




# MEMORANDUM

## TOWN MANAGER'S OFFICE

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**To:** Commissioners

**From:** Greg Larson, Town Manager 

**Subject:** Annual Council/Commission Retreat

**Date:** April 17, 2008

We are pleased to provide this information packet as preparation for this year's annual Town Council Retreat with Town Commissions. The Retreat is scheduled from 1:15 p.m. to 5:00 p.m., on Saturday, April 26, in the Town Council Chambers (110 East Main Street). 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:

1:15 p.m.	Convene meeting; verbal communications; meeting overview General Council/Commission Issues
1:30 p.m.	Youth Commission
2:00 p.m.	Library Board
2:30 p.m.	Parks Commission
3:00 p.m.	Break
3:15 p.m.	Transportation & Parking Commission
3:45 p.m.	Arts Commission
4:15 p.m.	Community Services Commission
4:45 p.m.	Wrap-up/Adjourn

The accompanying staff report and the completed Commission 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 one other representative from each Commission, will present highlights from its questionnaire, allowing most 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.

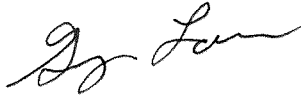
Attachments:  
Agenda Packet

Distribution:  
Mayor and Town Council



MEETING DATE: 04/26/08  
COUNCIL/COMMISSIONER RETREAT

## COUNCIL AGENDA REPORT

DATE: April 17, 2008  
TO: MAYOR AND TOWN COUNCIL  
FROM: GREG LARSON, TOWN MANAGER   
SUBJECT: INFORMATIONAL REPORT - APRIL 26, 2008 COUNCIL/COMMISSION RETREAT

### RECOMMENDATION:

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.

PREPARED BY: Regina A. , Community Services Director

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Reviewed by: \_\_\_\_\_ Assistant Town Manager \_\_\_\_\_ Town Attorney  
\_\_\_\_\_ Clerk Administrator \_\_\_\_\_ Finance \_\_\_\_\_ Community Development

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PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 26, 2008 COUNCIL/COMMISSION  
RETREAT

*April 17, 2008*

### **Retreat Format**

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

- Youth Commission
- Library Board
- Parks Commission
- Transportation and Parking Commission
- Arts Commission
- Community Services 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 3). 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 focus discussion on the key issues listed in this report.

### 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 2007. 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.

Additionally, commissioners were invited to a training held in February. The topics included commissioner roles, responsibilities and communication; legal matters; and, best practices for commissioner's effectiveness. This training received positive feedback from those in attendance. Staff intends to hold a similar workshop next year.

PAGE 3

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 26, 2008 COUNCIL/COMMISSION  
RETREAT

*April 17, 2008*

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

#### *General Plan*

As noted at the Council Retreat held earlier this year, work on the General Plan update will begin this spring. 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. In particular, Commissions will be asked for input on one or more of the four issues to be raised in the update: the environment and sustainability, recreation, youth and seniors.

#### *Communications between Commissions, Council and Staff*

As a result of questions raised by Commissioners about communication and interaction between Council and the Commissions, the 2006 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 Commission Handbook is included as Attachment 1. If Council has any further direction regarding the communication process, direction to staff is requested.

At each of the last two Retreats, Council was provided 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 2. As stated in the chart, it is staff's responsibility to provide background and context on agenda items and to ensure that the Commission is aware of potential results of actions. 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 staff roles and responsibilities in supporting the Commissions, this retreat is a good opportunity for that discussion.

*April 17, 2008***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>Youth Commission</i> In order to increase youth involvement in Town government and community activities, Council established the Youth Commission in 2004.</p>	<ul style="list-style-type: none"> <li>▪ Solicit direct communication between Youth Commission and youth through a Youth Interest Awareness committee.</li> <li>▪ Desire to receive direction from Council on specific issues on which Council wants youth input.</li> <li>▪ Continued interest to study the skate park issue and advise council on possible future plans.</li> <li>▪ Discussion of the most appropriate way for Youth Commission to communicate with Council.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Will the new library be big enough?</li> <li>▪ Is the Board restricted from helping the Friends raise money for FF&amp;E?</li> <li>▪ The Board supports the use of the current library's first floor as a Community Room.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Is Council amenable to keeping Town parks open at night for special events?</li> <li>▪ What are the opportunities for Commission participation in The General Plan Update?</li> <li>▪ How can the Parks Commission be involved in the Vasona Land sale to the County?</li> <li>▪ Does the Council want to have an "Art in the Park" initiative?</li> </ul>

