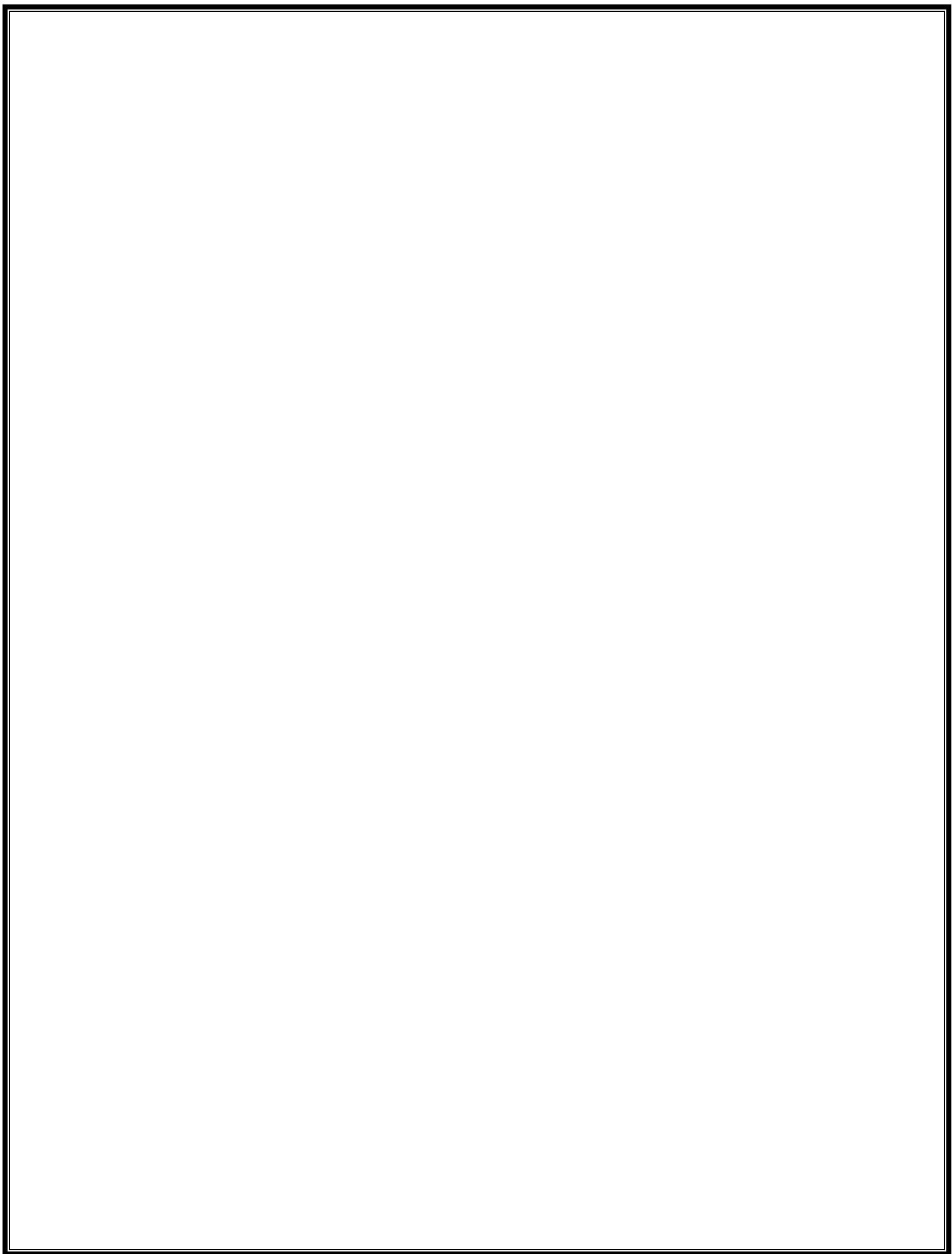


Town of Los Gatos



TOWN COUNCIL MEMBER HANDBOOK

*Town Clerk's Office
May 2023*



Dear Council Member,

Congratulations on your recent election to the Los Gatos Town Council!

On behalf of the Town staff, we welcome you to your new role as Town Council Member. Thank you for serving the community in this important capacity. Our goal is to support you and help you be an effective Council Member. Whether you come to this job after years of service on a Town Board or Commission or were elected with no prior background in local government, there is a lot to learn.

