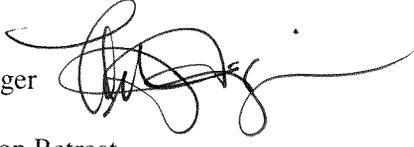




MEMORANDUM

TOWN MANAGER'S OFFICE

To: Commissioners

From: Debra Figone, Town Manager 

Subject: Annual Council/Commission Retreat

Date: April 6, 2007

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 8:15 a.m. to approximately 12:00 p.m., on Saturday, April 14, in the Town Council Chambers (110 East Main Street). Continental breakfast will be available at 8:00 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:

8:15 a.m.	Convene meeting; verbal communications; meeting overview 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.

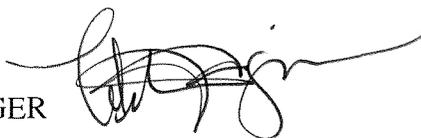
Attachments:
Agenda Packet

Distribution:
Mayor and Town Council



MEETING DATE: 4/14/07

COUNCIL AGENDA REPORT

DATE: April 6, 2007
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: INFORMATIONAL REPORT - APRIL 14, 2007 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 typically meets with the Planning Commission in a separate retreat. Due to the recent transition in the Commission and the focus on televising Planning Commission meetings, a Town Council/Planning Commission Retreat has not yet been planned or scheduled.

PREPARED BY: Regina  Linkner, Community Services Director

N:\CSD\TCRPTS\2007 Town Council Reports\2007 Commission Retreat Report.doc

Reviewed by: PSD Assistant Town Manager OK Town Attorney
 Clerk Administrator Finance Community Development

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Retreat Format

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

- 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 1). Staff liaisons facilitated the completion of the questionnaires; guidance was provided with regard to general content and format. The questionnaires reflect each Commission's interests and intent. 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:

Updates

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

Commissioner Training

An updated and expanded Commissioner Handbook was distributed to all Commissioners in January/February of this year. 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.

Every spring the Town Manager briefs the commissions on the Town's budget, including the five year forecast. These presentations are well received.

Commissioners are invited to participate in two Leadership Los Gatos (LLG) sessions: "Introduction to Town Government" and "Financing Local Government." A number of Commissioners have participated in the full program. Others have expressed an interest in applying.

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

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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 fiscal year 2007- 2008. 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.

Communications between Commissions, Council and Staff

As a result of questions raised by Commissioners about communication and interaction between Council and the Commissions, last year's Retreat included a discussion of the process used for communication between Council, Commissions and individual Commissioners. Both the Commissioner Handbook and the Council Code of Conduct address communication. The relevant portions of the Code of Conduct and the Commission Handbook are included as Attachments 2 and 3 respectively. If Council has any other view or direction regarding the communication process, direction to staff is requested.

At that Retreat Council also reviewed a summary chart aimed at further clarifying the roles of the Council, Town Manager, staff liaisons, and Commissions as they are understood and facilitated by staff. The chart identifies how Council makes assignments to Commissions, and how Commissions report to the Council. That chart is attached as Attachment 4. As stated in the chart, it is Staff's responsibility to provide background and context on agenda items and to ensure that Commission is aware of potential results of actions. In other words, the staff liaison is expected and required to provide full analysis of issues so that the Commission, and subsequently, the Council, can make informed decisions. Again, if Council has any feedback on how staff views its roles and responsibilities in supporting the Commissions, this retreat is a good opportunity for that discussion.

Future Topics

Due in part, to our successful Leadership Los Gatos Program, active community members have been appointed to our Commissions. Some of the Commissioners sit on local agency boards. Council Policy states that Council members may not sit on boards which receive Town funding. Staff is seeking Council feedback as to whether or not there is interest in discussing the possible extension of this policy to Commissioners. If so, a referral to the Council Policy Committee may be warranted.

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Commission-Specific Topics

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

Commission	Key Areas of Focus
<p><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.</p>	<p>Discuss Commission's proposed projects:</p> <ul style="list-style-type: none"> • Plein Air Fest • Children's Halloween costume contest. <p>Discuss the Music in the Park (MIP) Committee's request that Council consider budgeting for specific MIP expenses.</p>
<p><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.</p>	<p>Discuss Commission's proposed projects:</p> <ul style="list-style-type: none"> • Promote community services programs • Review best practices for municipal grant programs.
<p><i>Library Board</i> The Library Board works with Library staff in an advisory role, with the goal of providing better Library services.</p>	<p>Discuss Civic Center/Library Master Plan. Discuss the Board's request that Council members visit other libraries.</p>
<p><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.</p>	<p>Discuss the following potential projects:</p> <ul style="list-style-type: none"> • Community garden • Ownership and maintenance of the private footpath along the Los Gatos Creek, • Promoting the parks at local schools.