*April 17, 2008*

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>	<ul style="list-style-type: none"> <li>▪ Council attendance at Transportation &amp; Parking Commission meetings.</li> <li>▪ Desire to schedule discussion of parking regulation enforcement and enforcement resources at a Council meeting.</li> <li>▪ Does the Council have plans to consider a future parking structure in Town? If not, to what will the \$1.9 million budgeted for a parking structure be re-allocated?</li> <li>▪ What is the Council policy regarding parking lots and structures?</li> <li>▪ What actions can the Council take to assure extension of the light rail to Los Gatos?</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Effective community outreach through "Networking the Arts"</li> <li>▪ Successfully implemented full slate of arts programs:               <ul style="list-style-type: none"> <li>○ Music in the Park</li> <li>○ Art in the Council Chambers</li> <li>○ Halloween Catwalk</li> </ul> </li> <li>▪ No new projects anticipated for next year.</li> <li>▪ Training opportunities provided by Town well attended and appreciated.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Effective community outreach through Liaison appointments and Community Services Connections.</li> <li>▪ Lead role in Environmental Sustainability Committee.</li> <li>▪ Next year, the Commission will review best practices for municipal grant programs.</li> </ul>

PAGE 6

MAYOR AND TOWN COUNCIL

SUBJECT: INFORMATIONAL REPORT - APRIL 26, 2008 COUNCIL/COMMISSION  
RETREAT

*April 17, 2008*

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. Commissioner Handbook, "Roles and Responsibilities" Section
2. Council/Commission Communication summary chart and General Issues Matrix
3. Commission Questionnaires, Enabling Resolutions, and Issue Matrices

Distribution:

Arts Commission members  
Community Services Commission members  
Library Board members  
Parks Commission members  
Transportation and Parking Commission members  
Youth Commission members  
Executive Team members  
Town website

## **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

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

### GENERAL ISSUES

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Commission Training	Continue to provide briefings regarding Town budget.	Town Manager	Currently scheduled.
	Invite Commissioners to Leadership Los Gatos sessions: "Intro to Town Government," and, " Financing Local Government ."	Administrative Programs Manager and Staff liaisons	Invitation to be extended annually.



## 2008 RETREAT QUESTIONNAIRE

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

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<u>Youth Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Olivia Colliver	2	June 1, 2008
Jordan Kahler	1	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, 2008
Bronwyn Stone	2	June 1, 2008
Michelle Aranovsky	2	June 1, 2009
Sydney Burns	2	June 1, 2009
Brandy Pech	2	June 1, 2009
Nicky Robinson	2	June 1, 2009
Kelsey Hall	2	June 1, 2009
Hirsh Goswamy	2	June 1, 2009
Killian Jackson	2	June 1, 2009
Cheryl Chapman	1	June 1, 2008

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### Meeting Information

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

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**Time:** 7:00 pm

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**Location:** Town Council Chambers

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**Staff:** Scott Seaman, Police Chief

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## **2008 Retreat Questionnaire Youth Commission**

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

In the last year, the Youth Commission continued its role as a liaison between the youth and Town Council by soliciting the community for feedback through a well-attended community forum. The feedback from the forum demonstrated the need to address such issues as the skate park and the Los Gatos dog park. The Youth Commission reached out to hear from community members that spoke to these issues, so the groups could work together in resolving our mutual concerns.

In addition to frequent, open dialogues about the skate park with its representatives, the Youth Commission heard from representatives of Los Gatos Unleashed and the Chamber of Commerce. After following up with the Chamber of Commerce at a recent board meeting, the two groups have begun to partner together to tackle the issues relating to youth retail needs and begin work toward involving the youth in local commerce.

Recently, the Youth Commission brought its mini-grants program into operation, pledging funding for a student film the Youth Commission feels will foster core values in the community, as outlined in Project Cornerstone.

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

An issue that continues to arise in discussion and interaction with the public is the need for a skateboarding park. The design of the park is less important, skaters say, than the presence of some place in town they can safely and legally practice their sport.