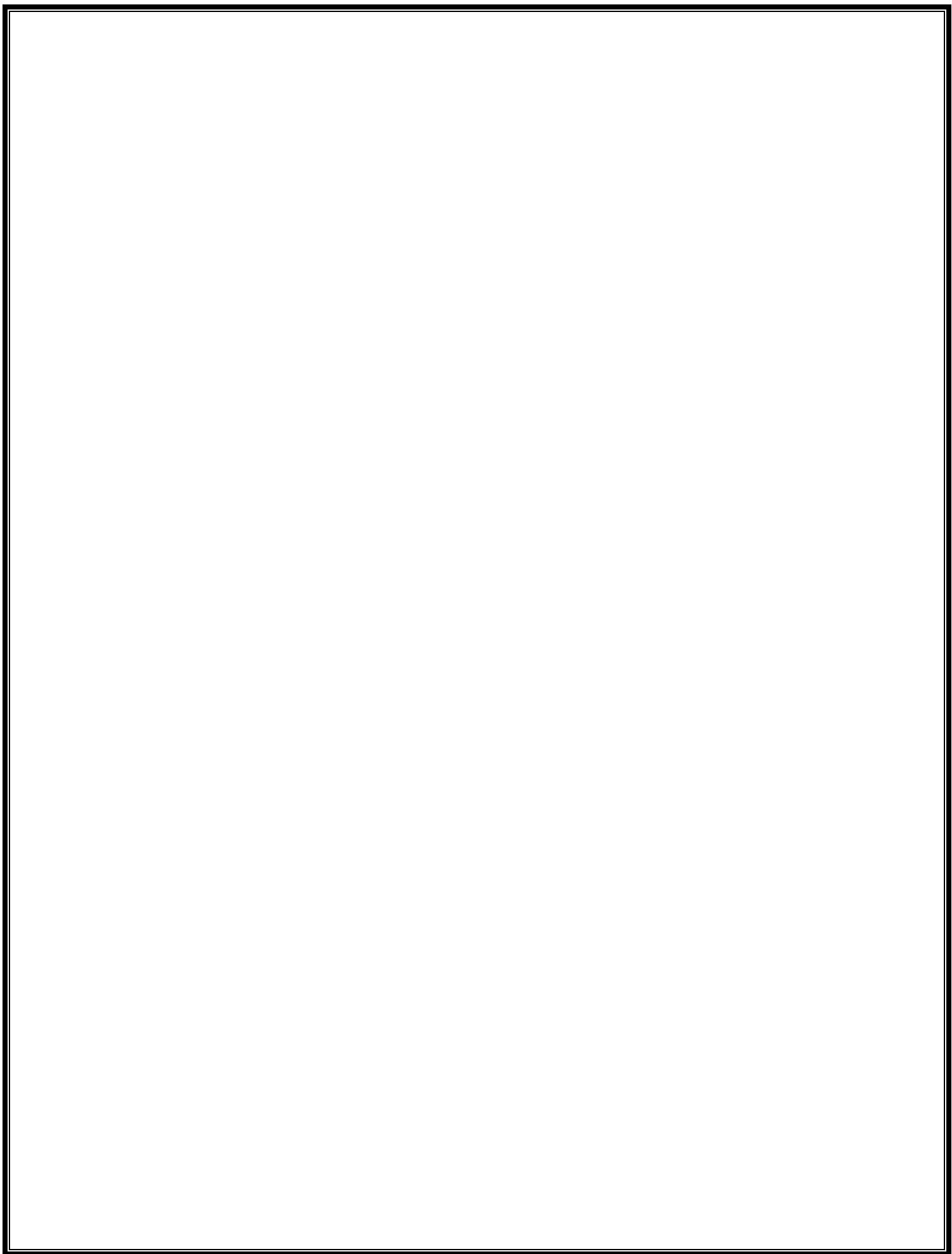
It is important that Members of the Council have an understanding of the full range of services and programs provided by the Town organization. This Orientation Handbook provides a summary of important aspects of Town and Council activities. Although this Handbook is designed primarily for new Council Members, it is provided to all Members of the Town Council as a useful reference throughout your tenure on the Town Council. In addition to this Handbook, the Town staff provides Council orientation session(s) to recently elected Members of Council after every General Municipal Election.

Again, thank you for your willingness to serve in this important capacity. We trust that you will find the elected position rewarding and find it an opportunity to make a significant impact on the quality of life in our Town.

You have our strong support, best wishes, and highest expectations. Welcome to the Town of Los Gatos family!

Sincerely,

Wendy Wood, CMC
Town Clerk



INTRODUCTION

As a valued member of the Town of Los Gatos organization, this Handbook has been prepared to provide essential information to you.

Handbook Purposes:

- Clearly state and compile policies of the Town Council covered by ordinances, resolutions, or other Council actions.
- Establish clear processes and procedures by which the Town Council and the organization conducts Town business and activities.

Objective:

To provide Members of the Town Council an overview of:

- Their roles, responsibilities, and duties under the Municipal Code
- Working relationships with the Town administration and its governance structure
- Key Town policies

Guiding Principles:

- Government transparency and accessibility
- Clarity in policies, practices, and procedures
- Government accountability