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Commission	Key Areas of Focus
<p><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.</p>	<p>Discuss the Commission's proposed projects:</p> <ul style="list-style-type: none"> • Explore the possibility of improving pedestrian and bicycle safety along Winchester Boulevard between the Winchester Transit Center and Hacienda. This effort would be undertaken in cooperation with the City of Campbell. • Refine downtown residential permit parking policy, zones and signs. <p>Discuss the Commission's proposal that its scope be expanded to include promoting public transportation and transportation alternatives.</p> <p>The commission requests policy guidelines and direction on the construction of new parking garages downtown.</p>
<p><i>Youth Commission</i> In order to increase youth involvement in Town government and community activities, Council established the Youth Commission in 2004.</p>	<p>Discuss youth interest in retail opportunities.</p> <p>Discuss Commission's efforts in understanding the Town's curfew ordinance.</p>

As the above table indicated, the Commissions are seeking feedback on a number of new projects, as well as Council comment on existing projects. The following questions are provided for Council's use in considering the proposed activities:

1. Is the activity consistent with the Commission's purpose?
2. Is the activity a Council priority?
3. What relationship does the activity have to the Commission's on-going workplan?
4. What relationship does the activity have to the Department's core services and workplan?
5. Is there a community group or agency that could assume the activity?
6. If the activity was initiated in a previous year, is there still interest in the activity?

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Any projects which Council feels are consistent with the Commission's purpose, are linked to a Commission workplan or Department workplan, and are a Council priority will be reviewed and evaluated for implementation by the Town or another agency. For new initiatives which are determined to be a Council priority, Staff would work with Commissioners in further developing the proposal which would be brought to the respective Commission before presented to Council for final approval. New initiatives may cause other Town projects to be re-prioritized.

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. They contribute to attaining civic enrichment which is a Council priority.

Attachments:

1. Commission Questionnaires, Enabling Resolutions, and Issue Matrices
2. Council Code of Conduct, Sections VIII and IX
3. Commissioner Handbook, "Roles and Responsibilities" Section
4. Council/Commission Communication summary chart

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.

- *The Town Manager and staff are responsible for implementing Town policy and/or Council action.* The processing of Council policy and decisions takes place with the Town Manager and staff. Council should not direct policy/program administrative functions and implementation; rather it should provide policy guidance to the Town Manager.
- *Council Members should attempt to communicate questions, corrections, and/or clarifications about reports requiring official action to staff prior to Council meetings.* Early feedback will enable staff to address Council questions and incorporate minor corrections or changes to a Council report, resulting in a more efficient Council meeting discussion.
- *Council Members should not direct the Town Manager to initiate any action, change a course of action, or prepare any report without the approval of Council.* The Town Manager's responsibility is to advise on resources available and required for a particular course of action as it relates to the direction of the majority of the Council.
- *Council Members should not attend department staff meetings unless requested by the Town Manager.*
- *All Council Members should have the same information with which to make decisions.* Information requested by one Council Member will be shared with all members of the Council.
- *Concerns related to the behavior or work of a Town employee should be directed to the Town Manager.* Council Members should not reprimand employees directly nor should they communicate their concerns publicly.
- *Council Members should not solicit political campaign support from Town staff.* Although Town staff may, as private citizens with constitutional rights, support political candidates, such activities must take place away from the workplace.

X. Council Conduct and Communication with the General Public

A fundamental principle of democracy is citizen access to elected officials. When meeting with constituents, Council Members should follow the following conduct and communication guidelines when addressing the general public and specific interest groups:

General Public

- *Council Members should respect the collaborative process of council decision making and the Council-Manager form of government. Council Members routinely meet with constituents to hear community concerns, explain Council actions, provide opinions about a particular issue, and/or address service requests or inquiries. When meeting with members of the community, Council Members should avoid making commitments that are inconsistent with prior Town Council action or existing policy or foreclose on decisions*

Roles and Responsibilities

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.

PURPOSE OF BOARDS, COMMISSIONS AND COMMITTEES IN 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"

ROLES AND RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEES

Role of the Chair and the Vice Chair

Commissions generally rotate the position of chair and vice chair each year. Frequently the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the chair or vice-chair should be taken into consideration. The additional

responsibilities of serving as chair and vice chair may take extra time.

Responsibilities of the Chair:

- Preside at all official meetings of the board, commission or committee
- Consult with the staff liaison in drafting the meeting agenda
- Attend Town Council meetings as needed to represent the board, commission or committee
- Sign correspondence on behalf of the board, commission or committee
- Make the public feel welcome at meetings
- Keep discussions orderly, focused, efficient, impersonal, and fair

Responsibilities of the Vice Chair are to substitute for the Chair as needed.