Another concern for the youth community is the difficulty for young people to shop in the downtown area. Not only do many youths feel that the businesses downtown are prohibitively expensive, several young people from the community and commissioners themselves have testified to feeling discriminated against because of their age in some downtown shops. Though these issues are not universal in the downtown, they are widespread enough to warrant the future attention of the Youth Commission in cooperation with the business community.

The Youth Commission is aware of strong negative perceptions regarding parking and traffic control and enforcement in the community. The Youth Commission seeks to address these perceptions, both to correct any rumors or myths that surround the issue and to look forward for future ways to streamline the process of keeping traffic flowing in areas that affect youth, such as the Los Gatos High School.

Though the curfew issue has waned in intensity since the Youth Commission published its informational brochure on the issue, there are still some who feel that the ordinance is inherently discriminatory. Fortunately, few report difficulty with the means by which the ordinance is actually enforced.

Discussion with Los Gatos Unleashed indicated that current plans for the dog park involve using space that overlaps with the high school. This proximity, and its potential impact on safety and



## **2008 Retreat Questionnaire**

### **Youth Commission**

the availability of parking at the high school, warrants continued attention from the Youth Commission. The representatives of the park have expressed a desire and willingness to work with this commission in order to ensure that the needs of both groups are met.

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

None.

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

The Youth Commission has felt that its involvement in the National League of Cities has proven to be a consistently useful resource, both for developing new direction for the Youth Commission in future years and sharing with others the strong relationship between youth and local government we enjoy in Los Gatos.

New Youth Commissioners arrive at their understanding of the role the commission plays by receiving direction from staff and their peers during public meetings as the year progresses. New and returning commissioners would likely be served well by incorporating an in-depth discussion about the Commission's role in the community at the beginning of the year, during the annual informational session.

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

The Youth Commission has struggled to understand how it can best advise the Town Counsel on youth-related issues, as it was chartered to do. Though we have received consistent input from staff about the most appropriate means by which we can continue to communicate, the Youth Commission seeks direction from the Council about the most appropriate way for the two groups to work together in the future.

For instance, is it appropriate to take a formal stance on a pending issue in the form of a written statement addressed to the Council? Does the Youth Commission step beyond its role by expressing opinions on issues that may differ, in whole or in part, from past decisions of 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.

- iv. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

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

**COUNCIL MEMBERS**

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

NAYS: None

ABSTAIN: None

ABSENT: None

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

ATTEST:

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

## 2007 Council / Commission Retreat

### YOUTH COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
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.
Participate in General Plan Development	Work with staff to become informed and participate in the General Plan development process, to incorporate youth issues into the plan.	Police Chief Community Development Department	May, 2009. Next year's commission will participate in the General Plan update process.
"Project Cornerstone" and Developmental Assets	Work to identify which of Project Cornerstone's developmental assets are most important to the Los Gatos community. Identify ways to best publicize these identified assets.	Police Chief	Ongoing.
Consider adopting all or part of League of California Cities "City Platform"	Work to identify what issues are important to be considered for adoption in a city platform, and what role the Commission could play in helping implement those objectives.	Police Chief	Project discontinued.
Curfew	Continue to educate youth on the curfew and to develop understanding of youth issues	Police Chief	Ongoing.



## 2008 RETREAT QUESTIONNAIRE

**Commission/Committee:** Library

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<u>Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Rita Baum	3 years	12/31/08
Lyn Dougherty	3 years	12/31/09
Dale Hill	3 years	12/31/10
Deborah Behrman	3 years	12/31/09
Mary King	3 years	12/31/08

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### Meeting Information

**Date:** Held quarterly; second Wednesday of month (Feb., May, Sept., Nov.)

**Time:** 3:00 p.m.

**Location:** Neighborhood Center

**Staff:** Peggy Conaway, Library Director

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## **2008 Retreat Questionnaire Library Board**

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

Encouraged the Town Council to proceed with plans for a new library and make a commitment to build.

Attended meetings of the California Association of Library Trustees and Commissioners to stay informed on library issues.

Advocated for public library services on behalf of the residents of Los Gatos, and attended Town Council meetings when library issues were discussed.

Reviewed and recommended approval of selected library policies.

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

Be apprised and give input on the reconfiguration of the space program for the new library.

Since the new library will not include a Community Room, the Board will advocate for that function on the first floor of the old library building.