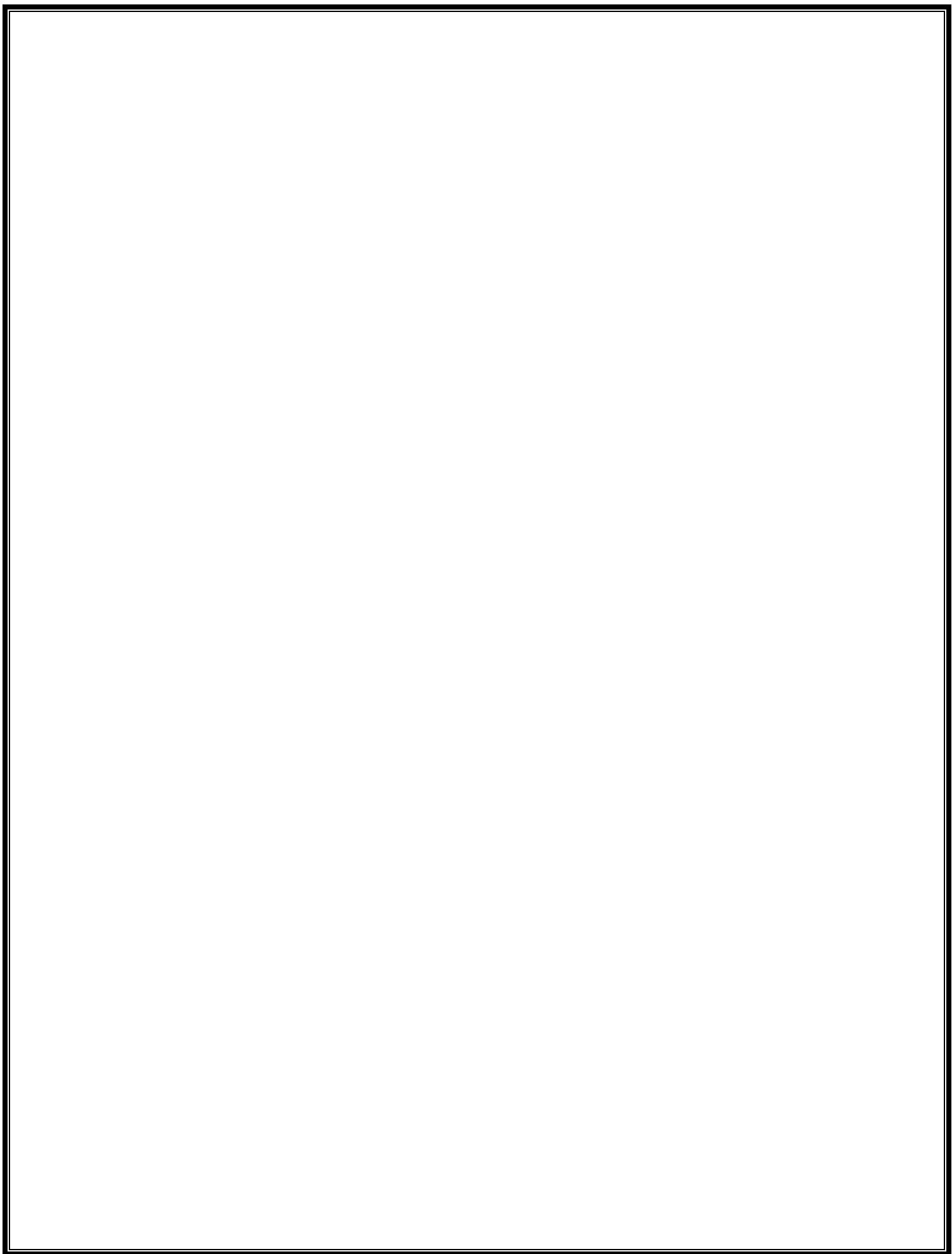


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CHAPTER I
LOCAL GOVERNMENT IN LOS GATOS

CHAPTER I

LOCAL GOVERNMENT IN LOS GATOS

TOWN OF LOS GATOS CULTURE

The culture of the organization of the Town of Los Gatos reflects the professionalism, dedication, and integrity of all Town staff. The mission, commitment to customer service, and values are outlined on the next page.

The Town goes through an extensive selection process when hiring and promoting Town employees. In addition to their technical knowledge, professional credentials, and competencies, potential employees are assessed on their ability to implement the Town's mission, customer service commitment, and values. Once employed by the Town, the onboarding and welcoming process reinforces the values, mission, and service commitment. This continues throughout the career of the Town staff.

As a result, the Town employees are highly responsive to the needs of the Los Gatos community and supportive of one another to provide extraordinary levels of municipal services and implement the policy direction of the Town Council. Respect, collaborative teamwork, and innovation are particularly highlighted as new challenges come forward and the staff rise together to meet the changing needs of the Town.



Los Gatos was incorporated in 1887 as a general law town with a Council-Manager form of government. The Town Council is vested with all the regulatory and corporate powers of a municipal corporation provided for by state law governing general law cities.

COUNCIL - MANAGER FORM OF GOVERNMENT

The Town of Los Gatos operates under a Council-Manager form of government as prescribed by Town Code Section 2.30.305. Members of the Council are elected at-large, provide legislative direction, set Town Policy, and ultimately answer to the public. The Town Council is responsible for establishing local policies and laws that address both short- and long-term needs. The Council also determines the amount and types of services to be provided by the Town to the community and

adopts a budget to provide the resources to achieve the desired level of services.

While the Town Council establishes policies and programs, it is the responsibility of the Town Manager to apply and administer those policies to the day-to-day operations of the Town. The Town Manager oversees all of the Town operations and is the liaison between the Council and the Town staff.

