

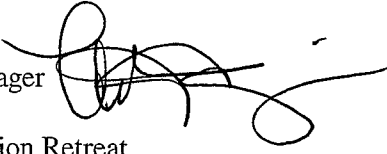


# MEMORANDUM

## TOWN MANAGER'S OFFICE

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**To:** Commissioners

**From:** Debra Figone, Town Manager 

**Subject:** Annual Council/Commission Retreat

**Date:** April 17, 2006

We are pleased to provide this information packet as preparation for this year's annual Retreat with Town Commissions. The Retreat is scheduled to run from 8:00 a.m. to approximately 12:00 p.m., on Saturday, April 22, in the Town Council Chambers (110 East Main Street). Continental breakfast will be available at 7:45 a.m. Commissioners are asked to arrive at least 15 minutes prior to their scheduled start times. Below is the working schedule with approximate times for planning purposes:

8:00 a.m.	Convene meeting; verbal communications; meeting overview
8:15 a.m.	General Council/Commission Issues
8:45 a.m.	Arts Commission
9:15 a.m.	Community Services Commission
9:45 a.m.	Library Board
10:15 a.m.	Break
10:30 a.m.	Parks Commission
11:00 a.m.	Transportation & Parking Commission
11:30 a.m.	Youth Commission
12:00 p.m.	Wrap-up/Adjourn

The accompanying staff report and the completed Questionnaires will serve as the foundation for discussion; each Questionnaire includes the Commission's major accomplishments over the past year or two, future projects, ideas for training, and any other issues that it wishes to discuss with Council. The Chair, or other representative from each Commission, will first present highlights from its Retreat Questionnaire, allowing for the balance of the session to be used for discussion. All commissioners are invited to attend.

Staff has worked to ensure that the Retreat has a consistent structure, in order to facilitate dialogue and to focus on key issues between the Council and Commissions. We look forward to a productive Retreat for the Council and Commissions.

Attachments:  
Agenda Packet

Distribution:  
Mayor and Town Council

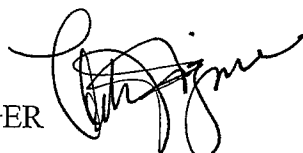


MEETING DATE: 4/22/06

## COUNCIL RETREAT REPORT

DATE: April 17, 2006

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION RETREAT

### RECOMMENDATIONS:

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:

#### **Retreat Purpose**


Each April, Council holds a Council/Commission Retreat, at which it meets with 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.

At this Retreat, Council will be meeting with the following six Commissions: Arts Commission, Community Services Commission, Library Board, Parks Commission, Transportation and Parking Commission, and Youth Commission. The Council will be meeting with the Planning Commission in a separate Retreat to be held May 24.

#### **Retreat Format**

First will be a discussion of topics common to all Commissions. Next, Council will meet in turn with the Commissions, as follows:

PREPARED BY: Regina A. Falkner, Community Services Director  
N:\CSD\TCRPTS\2006 council commission retreat report.doc

Reviewed by: \_\_\_\_\_ Assistant Town Manager  Town Attorney \_\_\_\_\_ Clerk \_\_\_\_\_ Finance  
\_\_\_\_\_ Community Development Revised: 4/17/06 12:36 pm

PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION  
RETREAT

*April 17, 2006*

- ▶ Arts Commission
- ▶ Community Services Commission
- ▶ Library Board
- ▶ Parks Commission
- ▶ Transportation and Parking Commission
- ▶ Youth Commission

In preparation for the Retreat, each Commission completed a questionnaire that requested the Commission's assessment of its major accomplishments, proposed future projects, ideas for training, and any other issues that the Commission wished to discuss with Council. Each Commission's completed questionnaire, its enabling resolution, a matrix of action items identified at last year's Retreat, and other relevant documents are included with this report (Attachment 4). Staff liaisons facilitated the completion of the questionnaires; guidance was provided with regard to general content and format. The questionnaires reflect each Commission's interest and intent, which was not edited by staff. 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.

#### DISCUSSION:

##### **Discussion of Common Issues**

Following is a discussion of the three primary issues presented for Council discussion at this year's Retreat: first, proposals from four of the Commissions to reduce the number of Commission meetings; second, communication between Commission, Council, and staff; and third, the possibility of implementing term limits for Commissioners.

##### *Number of Commission Meetings*

Preparation for this Retreat has afforded each of the participating Commissions the opportunity to review its duties as defined in its enabling resolution and to evaluate its projects and work plans. After this review, four of the Commissions have concluded that they can accomplish their objectives within fewer than the 12 regular meetings their enabling resolutions require them to hold. This proposal is welcome because of the cutbacks in resources and staffing.

The Arts Commission and the Community Services Commission each propose that they reduce the number of regular meetings from 12 to 10 per year. During the last two years, each Commission has cancelled a summer meeting and the December meeting - thereby holding only 10 each year. The Parks Commission recommends that its regular meetings be reduced from 12 to 8 per year. They have also cancelled meetings during the last two years. Finally, the Transportation and Parking Commission proposes that its regular meetings be reduced from 12 per year to 4. The ongoing workload of the Commission has decreased and the Commission believes that it can accomplish its work in 4 meetings. Any Commission may hold a special meeting at any time during the year if there is a need to meet.

PAGE 3

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION  
RETREAT

*April 17, 2006*

Reducing the number of regular meetings would result in a number of benefits:

- The number of meetings will be more closely aligned with Commission workload. This is an efficiency measure appropriate for an organization that has experienced cutbacks in resources and staffing. Agenda packet preparation requires input and work from each Commission Chair and Vice-Chair, the staff liaison, and support staff.
- Commissioners and staff may have more time to devote to Commission projects.
- The remaining meetings are likely to be richer in content and potentially more effective.
- The likelihood of having full attendance at each meeting is increased.

Staff supports the Commissions' proposals, which take into consideration workload and staff resources, and the desire to maintain an inclusive and effective public process. If Council concurs with these recommendations, the appropriate changes to the enabling resolutions for the affected commissions would be prepared for adoption. In addition, the Commissioner attendance policy would be evaluated next year to determine if changes need to be made to address commissions that meet quarterly.

#### *Communication Between Commissions, Council, and Staff*

Some Commissions have raised questions about communication and interaction between Council and the Commissions. Both the Council Code of Conduct and the Commissioner Handbook discuss procedures for communication between Council, Commissions, and individual Commissioners. The relevant portions of the Code of Conduct and the Commissioner Handbook are included as Attachments 1 and 2, respectively.