Responsibilities of Individual Members

Each member of a Town of Los Gatos board, commission or committee agrees to the following responsibilities during his or her term of office:

- Attend every meeting
- Demonstrate respect, fairness, consideration, and courtesy to others
- Respect the authority of the Chair
- Prepare in advance of meetings and be familiar with issues on the agenda
- Be respectful of other people's time, stay focused and act efficiently during meetings
- Serve as a model of leadership and inspire public confidence in Town government
- Act and speak with honesty and integrity
- Demonstrate awareness of potential conflicts of interest and knowledge of the requirements of the Brown Act, seeking advice when appropriate
- Review Council Code of Conduct (included in the Reference Section of this binder)

Responsibilities of the Staff Liaison

The Town's administrative staff works for and is accountable to the Town Manager. It is, therefore, the Town Manager's responsibility to allocate staff's time and efforts as liaisons to Town commissions, boards or committees. Requests for information or support should be directed to the staff liaison, not to other Town staff. The responsibilities of Town staff serving as liaisons include:

- 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 policy decisions. 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.

Once the Council has made a policy decision, the commission, committee, or board is obligated to proceed within established policies and programs adopted by the Town Council. If a commissioner or a commission as a whole 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. The Town Council/Commission Communication Chart found at the end of this section summarizes this process.

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 based on Council's legislative actions.

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 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.

Ethics Training

Elected and selected appointed officials (Commissioners) in Los Gatos are required to take the mandated ethics training. This also includes the Town Manager, Town Attorney, Executive Management and other appropriate management employees.

Effective January 1, 2006, state law (AB 1234) requires local agency officials to receive no less than two hours of training in general ethics principles and ethics laws every two years. The bill allows officials to fulfill this requirement by taking courses developed in consultation with the Fair Political Practices Commission and the Attorney General. Local and appointed officials, including employees designated by a local agency, must also take two hours of ethics training if they receive compensation for their service or are reimbursed for their expenses. The training must cover general ethics principles relating to public service and ethics laws. Individuals required to take the training must fulfill two hours of training every two years.

Please be sure to contact your department staff liaison to confirm if you are required to take the ethics training. Additional information on this requirement can be found in the Reference section of the Handbook.

Area of Interest

The specific duties of each commission are set forth in the enabling resolution that Council adopts to create the commission. 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 (FPPC) Form 700 with the Clerk Department. (See Reference Section for FPPC Form 700) 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 or Clerk Administrator, 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 the "Commission Specific" section of this handbook.

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, which outlines the attendance requirements for each commission is located in "Applicable Policies," at the end of this section.

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 correspondence 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, located in "Applicable Policies," 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>Primary role: 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>Primary role: 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>Primary role: 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>Primary role: 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 through staff liaison before sending letters of official position, or before beginning a new project.</p>

Note: This summary indicates the process for communication between Council and Commissions and vice versa.



2007 RETREAT QUESTIONNAIRE

Commission/Committee: | **Arts Commission**

<u>Arts Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Marianne Hamilton - Chair	3 years	12/31/09
Valerie Hopkins - Vice Chair	3 years	12/31/09
Jade Bradbury	3 years	12/31/07
Patricia Guiley	2 years	12/31/08
Joanne Johnson	3 years	12/31/07
Penelope O'Neill	2 years	12/31/07
David Stonesifer	3 years	12/31/08
Alison Storz	3 years	12/31/09
Vacant	3 years	12/31/08

Meeting Information

Date: 2nd Wednesday of every month

Time: 4:00 pm

Location: 208 E. Main Street

Staff: Regina Falkner, Community Services Director

2007 Retreat Questionnaire Arts Commission

Major accomplishments of the past year.

Successfully staged ten 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.

Coordinated six Art in the Council Chambers exhibits and artist receptions.

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.

Two commissioners attended Leadership Los Gatos session entitled, "Introduction to Town Government."

A number of Arts Commissioners are active in other community art projects and organizations. These include but are not limited to: Touch My Heart, the Belle Foundation, and the New Pacific Studios Artists in Residence Program.

Proposed projects for upcoming year.

The Commission would like to explore the possibility of coordinating a "Plein Air" festival and a children's Halloween costume contest. Descriptions of these proposed Events are attached.

Issues specific to Commission.

Attached is an email from the MIP Committee requesting that the Council consider offsetting some of the MIP costs to reduce the Commission's fundraising burden.

What training would be beneficial to the Commission?

