SPECIAL MEETING

TOWN OF LOS GATOS
TOWN COUNCIL POLICY COMMITTEE

Council Policy Committee – (2016)

Marico Sayoc, Vice Mayor
Marcia Jensen, Council Member

AGENDA
TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
SEPTEMBER 29, 2016 – 10:00 A.M.

MEETING CALLED TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Three minute time limit)*

AGENDA ITEMS

(The reports for each item are provided in the order of the agenda)

1. Approval of the August 25, 2016 Council Policy Committee Draft Minutes

2. Review and discuss the Commission Appointment Policy

3. Review and discuss potential amendments to Council Policy 1-04: Town Facilities Policy regarding Oak Meadow Park

ADJOURNMENT

cc: Post (*also posted on Town Web)*
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6834. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS COUNCIL POLICY COMMITTEE
August 25, 2016 10:00 a.m.

110 E. Main Street
Town Council Chambers
Los Gatos, California

DRAFT ACTION MINUTES

Call to Order
The Council Policy Committee meeting was called to order at 10:00 a.m.

Members and Staff present:
Vice Mayor Marico Sayoc
Councilmember Marcia Jensen
Town Manager, Laurel Prevetti
Town Attorney, Robert Schultz
Joel Paulson, Community Development Director
Shelley Neis, Town Clerk
Monica Renn, Economic Vitality Manager
Shelayne Hammack, Management Analyst

Verbal Communications

None

Agenda Items

1. **Approval of August 4, 2016 Council Policy Committee Meeting Minutes**
   Committee Action:

   The Committee unanimously approved the draft minutes with no changes.

2. **Commission Appointment Policy**

   The Committee agreed that the new Council should interview the new Commission candidates and the language should be modified to say that the interviews and appointments should occur no later than the second meeting in December, unless there is a special meeting scheduled by the Mayor.

3. **Review and discuss draft Flag Policy**

   The Committee agreed to add a third provision "at discretion of the Mayor."

4. **Review and discuss Parking and Seats Ordinance status**

The Committee discussed:

- Parking spaces and whether it was necessary to box businesses into a certain number of spaces
- The need to further explore and define different business types (e.g., specialty retail). This could occur at a Council study session to provide an opportunity for the Council to identify the goals that might drive the resolution of these interconnected issues.
- The need to establish a simpler process for businesses to reach agreements for shared parking and suggested taking it out of the Conditional Use Permit process.

Committee members are in support of the Fire Code option.

5. **Review and discuss pending Policy Committee Items**

The Committee suggested combining Formula Retail; Specialty Retail and Related Definitions; and Placemaking and Related Surveys into one item. The Committee's priorities are:

A. Cellar/Basement Policy
B. Hillside Guidelines: Visibility Analysis
C. Review Commercial Design Guidelines

The meeting was adjourned at 11:35 a.m.

MEETING DATE: 09/29/16
ITEM NO: 2

POLICY COMMITTEE REPORT

DATE: SEPTEMBER 19, 2016

TO: POLICY COMMITTEE

FROM: LAUREL PREVETTI, TOWN MANAGER

SUBJECT: REVIEW AND DISCUSS STAFF RECOMMENDATIONS TO AMEND COUNCIL POLICY 2-11 ENTITLED COMMISSION APPOINTMENTS

RECOMMENDATION:

Review and discuss comments received from the staff liaisons and Commissioners regarding the proposed amendments to Council Policy 2-11 entitled Commission Appointments, and the enabling Resolutions for Boards, Commissions, and Committees.

BACKGROUND:

At its August 25, 2016, Policy Committee meeting, the Committee reviewed and discussed the amended Policy and Resolutions based on the Committee's recommendations from their June 23, 2016 Policy Committee meeting.

After the August Policy Committee meeting, staff shared the Committee's suggested changes to the Policy and enabling Resolutions with staff liaisons and Boards, Commissions, and Committees to receive their comments and suggestions. The following is a summary of the comments received.

Arts and Culture Commission

The Committee's proposed change for the Arts and Culture Commission is to have a Youth Commissioner appointed as a liaison. With the addition of a Youth Commissioner, this will bring the total members to eight. To keep the total membership at an uneven number for voting purposes, the adult membership has been increased by one in addition to the proposed Youth Commissioner liaison, for a total of nine members. Alternatively, the adult membership could be reduced by one to keep the total members at nine.

The following additional comments received from a Commissioner not currently serving on the Arts and Culture Commission.

PREPARED BY: SHELLEY NEIS
Clerk Administrator

Reviewed by: _____ Assistant Town Manager _____Town Attorney __NA___Finance

- There should be at least 1/3 (3) of the members who are arts professionals. One professional member is not adequate to make informed, professional, and experience-wise comments and recommendations.
- In reviewing membership, there should be no conflict-of-interest issues. If there is the slightest hint of a conflict, members should recuse themselves.

Bicycle and Pedestrian Advisory Commission (BPAC)

The Committee's proposed changes to the Commissioner Appointment Policy do not directly affect this Commission; however, Commissioners took the opportunity to comment on the current structure of the Commission and make suggested changes. As this was not discussed at a meeting, there is no consensus or motion to determine an overall BPAC recommendation. The comments include:

- The current structure of the Commission has good points and bad. The co-Commissioner appointments from other Commissions have resulted in a fairly wide range of Commissioner enthusiasm.
- Reduce the number of co-Commissioners. Historically it has been difficult to keep the Parks Commission interested and that spot has been only filled sporadically.
- Eliminate the Parks Commission appointment and add one Council appointed resident, keeping the membership to seven.
- Only include the Youth co-Commissioner and replace the other three with Council appointed residents, for a total membership of seven.
- Change membership (suggestions below) to ensure that ALL (emphasis of the commenter) Commissioners are dedicated to the mission of the BPAC and permitting more Town residents a chance to serve on the BPAC.
    - Keep the number of Commissioners at seven but make all the positions appointed by the Town Council (that is, eliminate the dual appointments from the Safe Routes to Schools, Parks, Youth, and Transportation and Parking) with the Council choosing the Youth Commissioner, etc.
    - Keep the membership as is but increase the number of Commissioners appointed by the Council to five from the current three to permit more varied views from Town residents.
- Add two more residents appointed by the Town Council, bringing the total number of Commissioners to nine:
    - This would be similar in number to other Commissions;
    - This would give more residents an opportunity to serve on this new and energetic Commission;
    - Appointed residents would comprise a majority, as the present majority consists of four Commissioners/liaisons with primary responsibilities to another organization.

Building Board of Appeals

The Committee's proposed change would require all members to be residents in the incorporated limits of the Town and the Board would meet only as necessary. No comments were received from Board members.

Community and Senior Services Commission (CSSC)
CSSC currently has two appointed Student Commissioners. The Committee's proposed change would mean there would not be directly appointed Student Commissioners to the Commission, but the Youth Commission would appoint a Youth Commissioner liaison and an additional adult member would be appointed to keep the total members at nine. Comments from Commissioners include:

- Having a student Commissioner who is also on the Youth Commissioner will be very good.

General Plan Committee
The Committee's proposed change would require all members to be residents in the incorporated limits of the Town. No comments were received from Board members.

Library Board
The Library Board currently has two appointed Student Commissioners. The Committee's proposed change would mean there would not be directly appointed Student Commissioners to the Commission, but the Youth Commission would appoint a Youth Commissioner liaison and an additional adult member would be appointed to keep the total members at seven. No comments were received from Board members.

Parks Commission
The Committee's proposed change for the Parks Commission was to eliminate the Monte Sereno resident and require all Commissioners to be residents in the incorporated limits of the Town to make the residency requirement the same.