Staff has drafted a summary chart (Attachment 3) to further clarify the roles of the Council, Town Manager, staff liaisons, and Commissions as they are understood and facilitated by staff. This chart identifies how Council makes assignments to Commissions, and how Commissions report to the Council. If Council has any other view or direction regarding the communication process, direction to staff is requested.

Commission meeting packets are key communication tools, as Council is provided a copy of each Commission's packet including the agenda and minutes. This annual Retreat is also an effective communication opportunity.

#### *Commission Term Limits*

Mayor McNutt has asked that Council discuss the pros and cons of instituting term limits for Commission members. Currently, no Commission has term limits.

PAGE 4

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION  
RETREAT

*April 17, 2006*

## **Updates**

Following are brief updates of the status of issues raised at previous Council/Commission Retreats:

### *Commissioner Recruitment*

At the 2004 Council/Commission Retreat, the primary topic addressed during the discussion of common issues was the proposed process to streamline terms of office, recruitment, and appointment of Commissioners. Council approved implementation of these changes and received an update at the 2005 Retreat. Any additional feedback regarding the recruitment/appointment process may be provided at this Retreat.

### *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 a Commission's Chair and its staff liaison to provide orientation and training for newly appointed Commissioners.

Last year, Commissioners were briefed by the Town Manager concerning the fiscal challenges faced by the Town. Similar briefings, including the five year forecast, are being scheduled with Commissions again this year.

Commissioners were invited to participate in the Leadership Los Gatos (LLG) session entitled "Introduction to Town Government." Based on the Community Services Commission's request, Commissioners will also be invited to the LLG session regarding the financing of local government. This invitation will be extended annually.

Each department lead/staff liaison is responsible for identifying training that they believe would be beneficial for their Commissions. In addition, Council's suggestions about Commissioner training should be provided to staff at this Retreat for subsequent review. Ideas for training may also emerge from the Retreat discussions with Commissioners.

### *General Plan*

As noted at the Council Retreat held earlier this year, work on the General Plan update will begin in 2007. Staff will bring forward a work plan for the update in Fall 2006. The work plan will include opportunities for input from Commissions, specific stakeholders, and the community. This report will serve to notify Commissions that they will have opportunities for input.

## **Commission-Specific Topics**

Below is a table which briefly describes each Commission and lists issues as identified in its Retreat Questionnaire:

PAGE 5

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION  
RETREAT

*April 17, 2006*

Commission	Key Areas of Focus
<i>Arts Commission</i> The role 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.	Discuss Commission's desire to reduce the number of regular meetings from 12 to 10 per year.
<i>Community Services Commission</i> The role 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. 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.	Discuss Commission's desire to reduce the number of regular meetings from 12 to 10 per year.
<i>Library Board</i> The Library Board works with Library staff in an advisory role, with the goal of providing better Library services.	Discuss Civic Center/Library Master Plan.
<i>Parks Commission</i> 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.	Discuss Commission's desire to reduce the number of regular meetings from 12 to 8 per year.

PAGE 6

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 22, 2006 COUNCIL/COMMISSION  
RETREAT

*April 17, 2006*

Commission	Key Areas of Focus
<i>Transportation and Parking Commission</i> 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.	Discuss Downtown Parking Management Plan.
	Discuss Commission's desire to reduce the number of regular meetings from 12 to 4 per year.
<i>Youth Commission</i> In order to increase youth involvement in Town government and community activities, Council established the Youth Commission in 2004.	Discuss youth interest in retail opportunities and recreational activities and how Youth Commission can help Council understand the youth perspective.

CONCLUSION:

The annual Council/Commission Retreat is a valuable opportunity for Council and Commission members to engage in meaningful dialogue, 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. Council Code of Conduct, Sections VIII and IX
2. Commissioner Handbook, "Roles and Responsibilities" Section
3. Council/Commission Communication summary chart
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  
Youth Commission members  
Executive Team members  
Town website

## Council Code of Conduct

*Redevelopment Conflicts.* The Council, as officers of the Redevelopment Agency, are generally prohibited from acquiring any interest in property included within the redevelopment project area. Property can, however, be acquired for personal residential use so long as the redevelopment agency certifies that it will not make or otherwise arrange for any improvements to the property.

### **VIII. Council Conduct and Communication with, and Participation in, all Boards, Commissions, and Committees**

There are several committees that Town Council Members have been appointed to or have an interest in, including but not limited to: Town Council standing and ad hoc committees, Town boards and commissions, regional boards and commissions, and community-generated committees.

Included in these committees assignment are Council liaisons. A Council liaison is an assignment by the Council of one or more Council Members to an ad-hoc effort initiated by the Town or in which the Town is participating as a community partner. This assignment is distinguished from routine Los Gatos elected official appointments to regional boards and committees and is accomplished through Council consensus.

To avoid confusion and/or duplication of efforts, Council conduct and communication with and participation in these types of committees are governed by the following guidelines and rules:

#### Conduct

- *Town boards, commissions, and committees are advisory to the Council as a whole, not individual Council Members. The Town Council appoints individuals to serve on boards, commissions, and committees. It is the responsibility of Council Members to follow policy established by the Council. Council Members should not feel they have the power or right to influence a board, commission, or committee member in any way. These appointments should not be used as a political "reward."*
- *Council Members should be respectful of diverse opinions.* A primary role of boards, commissions, and committees is to represent many points of view and to provide advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on boards, commissions, and committees, but must be fair and respectful of all board, commission, and committee members and their opinions.
- *Keep political campaign support away from public forums.* Board, commission, and committee members may provide verbal, financial or in-kind assistance to a Council Member, but not in a public forum while conducting official Town duties. Conversely, Council Members may provide verbal, financial or in-kind assistance to board, commission, and committee members who are running for office, but not in an official forum in their capacity as a Council Member.