Continue to provide Commissioners the opportunity to participate in the two Leadership Los Gatos sessions. Also, continue the Town Manager's budget presentations.

Questions and comments for the Council.

Overall, the Arts Commission was again delighted with the level of community participation at our events in the past year and we look forward to even greater success in 2007!

The Commission would like to know if the Council has any additional expectations from the Commission.

Plein Air Festival

In the fall of 2004, a group of community volunteers (funded by the Los Gatos Morning Rotary) came together to produce the first-annual "Los Gatos Plein Air Art Fest." This event attracted approximately 50 juried artists from Northern California, all of whom came to Los Gatos to paint various Town locations in "plain air": outdoors, in real life. After two days of painting, the artists brought their work to the Los Gatos Art Museum. The paintings were then transported to Testarossa Vineyards for an exhibit and evening reception/silent auction.

The event was enormously successful, drawing a large crowd to the night-time event, and positioning Los Gatos as a mecca for plein air-style art (as well as showing off the Town's inherent beauty and charm for the artists to capture on canvas). Additionally, while the out-of-town artists were creating their paintings, several stayed in our hotels, ate in our restaurants, and availed themselves of shopping and other services, contributing to the Town's economic vitality.

Almost without exception, the participating artists deemed the event a major success: they felt that the experience was extremely positive, and clamored for the Town to repeat the event annually. Unfortunately, the (small) team of volunteers suffered a fairly high level of burnout following the Fest. With a bit of time and perspective, many agreed that its scope may have been too ambitious, and that it might be equally successful in a scaled-down format.

We propose that the Los Gatos Arts Commission investigate the feasibility of bringing the Plein Air Fest under its purview. The linkage of a fine arts event with the Arts Commission is an obvious one, and the Arts Commission can and should serve to encourage the Town as location for the creation of art. We believe that we can function as the central organizing body for the Fest, that we have the ability to market the event in such a way to attract a similar field of qualified artists, and that we can create a qualified judging panel for the event. Also, given sufficient volunteers to augment those Arts Commissioners who wish to participate, we can coordinate and manage the logistics necessary to produce a quality event.

We believe that the Plein Air Fest could (and probably should) be limited to a single day of painting (preferably on a Friday), to be followed with a single day's worth of exhibition of the art, and a reception/auction that evening (on the Saturday of the same weekend). Additionally, by limiting the field of artists to approximately 30, we can create an event that will have the caché of the first Plein Air Fest, but will be much more manageable (and less "trying" to the committee and Town staff).

The Arts Commission is fully cognizant of the fact that there is a significant amount of leg-work involved in the production of such an event (several of the current and former Arts Commissioners were involved in first Plein Air Fest). Therefore, we propose that:

1. The Arts Commission appoint a Plein Air Fest sub-committee, which will act as the steering committee for this event.
2. The Plein Air Sub-Committee shall arrange a meeting with the volunteers from the prior event, and do a data-sharing session to identify the tactical and logistical challenges related to the production of a similar event.
3. If possible, the Sub-Committee shall meet with those responsible for the upcoming Los Altos Plein Air Festival (May 19-20), for a similar knowledge-sharing session.
4. Following these meetings, the Plein Air Sub-Committee shall (via a written summary and proposal, if appropriate) submit their findings to Town staff and the Arts Commission, which will then be forwarded to Council for their review.

Given that the Town Council retreat will not be held until April 14th, and that approval to move forward on this initiative may not be granted until some months later, the Arts Commission recognizes that it may not be possible to stage a Plein Air Fest in 2007. But we are firmly convinced of the benefits of this event, and hope that Council and Staff will allow us to investigate the feasibility of bringing the Plein Air Fest back to the Town of Los Gatos as soon as it is possible and reasonable to do so.

Children's Halloween Costume Contest

Suggested Concept: A Halloween children's costume walk for Los Gatos children.

Why have it? To have a brief but fun event directed solely towards Los Gatos' youngest residents, providing an opportunity to display their costumes & give them a sense of participation & creativity which they would not otherwise experience. Children love to dress up!

Why have the Arts Commission orchestrate it? A Halloween costume exhibition is creative, expressive, and one of the first forms of interactive art young children experience.

Similar to the 2002 adopted Arts commission Master Plan, in which the Fourth of July Community Event was instituted to "produce [a] day-long celebration, which includes recreation, music, and dance activities" (Council Agenda Report, 6/17/02, page 2), it is our intention to implement, albeit on a much smaller scale, a celebration for Los Gatos residents and their families.

All suggestions/ideas/etc. are open for revision/development.

