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## COMMUNITY AND SENIOR SERVICES COMMISSION

Lisa Marshik  
Evelyn Mitsunaga  
Tom Picraux  
Vincent Man, Student

Berkeley Miller  
Danice Picraux  
Lily Sarafan  
Brandon Roul, Student

## COMMUNITY AND SENIOR SERVICES COMMISSION AGENDA

**TUESDAY, September 27, 2016 - 5:00 P.M.**

**Los Gatos Library  
100 Villa Avenue  
Los Gatos, California**

### **PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community and Senior Services Commission meeting.

The purpose of the Community and Senior Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community and Senior Services Commission meetings include, but is not limited to:

- Addressing the Community and Senior Services Commission without first being recognized;
- Interrupting speakers, Community and Senior Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community and Senior Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community & Senior Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 100 Villa Avenue and are also published on the official Town of Los Gatos website.

**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) 354-6832. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]**

**1. ROLL CALL**

**2. COMMUNICATIONS**

- 2.1 Verbal (Three minute time limit per speaker for subjects not agendized)
- 2.2 Written

**3. APPROVAL OF MINUTES**

- 3.1 July 26, 2016 (Attachment 1)

**4. STAFF UPDATES**

- 4.1 Council Policy Update (Attachment 2)
- 4.2 Transportation and Parking Ad Hoc Committee Opportunity
- 4.3 Seniors' Agenda Network Summit
- 4.4 Holiday Parade

**5. SENIOR ISSUES: Los Gatos Recreation, Status Report**

**6. OTHER BUSINESS**

- 6.1 Community Grant Forms and Reporting Updates (Commissioners Picraux)
- 6.2 Town Community Services Web Site

**7. COMMUNITY CONNECTIONS**

- 7.1 YWCA of Silicon Valley Support Network (Commissioner Man)

**8. LIASION REPORTS**

- 8.1 Sourcewise (Commissioners Picraux)

**9. ADJOURNMENT**

Adjourn to October 25, 2016

**ATTACHMENTS**

- 1. July 26, 2016 Draft Minutes
- 2. Council Policy – Agenda Format and Rules

**ATTENDANCE:** Please contact the Town Manager's Office at (408) 354-6834 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from two regular meetings held in a twelve month period shall surrender his or her office on the Commission.

# *DRAFT*



## COMMUNITY AND SENIOR SERVICES COMMISSION

Lisa Marshik  
Evelyn Mitsunaga  
Tom Picraux  
Vincent Man, Student

Berkeley Miller  
Danice Picraux  
Lily Sarafan

## TOWN OF LOS GATOS COMMUNITY AND SENIOR SERVICES COMMISSION MEETING MINUTES

July 26, 2016  
5:00 P.M.

Los Gatos Library  
100 Villa Avenue  
Los Gatos, California

### 1. ROLL CALL

Members Present: Marshik, Man, Miller, Mitsunaga, D. Picraux, T. Picraux, Sarafan

Members Absent: None

Also Present: Dolly Goyal, Staff  
Lynda Seastrom, Staff  
Vanessa Merlano, Santa Clara County Public Health Department  
Janet Sumpter, LGS Recreation 55+ Program  
Susan Lewis, Café Associate

### 2. COMMUNICATIONS

#### 2.1 Verbal (Three minute time limit per speaker for subjects not agendized)

- Susan Lewis with Café Associated introduced herself to the Commission and indicated she will be assisting with the process of getting Los Gatos to become age friendly
- Ms. Goyal announced the upcoming Seniors' Agenda Network Summit

#### 2.2 Written

- None

**3. APPROVAL OF MINUTES**

3.1 June 28, 2016

MOTION: Motion by Commissioner Mitsunaga approve the June 28, 2016 meeting minutes. Seconded by Commissioner Marshik.

**VOTE: Motion carried unanimously 7-0-0.**

**4. STAFF UPDATES**

4.1 FY 2016/17 General Fund Operating & Capitol Budget Adoption

- Ms. Goyal gave introduction as the new staff liaison.

**5. SENIOR ISSUES: Los Gatos Recreation, Status Report**

- Janet Sumpter presented the report.

**6. OTHER BUSINESS**

6.1 Presentation on County-wide Age Friendly Cities

- Vanessa Merlano from Santa Clara County Public Health Department gave presentation regarding the Healthy Aging Program and Age Friendly Survey

**7. COMMUNITY CONNECTIONS**

7.1 Live Oak Adult Day Services Care

- Commissioner Mitsunaga provided her report on her site visit to Live Oak Adult Day Services.