To determine the history of the appointment of a Monte Sereno resident, staff researched Town records and contacted the City Manager of Monte Sereno to inquire about the history of a Monte Sereno resident on the Parks Commission. The following information was obtained:

- In the 1990's, the State of California issued park funds through Proposition 40. A portion of these funds were population based and distributed accordingly. Because Monte Sereno has no parks, they allocated their funds to Los Gatos and Saratoga. At the same time, the Town established a representative on the Parks Commission for Monte Sereno and offered Monte Sereno residents the "resident" rate for use of Los Gatos parks, including free parking at Oak Meadow and discounted reservation rates. The Proposition 40 funds were fully expended around 2009 with improvements to the basketball court at Bachman Park and contributions towards the fountain improvements at the Town Plaza.

Comments from the Park Commission include:

- The current Parks Commissioner who is a Monte Sereno resident opposes the proposal to eliminate the Monte Sereno resident as a member on the Commission and prefers maintaining the current system of Monte Sereno optionally having a single member of the nine member Parks Commission based on Town Council appointment.

- Many of the Los Gatos parks adjoin Monte Sereno and serve Monte Sereno residents. Monte Sereno residents use public spaces under jurisdiction of Parks and Public Works (PPW), such as

sidewalks and other facilities which are maintained by PPW and under the jurisdiction of the Parks Commission.

- Monte Sereno should continue to have a voice in Los Gatos' Parks. Some optional representation of one person on the nine member Parks Commission seems fair if a member of Monte Sereno is interested, comes forward, and is approved by the Los Gatos Town Council. One person is fair on the Parks Commission given that Monte Sereno is roughly 12% of the population of Los Gatos by the 2010 census.
  Because of these facts, residents of incorporated 95030 and 95032 (Monte Sereno) are currently treated as residents for the purposes of Los Gatos park fees.

Transportation and Parking Commission

The Committee's proposed change for the Transportation and Parking Commission is to have a Youth Commissioner appointed as a liaison. With the addition of a Youth Commissioner, this would bring the total members to eight. To keep the total membership at an uneven number for voting purposes, the adult membership has been increased by one in addition to the proposed Youth Commissioner liaison, for a total of nine members. Alternatively, the adult membership could be reduced by one to keep the total members at seven. Comments from Commissioners include:

Benefits of the proposed changes:

- Addition of a Youth Commissioner would bring another valuable perspective to the Commission.
- Definition of quorum is more clear and accounts for times when the Commission has one or more vacancies.
- Two more Commissioners might allow more progress on the priorities.

Challenges of going from seven to nine Commissioners:

- Meetings might run longer (already an issue).
- Increase in staff time possibly required.
- Present meeting venue may become too confined (PPW conference room).
- Applications to this Commission do not always meet the need for the openings.

Challenges of adding a student to the Commission:

- Meeting time will have to be changed; presently meeting at 7:30 a.m., but student would have to leave the Commission meeting early to get to school.
- Changing the meeting time will have impacts on present Commissioners who applied with knowledge of regular meeting time.

Youth Commission/Student Commissioners

At the June 23rd and August 25 meetings, the proposed changes by Committee members were to require residency in the incorporated limits of the Town to make the residency requirements the same for adults and students; to appoint all Student Commissioners as Youth Commissioners, and have the Youth Commission appoint liaisons to the Boards, Commissions, and Committees as appropriate. Below is a list of the input we received after sharing the proposed changes with the Youth Commission and staff liaison.

- Youth Commissioners were in unanimous agreement to the changes surrounding the structure of the Youth Commissioners, eliminating alternates, and designating sitting commissioners to be liaisons to other Committees, Commissions, and Boards.
- Youth Commissioners unanimously were opposed to any residency changes that would preclude currently enrolled high school students from being eligible to participate or apply for the Youth Commission. The prevailing thought process was that the Youth Commission was uniquely different than adult Commissions in the fact that most, if not all, of their strategic goals revolve around the education and betterment of the high school student body. They felt that the high school student body was a community unto itself and to disallow a significant portion of the student body from being a part of the process was unfair and limited the amount of input they would receive on any given topic. They related that in past years students from the unincorporated areas always had a presence on the Youth Commission (staff research indicates that since 2004 there have been 42 previous Commissioners that would have been excluded if there were an incorporated residency clause) and currently two of their Commissioners live outside incorporated Los Gatos.
- The staff liaison thinks that having 26 members (the 20 currently on the Commission and the six student Commissioners from the three other boards) would be a benefit to the Youth Commission. It would allow for a more productive Commission and would allow more participation with a variety of projects. If the membership is restricted to 20 it may place too many different opportunities on too few students, given the schedules of the majority of the Student Commissioners.

Other Comments

Other suggested changes received from a Bicycle and Pedestrian Advisory Commission Commissioner are below with staff's comments below in italics:

- Create a Public Safety Advisory Commission with a mission to provide resident input on what is most important for maintaining and enhancing Emergency Support (such as CERT) and Police and Fire services. This will ensure the highest level and a reasoned source of communication on these issues.
  The Town appreciates its CERT volunteers and the interest to participate in a Commission related to a public safety mission. If this is an idea that the Policy Committee would like to pursue, staff recommends that a Council Member raise it at priority setting session intended for early 2017 as a potential budget item for FY17-18 in order for the staff work and costs associated with a new Commission could be determined in light of other priorities for the Police Department.

- Add two resident members to the Council Finance Committee to ensure communication from residents with Chief Financial Operator (CFO) experience to ensure that residents with financial background and interest can have maximum understanding of the existing and proposed financial plans of the Town.
  The Town appreciates the interest of residents to participate in budget and related financial discussions. The Town has two Council Committees with only Council Members. The Council Finance Committee is a public meeting and the public is welcome to participate to achieve the abovementioned outcome of residents having maximum understanding of the existing and proposed financial plans of the Town.

CONCLUSION AND NEXT STEPS:

The Committee should review and discuss the comments and suggestions received from Commissioners and staff. Based on the discussion, the Committee should identify any new changes to the proposed updated Council Policy 2-11 (Attachments 1 and 2), draft Resolution to Rescind Resolution 2004-042 and Establish Residency Requirements for Specified Boards and Commission (Attachment 3), and redlined enabling resolutions (Attachment 4). Attachment 5 contains the current enabling resolutions for reference. The Committee's recommendations on these documents will be forwarded to the Town Council for its review and consideration (tentatively scheduled for October 4, 2016).

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office, the Town Attorney, and applicable Town Departments.

Attachments:

1. Redline changes to Policy 2-11
2. Revised Policy 2-11
3. Draft Resolution to Rescind Resolution 2004-042 and Establish Residency Requirements
4. Redlined Enabling Resolutions
5. Revised Enabling Resolutions

TOWN OF LOS GATOS CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service Community Stewardship Future Focus

Title: Commission Appointments and Residency Requirements	**Policy Number**: 2-11
Effective Date: 2/28/90	**Pages:** 5 4
Enabling Actions:	**Revised Date:** 6/13/94; 6/16/14; 4/7/15
Approved:	

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PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Commission and Commissioners/Committee and Board Members (Commission members), providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided for in this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions and Committees.

POLICY

The Town Council encourages public participation in all decision making and to be successful residents must be assured that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Public interviewing of the applicants by the Town Council demonstrates that the Council values these appointments and that everyone has an equal opportunity to be appointed.

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To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council. (Revised on 4/07/15)

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ATTACHMENT 1

RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards and Commissions.

PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk Administrator and the Town Council for the appointment of applicants to Town Commissions:

Responsibility and Actions: Town Clerk Administrator

A. Annual Recruitments

Adult Commission members' terms begin on January 1 and end December 31. ~~with the exception of the~~ Student Commissioners' ~~whose~~ terms follow the academic year and begin on ~~September~~ August 1 and end on June 30. The Town Clerk Administrator shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the ~~recommended~~ date of interview.

2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for no later than the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.

3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:

   a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.

   b. If an incumbent is requesting reappointment to ~~a~~ the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.

   c. Submissions deadlines are mandatory; no exceptions are permitted.

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~~d. Applicants may apply to multiple Commissions, and will only be considered for those Commissions to which they apply. Applicants applying for more than one Commission will only be interviewed once.~~

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4. Applicants

   a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
   b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

7. Applicants

   a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.

   b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at ~~an official~~ the first Town Council meeting in June.

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Balloting Process

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Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;

2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).

3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.

4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s).

5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, ~~C~~complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.

2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment
   For student applicants: Attend the Council Selection Committee interview session.

3. If a Commission member is requesting reappointment to ~~a~~ the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator

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by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.

4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.

5. Attend Commission meetings once term begins.

6. Read the Commissioner Handbook.

Responsibility and Action: Town Council

1. Review applications.

2. *For adult applicants* – Interview applicants at a public meeting.
   For student applicants – Town Council Selection Committee interviews applicants.

3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.

4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney

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Moved up [1]: Balloting Process

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<#>The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.

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TOWN OF LOS GATOS CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service *Community Stewardship* *Future Focus*

Title: Commission Appointments and Residency Requirements	**Policy Number**: 2-11
Effective Date: 2/28/90	**Pages:** 5
Enabling Actions:	**Revised Date:** 6/13/94; 6/16/14; 4/7/15
Approved:	

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To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council. (Revised on 4/07/15)

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1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.

2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for no later than the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.

3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:

    a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.

    b. If an incumbent is requesting reappointment to ~~a~~ the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.

    c. Submissions deadlines are mandatory; no exceptions are permitted.

4. Applicants

    a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
    b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

7. Applicants

    a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.

    b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

<u>Balloting Process</u>

Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

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2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).

3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.

4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Town Council may determine an alternative method for selecting the appointee(s).

5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the Town Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.

2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment
   For student applicants: Attend the Council Selection Committee interview session.

3. If a Commission member is requesting reappointment to a the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.

4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.

5. Attend Commission meetings once term begins.

6. Read the Commissioner Handbook.

Responsibility and Action: Town Council

1. Review applications.

2. *For adult applicants* – Interview applicants at a public meeting.
   For student applicants – Town Council Selection Committee interviews applicants.

3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.

4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

_____

Robert Schultz, Town Attorney

RESOLUTION 2016

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2004-042, AND ESTABLISHING RESIDENCY REQUIREMENTS FOR ALL TOWN BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, Section 2.40.015, of the Town Code allows the Town Council to establish residency requirements for Town Boards, Commissions, and Committees; and

WHEREAS, membership on Town Boards, Commissions, and Committees should require residency; and

WHEREAS, the enabling resolutions of several Town Boards, Commissions, and Committees establish the residency requirements for their respective bodies; and

WHEREAS, Resolution 2004-042 established residency requirements for specified Town Boards, Commissions, and Committees; and

WHEREAS, the Town Council now desires to rescind Resolution 2004-042, and establish new residency requirements for all Town Boards, Commissions, and Committees.

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

1. Resolution 2004-042 is hereby rescinded.
2. Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Boards, Commissions, and Committees:

ATTACHMENT 3

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the day of , 2016 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

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RESOLUTION 2016- ~~2009-100~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-100 ~~1996-37~~

WHEREAS, ~~BE IT 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 Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW THEREFORE, BE IT RESOLVED:

1. Membership-Organization
   a. The Commission shall consist of nine members. Membership composition shall be eight ~~nine~~ (8 ~~9~~) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.

   b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.

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

   d. A majority of ~~Five (5)~~ 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.

   e. 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 the current Administrative Policy.

   f. 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).

   g. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

   h. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions

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ATTACHMENT 4

a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
   i. Matters affecting the artistic and/or cultural life of the community; and
   ii. Local visual and performing arts efforts; and
   iii. Matters in the field of art, aesthetics, and beautification.

b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.

c. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 2009-100 ~~1996-37~~ is hereby rescinded.

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PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016-~~2002-104~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE BUILDING BOARD OF APPEALS ENABLING RESOLUTION AND RESCINDING RESOLUTION 2002-104 ~~1991-279 AND RESOLUTION 1996-31, AND AMENDING RESOLUTION 1995-44, PERTAINING TO THE BUILDING BOARD OF APPEALS~~

WHEREAS, the Town Council of the Town of Los Gatos, ~~in adopting Resolution 1991-279, which was later amended by Resolution 1996-31,~~ established the terms and conditions for appointment to and conduct of the Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules~~, and in Resolution 1995-44 established a residency requirement for appointment and continuing membership on the Board of Appeals~~.

~~**WHEREAS**, the Town Council has found it difficult to find a sufficient number of applicants willing and qualified to serve on the Board of Appeals due to the required number of members and residency requirement.~~

~~**WHEREAS**, the Town Council now desires to rescind Resolutions 1991-279 and 1996-31, and to amend Resolution 1995-44, in order to reduce the membership of the Board of Appeals from five (5) to three (3) members, and to allow non-resident business or property owners to become and remain members of the Board of Appeals, all in order to assist in maintaining full membership on the Board of Appeals in the event of an appeal.~~

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE: that the terms and conditions for appointment to and conduct of a Board of Appeals ~~to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the technical rules,~~ are hereby established as follows:

1. Membership - Organization:
   a. The Board of Appeals shall consist of three (3) members who are qualified by experience and training to pass upon matters pertaining to building construction and building service equipment and who are not employees of the Town of Los Gatos. The Building Official shall be an ex officio member and shall act as secretary to said B~~b~~oard but shall have no vote upon any matter before the B~~b~~oard. The Fire Marshall shall act as an ex officio, non-voting member for issues related to the fire code. The Board of Appeals shall be appointed by the Town Council.
   b. The term of appointment shall be four (4) years and until their successors are qualified and appointed.
   c. The terms of office shall be staggered and overlapped in such a manner that the term of no more than one (1) member expires each year.
   d. Residency requirements shall conform with all current Town Resolutions and Policies. ~~Two (2) of the members shall reside in the Town and one (1) member may conduct business or own property in the Town.~~
   e. The Board shall establish rules and procedures relative to the conduct of business before the Board, and the election and term of officers. The Board shall elect a chair and a vice-chair, both of whom shall serve at the pleasure of the Board.

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f. The Board of Appeals shall hold meetings ~~annually and~~ as necessary. ~~Meetings shall occur the second Tuesday of February at 5:30 p.m. in the Town Council Chambers~~. The Board shall call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).

g. A majority of the Board shall constitute a quorum for the purpose of transacting the business of the Board.

h. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.

i. Meeting attendance requirements will conform with all current Town ~~R~~resolutions and Policies.

j. Board 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.

2. Powers and Duties:
The duties of the Board of Appeals shall be to hear and decide appeals or orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Uniform Building Codes or the technical codes nor shall the Board be empowered to waive code requirements.