## Communication

- *Council Members should advise Chair and/or applicable Town Council representative if attending a board, commission, or committee meeting. Council Members may attend any board, commission, or committee meeting, which are always open to any member of the public. However, if a Council Member wishes to attend the meeting of a committee to which he/she has not been appointed to serve on by the Council, the Council Member, as a courtesy, should advise the Town representative, if any, as well as the respective committee chair, and should be mindful of the influence of his/her presence. Unless otherwise directed by the Council, comments made by the Council Member should be made as an individual, not on behalf of the Town Council.*
- *Council Members should not deliberate on any Council action if they have specifically addressed a Town board or commission about that particular issue. If a Council Member attends a Town board or commission meeting and wishes to address the board or commission on matters of interest to that individual Council Member, he/she should recuse himself/herself from deliberating on any Council action related to the issue discussed.*
- *Statements made by Council representatives about the Town's official position should be based on current or past Council action. When serving as a primary or alternate Council representative on a board, commission, or committee, statements made by Council Members regarding Town policy should reflect the majority opinion of the Council, which is defined by current or past official Council action via Council vote or consensus.*
- *Primary Council representatives should update the Council about board, commission, and committee activities. When serving as the primary Council representative on any board, commission, or committee, Council Members should periodically provide update reports to the Council during the "Council Matters" opportunity on the Council meeting agenda.*
- *Recommended actions of a Council Committee should be reported to the Council. When serving on Council committee, whether standing or ad hoc, all work undertaken by the committee must be directed by the Council and all recommended actions of a Council Committee shall be reported to the Council.*
- *The Mayor may counsel members of a Town Board and Commission about appropriate public meeting conduct related to the business of the Town. In the event that one or more members of a Town Board, Commission, or Committee acts in a manner contrary to approved Board/Commission policies and procedures, the Mayor may counsel those members about the rules set forth in the Town Commissioner Handbook*

## Participation

- *Appointed primary Council representatives are responsible for attending and participating in applicable board, commission, and committee meetings.* If a Council Member has been appointed as the primary Council representative for a board, commission, or committee, that Council Member is responsible for attending the regularly scheduled meetings. In the event that he or she is unable to attend, the primary representative should notify the chair, and the appointed alternate Council representative should attend in the place of the primary.
- *Appointed alternate Council representatives should familiarize themselves with the practices and procedures of the respective board, commission, or committee.* If a Council Member is appointed as an alternate Council representative to a board, commission, or committee, the alternate should initially attend one meeting to orient himself/herself to the board/commission/committee's practices and procedures and to avoid confusion or duplication of efforts. Alternates are discouraged from regular attendance at board/commission/committee meetings when the primary Council representative is available to attend.

## **IX. Council Relationship with Town Staff**

The Town Council respects the Council-Manager form of government. The Town Manager implements the Council's vision, policies, and goals through the Town staff and is responsible for directing the day-to-day operations of the Town as outlined in Section 2.30.305 of the Town Code. The Council values partnering and collaborating with the Town Manager and the Town organization to achieve the community's vision. The Council-Manager relationship is affected by the expectations, styles, and personalities of the Council and Manager who are in place at the time. Despite the value of partnership and collaboration, these policies are intended to establish boundaries and expectations based upon the role of the Town Manager as set forth by the Town Code and the Council-Manager form of government structure. As such, they transcend individual personalities and agreed upon styles that might affect their implementation.

### Council Conduct and Communications with Town Staff

To enhance its working relationship with staff, Council should be mindful of the support and resources needed to accomplish Council goals. When communicating and working with staff, Council should follow these guidelines:

- *Council Members should treat staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council colleagues, practice civility and decorum in all interactions with Town staff.*
- *Council Members should respect the Council-Manager form of government.* Routine questions of Town staff should be directed to the Town Manager, Town Attorney, or the Manager's designee. Council Members should not set up meetings with department staff directly, but work through the Town Manager. When in doubt about appropriate staff contact, Council Members should ask the Town Manager.

## **Roles and Responsibilities**

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### **Role of Boards, Commissions, and Committees**

Boards, commissions, and committees (referred to collectively as “Town commissions”) have a critical role in the Town of Los Gatos. They serve as a conduit for citizen input – a way of gathering, analyzing and recommending options to the Town Council which has the final responsibility for making policy decisions. Any citizen can come before the Town Council to offer an opinion or make suggestion, but commissions provide another important avenue for evaluating solutions to community problems. The individuals who serve on the Town commissions are among the most respected and appreciated volunteers in the community.

The formal description of the roles and responsibilities of Town commissions are included later in this handbook. Commissions play a key role in the democratic process in the Town of Los Gatos.

### **The purpose of boards, commissions, and committees in Los Gatos is to:**

- identify community issues that fall within their scope of work as identified in the enabling resolution.
- gather information and analyze issues.
- hold public hearings and use other means to determine how the community feels about issues related to their respective fields.
- recommend policies and procedures related to their respective fields to the Town Council based on analysis and community input.
- serve as an intermediary between the public and the Town Council and staff by providing information, explanation, and support for different points of view.
- exemplify the mission statement of our Town government “to enhance the quality of life in Los Gatos by providing the highest quality of leadership and most efficient services and facilities.”

- Attend all meetings, prepare agendas in conjunction with the commission chair
- Provide background and context on agenda items
- Alert the commission of possible detrimental actions
- Offer professional expertise and recommendations about an issue
- Keep the board, commission, or committee focused on priorities
- Interpret codes, ordinances, policies and other regulations
- Ensure that motions and minutes reflect the intent of the commission
- Educate new members about their role and responsibilities

### **Relationship with the Town Council**

The primary responsibility of commissions, committees and boards is to advise and make recommendations to the Town Council. It is the Council's role to absorb the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the Town Council is in a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual commissions, committees and boards. Even though the Council relies on the work of Town commissions, there should be no confusion about the separate roles of each.

Although there may be disagreement with the Town Council on an issue, once the Council has established its position, the commission, committee, board, or their individual members, should not do anything contrary to established policies and programs adopted by the Town Council. If the appointed individual would like to discuss the Council's action, they should contact the staff person responsible for their advisory body.

Business transacted with the Council should be in writing from the body as a whole and forwarded through staff who will then forward it to the Town Manager's Office. The Town Manager will review all reports, findings and recommendations and forward to the Council those matters within its province.

Letters from commissions, committees or boards, addressed to the public or other agencies and concerning official positions being taken, must first be forwarded to the Town Council for approval before being mailed. Letters from individual commission, board, or committee members to either the public or the media regarding issues that are within the jurisdiction of that commission, board, or committee should be distributed to the other members and the Council as a matter of courtesy.

When a member of an advisory body addresses the Town Council at a public meeting, it should be made clear whether the member is speaking on behalf of the advisory body or as an individual citizen.