Suggested Name:

Creative Costume CatWalk (playing off Los Gatos "Cats")

Preliminary ideas, considerations, and concerns:

When? Sunday, October 28th, 3 p.m. to 4:30 p.m. (After Farmers Market closes)

Where? Town Plaza

For Who? Residents of Los Gatos who are 12 and younger are eligible to walk in the parade (they may be accompanied by parents, if needed)

For how long? 1.5 hours

Judges? Voluntary: Arts Commission members, Town Council members, etc.

Categories? To be determined by Arts Commission: Funniest, scariest, best use of cat theme, etc.

Prizes? Budget: small ribbons or medallions

Advertised where? Local paper & flyers: brief description of the parade, date/time, age & residence requirements

Needed equipment? Table/chairs (for judge's table), portable microphone to announce winners

Music? Children's musician throughout the duration of the event: 1.5 hours (Los Gatos public library has a musician who plays acoustic guitar who comes to story time twice a year; we could investigate his willingness to participate, or a similar musician.)

Potential Impact on the Town:

Police Protection requirements?

PPW clean-up costs - similar to service provided after the Farmer's Market?

Proposed funds/budget needed:

Budget to be determined; minor incidental costs to be covered from Arts Commission reserve funds

Music in the Park

The following reflects the concerns of the four members of the Music in the Park Committee:

We request that the Town consider offsetting some of the costs associated with the production of MIP and thereby ease the fundraising burden each year. These costs include licensing fees, business licenses, PPW set-up, clean up, temporary help, replacement costs and equipment expenses. The total comes to approximately \$9,000.

The actual concert costs this year are \$31,350 plus the Arts Commission pays for programs, posters, and 4th of July expenses which total an additional \$6,800. Council's consideration is greatly appreciated.

Respectfully submitted,
Valerie Hopkins
Marianne Hamilton
David Stonesifer
Jade Bradbury

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

2006 Council / Commission Retreat

ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Music in the Park (MIP)	Continue to work with KCAT to determine if filming MIP concerts can be done with no or minimal financial impact on the MIP budget (consider filming costs and performance fees.)	Arts Commission, Community Services Director	Currently not feasible due to production costs and licensing requirements. To be re-evaluated next fall.
MIP	Recruit volunteers to assist with setting up and taking down tents used at the concert.	Arts Commission, Community Services Director and Volunteer Services Coordinator	Completed. Opted to hire labor for assistance.



Commission/Committee: | Community Services Commission

<u>Community Services Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Barry Waitte - Chair	3 years	12/31/09
Barbara Cardillo - Vice Chair	3 years	12/31/09
Toni Blackstock	3 years	12/31/07
Curtis Campbell	3 years	12/31/08
Christine Currie	2 years	12/31/08
Susan Gomez	2 years	12/31/07
Nancy Marcus	2 years	12/31/09

Student Members:

Ben Jolitz	1 year	09/30/07
Pilar Svendsen	1 year	09/30/07

Meeting Information

Date: 3rd Thursday of every month

Time: 5:00 pm

Location: 208 E. Main Street

Staff: Regina Falkner, Community Services Director

2007 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 local and regional committees. These included the County HCD Citizens Advisory Committee, General Plan Committee, Drug Free Community, Youth Commission, and the Senior Consortium. The liaisons regularly communicated project status to the Commission.

The Commission successfully implemented the Community Grant funding process which awards grants 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 each year. Information obtained during the visit is shared at the CSC meeting and helps guide funding decisions.

Finally, the CSC completed its review of governmental strategies aimed at assisting vulnerable populations during/after a disaster.

Proposed projects for upcoming year.

In addition to its regular work projects, the Commission would like to build awareness of Town community services including the Community Grant recipients, the Senior Center, affordable housing opportunities, and the Town Volunteer Program.

During the next year the Community Services Commission will also be looking at best practices regarding municipal grant programs. A two-year funding cycle, similar to the one being implemented by the County Community Development Block Grant program, will be evaluated.

Issues specific to Commission.

None.

What training would be beneficial to the Commission?

The current CSC Chair and Vice Chair are Leadership Los Gatos graduates. Commissioners will continue to be encouraged to attend the two Leadership Los Gatos sessions open to all Commissioners.

Questions and comments for the Council.

The Commission would like feedback from Council about the Commission's efforts as well as direction as to any additional projects the Council would like the Commission to explore.