Continue to gather input from the community on library issues and concerns.

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

The Library Board is very appreciative of the efforts of the Council to build a new library.

However, there is some concern that the new building will not be as large as needed. Please help us understand how these decisions came about.

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

Fundraising training. The Board needs to understand from the Council how far-reaching the library board's efforts and activities to raise funds for new library can be.

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

The Library Board is supportive of the FF&E fundraising efforts of the Friends of Los Gatos Library. Will board members be restricted from assisting and participating in the Friends fundraising campaign?

# 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

## 2007 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. Efforts will be made to visit libraries in the area.	Town Manager (Master Plan). Council members, Commissioners, and Library Staff, will be invited to join library visits.	Completed June 2007.





## 2008 RETREAT QUESTIONNAIRE

**Commission/Committee:** | **Parks Commission**

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<b><u>Parks Commission</u></b>	<b><u>Length of Term</u></b>	<b><u>Term Expires</u></b>
Stephen Endweiss	4 years	12/31/11
Sandy Gordon	4 years	12/31/09
Jim Handy – Vice-Chair	4 years	12/31/10
Barbara Holden	1 year	12/31/08
Richard Konrad – Chair	4 years	12/31/10
Karl Lawson-Henze	4 years	12/31/08
Gary Schloh	4 years	12/31/11
<b>Student Members:</b>		
Madeline Kevorkian	1 year	08/31/08

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### Meeting Information

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

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**Time:** 6:00 PM

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**Location:** R.J. Bryant Service Center, 41 Miles Ave., Los Gatos 95030 (October – May)  
Town Parks (June – September)

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**Staff:** Kevin Rohani, Interim Director of Parks & Public Works  
Tim Boyer, Parks Superintendent

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## **2008 Retreat Questionnaire Parks Commission**

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

Completed the Parks & Trails Map.

Held summer meetings in four (4) different parks. Inspected parks prior to regular meetings and generated action items for improvement or repair.

Held a picnic in the park luncheon for 120 senior citizens at the Pageant Grounds.

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

Hold an Arbor Day Outreach event for the community.

Hold fourth "Seniors in the Park" luncheon.

Participate in the Leadership Los Gatos Program.

Continue to investigate locating a site for a community garden.

Hear citizen proposals (*e.g.*, Los Gatos Unleashed for a dog park).

Other initiatives to pursue if time allows:

- a) convert parks to native shrubs/vegetation where possible in Los Gatos parks;
- b) reduce water usage in parks;
- c) locate sites for demonstration of bird/butterfly gardens in parks; and
- d) remove invasive non-native plants from local parks.

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

None.

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

Better understanding of Town Budget and allocation of funds.

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

Is the Council amenable to keeping Belgatos Park open at night for viewing meteor showers?

This might also be applied to other parks in Town for various night-time events. .

The Parks Commissioners would like to be appointed to the General Plan Update Committee.  
What are the opportunities for Commission participation?

How can the Parks Commission be involved more in the Vasona Land sale to the County?

Does the Council want to have an "Art in the Park" initiative and how can the Parks Commission participate?

# 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

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

## 2007 Council / Commission Retreat

### PARKS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Location for Community Garden	Commission should continue to look for opportunities for possible sites for Community Garden. Also as private development projects are processed by the Town, opportunities should be explored for possible site for Community garden on these locations	Parks Commission and Public Works Director	Pending on availability of land.
Town Trails & Parks Map	Complete and distribute Town Trails & Parks map. The Commission should continue to work with staff on options for publication of the map.	Parks Commission, Public Works Director, and Town Manager	Completed. Map published, November 2008.



## 2008 RETREAT QUESTIONNAIRE

**Commission/Committee:** | **Transportation and Parking Commission**

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<u>Commissioner</u>	<u>Length of Term</u>	<u>Term Expires</u>
Edgar LaVeque, Chair	4 Years	12/31/11
Erik Wilhelmsen, Vice-Chair	4 Years	12/31/11
Bruce Entin	4 Years	12/31/09
Ed Stahl	4 Years	12/31/08
Dick Anderson	4 Years	12/31/10
Collette Lynner	4 Years	12/31/10
Chris Tanimoto	1 Year	12/31/08

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### Meeting Information

**Date:** Meets on the second Thursday of the month

**Time:** 7:30 A. M.

**Location:** Parks and Public Works Department – 41 Miles Avenue, Los Gatos, CA

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

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## **2008 Retreat Questionnaire Transportation & Parking Commission**

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

Designed and developed Highway 9 pedestrian and bicycle safety improvements, in collaboration with neighboring municipalities.