Commissions, committees and boards and their individual members should not attempt to predict Council action, either publicly or privately. However, they may, and should, interpret Council policies or identify trends in Council thinking.

## **Relationship with the Public**

Members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these Public Hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair, understanding and gracious. Members should be considerate of all interests, attitudes and differences of opinion. They should also take care to observe the appearance as well as the principle of impartiality.

All Town employees, Council members, and Town volunteers, including commission, committee, and board members, are prohibited from accepting gifts, gratuities or favors. Acceptance of any gift, gratuity, or favor might reasonably be interpreted as an attempt to influence the recipient's actions. See the complete administrative policy at the end of this section.

## **Area of Interest**

The specific duties of each commission are set forth in the enabling resolution that Council adopts to create the commission, see Section 5. It is implicitly understood that the advisory body is limited to the consideration of those matters which are specifically assigned to its jurisdiction. In special or unusual circumstances, when interest spreads into an area beyond its jurisdiction, the commission should formally request specific authorization from the Council to consider the matter and to formulate recommendations in that area.

## **Conflict of Interest**

The State of California requires all Cities and Towns to adopt a "conflict of interest" ordinance. The Town of Los Gatos has adopted an ordinance to meet the State requirements and has indicated that all Commission, Board or Committee members must file the Fair Political Practices Commission Form 700 with the Town Clerk. Members should also remain wary of potential conflicts of interest and seek advice as appropriate.

## **Term of Office**

A commissioner's term of office officially begins when the new member takes the Oath of Office, administered by the Town Clerk, and expires when their term expires and their successor is appointed. The term of office for each commission can be found in the commission's enabling resolution, found in Section 5.

## **Attendance**

Attendance at each regular meeting of a commission, committee or board is essential. If a commissioner knows in advance that he/she will be absent from a meeting, they should inform their commission chair or staff liaison. Resolutions 2003-136 and 2003-137, found at the end of this section, outline the attendance requirements for each commission.

## **Residency Requirement**

Residency in the Town of Los Gatos is required for appointment and continued membership on the following commissions: Arts Commission, Community Services Commission, Library Board, Sister City Committee, and Planning Commission. Certain commissions may require residency for certain members of the commission, while other membership may involve business or property ownership, or other community representation, but not legal residency. See Residency Requirements Resolution at the end of this section.

## **Resignation**

Commission members resigning from office before the end of their term are requested to send a letter announcing their resignation to the Mayor. Copies will be forwarded to the Town Council, and the commission, committee, or board.

## **Reimbursement of Expenses**

Prior approval from staff must be received before a commission member may purchase an item for the benefit of that commission, committee or board for a Town-sponsored activity or event. A receipt for that item(s) must be submitted before the member may be reimbursed. See Resolution 1994-48 at the end of this section.

Resolution 1987-16, Reimbursement of Expenses, found at the end of this section explains reimbursement policy for attendance at governmental business functions.

## Town of Los Gatos Council/Commission Communication

Town Council
<p><b>Primary role:</b> Act as legislative body for Town of Los Gatos. Provide policy leadership.</p> <p>Listen to Commission recommendations, requests, or positions of Commission; give feedback or make decision.</p> <p>Make requests or referrals to Commission, through Town Manager.</p>
Town Manager
<p><b>Primary role:</b> Serve as chief administrative officer of Town organization. Implement Council policies.</p> <p>Work with Mayor to set agendas.</p> <p>Communicate Commission recommendations, requests, or positions to Council.</p> <p>Communicate Council requests or referrals to Commission, to staff liaison.</p>
Staff Liaison
<p><b>Primary role:</b> Act as delegate of Town Manager. Provide professional expertise to Commission.</p> <p>Provide information about Town codes, policies, and regulations.</p> <p>Provide background and context on agenda items.</p> <p>Make Commission aware of potential results of actions.</p> <p>Educate members about their roles and responsibilities.</p> <p>Work with Commission chair to develop agendas.</p> <p>Communicate Commission recommendations, requests, or positions to Council, to Town Manager.</p> <p>Communicate Council requests or referrals to Commission.</p>
Commission
<p><b>Primary role:</b> Advise and make recommendations to Council.</p> <p>Identify community issues, gather information, and analyze issues.</p> <p>Receive public input at meetings, following public hearing rules.</p> <p>Make recommendations, requests, or positions to Council, through staff liaison.</p> <p>Direct requests for information or support to staff liaison only.</p> <p>Adhere to Council adopted policies and programs.</p> <p>Provide feedback to Council decisions, requests, or referrals through staff liaison.</p> <p>Seek Council approval before sending letters of official position, or before beginning a new project.</p>



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** | **Arts Commission**

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<u>Arts Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Marianne Hamilton - Chair	3 years	12/31/06
Valerie Hopkins - Vice Chair	3 years	12/31/06
Steven Beasley	3 years	12/31/08
Ken Benjamin	2 years	12/31/07
Jade Bradbury	3 years	12/31/07
Nicki Huber	3 years	12/31/06
Joanne Johnson	3 years	12/31/07
David Stonesifer	3 years	12/31/08
Elisabeth Tinor	3 years	12/31/08

### Meeting Information

**Date:** 2<sup>nd</sup> Wednesday of every month

**Time:** 4:00 pm

**Location:** 214 E. Main Street, Rm 214

**Staff:** Regina Falkner, Community Services Director

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*Arts Commission*



## **2006 Retreat Questionnaire Arts Commission**

### **Major accomplishments of the past year.**

- Successfully staged eleven Music in the Park (MIP) concerts. The Commission raised funds to offset all direct costs and developed a fund balance. Feedback received from audience members through surveys distributed and collected at the concerts was generally very positive.
- For the second year (thanks to Valerie Hopkins' creative events planning expertise), we blew up and sold inflatable musical instruments at each MIP concert. This netted over \$1,000 in 2005. The week after the last concert the MIP Committee began soliciting sponsorships for 2006 series. The Committee is actively working to reduce production expenses.
- A number of Arts Commissioners are active in other community art projects and organizations. These include but are not limited to: Touch My Heart, San Jose Repertory Theater's 25<sup>th</sup> Anniversary, Cinecats, the Belle Foundation, and the New Pacific Studios Artists in Residence Program.
- Coordinated six Art in the Council Chambers exhibits and artist receptions.
- Held a community meeting to solicit comments regarding the public art piece proposed for Bachman Park. Based upon the public comments, the Arts Commission voted to refer the project back to the Art Selection Panel (ASP) to consider other sites for the artwork. Upon further consideration of the artwork and possible locations, the Arts Commission voted not to continue the project with the proposed artwork, but to ask the ASP to review and recommend other public art projects. The Arts Commission is scheduled to consider the ASP recommendation at its May meeting.
- Implemented the Community Grant funding process for art agencies serving Los Gatos residents. In order to stay informed about community trends, issues and needs, the Commission assigns commissioners to contact local arts agencies at least once during the year. Information obtained during the conversation is shared at the AC meeting and helps guide funding decisions. The list of liaisons was expanded to include LG Ballet.
- Two commissioners attended Leadership Los Gatos session entitled, "Introduction to Town Government."