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

1. 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 3rd 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

2006 Council / Commission Retreat

COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Vulnerable Populations	<p>Determine what systems are in place to evacuate people in nursing/convalescent facilities during an emergency.</p> <p>Determine what systems are in place to assist and or evacuate persons who are homebound or mobility impaired during/after a disaster.</p> <p>Identify other vulnerable populations.</p>	Community Services Commission, Senior Coordinator, and Community Services Director	<p>Completed. Each licensed nursing/convalescent home is required by the State Department of Health Services to have an emergency plan in place. This plan must be tailored to the needs of the population and meet the State's requirements. These plans are reviewed by the licensing department of the Department of Health Services.</p> <p>Completed. The LG Senior Center in conjunction with the Senior Consortium has provided emergency preparedness backpacks to local senior residents. The LG CERT team is going to provide water and energy bars (3 days worth) to homebound seniors. LG CERT has a "block captain" program in place where neighbors are made aware of other residents needing special help during an emergency.</p> <p>During the next few months, the Commission will identify strategies for the homeless population and day care centers.</p>



Commission/Committee: | Library Commission

<u>Library Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Rita Baum – Chair	3 years	12/31/08
Lyn Dougherty	3 years	12/31/09
Dale Hill	3 years	12/31/07
Mary (Kitty) King	3 years	12/31/08
Deborah Behrman	3 years	12/31/09

Meeting Information

Date: Quarterly – February, May, September & November – 2nd Wednesday

Time: 3:30 pm

Location: Neighborhood Center, 208 E. Main Street

Staff: Peggy Conaway, Linda Dydo, Pat Nash

2007 Retreat Questionnaire Library Commission

Major accomplishments of the past year.

Encouraged completion of the Civic Center Master Plan. The Library Board and Friends of the Library held a special combined meeting with the Town Manager and Mayor Diane McNutt in October, 2006 for discussion of progress on the CCMP.

All Library Board members attended the annual CALTAC meeting (California Association of Library Trustees and Commissioners) in March, 2006 for discussion and workshops on current library issues.

Staff initiated a systematic review of library policies with the Board, seeking input.

Proposed projects for upcoming year.

Work toward the completion, adoption, and implementation of the library component of the Civic Center Master Plan.

Participate in a community education program to increase awareness and support for passage of a bond measure to build a new library.

Investigate fund raising opportunities for a new library.

Participate on any committees or other groups formed to carry forward the CCMP project.

Issues Specific to the Commission.

The Library Board wishes to be included and kept up-to-date on all aspects of the completion and implementation of the Civic Center Master Plan.

What training would be beneficial to the Commission?

Training on how to educate the community on library needs, pass a bond issue, and build support for a new library.

Questions and comments for the Council.

The Library Board encourages every Council member to tour Los Gatos Public Library, and then visit at least three newly-constructed libraries, one of which should be Saratoga Public Library.

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.

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.

2006 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	Study session held; made major progress toward conclusion. Plan will be completed by 6/30/07.
Monitor Progress of the Bond Act of 2006, and the eligibility of Los Gatos Public Library to apply for that funding.	The State legislature has placed a \$600 million statewide library bond measure on the June, 2006 ballot. If it is determined that Los Gatos will apply for those funds, a consultant will be required to complete the drawings and application. Additional funding will be needed. An evaluation of the level of additional study will be made to determine if the scope of work can meet multiple purposes and is cost effective. Town key purposes at this time are: 1) to meet bond funding, application requirements; and, 2) to move closer to construction drawings if the Town does not receive this grant and is still interested in funding a new library through other means.	Town Manager and Library Director	Bond measure was defeated.



Commission/Committee: | Parks Commission

<u>Parks Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Sandy Gordon	4 years	12/31/09
Jim Handy	4 years	12/31/10
Louise Kirkbride	4 years	12/31/10
Richard Konrad	4 years	12/31/10
Karl Lawson-Henze - Chair	4 years	12/31/08
Gary Schloh	4 years	12/31/08
Jim Sugai - Vice Chair	4 years	12/31/07
Student Members:		
Jimmy Zhang	1 year	09/30/07
Vacant	1 year	09/30/07

Meeting Information

Date:	1 st Tuesday each month
Time:	6:30 pm
Location:	October to May: RJ Bryant Service Center, June to September: Town Park/Trail
Staff:	Kevin Rohani, Interim Director of Parks and Public Works Tim Boyer, Parks Superintendent

2007 Retreat Questionnaire Parks Commission

Major accomplishments of the past year.

Submitted amended Town Master Tree List for Council approval.

Held Senior Picnic in the Park at the Pageant Grounds in cooperation with the Los Gatos Senior Center and Live Oak Nutrition Program.

Held monthly meetings at four different park and trail locations during the summer months. Toured the park/trail prior to the meetings.

Organized a successful trail clean-up.

Drafted and completed Parks and Trails map.

Proposed projects for upcoming year.

Hold Annual Senior Picnic in the Park.

Pursue new software program for park reservations.