~~**BE IT FURTHER RESOLVED** that Section 1 of Resolution 1995-44 is hereby amended to read as follows:~~

~~1. Residency in Town is required for appointment and continued membership on the following boards and commissions:~~

~~Arts Commission~~	~~Community Services Commission~~
~~Conceptual Development Advisory Committee~~	~~General Plan Committee~~
~~Historic Preservation Committee~~	~~Library Board~~
~~Planning Commission~~	~~Sister City Committee~~

~~and that Section 4 of Resolution 1995-44 is hereby amended to read as follows:~~

~~4. Residency in Town is not required for the following boards and commissions:~~

~~Business Improvement District Board~~	~~Board of Appeals~~
~~Development Review Committee~~	~~Newsrack Committee~~
~~Parking Commission~~	

BE IT FURTHER RESOLVED that Resolution 2002-104 ~~1991-279 and 199631~~ is ~~are~~ hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the of 20 by the following vote:

COUNCIL MEMBERS:

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AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE:_____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION ~~2015-011~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ~~ESTABLISHING THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION~~ ENABLING RESOLUTION AND RESCINDING RESOLUTION 2015-011 ~~DISSOLVING THE BICYCLE ADVISORY COMMITTEE BY RESCINDING RESOLUTION 2005-39~~

~~**WHEREAS,** the Town of Los Gatos has a Bicycle Advisory Committee consisting of three (3) members, one (1) each from the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission;~~

~~**WHEREAS,** the Committee meets at least once each year and as required to advise staff on matters relating to grant applications for proposed bikeway projects;~~

~~**WHEREAS,** the Town Council now desires to rescind Resolution 2005-39 and wishes to establish a Bicycle and Pedestrian Advisory Commission to provide an expanded role in a subject area significant both locally and regionally.~~

WHEREAS, there is a need for a Bicycle and Pedestrian Advisory Commission to function in the Town of Los Gatos to review and recommend actions related to bikeways, pedestrian paths and walkways, and related issues.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Bicycle and Pedestrian Advisory Commission for the Town.
   a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/Organization
   a. The Bicycle and Pedestrian Advisory Commission shall consist of seven (7) members. Membership composition shall be one (1) each appointed from and by the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission, three (3) members appointed by the Town Council, and one (1) member appointed from and by the membership of the Los Gatos Safe Routes to School Committee.
   b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, or when appointed by ~~Transportation and Parking Commission, Parks Commission, Youth Commission, or~~ the Safe Routes to School Committee, residency shall comply with the requirements of that ~~Commission or~~ Committee.

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c. The term of office shall be for one (1) year for appointments by the Transportation and Parking, Parks, and Youth commissions with no limitations on reappointments, one (1) year for appointments by the Los Gatos Safe Routes to School Committee, and three (3) years for appointments by the Town Council. Terms shall begin January 1 and end December 31. Initial Town Council appointments shall be one (1) commissioner for a three year term, one commissioner for a two (2) year term, and one commissioners for a one (1) year term, so as to avoid terms expiring concurrently

d. Commission members shall serve without compensation.

e. The Commission shall hold regular meetings at least bi-monthly, with adjustments to the frequency as required to meet the necessary obligations of the Town and the Commission.

f. 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).

g. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.

h. Meeting attendance requirements will conform with current Town Resolution 2011-012: Amending Attendance Requirements for Members of All Town Commissions, Committees, and Boards, and Rescinding Resolution 2003-136 and Resolution 2003-137.

i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Bicycle and Pedestrian Advisory Commission shall be to:

a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing multi-modal travel; integration of Town trails and bike and pedestrian paths with neighboring jurisdictions; reviewing relevant grant applications; focusing on transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating the Town's Bicycle and Pedestrian Master Plan as needed; and related topics as directed by the Town Council or requested by Town staff.

b. Review policies and procedures on streets and trails.

c. Review periodic inventories of bikeways and walkways that exist or may be needed, and interpret the needs of the public within these areas to staff.

d. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.

   i. Appointments shall be for a term of one year.

   ii. Should the Bicycle Advisory Commission fail to appoint a member of the Commission, the Town Bicycle and Pedestrian Advisory Commission will consider members of other standing Commissions.

   iii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.

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 Bicycle and Pedestrian Advisory 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 Bicycle and Pedestrian Advisory Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.

5. Resolution 2005-39 is rescinded effective upon the date of the first meeting of the Bicycle and Pedestrian Advisory Commission.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the of 20 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE:_____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016 - ~~2009-101~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY AND SENIOR SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2009-101 ~~2004-60, 1996-36, 1993-99, AND 1988-215~~

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 and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

~~a.~~ The ~~Community Services~~ Commission shall consist~~s~~ of nine (9) voting members. Membership composition shall be eight ~~Seven~~ (8 ~~7~~) ~~are~~ adult voting members, ~~over eighteen (18) years of age. Their~~ whose terms of office are three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. ~~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.~~

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

c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.

d. ~~The Town Council shall fill any vacancies occurring during the term of the Commission.~~

e. The ~~Community Services~~ Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

f. A majority of ~~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.

g. 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 Administrative Policy.

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h. 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).

i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

j. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

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2. Duties and Functions
   a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
      i. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
      ii. The coordination of community services programs between the Town and other agencies, both public and private; and
      iii. Emerging community needs, including demographic and economic trends.

   b. 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.

   c. In developing recommendations to the Town Council, the Commission should:
      i. Elicit the interest and support of various relevant community individuals and groups.
      ii. Study and examine sources of public and private funding to meet housing and community service needs.
      iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
      iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.

   d. The Commission may send representatives, when appropriate, to other bodies or commissions.

   e. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolutions 2009-101 ~~2004-60, 1996-36, 1993-99, and 1988-215 are~~ is hereby rescinded.

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PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

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RESOLUTION 2016- ~~1998-49~~

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RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS CHANGING THE COMPOSITION OF THE GENERAL PLAN COMMITTEE TO REDUCE THE NUMBER OF BUSINESS REPRESENTATIVES AND INCREASE THE NUMBER OF TOWN RESIDENTS AND RESCIND RESOLUTION 1998-049 ~~1996-88~~

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RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the General Plan Committee ~~("Committee")~~. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

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1. Appointment and term of office.
   The Committee shall consist of nine (9) members. Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, one (1) member shall be an owner of property in the Town zoned and used for business purposes with a Town business license, or a manager of a business with a place of business in the Town, one (1) member shall be a member of the Community Services Commission, and two (2) members shall be residents of the Town. The business property owner or business manager shall ~~not~~ be required to reside within the Town of Los Gatos.

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   The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members, the Chair of the Planning Commission for Planning Commission members, and the Chair of the Community Services Commission for the Community Services Commission member. The public members shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of public members: absence of members:
   The removal of the public members and the absence of members shall be governed in accordance with all current Town Resolutions and Policies ~~the rules established the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos~~. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

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3. Meetings: quorums: officers.
   The Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.
   The duties of the Committee shall be to report to, consult with, and provide assistance to

the Planning Commission and Town Council on all matters relating to the General Plan or any Sspecific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan Amendment.

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5. Resolution not to affect powers of Town Council or Planning Commission.
Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

6. Business Representatives.
The Council declares that an individual appointed to the General Plan Committee described in Section 1 above as representing the business sector is intended to represent and further the interests of the business sector, and that such representation and furtherance will ultimately serve the public interest. Accordingly, the Council finds that for the purposes of a person who holds such office, the business sector is tantamount to and constitutes the public generally within the meaning of Section 87103 of the Government Code and as provided in Section 18703 of Title 2, Division 6 of the California Code of Regulations. This means that a member of this Committee will not be disqualified in matters affecting his/her business interests.

FURTHER RESOLVED that this Resolution rescinds Resolution 1998-049 ~~1996-88~~.

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PASSED AND ADOPTED at a regular meeting of the Town Council held on the day of , by the following vote:

COUNCIL MEMBERS:

AYES:
NAYS:
ABSENT:
ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016 - ~~2014-025~~

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RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR APPPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD

WHEREAS, on April 15, 2014, the Library Board approved through unanimous vote, a resolution establishing the terms and conditions for the appointment to and conduct of the Library Board.