## **2006 Retreat Questionnaire Arts Commission**

### **Proposed projects for upcoming year.**

The Arts Commission is in dialog with KCAT's Board of Directors to explore the potential broadcast of Arts Commission-related events, such as Music in the Park, and Art in the Council Chambers. KCAT's Board received project summaries at its April 5<sup>th</sup> meeting. The Arts Commission will continue its regular work projects during the next year.

### **Issues specific to Commission.**

The Commission would like to establish a core group of volunteers to assist at MIP concerts with set-up and tear-down.

### **What training would be beneficial to the Commission?**

Continue to provide Commissioners the opportunity to participate in the "Introduction to Town Government" session in Leadership Los Gatos. Also, continue the Town Manager's budget presentations.

### **Questions and comments for the Council.**

Overall, the Arts Commission was extremely happy with the level of community participation at our events in the past year and we look forward to even greater success in 2006!

# 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 over lapped 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

## 2005 Council / Commission Retreat

### ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Music in the Park Marketing	<ul style="list-style-type: none"><li>The Arts Commission should continue to market MIP locally to meet its purpose as a community event. One or two of the less attended concerts may be advertised to West Valley residents.</li></ul>	Arts Commission and Community Services Director	Council direction implemented Summer, 2005. Will be continued in Summer 2006.



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** Community Services Commission

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<u>Community Services Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Barry Waitte - Chair	3 years	12/31/06
Toni Blackstock	3 years	12/31/07
Curtis Campbell	3 years	12/31/08
Barbara Cardillo	1 years	12/31/06
Susan Gomez	2 years	12/31/07
Libby Lane	3 years	12/31/08
Jessica Scheiner	3 years	12/31/06
<b>Student Members:</b>		
Elanah Entin	1 year	09/30/06
vacant	1 year	09/30/06

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### Meeting Information

**Date:** 3<sup>rd</sup> Thursday of every month

**Time:** 4:30 pm

**Location:** 208 East Main Street, Room 214

**Staff:** Regina Falkner, Community Services Director

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*Community Services Commission*

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## **2006 Retreat Questionnaire Community Services Commission**

### **Major accomplishments of the past year.**

During the past year, Commission liaisons continued to actively work with a number of committees. These included the County HCD Citizens Advisory Committee and the Homeless Task Force, General Plan Committee, Drug Free Community, Alive and Loving Life, and Youth Commission, and the Senior Center. The liaisons regularly communicated project status to the Commission.

The Commission successfully implemented the Community Grant funding process which awards grant to human service agencies serving Los Gatos residents. In order to stay informed about community trends, issues and needs, the CSC assigns commissioners to visit funded agencies at least once during the year. Information obtained during the visit is shared at the CSC meeting and helps guide funding decisions.

Finally, the Community Services Commission, with input from the General Plan Committee and staff, conducted an extensive review of the BMP Guidelines, with the goal of improving the way in which the BMP Program provides affordable housing to the Los Gatos community. The Guidelines were approved by the Council in November 2005.

### **Proposed projects for upcoming year.**

In addition to its regular work projects, the Commission would like to assure that vulnerable populations in Los Gatos are identified so that appropriate response and assistance can be provided to these individuals after a disaster.

### **Issues specific to Commission.**

Over the last two years, the Commission has monitored its calendar of meetings and has determined that no business items are entertained in July or in December. As a result, the Commission will be recommending to Council that its enabling resolution be rewritten to eliminate these meetings.

### **What training would be beneficial to the Commission?**

The current CSC Chair, Barry Waitte, participated in Leadership Los Gatos and found it to be extremely valuable in his role as a commissioner. Some commissioners have attended the LLG session entitled, "An Introduction to Town Government, which is made available to all commissioners. The Chair suggests that the LLG session on financing Town government be opened to all commissioners. The Commission values the Town Manager's annual budget presentations.

### **Questions and comments for the Council.**

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

# Community Services Commission

## RESOLUTION 2004 - 60

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2003-133 AND 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) voting members. Seven (7) are members over eighteen (18) 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 (9th) grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. Their terms of office are one (1) year and until their successors are appointed.

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 (5) 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 the current Town Resolution.
- 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. Residency and meeting attendance requirements will conform with current Town Resolutions.

(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. 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 2003-133 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3<sup>rd</sup> day of May, 2004 by the following vote:

**COUNCIL MEMBERS:**

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

SIGNED/s/ Steve Glickman  
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

## 2005 Council / Commission Retreat

### COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Homeless	<ul style="list-style-type: none"><li>Consider survey data when partnering with community groups to provide local services to homeless persons.</li><li>Continue to participate in Countywide effort to address the issues around homelessness.</li></ul>	Community Services Commission and Community Services Director	Ongoing
Senior Demographics	<ul style="list-style-type: none"><li>Review projected demographics so that the Town can be equipped to meet senior's needs in the future.</li></ul>	Community Services Commission, Community Services Director, and Senior Coordinator	Ongoing



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** Library Board

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<u>Library Board</u>	<u>Length of Term</u>	<u>Term Expires</u>
Dale Hill	3 years	12/31/07
Rita Baum- Acting Chair	3 years	12/31/08
Deborah Behrmam	1 year	12/31/06
Kathryn Cusick	3 years	12/31/06
Mary King	3 years	12/31/08

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### Meeting Information

**Date:** 2<sup>nd</sup> 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

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*Library Board*

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## **2006 Retreat Questionnaire Library Board**

### **Major accomplishments of the past year.**

- Visited two new local libraries: Tully Road Branch of San Jose Public Library and Santa Clara City Main Library.
- Several Board members attended the California Association of Library Trustees and Commissioners meetings.