Mission - Customer Service Commitment - Organizational Values



Town of Los Gatos

Mission

The Mission of the Town of Los Gatos is to enhance the quality of life in Los Gatos by providing the highest quality leadership and most efficient services and facilities. The Town strives to provide a working environment which promotes excellence; fosters cooperation; values volunteerism; and seeks to meet the needs of the community and the Town Council, employees, Commissions, Committees and Boards.

Customer Service Commitment

All Town employees consistently go the extra step to deliver highly competent and professional services in a respectful, effective, and transparent manner. We engage in open communication, relationship building, and problem solving to provide the best service possible.

Organizational Values

We are committed to serving the COMMUNITY of Los Gatos

- Small Town service – responsive, timely, courteous
- Cost-effective, quality services
- Seamless service delivery
- Public service orientation

We are committed to working together in COLLABORATION

- Open and constructive communication
- Collective goals and shared purpose

We are committed to valuing and pursuing CREATIVITY

- Innovation and creative problem solving
- Future orientation and proactive efforts
- Organizational learning and continuous improvement
- Positive and enjoyable work environment

We are committed to approaching our work and each other with impeccable CHARACTER

- Ethics and integrity
- Honesty
- Trust and respect for one another
- Pride in work

TOWN CORE GOALS

(Adopted 9-6-22 by the Town Council)

Community Character:

Preserve and enhance the Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods, promote sustainability practices, and protect and conserve the natural environment for present and future generations.

Good Governance:

Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.



Fiscal Stability:

Maintain current and long-term fiscal stability while striving to deliver high-quality, cost-effective, and efficient municipal services that meet the current and long-term needs of the community.

Quality Public Infrastructure:

Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities.



Civic Engagement:

Foster opportunities for meaningful community involvement in government processes, encourage recreational and personal enrichment, and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

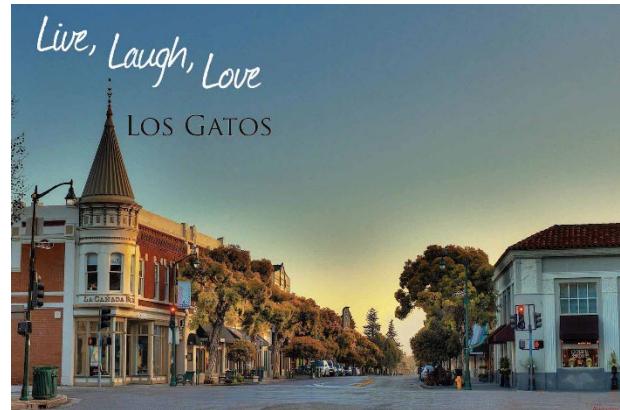
Public Safety:

Ensure public safety through proactive community policing, effective emergency response, community-wide emergency preparation, education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

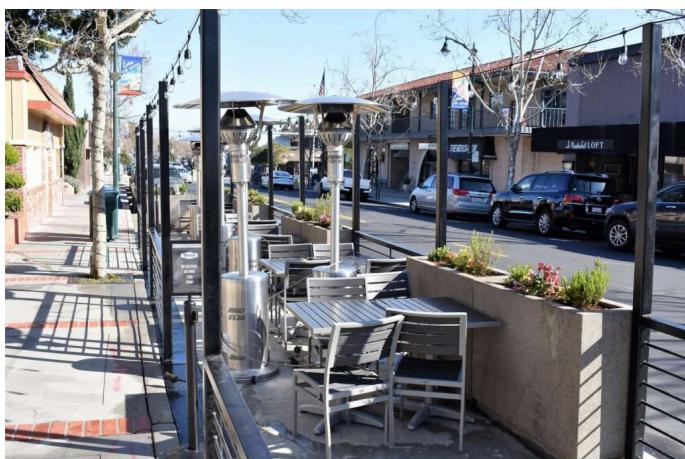
TOWN GUIDING PRINCIPLES

(Adopted 9-6-22 by the Town Council)

Small Town Service is our commitment to providing services in a courteous, timely, equitable, and responsive manner. Los Gatos is a welcoming, family-oriented, safe, beautiful, and sustainable community where people feel a sense of belonging. Our small-town character is important to all who visit, work, and live in Los Gatos. We strive to make our customer service reflect these qualities. Small-town service is also about programs that celebrate the Town's small-town charm, such as our Library children's story times and arts workshops, the annual Spring into Green environmental and sustainability event, the 4th of July musical celebration, Screen on the Green family-friendly movie night, annual Tree Lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.



Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability; a range of housing opportunities; historic neighborhoods; outdoor recreation opportunities; environmental sustainability; local culture and art; equitable and responsive municipal services; open and transparent government processes; a lively and accessible downtown; dynamic and thriving business community; public safety; a choice of mobility options; superior public facilities and services; and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.



streamlining processes or utilizing effective technologies.

