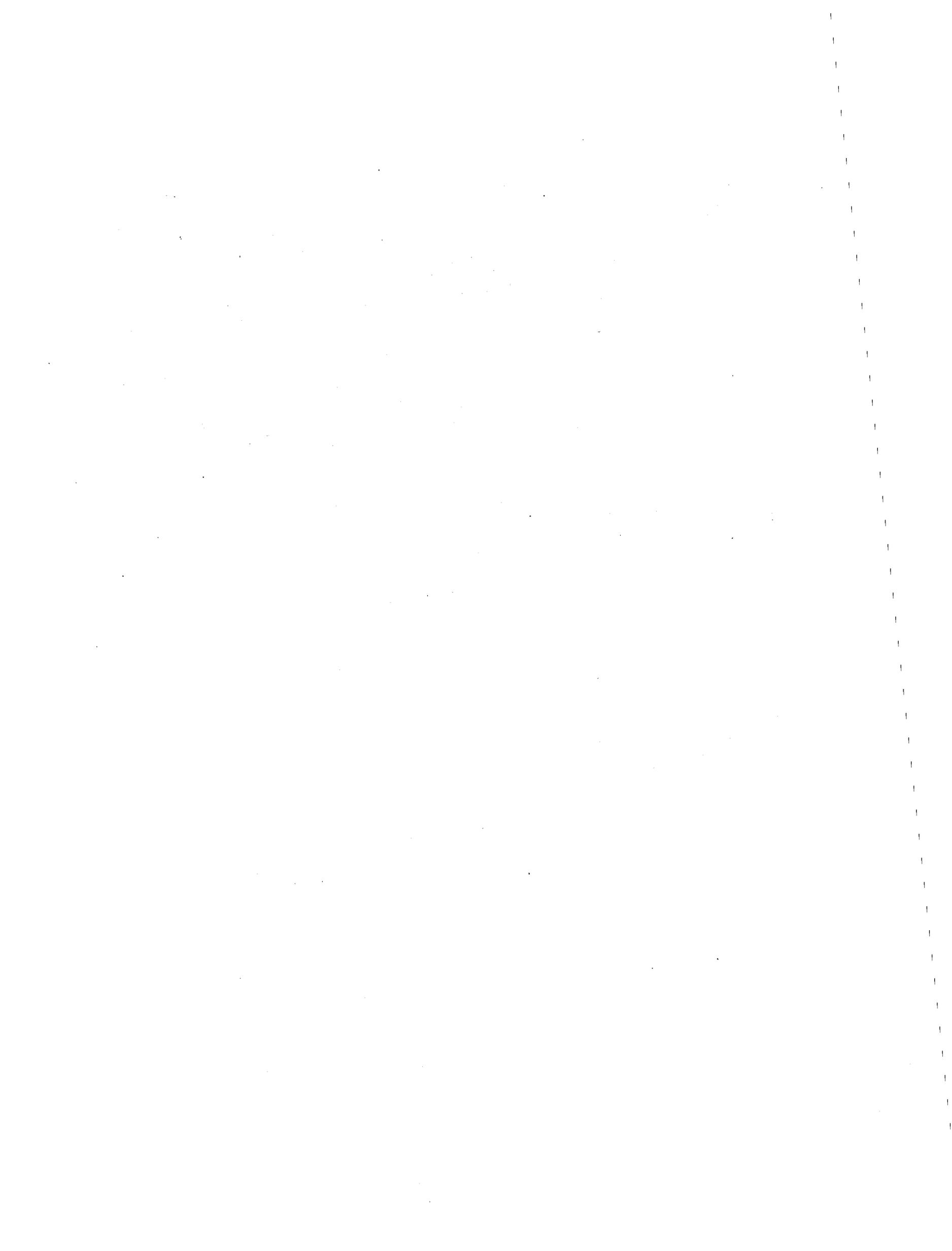
NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED: /s/ Randy Attaway
MAYOR OF THE TOWN OF LOS GATOS!
LOS GATOS, CALIFORNIA

ATTEST:
/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA



2003 Council / Commission Retreat: Summary Matrix
TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Smaller Buses in Town	Promote smaller buses and pursue with VTA.	Town Engineer	Ongoing. Notified VTA of desire to have smaller buses. Issue under consideration.
Downtown Traffic and Parking	Use focus groups to monitor.	Town Engineer	Ongoing
Residential Parking Permit Evaluation	Evaluate residential parking permits downtown.	Transportation and Parking Commission and Parks and Public Works Director	Ongoing
Trails	Evaluate bikeways and on-road systems connecting to trails.	Commission Transportation and Parking Commission and Parks and Public Works Director	Ongoing