### **Proposed projects for upcoming year.**

- Monitor the Town Manager's December, 31, 2006 date-specific pledge for completion of the Civic Center Master Plan.
- Follow-up with the Town Council to make a new library a reality.

### **Issues specific to Commission.**

- Building a new library facility does not appear to be a Council priority.
- If a new library building is a priority, how have each of you actively engaged and demonstrated that in the past?
- How will you support building a new library in the future?

### **What training would be beneficial to the Commission?**

- Fund raising training
- Bond issue support training

### **Questions and comments for the Council.**

- Saratoga, and most other cities in the area, have recently built new libraries. Why hasn't Los Gatos?
- The Library Board is looking to the Town Council to take responsibility and leadership in the improvement of library facilities.

# 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.

## 2005 Council / Commission Retreat

### LIBRARY BOARD

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Civic Center/Library Master Plan	Complete Master Plan	Town Manager	Space program to be completed by June, 2006. Master Plan to be completed by December, 2006.
Explore Partnership Opportunities with Santa Clara County Library System	Continue meeting with County Library staff to discuss cooperation in the area of technology.	Town Manager and Library Director	Ongoing
Monitor Progress of the Bond Act of 2006 for Libraries	The state legislature has placed a \$600 million statewide library bond issue on the June, 2006 ballot.	Town Manager and Library Director	Ongoing



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** Parks Commission

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<u>Parks Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Sandy Gordon	4 years	12/31/09
Jim Handy - Chair	4 years	12/31/06
Richard Konrad	4 years	12/31/06
Karl Lawson-Henze - Vice Chair	4 years	12/31/08
Gary Schloh	4 years	12/31/08
Jim Sugai	4 years	12/31/07
Todd Von Kaenel	4 years	12/31/07
<b>Student Members:</b>		
Emily Machado	1 year	09/30/06
Paige White	1 year	09/30/06

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### Meeting Information

**Date:** 1<sup>st</sup> Tuesday each Month

**Time:** 6:30 pm

**Location:** October to May: RJ Bryant Service Center - June to September: Town Park/Trail

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

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*Parks Commission*

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## **2006 Retreat Questionnaire Parks Commission**

### **Major accomplishments of the past year.**

- Held summer meetings in five (5) different parks. Inspected parks prior to regular meetings and generated action items for improvement or repair. (Parks tour included parks not visited the prior year.)
- Organized two weekend trail tours for the Parks Commission
- Recommended the conditional use of Oak Meadow Park for soccer
- Held a picnic luncheon for 100 senior citizens in the Pageant Grounds
- Recommended update of the *Town Master Tree List*
- Created an historical plaque in the Pageant Grounds
- Wrote articles on the Los Gatos parks for the *Senior Newsletter*
- Instigated installation of emergency signage on the Los Gatos Creek Trail
- Provided a liaison to the Beautification Committee
- Drafted Parks & Trails Map
- Participated in the Annual Holiday Parade
- Implemented a Community Garden Plan; held a Public Hearing for the Pinehurst residence for input
- Supported the Art Selection Panel in locating a park site for proposed public art sculpture
- Recommended support of the Little League in placing supporter banners on the Baggerley Field fence

### **Proposed projects for upcoming year.**

- Complete the publication of the Town parks and trails map in coordination with the Transportation and Parking Commission; post trails map on Town website
- Organize a Parks/Trails Clean-Up Day
- Continue support of the Bicycle Advisory Committee
- Hold third "Seniors Lunch in the Park"

### **Issues specific to Commission.**

- Continue to pursue a suitable location for a Community Garden
- Support a reduction in the frequency of Parks Commission meetings

### **What training would be beneficial to the Commission?**

- Education on the grant funding process, general park funding, and Town organization/budgets
- Meeting dynamics; Brown Act/Robert's Rules of Order
- Learn about the history of each Los Gatos Park

### **Questions and comments for the Council.**

- Student Commissioner found the experience on the Commission very productive and beneficial

# PARKS COMMISSION

RESOLUTION 2005 - 96

## RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2004-3 AND AMENDING THE TERMS OF OFFICE OF STUDENT MEMBERS OF 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 2004-3 established the Parks Commission; and

WHEREAS, the Town Council now desires to rescind Resolution 2004-3 to amend the terms of office of student members of the Parks Commission.

### 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, and/or until their successors are appointed.**
  - 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 Clerk Administrator.

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(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 2004-3 is hereby rescinded.

**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, 2005 by the following vote:

**COUNCIL MEMBERS:**

AYES: Steve Glickman, Diane McNutt, Joe Pirzynski, Barbara Spector,  
Mayor Mike Wasserman.

NAYS: None

ABSENT: None

ABSTAIN: None

**SIGNED:**

/s/ Mike Wasserman  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

**ATTEST:**

/s/ MarLyn J. Rasmussen  
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## 2005 Council / Commission Retreat

### PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Community Garden	<ul style="list-style-type: none"> <li>Announce Public Hearing; mail out flyers to neighboring community.</li> <li>Hold Public Hearing.</li> </ul>	Staff and Community Garden Subcommittee	Completed. Public hearing held June 7, 2005, to consider a site at Pinehurst Avenue. The project did not proceed because of neighborhood concerns. The Commission will consider sites proposed by the community.
Bicycle Committee	<ul style="list-style-type: none"> <li>Select Parks Commission representative.</li> </ul>	Parks Commissioners	Completed.
Vic Collard Annual Award	<ul style="list-style-type: none"> <li>Name the proposed Community Garden after Vic Collard.</li> </ul>	Community Garden Subcommittee/Sandy Gordon	On hold.
Soccer Fields	<ul style="list-style-type: none"> <li>Council consideration of allowing soccer practice at Oak Meadow Park under conditional use.</li> </ul>	Director John Curtis	Soccer practice opportunities recommended with conditions. The clubs have not yet used the fields.