Future Focus reminds us to always have an eye on the future as we care for the community of today. Our goal is to ensure a high quality of life for present and future generations, positioning the Town to be resilient as the climate changes. We work to preserve and enhance the Town's historic resources, small-town character, and natural environment while guiding the community into the future. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for more efficient ways of doing business – whether it's

COUNCIL VALUES, NORMS, AND PRINCIPLES

Background:

After two facilitated retreats in 2022, the Town Council finalized its values, norms, and principles. These are designed to be a “living document,” it will be reviewed and updated on a regular basis with each new Council.

- **Serve the Public**

- Council exists to serve the public
- Focus on representing the whole community, including future generations

- **Be Respectful and Professional**

- Council behavior should always be respectful and professional
- Council sets a respectful tone for the community and staff
- Respect staff and their expertise
- Expect and practice civility and decorum
- Demonstrate appreciation and value each Council member equally

- **Trust Each Other**

- Trust each other and staff
- Be trustworthy -- engender other people's trust in you
- Give each other the benefit of the doubt

- **Work as a Team**

- Value the partnership between Council, staff, and the community
- Demonstrate commitment, work hard, and come prepared
- Treat each other with respect and as members of the same team, even if opinions differ
- Work at building relationships as colleagues on an on-going basis

- **Appreciate Diverse Perspectives**

- Bring your diverse views and perspectives to Council discussions
- Appreciate the diverse points of view and perspectives of others
- Stay open to other points of view before deciding/locking into positions

- **Bridge Differences**

- Work at building consensus and compromise; collaborate and bridge differences
- Hold no grudges; do not become polarized

- **Remain Open, Flexible and Adaptable**

- Listen openly to each other, the community, and staff
- Remain flexible and adaptable as the environment is always changing
- Be responsive

- **Manage Governing Processes Effectively and Efficiently**

- Know when there is enough information and move on; avoid excessive information and data requests

- **Follow Council Policy**

- Follow Council policy frameworks or work together to change them through the democratic process

THE MUNICIPAL CODE

Since the Town of Los Gatos is a General Law Town, as opposed to a Charter City, its Town Council must act within the framework of limitations and procedures established by State Law, such as the California Government Code and the Elections Code. Local laws are established by ordinance and are compiled in the Town of Los Gatos Municipal Code. The Municipal Code sets forth the regulatory, penal and administrative laws of general application to the Town. These laws are enforceable by the Town, and violations thereof can constitute a misdemeanor or an infraction.

The Municipal Code is divided into the following categories:

- General Provisions
- Administration
- Public Works
- Traffic Code
- General Regulations
- Business Regulations
- General Offenses
- Land Use

Other directives and policies of the Town Council are recorded in Council Resolutions, Council Policies, or summary action minutes of the Council.

THE BROWN ACT



The Ralph M. Brown Act is a law which provides that all meetings of a legislative body, whether meetings of the Town Council or its appointed advisory bodies, shall be open and public and all persons shall be permitted to attend. Notices of such meetings must be made 72 hours prior to the meeting. A “meeting” takes place whenever a quorum is present and subject matter related to Town business is heard, discussed, or deliberated upon.

THE POLITICAL REFORM ACT

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them. The Political Reform Act establishes regulations regarding Conflicts of Interests and Campaign Receipts and Expenditures.

CONFLICTS OF INTEREST - GENERAL PROVISIONS OF THE LAW

The statutes (the Political Reform Act of 1974) provide that certain municipal officers must disclose their "economic interests" periodically on forms provided by the Fair Political Practices Commission (FPPC). These municipal officials are members of the Town Council (including the Mayor), members of the Town Planning Commission, the Town Manager, the Town Attorney, and the Finance Director.

Statements of Economic Interests (Form 700) are submitted by these officials electronically via NetFile to the Town Clerk's Office who ensures the NetFile system forwards a copy to the FPPC in Sacramento.

In addition, the Town is required to determine which of its other officials, Commission members, consultants, and employees perform duties that involve potential conflicts of interest. The Town has adopted a resolution outlining those positions, called "designated employees." Those Commissioners, consultants, and employees are required to disclose their economic interests.

Conflict of interest is a complex issue. Council Members should carefully consider and monitor "*gifts*" from any person or organization, whether the gifts are financial support, loans, event tickets, meals, etc. Many of these gifts may need to be reported and may present a conflict of interest when considering and/or voting on projects or issues related to the person presenting the gift. Questions relating to conflict of interest should be directed to the Town Attorney or the FPPC

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

Form 700 – Statement of Economic Interests are required to be filed within 30 days of assuming office, and annually thereafter. Annual statements are due in April and cover the previous calendar year.



Form 460/470 – Financial Campaign Statements are filed annually in July; or semi-annually in January and July as required by FPPC if you do not close your committee.

AB 1234 ETHICS TRAINING

The residents of the Town of Los Gatos expect, and deserve, the best in local government. The high standards begin at the top with the elected Town Council Members. They should comply with all ethics laws concerning personal financial gain, perks, transparency, and fair processes. "Doing the right thing" will provide positive leadership for the Town organization and build trust in the community. You are required to take a minimum of two (2) hours of ethics training every two years.