Meet in and/or tour a minimum of four Los Gatos parks during the summer months.

Create a mission statement for each park.

Commissioner Konrad is looking to promote the parks through an outreach program at the local (elementary) schools.

Issues specific to Commission.

None.

What training would be beneficial to the Commission?

The Commissioners appreciate the opportunity to participate in the two Leadership Los Gatos sessions. Some of the Commissioners are considering applying to participate in the entire program.

Questions and comments for the Council.

The Commission is seeking Council direction on whether or not it should pursue development of a community garden. The Commission is also seeking feedback on the issue of ownership and maintenance of the private footpath on the east side of Los Gatos Creek from Main Street to Novitiate Park.

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.
 - l.
- (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

2006 Council / Commission Retreat

PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Outreach to Elementary Schools	Educate students about the parks' system.	Parks Commission and Public Works Superintendent	Ongoing. Detailed information regarding the Town's Parks is available on the Town's Website.
Locate Site for a Town Community Garden	Continue efforts to find a location for a Town community garden.	Parks Commission and Public Works Director	Locations for a community garden are limited. This idea will be maintained as a goal if space acceptable to the Community becomes available or is offered. Given other workload priorities, this project will not be actively pursued by staff.
Town Trails & Parks Map	Complete and distribute Town Trails & Parks map.	Parks Commission and Public Works Director	Completed.
Trail Clean Up	Organize a trail clean up.	Parks Commission and Parks Superintendent	Done. In 2006 91 volunteers spent 288 hours on trails/parks clean-up efforts. Parks commissioners spent an additional 112 hours cleaning the Los Gatos Creek Trail.



Commission/Committee: | Transportation and Parking Commission

**Transportation and
Parking Commission**

	<u>Length of Term</u>	<u>Term Expires</u>
Edgar LaVeque - Chair	4 years	12/31/07
Bruce Entin, Vice-Chair	4 years	12/31/09
Vacant	4 years	12/31/08
Dick Anderson	4 years	12/31/10
Collette Lynner	4 years	12/31/10
Erik Wilhelmsen	4 years	12/31/07
Ed Stahl	4 years	12/31/08

Meeting Information

Date: 2nd Thursday of every month

Time: 7:30 am

Location: Council Chamber

Staff: Kevin Rohani, Interim Director of Parks and Public Works

2007 Retreat Questionnaire Transportation and Parking Commission

Major accomplishments of the past year.

Repaved Main Street from Alpine Avenue to Santa Cruz Avenue.

Repaired and repaved Parking Lot 5.

In collaboration with neighboring municipalities, designed and developed Highway 9 pedestrian and bicycle safety improvements.

Constructed sidewalks on Blossom Hill Road to improve pedestrian safety for school children.

Developed maps of bicycle and pedestrian pathways in conjunction with the Bicycle Advisory Committee.

Proposed projects for upcoming year.

Refine downtown residential permit parking policy, zones and signs.

Explore possibility of improving pedestrian and bicycle safety along Winchester Boulevard between the Winchester Transit Center and Hacienda. This effort would be undertaken in cooperation with the City of Campbell.

Issues specific to Commission.

The Commission would like to assure effective use of consulting resources procured to address downtown parking issues.

What training would be beneficial to the Commission?

Continue touring streets and intersections to evaluate problem areas and traffic calming measures.

The Commissioners appreciate the opportunity to participate in the two Leadership Los Gatos sessions. Some of the Commissioners are considering applying to participate in the entire program.

Questions and comments for the Council.

The commission would like Council's feedback on the two proposed projects above.

The Commission recommends expanding the Commission's scope to include promoting public transit services and alternative means of transportation.

The Commission requests policy guidelines and direction on the construction of new parking garages downtown.

TRANSPORTATION AND 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

1. 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.
2. 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.
3. 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.
4. Five voting members of the Commission shall constitute a quorum for the purpose of transacting business.
5. 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.
6. 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).
7. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
8. Meeting attendance requirements will conform with current Town Resolution.

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

1. 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.
2. 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.