## 2005 Council / Commission Retreat

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Appointee to the General Plan Committee	<ul style="list-style-type: none"><li>Council discussion of request to occur with staff input.</li></ul>	Town Manager Debra Figone	<p>Completed. This concept has been discussed by staff. Staff believes that there are sufficient opportunities for Commissioners to assist each other by providing input and information through the referral system. The General Plan Committee has seven Commissioners. Expanding the number is not recommended at this time.</p> <p>The concept has also been discussed with the Parks Commission, which concurs with staff's recommendation.</p>



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** Transportation & Parking Commission

<u>Transportation &amp; Parking Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Kurt Lemons, Chair	4 years	12/31/08
Edgar LaVeque - Vice Chair	4 years	12/31/07
Dick Anderson	4 years	12/31/06
Timothy Boyd	4 years	12/31/07
Bruce Entin	4 years	12/31/09
Marc Jensen	4 years	12/31/06
Ed Stahl	4 years	12/31/08

### Meeting Information

**Date:** 2<sup>nd</sup> 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*

## **2006 Retreat Questionnaire Transportation & Parking Commission**

### **Major accomplishments of the past year.**

- Commission members reviewed the project to resurface North Santa Cruz Avenue considering economic factors and the construction methods to be used.
- Commended the Town staff on the accelerated completion of the North Santa Cruz Avenue project.
- Provided a forum for public participation on transportation and parking related issues.
- Acted as a filter and encouraged more thought regarding transportation and parking issues before those issues were presented to the Town Council.
- Supported the Hazard Elimination Service grant for the improvement of two downtown pathways that is part of a loop trail system.
- Supported the Safe Routes to Schools grant proposal.
- Toured different areas in Town to observe traffic conditions and to discuss options to improve traffic flow.

### **Proposed projects for upcoming year.**

- Complete Streetscape work on Main Street to include sidewalk repair and traffic signal upgrade.
- Support efforts of the Bicycle Advisory Committee.
- Review the Downtown Parking Management Plan – develop and recommend changes to assure effective use of existing parking inventory.
- Review effectiveness of the way-finding signage program and recommend changes and additions.
- Survey neighborhoods that don't have safe right-of-way for pedestrians and cyclists, determine the potential for alternate routes, and provide way-finding.
- Address the issue of traffic calming in more detail, especially areas around the schools.
- Create an updated map to show biking access trails in and around town. Coordinate this work with the efforts of the Parks Commission and their production of a trails map.



## **2006 Retreat Questionnaire Transportation & Parking Commission**

- Raise awareness of bicycling and walking/hiking.

### **Issues specific to Commission.**

#### **Commission thoughts on parking issues in the downtown:**

- Look at parking lot resurfacing and re-configurations to increase parking spaces.
- Traffic calming will always be an important issue for the Commission, but pedestrians and cyclists are finding themselves in harms way. Our community has narrow high speed corridors without sidewalks or bike lanes. Not everyone in our community has convenient access to our protected trails. We need to find solutions that may include alternate pedestrian and bike paths in adjacent right-of-ways.
- Need to change the mindset of drivers in town so that they are more cognizant of their actions and more mindful of pedestrians, especially children.
- 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.
- Evaluate an additional parking garage – possible location on the north side of Highway 9.

### **What training would be beneficial to the Commission?**

- Continue budget presentation by the Town Manager on an annual basis and as it relates to specific directions the Council wishes the Commission to take.
- Look for improved methods to complete needed street and sidewalk repairs.
- Continue tours, as time permits, of various streets and intersections.
- Receive updates and de-briefs from Transportation Commissions from nearby towns and elsewhere so that we can adapt and learn from other experiences, with a possible “liaison” role.

## **2006 Retreat Questionnaire Transportation & Parking Commission**

### **Questions and comments for the Council.**

#### **The Chair of the Commission presents the following comments to the Town Council**

- Parking Lot 4 was completed in November of 1992. I do not know the expiration date on the Parking Assessment District that was formed to build this great Town asset. I am wondering if we should take a look at extending the term of this Parking Assessment District and use it to construct a modest increase to our parking inventory in the downtown. The assessments from the existing Parking Assessment District are already built into today's leases and I doubt those leases will be reduced when the assessments are terminated. I do not believe that we need more parking inventory at this time, but if the economy were to boom again near the end of this decade, we might wish we had given more serious thought to ways of increasing the inventory.
- At this time, we are experiencing pressure from large property owners to allow more formula retail in the downtown. I hope that we will be able to establish a balance that keeps the unique specialty retail thriving in the downtown. I believe that adding more parking inventory provides an excuse to allow more intensification. That should not be our motivation, but if unseen pressures require us to accept more intensification, we should have a plan to mitigate those pressures.

#### **Comments from Other Commissioners**

- Complements to the Town Engineer and the Maintenance Department for their efforts in keeping the Town in reasonable repair while working under conditions of reduced staff and funding.
- Town needs to "bite the bullet" in the near future and look for effective ways to fund major projects, i.e., increased parking, and the repair and resurfacing of concrete residential streets.
- Develop a forum for different Commissions to share information and findings.
- It is time to plan and implement another parking structure. Dust off the plans to double deck the lots (one level under ground) all the way to Saratoga Avenue.
- Fix the concrete streets, (I understand they must stay concrete) in our older neighborhoods. These areas should pass a bond issue.
- Provide for more interaction with the Council.

# **Transportation & Parking Commission**

## **RESOLUTION 2004 - 110**

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 RESOLUTION NO. 2002-135

**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.
- b. Membership / Organization
  - i. The Transportation and Parking Commission shall consist of seven (7) members. Residency in Town is required for appointment and continued membership on the Transportation and Parking Commission, for all members.
    - (1) Persons initially appointed to the newly established Transportation and Parking Commission, who were members of the former Parking Commission at the time of its dissolution in July 2002, need not be Town residents.
  - ii. 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.
- vi. Review and advise 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. 2002-135 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 16<sup>th</sup> day of August, 2004, by the following vote:

**COUNCIL MEMBERS:**

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**SIGNED:** /s/ Steve Glickman  
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

## 2005 Council / Commission Retreat

### TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Safe Routes to Schools (SR2S)	Support staff application for project funding.	Transportation and Parking Commission	Ongoing
Downtown Parking Management Plan	Review existing plan and recommend any revisions to Town Council.	Transportation and Parking Commission and staff	Ongoing
Possible Formation of Bicycle Advisory Committee	Recommend formation of Bicycle Advisory Committee.	Transportation and Parking Commission and staff	Advisory Committee formed. Task completed June 2005.