Participated in the design and development of the Roberts Road Bridge and Wedgewood Avenue public improvements.

Initiated the development of the Pollard Road crosswalk project.

Advocated continued sidewalk repair and grinding to reduce trip hazards.

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

Completion of the lighted crosswalk project between Los Gatos Woods and Jack Fisher Park in collaboration with the City of Campbell.

Establish bicycle parking for summer concerts and festival events to be run by volunteers.

Develop new bike map.

Continued focus on present and future parking needs in Los Gatos.

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

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

Better understanding of Town budget and allocation of funds.

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

Better knowledge of Los Gatos population, demographics, and projected population growth.

Results of transportation surveys (bus, bike, pedestrian, and vehicular) conducted by the Town, County, or VTA in the last two years.

History of the parking problems and solution in the Town of Los Gatos.

## **2008 Retreat Questionnaire Transportation & Parking Commission**

### **Questions for the Council.**

The Commissioners invite Council members to occasionally attend Commission meetings to hear discussions about parking issues that it faces.

The Commission would welcome the opportunity to discuss parking regulation enforcement by Police and enforcement resources at a Council meeting.

Does the Council have plans to consider a future parking structure in Town. If not, to what will the \$1.9 million budgeted for a parking structure be re-allocated.

What is the Council policy regarding parking lots and structures?

What actions can the Council take to assure extension of the light rail to Los Gatos?



# **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

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 16<sup>th</sup> day of August, 2004, by the following vote:

**COUNCIL MEMBERS:**

AYES:	Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman, Mayor Steve Glickman
NAYS:	None
ABSENT:	None
ABSTAIN:	None

SIGNED: /s/ Steve Glickman  
MAYOR OF THE TOWN OF LOS GATOS/  
LOS GATOS, CALIFORNIA

ATTEST:/s/ Marian V. Cosgrove

## 2007 Council / Commission Retreat

### TRANSPORTATION AND PARKING COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Downtown Parking Garage	The Commission has reviewed the Kaku reports and the recommendations of the report have been implemented to the extent practical. Construction of any new parking garage is dependent on policy decision by the Town Council.	Transportation and Parking Commission and Parks and Public Works Director	On hold for Council policy decision on Parking Garage construction in downtown.
Downtown Residential Permit Parking	Current residential permit parking signs will be reviewed and modifications recommended bringing consistency to the signs for residential permit parking.	Police Traffic Sergeant and Traffic Engineer	Review will be conducted on a case-by-case basis.
Bus Services in Los Gatos	The Commission will monitor VTA bus service in Los Gatos.	Transportation and Parking Commission and Parks and Public Works Director	Ongoing. VTA has added a new bus line for services to West Valley College. via Pollard Road.



## 2008 RETREAT QUESTIONNAIRE

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

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<u>Arts Commission</u>	<u>Length of Term</u>	<u>Term Expires</u>
Penelope O'Neill	3 years	12/31/10
Jade Bradbury	3 years	12/31/10
Tricia Capri	1 year	12/31/08
Mary Curtis	1 year	12/31/08
Marianne Hamilton	3 years	12/31/09
Valerie Hopkins	3 years	12/31/09
Jonathan Knowles	3 years	12/31/10
David Stonesifer	3 years	12/31/08
Alison Mika Storz	3 years	12/31/09

### Meeting Information

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

**Time:** 4:00 p.m.

**Location:** 208 E. Main Street

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

## **2008 Retreat Questionnaire**

### **Arts Commission**

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

Successfully staged ten Music in the Park (MIP) concerts, including July 4<sup>th</sup> event.

The Commission raised funds to offset all direct costs and increased its fund balance. Feedback received from audience members through surveys distributed and collected at the concerts was generally very positive. Each concert in this series serves approximately 2500-3500 people.