AB 1661 SEXUAL HARASSMENT TRAINING

AB 1661 requires for "local agency officials, as defined, to receive sexual harassment prevention training and education if the local agency provides any type of compensation, salary, or stipend to those officials, and would allow a local agency to require employees to receive sexual harassment prevention training or information." You are required to take the training within the first six months of taking office and renewing the training at least once every two years.

CHAPTER II

YOUR ROLE AS A TOWN COUNCIL MEMBER

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YOUR ROLE AS A TOWN COUNCIL MEMBER

RESPONSIBILITIES

The role of the Town Council is to act as a legislative and quasi-judicial body. Through its legislative and policy authority, the Council is responsible to its citizens for:

- Establishing community-wide goals that address short and long range needs.
- Formulating policies that define a course of action that shape Town operations.
- Providing quality services within available resources.
- Acting as a link between the professional staff and local community members.

All Members of the Town Council, including those who serve as Mayor and Vice Mayor, have equal votes. Town Council Members are local leaders who fulfill their role and responsibilities through the relationships they have with each other and the public. The electorate expects the Council to set the tone and direction for municipal operations that reflects ethical behavior, honesty, and integrity.

Strategic planning and goal setting are the tools that enable a Council to define their vision and determine methods for accomplishing their goals. Early in the calendar year, the Town Council considers its Strategic Priorities for the upcoming year which creates a framework for the preparation of the Manager's proposed Operating and Capital Budgets. The Priorities typically align with the affirmed Council's goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety.

POLICY AND ADMINISTRATION

A dictionary definition of "policy" states that it is "any plan or course of action designed to influence and determine decisions, actions, and other matters." For a Town Council, policy is the business of making decisions about the community. Examples of policy decisions include:

- The decision to submit to voters a bond measure for capital improvements.
- The adoption of an ordinance regulating leaf blowers.
- Approval of land use policies and implementation procedures.
- Decisions concerning projects which involve federal and state grants, as well as local expenditures.

In theory, the distinction between policy and administration has been that policy is the process of determining what is to be done, while administration is the process of determining how to do it. A policy is what the Council defines it to be. However, the day-to-day operation of the various departments is administered under the purview of the City Manager. The Town Council has the final say in major decisions, such as adopting the budget; accepting a new classification and compensation plan; selling a bond issue; or hearing a development project on appeal. While the Council has a dominant role in policy matters, the Town Manager, staff, and community members also play important roles in the development of policies. The Town Manager and staff analyze community needs, identify available resources, and suggest courses of action. The Council considers public input into the matter, deliberates as a whole, and has the final say issues facing the Town. If and when it is unclear if an item is policy or administration, the Council and the Town Manager should discuss and clarify their respective roles and expectations of one another. The result can be a more effective and harmonious partnership.

GENERAL POWERS AND DUTIES

TOWN COUNCIL MEMBERS

The Town of Los Gatos is governed by a five-member Town Council elected to four-year terms on a staggered basis. Council members are elected in the general election in November of even numbered years. Annually, the Town Council selects a Mayor and Vice Mayor.

The Council members are elected to provide leadership in setting community goals and in formulating broad-based policies. The Town Council is the focal point for identifying and interpreting the wishes of the community and translating these into specific programs.

The Town Council meets regularly on the first and third Tuesday of each month. The purpose of the Town Council is to establish local laws, set policy, reject or approve programs, allocate funds, and provide direction through the Town Manager to Town staff to implement its policies. The Town Council has the authority to appoint the Town Manager and the Town Attorney, and to appoint Members to various local and regional committees, commissions, and other boards.

MAYOR AND VICE MAYOR SELECTION PROCESS

Per Town Municipal Code Section 2.20.035, the selection of the Mayor and Vice Mayor occurs annually at a special meeting in December of each year, prior to the second regular meeting in December, by majority vote of the Town Council. The Mayor and Vice Mayor serve at the pleasure of the Town Council and may be replaced by a majority vote of the Council. The following outlines some of the key roles, responsibilities, and relationships as they relate to the positions of Mayor and Vice Mayor.

MAYOR

- The Mayor is the presiding officer of the Town Council and is responsible for developing Council agendas in cooperation with the Town Manager and leading Council meetings. The Mayoral title carries with it the responsibility of communicating with the Town Council, Town Manager, and members of the public.
- The Mayor recommends various standing committee appointments to the Council for approval. This will be done at a Council meeting in December of each year.
- The Mayor is responsible for communicating with the Town Council, Town Manager, members of the public, and the media regarding decisions made by a majority of the Town Council. The Mayor also represents the Council at official and ceremonial occasions. As such, the Mayor performs special duties including signing Town documents, issuing proclamations, and delivering a State of the Town Address.
- As presiding officer, the Mayor calls Council meetings to order, preserving strict order and decorum at all times; announces the order of business as detailed on the agenda; facilitates and monitors discussions; calls for votes, and announces the results.

VICE MAYOR

- In the Mayor's absence, the Vice Mayor shall perform the formal duties of the Mayor.