NOW, THEREFORE, BE IT RESOLVED THAT, (a) The Library Board shall consist of seven (7) members – six ~~five~~ (6 ~~5~~) adult voting members and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments ~~two (2) youth members~~. Adult members terms of office shall be three (3) years and until their successors are appointed by the Town Council. ~~Youth members terms shall be one (1) year and until their successors are appointed by Town Council.~~

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Residency and meeting attendance requirements for all members will conform with all current Town Resolutions and Policies. ~~Two (2) members of the Board shall, at the time of his/her appointment, have completed the ninth (9th) grade, reside in the Town of Los Gatos, and attend any accredited high school; or have completed ninth (9th) grade, have a Los Gatos mailing address, and attend an accredited high school in the Town of Los Gatos. The student member's term of office is one (1) year and until his/her successor is appointed.~~

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The terms of office of the adult 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 member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

~~The adult members of the Library Board shall be residents of the incorporated area of the Town of Los Gatos. Meeting attendance requirements for all Board members will conform with current Town Resolutions.~~

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(b) A majority of ~~Four~~ members of the Board shall constitute a quorum of the Board 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 Board may take.

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(c) The members of the Board 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 Administrative Policy.

(d) The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon

each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

(e) Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

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

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016 - ~~2009-102~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE PARKS COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-102 ~~2004-3~~

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 Parks Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization.
   a. The Parks Commission shall consist of nine (9) members: eight ~~seven~~ (8 ~~7~~) adults, and one (1) Youth Commission liaison as a voting member ~~two (2) students~~. All commissioners shall be appointed by the Town Council.

   b. All ~~Six (6) adult~~ members of 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. Both of the 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. Both of the 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 terms of office of the student members shall be one (1) year, with no limitations on reappointments, commencing August ~~October~~ first and ending June ~~September~~ thirtieth.

   e. The terms of office of all other members of the Commission shall be three (3) 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 three (3) of the adult 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 provisions of the current Administrative 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. A majority of ~~Five (5)~~ members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

   i. 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.

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j. Staff services as required shall be provided to the Parks Commission by the Parks and Public Works Director ~~Town Manager~~, or his/her designee.

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k. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

l. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

2. Powers and Duties.

a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, and street trees. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

b.

1. Policies and procedures on park, trail, open space, and street tree programs.
2. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
3. Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

BE IT FURTHER RESOLVED that Resolution 2009-102 ~~2004-3~~ is hereby rescinded.

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

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016 - ~~2009-104~~

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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, AMENDING THE ENABLING RESOLUTION OF ~~ESTABLISHING~~ THE TRANSPORTATION AND PARKING COMMISSION, AND RESCINDING RESOLUTION 2009-104 ~~2004-110~~

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

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.

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.

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 nine (9) voting members. Membership composition shall be eight (8) adult voting members, whose terms of office are three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. ~~seven (7) members. Residency in Town is required for appointment and continued membership on the Transportation and Parking Commission, for all members.~~

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~~2. Members shall serve a term of three (3) years and until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period.~~

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3. The Commission shall appoint and prescribe the terms of office for its Chair and Vice-Chair.

4. A majority of ~~Four (4) voting~~ members of the Commission shall constitute a quorum for the purpose of transacting business.

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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 provisions of the current Administrative Policy.

6. 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. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

8. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

c. The function of the Commission shall be to serve in an advisory capacity to the Town Council and Parking Authority regarding Town and Parking Authority policies within its scope of expertise; specifically, on matters related to transportation and parking. With the prior approval of, and/or at the direction of, the Town Council, the Parking Authority, or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

1. The construction, operation, and maintenance of publicly owned off-street parking

lots and structures and on-street parking spaces within the Central Business District.

2. Parking meter policy, directional sign placement, and parking lot traffic patterns.
3. Fees and assessments for the parking improvement program.
4. The allocation of funds derived from revenues collected on behalf of the Parking Authority. Any recommendations shall be based on allowed uses of such proceeds consistent with state and local law.
5. 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.
6. Local transportation issues.
7. Bikeways and bicycle system planning.

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

BE IT FURTHER RESOLVED that Resolution 2009-104 ~~2004-110~~ is hereby rescinded.

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PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016- ~~2005 – 52~~

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2005~~4~~ - 52~~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.

2. 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.

   a. Membership/Organization

      i. The Youth Commission shall consist of twenty ~~fifteen~~ (20 ~~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~~ M~~m~~embers shall serve a ~~be~~ term of 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~~ and 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.~~

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~~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~~. Members who are entering grade 12 when appointed shall serve a term of one (1) year.

iii. The Commission shall appoint members to serve as liaisons to the following Town Boards and Commissions:

1. Arts and Culture Commission
2. Bicycle and Pedestrian Advisory Commission
3. Community and Senior Services Commission
4. Library Board
5. Parks Commission
6. Transportation and Parking Commission

iv. In addition to all Youth Commission meetings, the liaisons shall attend all meetings of the Board or Commission they are a liaison to. If the liaison is not able to attend the meeting of the Board or Commission they are assigned, it shall be their responsibility to advise the Chair of the Youth Commission and to assist in finding an alternate.

v. Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission.

vi. The Commission shall appoint a Chair and Vice Chair.

vii. A majority of ~~Eight (8) voting~~ members ~~of the Commission~~ shall constitute a quorum for the purpose of transacting business.

viii. 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.

ix. 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 provision s 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.

x. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk Administrator.

xi. Meeting attendance requirements will conform with ~~the~~ all current Town Resolutions and Policies.

~~b~~e. 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.

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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.

BE IT FURTHER RESOLVED that Resolution 2005-052 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the , day of , 20 by the following vote:

COUNCIL MEMBERS

AYES:

NAYS:

ABSTAIN:

ABSENT:

SIGNED

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

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Page 2: [2] Formatted **Shelley Neis** **9/6/2016 12:08:00 PM**

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Page 2: [3] Formatted **Shelley Neis** **9/6/2016 12:09:00 PM**

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RESOLUTION 2016-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-100

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW THEREFORE, BE IT RESOLVED:

1. Membership-Organization
   a. The Commission shall consist of nine members. Membership composition shall be eight (8) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.

   b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.

   c. The Commission shall annually designate a Chairperson and Vice-Chairperson.

   d. A majority of members 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.

   e. 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 the current Administrative Policy.

   f. 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).

   g. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

   h. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions
   a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the

Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

i. Matters affecting the artistic and/or cultural life of the community; and
ii. Local visual and performing arts efforts; and
iii. Matters in the field of art, aesthetics, and beautification.

b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.

c. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 2009-100 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE BUILDING BOARD OF APPEALS ENABLING RESOLUTION AND RESCINDING RESOLUTION 2002-104

WHEREAS, the Town Council of the Town of Los Gatos established the terms and conditions for appointment to and conduct of the Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE: that the terms and conditions for appointment to and conduct of a Board of Appeals are hereby established as follows:

1. Membership - Organization:
   a. The Board of Appeals shall consist of three (3) members who are qualified by experience and training to pass upon matters pertaining to building construction and building service equipment and who are not employees of the Town of Los Gatos. The Building Official shall be an ex officio member and shall act as secretary to said B~~b~~oard but shall have no vote upon any matter before the B~~b~~oard. The Fire Marshall shall act as an ex officio, non-voting member for issues related to the fire code. The Board of Appeals shall be appointed by the Town Council.
   b. The term of appointment shall be four (4) years and until their successors are qualified and appointed.
   c. The terms of office shall be staggered and overlapped in such a manner that the term of no more than one (1) member expires each year.
   d. Residency requirements shall conform with all current Town Resolutions and Policies.
   e. The Board shall establish rules and procedures relative to the conduct of business before the Board, and the election and term of officers. The Board shall elect a chair and a vice-chair, both of whom shall serve at the pleasure of the Board.
   f. The Board of Appeals shall hold meetings as necessary. The Board shall call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
   g. A majority of the Board shall constitute a quorum for the purpose of transacting the business of the Board.
   h. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
   i. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
   j. Board 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.