**8. LIASION REPORTS**

8.1 Sourcewise

- Commissioners Picraux gave report.

**9. ADJOURNMENT**

Adjourn to September 27, 2016



**TITLE:** Town Council Agenda Format and Rules

**POLICY NUMBER:** 2-01

**EFFECTIVE DATE:** 12/15/86

**PAGES:** 6

**ENABLING ACTIONS:** 1986-183; 1987-24;  
1988-124; 1993-181; 1994-57; 1996-108; 2001-  
77; 2004-33; 2009-002

**REVISED DATES:** 12/15/86; 3/2/87; 6/6/88; 6/15/92;  
12/6/93; 4/4/94; 8/5/96; 7/2/01; 4/5/04; 1/20/09;  
3/16/09; 12/06/10; 8/5/13; 3/03/15; 9/20/16

**APPROVED:**

**PURPOSE**

To establish procedures which standardize the Town Council agenda and insure an orderly meeting.

**POLICY**

The following policies have been established:

A. Order of the Agenda

Subject to the Mayor's discretion to change the order of consideration of any agenda item during any individual meeting:

- Meeting Called to Order
- Roll Call
- Pledge of Allegiance
- Appointments
- Presentations
- Closed Session Report
- Council Matters
- Manager Matters
- Consent Calendar
- Verbal Communications
- Public Hearings
- Other Business
- Adjournment (No later than midnight without vote)

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B. Closed Session Report

At the first Council meeting following any Closed Session, the Town Attorney will report on the Closed Session describing what occurred, but without reporting any information which could damage the Town's position on a) potential or existing litigation, b) the acquisition or disposition of property, or c) any employee's privacy interests. In addition, the Closed Session agenda shall clearly identify the subject of each agenda item consistent with the requirements of the *Brown Act*.

C. Communications by Members of the Public

1. *Verbal Communications.* Comments by members of the public during the Verbal Communications portion of the agenda on items not on the Council agenda shall be limited to no more than three (3) minutes per speaker.
2. *Public Hearings.* Presentations during the Public Hearings portion of the agenda by appellants and applicants, including any expert or consultant assisting with the presentation, shall be limited to a total of no more than ten (10) minutes for all speakers. Appellants and applicants shall be provided no more than five (5) minutes to rebut at the end of the public hearing. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.
3. *Other Agenda Items.* Comments by members of the public concerning any other item on an agenda shall be limited to no more than three (3) minutes per item.
4. *Mayor's Discretion.* All time limits noted above shall be subject to change at the Mayor's discretion.

D. Consent Calendar

Items on the Council agenda that are considered to be of a routine and non-controversial nature are placed on the Consent Calendar. Typical items include meeting minutes, final reading and adoption of ordinances, resolutions approving agreements, awards of contracts, status staff reports, etc.

Consent items shall be approved by a single Council motion, unless a member from the Council or the public requests that an item be removed for separate Council action. Items removed from the Consent Calendar may be considered at that meeting at the Mayor's discretion.

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E. Presentations

The Presentations portion of the agenda is intended to allow organized groups to make formal presentations to the Council and to recognize and honor deserving individuals and organizations. All matters included on the Presentations portion of the agenda require the prior approval of the Mayor and shall be limited to no more than ten (10) minutes, unless the Mayor grants additional time.

F. Council Matters

Members of Council may report on the activities of the committees to which they belong or the meetings they attend, question staff briefly on matters upon which the Council has taken action or given direction, make brief announcements, or discuss whether to place particular items on future agendas for action by the Council. Future agenda items to be briefly discussed here shall be identified consistent with Section G of this policy, or may be raised for the first time under this item.

G. Adjournment

Council meetings will be adjourned at midnight unless a majority of the Council Members present vote to extend the adjournment time.

H. Americans with Disabilities Notice on Town Agendas

As part of the requirements under the Americans with Disabilities Act, the Town is required to provide notice of whom to contact in advance of a public meeting for assistance to disabled individuals who might wish to participate. The following notice shall be provided in at least one location on each Town agenda for Council, boards, commissions or committees.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk Administrator 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]

I. Preparation of the Agenda

The agenda is prepared by staff in consultation with the Mayor for the Mayor's final approval. If there is a disagreement between the Mayor and staff, the Mayor makes the ultimate call on the Agenda and its items. Any member of the Council may submit a request through the Town Manager or directly to the Mayor to make a change or addition to the agenda. In no event may the subject of whether to amend the agenda be discussed outside of a public meeting by more than two (2) members of the Council.