Following is the projected budget for the 2008 concert series:

Committee raised \$57,050

Committee reserve \$28,369

MIP Expenses, \$52,032

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

Art in the Council Chambers (AICC), conceived to "display and promote the work of local artists," has been in operation for nearly two decades. In 2007, AICC exhibited four local art groups (Los Gatos Art Class, Senior Art Class, Los Gatos Saratoga Photo Club, and Los Gatos Art Association) and two exhibits engaging pairs of local artists (Sandy Okita/Sterling Hoffmann and Kisa Harris/Ricki Nelson.) The community reach of the AICC program has been expanded by the regular KCAT TV airing of Town Council and Planning Commission meetings which capture the art work. Postcards and postage to publicize the event are paid by the Town. This event serves approximately 60 to 100 people each reception.

Cost for postcards and postage - \$1,600

Implemented Community Grant funding process for art agencies serving Los Gatos residents.

A four person sub-committee is responsible for reviewing the grants and forwarding a recommendation on to the Commission for consideration.

FY 2008/2009 applications were from five agencies, amount requested: \$12,000

FY 2008/2009 Committee Status Quo recommendation: \$8,500

FY 2008/2009 Evaluation committee preferred recommendation: \$9,300

Funds are expected to remain static in the near term.

Networking the Arts.

In order to stay informed about community trends, issues and needs, the Commission assigns commissioners to contact eleven local art agencies at least once during the year. Information obtained during the conversation is shared at the AC meeting and helps guide funding decisions.

## **2008 Retreat Questionnaire**

### **Arts Commission**

#### Halloween Catwalk held last Sunday in October.

Providing an artistic opportunity for children under 12 to display their creativity through costume design and theatrical expression. The event offered each child a chance to display their costume during a parade around the Civic Center, to act the part of their chosen character, to see a paid entertainer and an eleven year old piano prodigy. Flashing light rings were given out and the Police K-9 attended.

Town Council allocated \$1,000

Event served approximately 100 people.

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

A "Fresh Paint" project (based on a Plein Air-type event with no judging, no awards, and inclusive of all ages and skill levels) was re-considered by the AC earlier this year. The Arts Commission voted against pursuing this event, but agreed to support the Los Gatos Morning Rotary in their Plein Air Festival set for Spring 2009. There are no additional projects planned for the coming year. The Arts Commission has three new members and a full schedule at this time. MIP is scheduled from June through September, the Catwalk in October, and "Art in the Council Chambers" six times a year.

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

The Arts Commission is requesting to be relieved of 4<sup>th</sup> of July responsibilities including \$5,000 raised for this event. The Commission has also asked Council to provide funding for \$4,000 for miscellaneous fees.

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

Continue to provide Commissioners the opportunity to participate in the two Leadership Los Gatos sessions. Vice Chair attended Leadership Los Gatos session entitled, "Introduction to Town Government." The AC appreciates the Town Manager's annual budget presentations and requests that those be continued. A majority of Commissioners attended the February Commissioner training and encourages the Town to continue those trainings.

#### **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 2008.

# 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.

## 2007 Council / Commission Retreat

Status: April 2008  
ARTS COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
MIP	Commission would like the Town to underwrite a portion of the program's expenses. The Commission will submit a report detailing the request so it can be considered.	Arts Commission, Community Services Director and Town Manager	Report presented to Council February 2008. Funding to be considered as part of FY 2008/09 Operating Budget process.
Plein Air Art Fest Halloween Parade	Expand draft proposal for presentation to the Arts Commission and subsequently to Council.	Arts Commission, Community Services Director and Town Manager	<p>Halloween parade proposal approved by Council July 16, 2007. Event successfully implemented October 28, 2007.</p> <p>The Commission re-evaluated the Plein Air Art Fest idea at its February 13, 2008 meeting and voted to not undertake the event, but rather support the Los Gatos Morning Rotary Club's efforts.</p>





## 2008 RETREAT QUESTIONNAIRE

**Commission/Committee:**

**Community Services Commission**

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**Commission**

**Length of Term**

**Term Expires**

Barbara Cardillo - Chair	3 years	12/31/09
Susan Gomez - Vice Chair	3 years	12/31/10
Leslie Alexander	1 year	12/31/08
Toni Blackstock	3 years	12/31/10
Christine Currie	3 years	12/31/08
Nancy Marcus	3 years	12/31/09
Anita Wolf	2 years	12/31/09

**Student Members:**

Leena Iyar	1 year	09/30/08
Yiran (Jimmy) Zhang	1 year	09/30/08

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### Meeting Information

**Date:** 1<sup>st</sup> Thursday of the Month

**Time:** 5:00 p.m.

**Location:** 208 E. Main Street

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

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## **2008 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 Housing and Community Development 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 current and future funding decisions.