2. Powers and Duties:

The duties of the Board of Appeals shall be to hear and decide appeals or orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board of Appeals shall have no authority relative to interpretation of the

administrative provisions of the Uniform Building Codes or the technical codes nor shall the Board be empowered to waive code requirements.

BE IT FURTHER RESOLVED that Resolution2002-104 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the of 20 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE:_____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ENABLING RESOLUTION AND RESCINDING RESOLUTION 2015-011

WHEREAS, there is a need for a Bicycle and Pedestrian Advisory Commission to function in the Town of Los Gatos to review and recommend actions related to bikeways, pedestrian paths and walkways, and related issues.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Bicycle and Pedestrian Advisory Commission for the Town.
   a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/Organization
   a. The Bicycle and Pedestrian Advisory Commission shall consist of seven (7) members. Membership composition shall be one (1) each appointed from and by the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission, three (3) members appointed by the Town Council, and one (1) member appointed from and by the membership of the Los Gatos Safe Routes to School Committee.
   b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, or when appointed by the Safe Routes to School Committee, residency shall comply with the requirements of that Committee.
   c. The term of office shall be for one (1) year for appointments by the Transportation and Parking, Parks, and Youth commissions with no limitations on reappointments, one (1) year for appointments by the Los Gatos Safe Routes to School Committee, and three (3) years for appointments by the Town Council. Terms shall begin January 1 and end December 31.
   d. Commission members shall serve without compensation.
   e. The Commission shall hold regular meetings at least bi-monthly, with adjustments to the frequency as required to meet the necessary obligations of the Town and the Commission.
   f. 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).

g. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.

h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Bicycle and Pedestrian Advisory Commission shall be to:

a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing multi-modal travel; integration of Town trails and bike and pedestrian paths with neighboring jurisdictions; reviewing relevant grant applications; focusing on transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating the Town's Bicycle and Pedestrian Master Plan as needed; and related topics as directed by the Town Council or requested by Town staff.

b. Review policies and procedures on streets and trails.

c. Review periodic inventories of bikeways and walkways that exist or may be needed, and interpret the needs of the public within these areas to staff.

d. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.

   i. Appointments shall be for a term of one year.

   ii. Should the Bicycle Advisory Commission fail to appoint a member of the Commission, the Town Bicycle and Pedestrian Advisory Commission will consider members of other standing Commissions.

   iii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.

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 Bicycle and Pedestrian Advisory 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 Bicycle and Pedestrian Advisory Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.

5. Resolution 2015-102 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the of 20 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE:_____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY AND SENIOR SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2009-101

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 and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization
   a. The Commission shall consist of nine (9) voting members. Membership composition shall be eight (8) adult voting members, whose terms of office are three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments.

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

   c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.

   d. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

   e. A majority of 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.

   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 provisions of the current Administrative 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. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

   i. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions
   a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
      i. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
      ii. The coordination of community services programs between the Town and other agencies, both public and private; and
      iii. Emerging community needs, including demographic and economic trends.

   b. 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.

   c. In developing recommendations to the Town Council, the Commission should:
      i. Elicit the interest and support of various relevant community individuals and groups.
      ii. Study and examine sources of public and private funding to meet housing and community service needs.
      iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
      iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.

   d. The Commission may send representatives, when appropriate, to other bodies or commissions.

   e. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolutions 2009-101 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 2016-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMPOSITION OF THE GENERAL PLAN COMMITTEE AND RESCINDING RESOLUTION 1998-049

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the General Plan Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and term of office.

   The Committee shall consist of nine (9) members. Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, one (1) member shall be an owner of property in the Town zoned and used for business purposes with a Town business license, or a manager of a business with a place of business in the Town, one (1) member shall be a member of the Community Services Commission, and two (2) members shall be residents of the Town. The business property owner or business manager shall be required to reside within the Town of Los Gatos.

   The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members, the Chair of the Planning Commission for Planning Commission members, and the Chair of the Community Services Commission for the Community Services Commission member. The public members shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of public members: absence of members:

   The removal of the public members and the absence of members shall be governed in accordance with all current Town Resolutions and Policies. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings: quorums: officers.

   The Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

   The duties of the Committee shall be to report to, consult with, and provide assistance to the Planning Commission and Town Council on all matters relating to the General Plan or any Specific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan

Amendment.

5. Resolution not to affect powers of Town Council or Planning Commission.
Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

6. Business Representatives.
The Council declares that an individual appointed to the General Plan Committee described in Section 1 above as representing the business sector is intended to represent and further the interests of the business sector, and that such representation and furtherance will ultimately serve the public interest. Accordingly, the Council finds that for the purposes of a person who holds such office, the business sector is tantamount to and constitutes the public generally within the meaning of Section 87103 of the Government Code and as provided in Section 18703 of Title 2, Division 6 of the California Code of Regulations. This means that a member of this Committee will not be disqualified in matters affecting his/her business interests.

FURTHER RESOLVED that Resolution 1998-049 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council held on the day of , by the following vote:

COUNCIL MEMBERS:

AYES:
NAYS:
ABSENT:
ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2014-025

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR APPPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD

WHEREAS, on April 15, 2014, the Library Board approved through unanimous vote, a resolution establishing the terms and conditions for the appointment to and conduct of the Library Board.

NOW, THEREFORE, BE IT RESOLVED THAT, (a) The Library Board shall consist of seven (7) members - five (5) adult members and two (2) youth members. Adult members terms of office shall be three (3) years and until their successors are appointed by the Town Council. Youth members terms shall be one (1) year and until their successors are appointed by Town Council.

Two (2) members of the Board shall, at the time of his/her appointment, have completed the ninth (9th) grade, reside in the Town of Los Gatos, and attend any accredited high school; or have completed ninth (9th) grade, have a Los Gatos mailing address, and attend an accredited high school in the Town of Los Gatos. The student member's term of office is one (1) year and until his/her successor is appointed.

The terms of office of the adult 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 member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

The adult members of the Library Board shall be residents of the incorporated area of the Town of Los Gatos. Meeting attendance requirements for all Board members will conform with current Town Resolutions.

(b) Four members of the Board shall constitute a quorum of the Board 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 Board may take.

(c) The members of the Board 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 Administrative Policy.

(d) The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

(e) Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California on the 21st day of April, 2014 by the following vote:

COUNCIL MEMBERS:

AYES: Marcia Jensen, Diane McNutt, Joe Pirzynski, Barbara Spector, Mayor Steven Leonardis

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE PARKS COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-102

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 Parks Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization.
   a. The Parks Commission shall consist of nine (9) members: eight (8) adults, and one (1) Youth Commission liaison as a voting member. All commissioners shall be appointed by the Town Council.

   b. All members of Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California.

   c. The terms of office of the student members shall be one (1) year, with no limitations on reappointments, commencing August first and ending June thirtieth.

   d. The terms of office of all other members of the Commission shall be three (3) 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 three (3) of the adult members expire each year.

   e. 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 Administrative Policy.

   f. 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)

   g. A majority of members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

   h. 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 Parks and Public Works Director, or his/her designee.

   j. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

   k. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

2. Powers and Duties.
   a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, and street trees. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
   b.
      1. Policies and procedures on park, trail, open space, and street tree programs.
      2. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
      3. Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

BE IT FURTHER RESOLVED that Resolution 2009-102 is hereby rescinded.