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Items thus proposed to be added to the agenda require the Mayor's agreement to be added for action. If the Mayor does not agree, the item shall be listed on the agenda for discussion purposes only under the Council Matters section of the agenda. Council may then discuss whether to place the item on a future agenda for action. Two (2) or more members of the Council must vote in favor of placing an item on a future agenda for action. The Mayor in good faith will make every effort to place the item on the first available Council agenda in consultation with the Town Manager.

If the wish of the Council is to add an item on the agenda of the current meeting, then the *Brown Act* generally requires a two-thirds (2/3) vote or a unanimous vote of those present if less than five (5) Council Members are present, with a finding that there is a need to take immediate action and the need for action came to the attention of the Town after the agenda was posted.

J. Agenda Schedule and Preparation

Thursday, prior to the meeting	Written agenda is finalized and printed. Agenda packets distributed to Town Council Members. Public comments on agenda items received by 11:00 a.m. will be included in the agenda packet.
Friday, prior to meeting	Additional information from staff available after the Thursday distribution of the agenda packet, and public comments received prior to 11:00 a.m. on Friday will be distributed to Town Council members as an Addendum to a staff report.
Monday, prior to the meeting	Additional information from staff available after the Friday Addendum and received prior to 11:00 a.m. on Monday will be distributed to Town Council members as an Addendum to a staff report.
Day of Council Meeting	Council comments and questions received by 7:00 a.m. and public comments received by 11:00 a.m. on the morning of a Council meeting will be included in a Desk Item for distribution to Town Council members by 1:00 p.m. on the afternoon of a Council meeting. Council comments and questions received after 7:00 a.m. may be addressed during the Council meeting. Public comment received after 11:00 a.m. will not be distributed to the Council in the Desk Item; however, public comment may be submitted by individuals during the Council meeting.

In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.

K. Agenda Posting

Council Agendas shall be posted at least 72 hours prior to a regular meeting, and at least 24 hours prior to a special meeting. Notice of any meeting of a formally appointed Committee where two Council Members could be present shall be posted at least 24 hours in advance of any such meeting with a note as to the time and location, and an invitation to the public to attend.

L. Conduct of Town Council Meetings

The Council shall adopt:

1. Robert's *Rules of Order* or
2. Some other rules of order, or
3. Allow the Mayor to conduct the meeting as deemed appropriate so long as all members of the Town Council concur.

M. Attendance at Meetings

The Town Council Rules provisions concerning Telephonic Attendance shall apply to all Boards and Commissions as well as the Town Council. Requests by Council Members to attend a Council meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family or similar emergency requiring a Council Member's absence or in the event the Councilmember is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town.

N. Proposed Reconsideration of Prior Council Actions

Reconsideration of prior Council actions is discouraged and may only occur in special circumstances subject to the procedural restrictions outlines herein. Reconsideration does not include, and this Policy does not prohibit, the repeal of a resolution or ordinance in response to a lawsuit or a referendum challenging that adoption.

**Step 1 – Motion to Place Reconsideration of a Prior Action on a Future Council Agenda**

- a) The motion must be made by a Council Member who previously voted on the prevailing side of the prior action;
- b) The maker of the motion shall specifically articulate the new information, analysis and/or circumstances that warrant(s) reconsideration of the prior action;
- c) The motion must be adopted by a majority of the full Council; and

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- d) The motion may only be made and considered at the next regularly scheduled meeting of the Council after the item was originally acted upon.

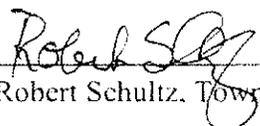
**Step 2** - Full Reconsideration of the Prior Action, if a motion as outlined in Step 1 is approved.

- a) The full reconsideration of the prior action will be placed on the next available Council agenda following the agenda-setting and required public notification process.
- b) The agenda, public notification and staff report for the full reconsideration of the prior action shall clearly state that the item has been previously acted upon by the Council and is being reconsidered by the Council.
- c) Action on the reconsideration of the prior action shall adhere to regular Council policies and practices as if the item was being heard for the first time.
- d) The full reconsideration of the prior action (whether sustained, reversed or otherwise modified) will be the final action on that item, and no further reconsiderations will be considered.

O. Motions by the Chairperson

The Chairperson of the meeting may make or second motions. The Chairperson may also restate, or ask that the maker restate, all motions immediately prior to any vote.

APPROVED AS TO FORM:

  
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Robert Schultz, Town Attorney