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

In addition to its regular work projects, the Commission will explore the Town's website for ease of navigation. The Commission will continue to act in a coordination role for the Town's Environmental Sustainability Committee. Finally, the Commission will review the Community Grant allocation process.

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

During the next year the Community Services Commission will continue to monitor the two-year funding cycle implemented by the County Community Development Block Grant program. This option will be evaluated by the Commission and staff for possible implementation by the Town.

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

Barbara Cardillo, CSC Chair, is a Leadership Los Gatos graduate and Commissioner Christine Currie is in the current class. Commissioners will continue to be encouraged to attend the two Leadership Los Gatos sessions open to all Commissioners and any future Commissioner trainings. The Commission appreciates the annual budget presentations provided by the Town Manager.

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

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

## COMMUNITY SERVICES CONNECTIONS

AGENCY NAME/ADDRESS	CONTACT/PHONE	CSC Commissioner	Summary Information	FY 07/08 Allocation & Funding Source
<b>Catholic Charities of San Jose</b> Long Term Care Ombudsman Program 2625 Zanker Road, Suite 200 San Jose 95134-2107	Wanda Hale Program Director P: (408) 325-5269 Fax: (408) 944-0776 E: whale@ccsj.org	Toni Blackstock 9/07	<ol style="list-style-type: none"> <li>1. Met with Cindy Self.</li> <li>2. Services - free &amp; confidential - represents &amp; advocates for residents of 8 assisted living &amp; 7 skilled nursing facilities.</li> <li>3. Staff &amp; volunteers visit each facility at least one time per month; 50% of residents on Medicare - funding from Town is essential. The 2006-07 grant helped fund 1,062 unduplicated resident contacts 486 over contact goal when funding established.</li> </ol>	\$7,680 CDBG
<b>Emergency Housing Consortium</b> 2665 N. First Street, Suite 210 San Jose, CA 95134	Ray Bramson Ph: (408) 539-2103 E: Rbramson@ehclifebuilders.org	<i>Swenson, 9/05</i> Barbara Cardillo 8/07	<ol style="list-style-type: none"> <li>1. The agency founder and CEO has resigned.</li> <li>2. Services are doing well, with their Emergency Shelter program being the most challenging. It provides immediate shelter for clients, as well as finding a permanent housing solution.</li> <li>3. They are working with CDBG to streamline their reporting and grant application process to make the grant process more manageable.</li> <li>4. Their grant writers welcome the idea of multi-year grants, assuming there's a way to amend for program increases.</li> </ol>	\$1,574 Comm Grant

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<b>Live Oak Adult Day Services</b> 1147 Minnesota Avenue San Jose, CA 95125 Site: 111 Church Street, LG, CA 95030	Colleen Hudgen Executive Director P: (408) 971-9363 Fax: (408) 971-9079 E: liveoak@attglobal.net	<i>Lane 1/06</i>  Nan Marcus 4/07	1. Construction provided ample space for activities, parking and Outreach drop off. 2. Creative schedule: live music, physical therapy, bingo sessions, art work, needlework & other activities. Each client given assistance w/physical, medical and dietary needs. College volunteers and interaction w/area schools. 3. Open M-F; cost \$40 per day/sliding scale.	\$12,988  CDBG
<b>Live Oak Senior Nutrition/Service Ctr</b> First United Methodist Church 111 Church Street, Los Gatos, CA 95030	Ph: (408) 354-0707 Fx: (408) 399-4944 E: eliana.brown@lgumc.org	Nan Marcus		\$27,456  Comm Grant
<b>Next Door Solutions to Domestic Violence</b> 234 E. Gish Road Ste. #200 San Jose, CA 95112	Shawne Smith, Assoc. Exec. Director Ph: (408) 501-7575 Fx: (408) 441-7562 E: ssmith@nextdoor.org Jono Marcus, Development Assoc. Ph: (408) 501-7540 E: jmarcus@nextdoor.org	Susan Gomez 1/07	1. Met with Shawnee Smith (Assoc Exec Director). 2. Services: acute issue shelter, counseling services, childcare support, family counseling, restraining order assistance. 3. Specific emphasis: increasing beds (from 18-30 in this location); more outreach (flyers, classes, participating in Town events). 4. Trends/ challenges: less funding from County therefore small donors extremely valuable; need 50 + beds; need accommodations for increased number of male victims; seeing more focus on fathers' rights.	\$12,000  Comm Grant
<b>Parents Helping Parents</b> 3041 Olcott Street Santa Clara, CA 95054	Trudy Marsh Holmes, Chief Dev Off Ph: (408) 727-5775 x102 Fx: (408) 727-0182 E: trudy@php.com	<i>Blackstock 10/05</i>  Christine Currie		\$1,920  Comm Grant
<b>A Place for Teens</b> P.O. Box 1476, Los Gatos, CA 95031 Site Address: 4 New York Ave., LG 95030	Mike Loya, Director Ph: (408) 395-5553 E: mike@lgsrecreation.org Lee Fagot, President fag-1@gte.net	Christine Currie		\$12,000  Comm Grant