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

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2016-

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, AMENDING THE ENABLING RESOLUTION OF THE TRANSPORTATION AND PARKING COMMISSION, AND RESCINDING RESOLUTION 2009-104

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

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.

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.

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 nine (9) voting members. Membership composition shall be eight (8) adult voting members, whose terms of office are three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commission liaison as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments.

2. The Commission shall appoint and prescribe the terms of office for its Chair and Vice-Chair.

3. A majority of voting members of the Commission shall constitute a quorum for the purpose of transacting business.

4. 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 Administrative Policy.

5. 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).

6. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

7. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

c. The function of the Commission shall be to serve in an advisory capacity to the Town Council and Parking Authority regarding Town and Parking Authority policies within its scope of expertise; specifically, on matters related to transportation and parking. With the prior approval of, and/or at the direction of, the Town Council, the Parking Authority, or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

1. The construction, operation, and maintenance of publicly owned off-street parking lots and structures and on-street parking spaces within the Central Business District.

2. Parking meter policy, directional sign placement, and parking lot traffic patterns.

3. Fees and assessments for the parking improvement program.

4. The allocation of funds derived from revenues collected on behalf of the Parking Authority. Any recommendations shall be based on allowed uses of such proceeds consistent with state and local law.

5. 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.

6. Local transportation issues.

7. Bikeways and bicycle system planning.

This Resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED that Resolution 2009-104 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of , 20 , by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

2016 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2005-052 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:

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.
2. 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.

   a. Membership/Organization
      i. The Youth Commission shall consist of twenty (20) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos.
      ii. Members shall serve a term of two (2) years and until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired term. Members who are entering grade 12 when appointed shall serve a term of one (1) year.
      iii. The Commission shall appoint members to serve as liaisons to the following Town Boards and Commissions:
         1. Arts and Culture Commission
         2. Bicycle and Pedestrian Advisory Commission
         3. Community and Senior Services Commission
         4. Library Board
         5. Parks Commission
         6. Transportation and Parking Commission
      iv. In addition to all Youth Commission meetings, the liaisons shall attend all meetings of the Board or Commission they are a liaison to. If the liaison is not able to attend

the meeting of the Board or Commission they are assigned, it shall be their responsibility to advise the Chair of the Youth Commission and to assist in finding an alternate.

v. Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission.

vi. The Commission shall appoint it's a Chair and Vice-Chair.

vii. A majority of members shall constitute a quorum for the purpose of transacting business.

viii. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town of Los Gatos, 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.

ix. 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).

x. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.

xi. Meeting attendance requirements shall conform with all current Town Resolutions and Policies.

b. 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 or is directed by Council.

iv. Review municipal matters referred to the Commission by the Town Council or other Town Boards, Commissions, or Committees as appropriate, and make recommendations on those matters.

BE IT FURTHER RESOLVED that Resolution 2005-052 is hereby rescinded.

MEETING DATE: 09/29/16
ITEM NO: 3

POLICY COMMITTEE REPORT

DATE: SEPTEMBER 23, 2016

TO: POLICY COMMITTEE

FROM: LAUREL PREVETTI, TOWN MANAGER

SUBJECT: REVIEW AND DISCUSS POTENTIAL AMENDMENTS TO COUNCIL POLICY 1-04 ENTITLED TOWN FACILITIES USE POLICY REGARDING OAK MEADOW PARK

RECOMMENDATION:

Review and discuss potential amendments to Council Policy 1-04 entitle Town Facilities Use Policy regarding Oak Meadow Park.

BACKGROUND:

On August 2, 2016 Town Council approved the Town Facilities Use Policy. Since that time, staff has received an inquiry regarding a potential event at Oak Meadow Park that raises policy questions that should be addressed in the Town Facilities Policy.

DISCUSSION:

The purpose of the current policy is to establish procedures for managing the use of Town facilities by Town staff, volunteers, and the general public as staff often receives requests to use facilities. This policy was created to encompass Town Facilities, rather than just Civic Center, which was determined in order to create consistency and better meet the needs of all facility users. The Town Facilities Use Policy includes all facilities (other than parks that aren't already specified in the Town's special event permit process and fee schedule) that can be reserved in some capacity.

The facilities in the current policy include:

- Civic Center Lawn
- Civic Center Deck and Stairs
- Council Chambers and Lobby
- Civic Facilities Conference and Meeting Rooms
- Town Plaza Park and Oak Meadow Bandstand

PREPARED BY: SHELAYNE HAMMACK
Management Analyst

Reviewed by: _____ Assistant Town Manager _____Town Attorney __NA___Finance

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DISCUSSION (Cont'd):

Staff received an inquiry to use Oak Meadow Park for a large event hosted by a non-profit. Currently, the only policy that relates to this request is for the use of the Bandstand at Oak Meadow Park, not the park as a whole. Staff is looking for direction on parameters for event use at Oak Meadow Park.

Staff recommends bringing to Council the attached amendments to the current Town Facilities Use Policy. These revisions are inclusive of parameters for special event use at Oak Meadow Park. These proposed changes would give staff the clarity and ability to guide individuals on event requests, and the parameters should help protect Oak Meadow Park from overuse.

CONCLUSION AND NEXT STEPS:

Review and discuss potential amendments to Council Policy 1-04 regarding Oak Meadow Park. Staff is looking to the Policy Committee for immediate direction on the use of Oak Meadow Park in order to reply properly to the inquiry received.

ALTERNATIVES:

Alternatives include:

1. Direct staff to develop a separate Special Event Policy for Town parks.
2. Direct staff to review each large special event application on a case by case basis.
3. Request Town Council to review all special event applications requesting to use Town property and work parameters of use into individual contracts.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Parks & Public Works Department.

Attachments:

1. Revised draft Council Policy 1-04

TOWN OF LOS GATOS CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service *Community Stewardship* *Future Focus*

Title: TOWN FACILITIES USE	**Policy Number**: 1-04
Effective Date: 8/3/16	**Pages:**
Enabling Actions:	**Revised Date:**
Approved:	

PURPOSE

To establish a policy for managing use of the Town of Los Gatos Town facilities for use by the general public, official Town business, and governmental agencies. Which will:

1. Preserve core functions.
2. Provide for public access and use of civic facilities.
3. Facilitate and coordinate multiple uses of civic facilities.

SCOPE

Guiding Principles

1. Civic facilities are intended to be used primarily for administrative operations of the Town programs, and of the Town for the community. Therefore, official Town business, programs, and activities shall have priority use of all civic facilities.
2. Civic facilities are further intended to serve as a hub of civic and cultural activity and a major gathering center for community meetings and an active program of outdoor events.
3. Designated portions of the civic facilities may be used by the public for events including concerts, festivals, ceremonies, or other similar activity for the purposes of celebration, education or cultural enrichment.
4. It is the Town's intent to provide spaces that are affordable and accessible for cultural, civic, and celebratory activities, without compromising security and official Town business needs.

POLICY

Policy Overview

1. The Town Council will establish the civic facilities use policy. The Town Manager and his or her designee will issue permits and use agreements for events, and act as the final authority for the application of the policy.

2. The Town Manager's Office is responsible for the day-to-day operation of scheduling and administering facilities' reservation.

3. The granting of permission to use any civic facility shall not in any way constitute an endorsement of the views of the persons and/or group reserving the facility.

4. Users of civic facilities for outdoor events will be required to enter into an agreement and comply with all requirements set forth in this Town Facilities Use Policy.

5. All civic facility use reservations shall be made subject to the condition that the Town maintains the right to cancel or change any reservation if civic facilities are needed for official Town business. In no event shall the Town have any liability whatsoever for any cancellation made under the Town's authority to do so.