## 2006 RETREAT QUESTIONNAIRE

**Commission/Committee:** | **Youth Commission**

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<u>Youth Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Jacqueline Kemp - Chair	2 years	06/01/06
Forest Gallien - Vice-Chair	2 years	06/01/06
Reeta Banerjee	2 years	06/01/06
Hallie Barnes	2 years	06/01/07
Jonathan Berthet	2 years	06/01/07
Melody Fitzgerald	2 years	06/01/06
David Frazer	2 years	06/01/06
Jordan Kahler	2 years	06/01/06
Liz Mellema	2 years	06/01/06
Jourdan Risoen	2 years	06/01/06
Ellen Rockdale	2 years	06/01/07
Katherine Stuart	2 years	06/01/06
Jan Van Bruggen	2 years	06/01/07
Amy Zhang	2 years	06/01/07
Lisa Zimmer	2 years	06/01/06

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### Meeting Information

**Date:** 2<sup>nd</sup> Tuesday each Month

**Time:** 7:00 pm

**Location:** Town Council Chambers

**Staff:** Scott Seaman, Police Chief

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*Youth Commission*

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## **2006 Retreat Questionnaire Youth Commission**

### **Major accomplishments of the past year.**

- Three commissioners attended the League of California Cities Conference in San Francisco, and four attended the National League of Cities Conference in North Carolina. They brought back ideas that the commission has incorporated into the workplan.
- Identified youth health as a focus.
  - Heard a presentation by the Los Gatos Union School District.
  - Opened a line of communication with the school district to allow feedback regarding food service.
  - Partnered with Fisher middle school to host "Health Week".
- Mini Grant Project
  - Heard a presentation by the Valley Foundation on how to create a grant project.
  - The Commission focused on a specific Fisher Middle School project.
  - Students were prompted, through science and P.E. classes, to design a project promoting healthy lifestyles.
  - Students to present projects to the Commission with a request for funding. For example: a trivia game during lunch; the Commission could give money to the students to purchase Jamba Juice gift cards as prizes for the participants.
  - Fisher middle school scheduled to hold a "Health Week" in April.
- Developed a partnership with the Los Gatos Cinema. Hosting teen movies on Friday afternoons.
- A subcommittee has been working with the skate park committee to help with fundraising and to facilitate communications with other youth.
- Completed framework for an innovative website.
- Maintained the adopted downtown planter box. The fabulous flower box is located across from Williams Sonoma on N. Santa Cruz Ave.

### **Proposed projects for upcoming year.**

- Continue health initiative
- Continue Mini Grants
- Implement "Champion of Youth"- A community competition designed to raise money for the mini grant fund.
- Continue to assist the skate park committee.
- Implement "Kids Speak"- a publicized forum for kids to bring issues to the commission. Would happen early in the new term. Could be open or have a topic.
- Continue to support the Police Department's Cops & Kids program which is aimed at encouraging dialog between youth and police.
- Promote the Youth Party Guidelines.
- Review rules that may restrict teen activity in LG (curfew, permits, etc.)
- Complete and maintain website.

## **2006 Retreat Questionnaire Youth Commission**

### **Issues specific to Commission.**

- Encourage broad spectrum of kids to be involved with Youth Commission projects and issues; this encourages kid-to-kid communication.
- Weekend activities
- There has been an outcry from students that there isn't enough to do on the weekends. Our survey revealed it is the number one concern for students at the high school level. The commission is trying to find ways to improve student's options for activities during the weekends.
- Integrate kids into the rest of the community; promote cultural awareness

### **What training would be beneficial to the Commission?**

- Public speaking seminar
- Team building
- How to reach out to the community for input and participation

### **Questions and comments for the Council.**

- How can kids (individual citizens as well as the Youth Commission) better communicate with the council? (i.e. expressing concerns, learning what the council is talking about)
- Kids have expressed the need for more kid-friendly places to shop and eat downtown. They would particularly like to see more affordable clothing stores. They would like to see the Council address this concern when planning issues come to the table.
- There has been an expressed need for more sports fields in Los Gatos, and kids would like to see the Council support this request.

**RESOLUTION 2005 - 52**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
RESCINDING RESOLUTION 2004 - 67 AND  
ESTABLISHING RULES FOR THE YOUTH COMMISSION**

**WHEREAS**, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

**WHEREAS**, there is value in increasing communication between adults and youth; and

**WHEREAS**, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

**WHEREAS**, the Town Council of the Town of Los Gatos found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the Town's youth in the Town's present and future municipal affairs.

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

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
  - a. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities and other issues of concern to the youth in general; and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
  - b. Membership/Organization
    - i. The Youth Commission shall consist of fifteen (15) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos.
    - ii. Up to five (5) Alternates may be appointed to the Youth Commission, with one representing each grade level appointed to the Commission. The alternates shall be students who are entering grades 8 through 12. Membership as an

Alternate requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos. An Alternate shall serve on the Youth Commission in the event a member from that grade or the next higher or lower grade if more than one member from a particular grade is no longer able to serve the remainder of his/her term.

- iii. The terms of office of the members shall be two (2) years, unless such member is first appointed upon entering the 12<sup>th</sup> grade whereby the term of office shall be one (1) year. Members will serve until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period. The terms of office of an alternate shall be one (1) year. Members shall serve a maximum of one term (2 years); however, an alternate may serve one year as an alternate and a two-year term as a member.
- iv. Eight (8) 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 between September and June. 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.) The Commission shall elect a Chair and 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 September and end the following September.
- 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 the current Town Resolution.

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- c. The duties of the Commission shall include the following:
  - i. Foster greater involvement of youth in municipal government affairs.
  - ii. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.

- iii. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable.
- iv. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6<sup>th</sup> day of June, 2005 by the following vote:

**COUNCIL MEMBERS**

AYES: Steve Glickman, Diane McNutt, Joe Pirzynski, Barbara Spector,  
Mayor Mike Wasserman.

NAYS: None

ABSTAIN: None

ABSENT: None

SIGNED: /s/ Mike Wasserman  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

/s/ MarLyn J. Rasmussen  
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## 2005 Council / Commission Retreat

### YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Outreach	Outreach to residents not attending Los Gatos schools, but eligible for membership on youth commission. Make them feel welcome, as opposed to just formally inviting them. This applies to membership, participation at meetings, and attendance at events.	Youth commissioners and Town staff.	On-going, starting September 2005.
Participation in youth events.	Suggestions were made that the youth commission consider sending one or two representatives to events such as the annual National League of Cities meeting, the "Fall League" and the youth leadership institute.	Participation by youth commissioners with the assistance of Town staff.	Commissioners attended the annual League of California Cities conference and the National League conference.