## COMMUNITY SERVICES CONNECTIONS

<b>SJSU Research Foundation/The Health Place</b> 210 N. 4 <sup>th</sup> Street, 4 <sup>th</sup> Floor San Jose, CA 95112 Site: 208 E. Main Street, Los Gatos	Anson Lee, Sponsored Prog. Mgr. P: (408) 924-1546 E: alee@foundation.sjsu.edu	Barbara Cardillo		\$11,094 \$5,798 CDBG Comm Grant
<b>Second Harvest Food Bank of Santa Clara and San Mateo Counties Operation Brown Bag</b> 750 Curtner Avenue, San Jose, CA 95125 Site Address: Calvary Baptist Church Site Address: Villa Vasona Apts	Cynthia McCown Director of Services P: (408) 266-8866 F: (408) 266-9042	<i>Scheiner 09/05</i> Anita Wolf		\$3,802 CDBG
<b>Support Network for Battered Women</b> 1257 Tasman Drive, Suite C Sunnyvale, CA 94089	Ms. Chata Alfaro, Executive Director Ph: (408) 541-6100 x102 Fx: (408) 541-1333 E: calfaro@snbw.org	<i>Libby Lane</i> <i>10/05</i> Leslie Alexander		\$4,800 Comm Grant
<b>Teen and Family Counseling Center</b> 307 Orchard City Drive, Suite #206 Campbell, CA 95008	Georgia Clarke Executive Director P: (408) 370-9990 x2# E: gclarke@teenfamilycounseling.org	Susan Gomez 12/20/06	<ol style="list-style-type: none"> <li>1. Met with Georgia Clark (Exec Director).</li> <li>2. Services: teen, children and family counseling and low fee therapy, education, clinics, awareness.</li> <li>3. Specific emphasis: Alcohol and drug awareness programs: connection with Chief of Police and High School; "counselors on campus".</li> <li>4. Trends/ challenges: higher incidence of alcohol/ drug issues; teens acceptance of violence against each other (male and female).</li> </ol>	\$27,044 Comm Grant
<b>United Way 2-1-1</b> 1922 The Alameda San Jose, CA 95126	Mark Walker, President & CEO Jordan.Dancer@uwsv.org	Nan Marcus		

# 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:

## 2007 Council / Commission Retreat

### COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Care of Vulnerable Populations in disaster situations.	<p>It has been determined that there are systems in place to evacuate people in nursing/convalescent facilities during an emergency.</p> <p>Systems are also in place to assist and or evacuate persons who are homebound or mobility impaired during/after a disaster.</p>	Community Services Commission, Senior Coordinator, and Community Services Director	Completed.
Care of homeless persons and children at day care centers in disaster situations.	<p>Determine what strategies are in place for assisting and/or evacuating the homeless population and day care centers during/after a disaster.</p> <p>Homeless shelters have disaster plans in place for the populations housed in their facilities. The homeless living outdoors will be checked on by relief personnel if known to agencies that serve the population.</p> <p>The California Department of Social Services/Community Care Licensing regulates child care programs including family care homes and child care centers. It is a condition of licensure that child care licensees have the proper procedures in place and training to effectively handle and respond to various types of emergencies and disasters.</p>	Community Services Commission, Senior Coordinator, and Community Services Director	Completed.