3. Review, monitor, and make recommendations regarding parking meter rates and limits; parking meter replacement; directional sign placement, and parking lot traffic patterns.
4. Advise on fees and assessments for the parking improvement program.
5. 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.
6. 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.
7. Advise the Town Council on policy matters relating to local transportation issues, as requested by the Town Council.
8. 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.
9. 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 16th 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

2006 Council / Commission Retreat

TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Review of Kaku Traffic and Parking Report	The Commission will review the report to make sure that the recommendations are completed before discussing a new parking garage.	Transportation and Parking Commission and Parks and Public Works Director (in coordination with Town Manager and Police Chief)	Completed. Recommendations for increasing the number of parking spaces has been implemented to the extent that is practical.
Downtown Permit Parking	The Commission will review current signs and parking limitations and work with the Parks and Public Works Department and the Police Department to make changes and bring consistency to the signs for permit parking.	Transportation and Parking Commission and Police Captain (in coordination with Assistant Town Manager)	Pending due to other workload priorities.
Sidewalks and Crosswalks	The Commission will review and discuss ways to construct and maintain sidewalks and crosswalks in Town. This will include ownership responsibility and funding mechanisms.	Transportation and Parking Commission and Town Engineer (in coordination with Town Manager)	Pending due to other workload priorities. Sidewalk maintenance remains a priority in CIP funding discussions.



Commission/Committee: | Youth Commission

<u>Youth Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Reeta Banerjee	1	June 1, 2007
Jonathan Berthet	2	June 1, 2007
Ashley Yuki	1	June 1, 2007
Olivia Colliver	2	June 1, 2008
Jordan Kahler	2	June 1, 2008
Liz Mellema	2	June 1, 2008
Peter Hadar	2	June 1, 2008
Stanford Stickney	2	June 1, 2008
Amy Zhang	2	June 1, 2007
Hallie Barnes	2	June 1, 2007
Ellen Rockdale	2	June 1, 2007
Bronwyn Stone	2	June 1, 2008
Jan Van Bruggen	2	June 1, 2007
Nicky Robinson	2	June 1, 2008
Zach Hershberger	2	June 1, 2008

Meeting Information

Date: 2nd Tuesday each Month

Time: 7:00 pm

Location: Town Council Chambers

Staff: Scott Seaman, Police Chief

2007 Retreat Questionnaire Youth Commission

Major accomplishments of the past year.

Fourteen commissioners attended the National League of Cities Conference in Reno, NV. They brought back ideas such as the City Platform, which the Youth Commission sees as a valuable way for the council to express its support of youth.

Held a "Youth Speak" forum from which were able to identify the most important youth issues, including discontent with the curfew and a desire to see the skate park built in town.

Built a foundation for the mini-grant program by creating the application and the process students may use to apply. The Youth Commission will listen to presentations from local youth regarding community projects in need of funding.

Worked with leaders of Project Cornerstone to identify how the Youth Commission can apply the Cornerstone asset system to youth needs in Los Gatos.

Communicated with the Skate Park Committee to develop plans for a networking forum aimed at assembling members of the community that want to see a skate park in Los Gatos; this is tentatively scheduled for Tuesday, May 1, 2007. The Youth Commission will invite representatives from Project Cornerstone to explain how the skate park coincides with their assets to improve Los Gatos.

Performed a study of venues open to youth during evening hours.

Proposed projects for upcoming year.

Work with the police department to educate youth about the curfew and determine the need for modifications to the ordinance.

Implement skate park initiative.

Publicize mini-grant opportunity and hear presentations from applicants.

Continue to host public forums for youth to express their views.

Complete and maintain the Youth Commission website with the guidance of town staff.

Issues specific to Commission.

Need for affordable, accessible retail opportunities for youth in town.

Education regarding the curfew ordinance.

2007 Retreat Questionnaire Youth Commission

Community members have come forward to request venues for active youth. Specifically, they have expressed a strong desire to make the skate park and sports fields realities.

What training would be beneficial to the Commission?

A summary of how the General Plan pertains specifically to youth. (A presentation was made to the Youth Commission at the March 2007 meeting.)

Continuing to learn how to best cooperate with Town staff to ensure that the Commission remains an effective political force.

Questions and comments for the Council.

YOUTH COMMISSION

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 12th 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.
- 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 6th 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

2006 Council / Commission Retreat

YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Term Limits	Create resolution for May 5, 2006 Council Meeting to remove term limit for commissioners. Give commissioners opportunity to resign if they are not attending/participating	Police Chief	Completed.
Study retail opportunities for youth throughout Los Gatos	Develop expertise within Youth Commission to advise Council/Town/businesses on retail spending trends and youth needs	Police Chief and Youth Commission (in coordination with Town Manager and Economic Vitality Manager)	Ongoing.
Increase interaction between Youth Commission and Council	Consider holding two Commission/Council meetings each year (September and April)	Police Chief	Completed. Council appointed Mayor and Vice-Mayor as liaisons to meet with the Youth Commission Chair and Vice-Chair one to two times per year.
Interaction with other commissions/staff	Assume more of an advisory role vs. planning events due to difficulty of fitting sub committee work into full school schedule. Create liaison with other commissions	Police Chief and Administrative Captain	Completed. Liaisons to other Town Commissions established.