6. Use of civic facilities must not interfere with the conduct of official Town business or be unduly disruptive to others present in Town Hall or to adjacent properties.

7. All commercial activities shall be prohibited except as provided in an appropriate permit, or license issued by the Town, or provided for in an agreement with the Town.

Public Use – Civic Facilities

A. Civic Center Lawn

The Civic Center lawn, as a focal point for the Town of Los Gatos Civic Center, shall be used as the regular location for community gatherings and events free and open to all members of the public including concerts, festivals, ceremonies, or other similar activity for the purposes of celebration, education or cultural enrichment.

1. Reservations are processed on a "first come, first served" basis. A tentative reservation may be made up to one year in advance by submitting an application for a Special Event Permit, and Release of Liability. All required paperwork must be submitted wit original signatures.

2. Events are limited to one event per week. Recurring or continuing events shall require both a Town agreement and Town Council approval.

3. Private parties are not allowed.

4. Scheduled events must not interfere with the conduct of official Town business or be unduly disruptive to others present in Town Hall or to adjacent properties.

5. The following must be submitted and approved no later than two months prior to the scheduled event:
    a. Special Event Permit Application or Town agreement.
    b. Certificate of Insurance and Endorsement, naming the Town as an additional insured and making coverage primary, $1,000,000 liability insurance.
    c. Release of Liability, Assumption of Risk and Indemnity Agreement.
    d. Complete payment of all applicable fees and charges for use as established within the Municipal Code and are contained in the Town's Fee Schedule. All checks are to be made payable to "The Town of Los Gatos".

B. Civic Center Deck and Stairs

The Civic Center Deck and Stairs shall be used as the regular location for community gatherings and events free and open to all members of the public including concerts, festivals, ceremonies, or other similar activity for the purposes of celebration, education or cultural enrichment.

1. Reservations are processed on a "first come, first served" basis. A tentative reservation may be made up to one year in advance by submitting an application for a Special Event Permit, and Release of Liability. All required paperwork must be submitted with original signatures.

2. Events are limited to one event per week. Recurring or continuing events shall require both a Town agreement and Town Council approval.

3. Private parties are not allowed.

4. Scheduled events must not interfere with the conduct of official Town business or be unduly disruptive to others present in Town Hall or to adjacent properties.

5. The following must be submitted and approved no later than two months prior to the scheduled event:
    a. Special Event Permit Application or Town agreement.
    b. Certificate of Insurance and Endorsement, naming the Town as an additional insured and making coverage primary, $1,000,000 liability insurance.
    c. Release of Liability, Assumption of Risk and Indemnity Agreement

d. Complete payment of all applicable fees and charges for use as established within the Municipal Code and are contained in the Town's Fee Schedule. All checks are to be made payable to "The Town of Los Gatos".

C. Council Chamber and Lobby

The Town Council Chambers and Lobby may be reserved by federal, state, county, and municipal agencies, and schools for activities that benefit Los Gatos residents and students. The Town Council Chambers and Lobby may also be reserved by agencies providing government education programs.

1. The Town may grant permission to use the Town Council Chambers and Lobby in the following priority schedule:
    a. Town Council/Board, Commission, and Committees, including ceremonials
    b. Town Departments
    c. Town established Organizations and Committees (in which Town employees or Town officials participate)
    d. Government Agencies and Officials
    e. All other users

2. Reservations are processed on a "first come, first served" basis. A tentative reservation may be made up to six months in advance by submitting an Application, and Release of Liability. All required paperwork must be submitted with original signatures.

3. The following must be submitted and approved no later than two weeks prior to the scheduled event:
    a. Application for Use of Room
    b. Certificate of Insurance and Endorsement, naming the Town as an additional insured and making coverage primary, $1,000,000 liability insurance
    c. Release of Liability, Assumption of Risk and Indemnity Agreement
    d. Complete payment of Building Attendant. All checks are to be made payable to "The Town of Los Gatos".

4. During the evenings (after 5 p.m.), on the weekends (Saturdays and Sundays), and on Holidays, all users will be charged a Facility Use Fee and other applicable charges for Town services as set forth in the Fee Schedule, unless the meeting or event is for official Town business, and the meeting or event is planned, managed, and led by the Town Council or Town Department.

5. A Building Attendant is required for all meetings regardless of meeting time or size. The Town will schedule the Building Attendant and invoice

the applicant for the actual time scheduled. The Building Attendant will be responsible for the opening and closing of the facility and overseeing that the room is returned to its original condition.

6. Use is limited to a maximum of ten hours, per event, subject to other scheduled events, or Town use

7. Groups composed of minors must be supervised by at least one (1) adult for every ten (10) children under the age of 18 at all times while they are using the facility.

8. Alcohol is not permitted in the Council Chambers or Lobby.

9. Applicants are responsible for setting up before and cleaning up after each event in the Chambers and/or Lobby. Applicants shall be responsible for removing all personal property, owned or rented, prior to vacating the facility.
    a. Absolutely no open flames are allowed in the Chambers or Lobby.
    b. No foreign substance may be applied to the floor, walls, or ceiling (this includes decorations).
    c. No rice, birdseed, confetti, etc., may be thrown in or around the Town Council Chambers.
    d. Gambling or wagering is prohibited.

10. Use of the Town Council Chambers will not be restricted because of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, medical condition, religion, place of national origin, or any other basis prohibited by law.

11. Any exceptions to the use regulations must be approved, in writing, by the Town Manager.

D. Civic Facilities Conference and Meeting Rooms

Conference and Meeting Rooms located within Town Hall, the Library, the Police Operations Building, and the Parks and Public Works Corporation Yard shall be used solely for conducting official Town business.

1. The Town may grant permission to use the Meeting Rooms in the following priority schedule:
    a. Town Council and Town Council Committees
    b. Planning Commission
    c. Others Boards and Commissions
    d. Town Departments
    e. All other Town uses

E. Town Plaza Park and Oak Meadow ~~Bandstand~~Park

Town Plaza Park and Oak Meadow ~~Bandstand~~Park, as focal points for the Town of Los Gatos, shall be used as ~~the regular~~a location for free gatherings that are open to the public. ~~to the public community gatherings and e~~Events allowed includ~~ing~~e concerts, festivals, ceremonies, or other similar activity for the purposes of celebration, education or cultural enrichment.

1. Reservations are processed on a "first come, first served" basis. A tentative reservation may be made up to one year in advance by submitting an application for a Park Use Permit and/or a Special Event Permit, and Release of Liability. All required paperwork must be submitted with original signatures.

2. Events are limited to one event per week.

3. Private parties (outside of Town designated reservable spaces) and fee for entrance events are not allowed.

4. Public entrances to the event venue must remain open to the public. This includes gates, roads, sidewalks, and pathways (not including parking lots).

~~4.~~5. Recurring, multi day, or events beyond the scope of the Town's Special Event Permit ~~or continuing events~~ shall require a Town agreement and receive Town Council approval.

~~5.~~6. The following must be submitted and approved no later than six months prior to the scheduled event:
   a. Park Use Permit, Special Event Permit Application or Town Agreement.
   b. Certificate of Insurance and Endorsement, naming the Town as an additional insured and making coverage primary, $1,000,000 liability insurance.
   c. Release of Liability, Assumption of Risk and Indemnity Agreement.
   d. Complete payment of all applicable fees, deposits, and charges for use as established within the Municipal Code, Park Use Fees, and as contained in the Town's Fee Schedule. All checks are to be made payable to "The Town of Los Gatos".

APPROVED AS TO FORM:

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Robert Schultz, Town Attorney