COUNCIL COMMITTEE ASSIGNMENTS

Annually the Mayor appoints Council Members to Town Council standing and ad hoc committees, Town boards, commissions, and committees, regional boards and commissions, and community-generated committees. The Mayor will attempt to balance shared responsibilities and opportunities among Council Members when making committee recommendations.

The appointed Member is the primary attendee and voting participant for the Committee(s) to which they are appointed. If a Member cannot attend, the Alternate should attend on the Member's behalf as the Los Gatos representative and voting participant. Alternates may attend a meeting as a member of the public in the audience when the Member is in attendance. In these circumstances, the Alternate may not vote or take other action that may affect the primary's effectiveness on the Committee. When serving as the primary Council representative on any board, commission or committee, Council Members should periodically provide updated reports to the Council during the "Council Matters" opportunity on the Council meeting agenda.



Member Committees

CHAPTER III

COMPENSATION AND BENEFITS

CHAPTER III

COMPENSATION AND BENEFITS

COMPENSATION

The Council, in accordance with Government Code Section 36516, sets the salary for the Town Council. In addition, Council Members may be reimbursed for actual expenses while performing official duties.

VEHICLE MILEAGE REIMBURSEMENT



Mileage compensation for authorized travel by private automobile is reimbursed for miles beyond a one-way fifty (50) mile radius of Los Gatos, or beginning destination, whichever is closer to the ending destination. Reimbursement is for miles in excess of the fifty-mile radius, and therefore does not include the first fifty-miles each way. Reimbursement shall be at the rate designated by the Internal Revenue Service presently in effect. Reimbursement for mileage will be limited to the lesser of the value of mileage costs or the least expensive cost of air transportation available at least 30 days prior to travel.

BENEFITS

The Town offers CalPERS retirement, health, dental, and vision care insurance. For further details and forms, please see the Human Resources Office.

TRAINING, MEETINGS, AND CONFERENCES

The Town budget funds training, meetings, and conferences in which the Council Members may wish to participate. Among these are the quarterly meetings of the Peninsula Division of the League of California Cities, the League of California Cities Annual Conference, League of California Cities Executive Forum, U.S. Conference of Mayors, National League of Cities, and numerous other local meetings.

Council Members are encouraged to participate in these meetings and conferences. All travel and training expenses are subject to the policies and procedures set forth by Town Policies, Procedures, and Ordinances. [Council Policies](#) and [Administrative Procedures](#), including the Travel and Expense Procedure, are located on the Town website.

2023 BENEFITS BY EMPLOYEE GROUP

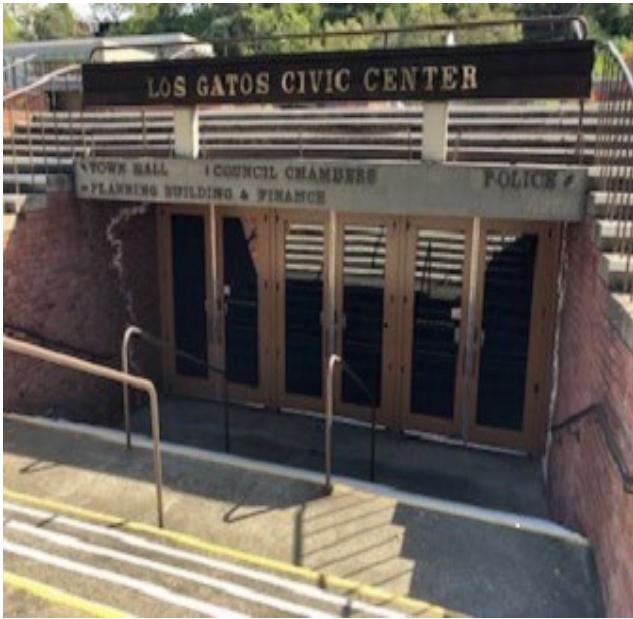


2023 Benefits by
Employee Group_MO

CHAPTER IV
TOWN COUNCIL MEETINGS

CHAPTER IV

TOWN COUNCIL MEETINGS



TYPES OF COUNCIL MEETINGS

REGULAR MEETINGS

The Los Gatos Town Council holds regular meetings on the first and third Tuesday of each month at 7:00 p.m. State law (the Ralph M. Brown Act) requires that public notice be given at least 72 hours before the meeting indicating the time and place of the meeting. An agenda of each meeting is posted at Town Hall. Regular meetings may be adjourned or continued to a specified time and place.

STUDY SESSIONS

Study sessions are usually informal and open to the public. The purpose of the study session is to give the Council the opportunity to review items that require more in-depth study than time allows on the regular evening meeting agenda, and to receive informational reports/items that require no formal action.

SPECIAL MEETINGS

The Town Council can also call special meetings to review and discuss specific topics. Members of the Town Council and the public must receive notices of special meetings at least 24 hours prior to the time of the meeting. The notice must specify the time and place of the special meeting and the business to be transacted or discussed. Regular ordinances may not be adopted at special meetings; only urgency ordinances may be adopted at such meetings. Items not listed on the agenda shall not be considered at the special meeting.

COMMISSIONER INTERVIEWS

The annual adult Commissioner recruitment is in the fall. Application acceptance is typically September through October, with the interviews prior to the first meeting in November (unless it's an election year). The Clerk's office handles the advertising and application acceptance/processing. Updates on applications received are provided to the Council on a weekly basis during the recruitment period.

The annual youth Commissioner recruitment is in the spring, mid-February through April, with interviews in May. Interviews are handled by a Selection Committee, comprised of the Mayor, Vice Mayor, Police Chief, and Youth Commission chair, and appointments are ratified by the Town Council at the first meeting in June.

CLOSED SESSIONS

Closed sessions may be held to discuss certain matters specified by law, including:

- Public employee appointments, evaluations and discipline
- Labor negotiations
- Real property negotiations
- Existing or anticipated litigation

Closed sessions are attended by the Town Council, Town Manager, Town Attorney, appropriate management staff, and occasionally by a special consultant or attorney, depending upon the matter under discussion. Closed sessions are not open to the public. The public may only speak under Verbal Communications during closed sessions. Matters discussed during closed session are confidential and may not be discussed with anyone outside of the closed session or during a public meeting. Violations of the closed session confidentiality requirement could put the Town in a perilous position with respect to litigation and represent a violation of the law for the person violating the confidentiality requirement. If any final decisions are made in the closed session meeting, the Council must reconvene in open session where it may be required to report the specific votes and actions taken by the Council.

BUDGET HEARINGS

Every year the Town Council holds budget hearings to review funding allocations for the goals and objectives outlined by the Town Council.

All meetings (regular, special, or closed sessions) must be conducted within the geographical boundaries of the governing body's jurisdiction, unless specifically exempted.

EMERGENCY MEETINGS

Emergency meetings may be called by the Town Council with one-hour notice to its Members and local news media. The Town Council may not meet in closed session during an emergency meeting. Except for the 24-hour notice requirement, the special meeting requirements set forth above shall apply in emergency meetings.

MINUTES AND RECORD KEEPING

The minutes serve as a source of information for the Council and for the public. Meeting minutes are required to include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition;
- Results of all votes and, in the case of a roll call vote, the vote of each Member by name.

The minutes are a brief summary of the public testimony and Council's actions. They do not include a verbatim transcript. The Town Clerk is responsible for recording, preparing, and filing Council minutes. Minutes of Council meetings are available for review in the Town Clerk's Office and on the Town [website](#).

AGENDA

Council Policy 2-01, titled Town Agenda Format and Rules, was established to standardize all Town agendas and insure an orderly meeting. For reference, [Policy 2-01](#) can be found on the Town website, while a broad overview of the policy follows:

The Town Clerk is responsible for preparing the agenda in consultation with the Town Manager and Mayor for the Mayor's final approval. The agenda is a listing of each business item the Council will consider during its meeting. Town Council Members have a responsibility to come to meetings well prepared – having read staff reports and attachments and requesting in advance any necessary and available information from the Town Manager.



Town Council agenda packets are published on the Town's [website](#). The agenda, plus any associated staff reports, may be viewed online or printed out, according to preference. Agendas are available to the public at Town Hall the Thursday prior to the meeting, and a Viewing Copy of the agenda packet is available at every regular meeting.

Council Members are provided a Town-owned iPad for their use to access the Council agenda packets. Instructions and training will be provided by the Clerk's office.

Order of the Agenda:

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

TYPES OF COUNCIL ACTIONS

CONSENT CALENDAR

Items appearing on the Consent Calendar are routine in nature and facilitate the orderly conduct of the Town's business. A Member of the Council, the staff, or anyone in the audience may request to discuss a Consent item. It is then "removed" or "pulled" from the Consent Calendar and handled as a regular agenda item.

Typical Motion: "I move that the Consent Calendar (with the exception of items which have been removed) be approved as recommended."

ORDINANCES

Ordinances are the laws of the municipality. Town Councils are given the power to pass ordinances by Government Code Section 37100 as long as those ordinances are not in conflict with the laws and Constitution of the State of California or the United States. Approval of an ordinance requires a first reading or introduction, and a second reading and adoption, with at least five days between readings (except an urgency ordinance). The passage of an ordinance requires the affirmative votes of at least three (3) Council Members. A summary of the ordinance is then published in the local newspaper and becomes effective thirty (30) days later. The thirty (30) day, time frame is known as a referendum period. A referendum period is required by State law and is a time frame in which any citizen can file a petition challenging the legality of a recently adopted ordinance. An ordinance is an action that can be repealed or amended only by a subsequent ordinance.

First Reading

An ordinance is introduced by reading its title (read by the Town Clerk after the vote), or by complete reading, if requested by a Council Member. Typically, a Council Member may move to waive the complete reading.

Typical motion: "I move for introduction, by title only, of an Ordinance of the Town of Los Gatos

Typical motion for a land use item: I move to make the required finding that the zone change is internally consistent with the General Plan and its elements (reference any attachment or exhibit) and approve the PD application subject to the performance standards and development plans included in the Planned Development Ordinance (Attachment #); waive the reading of the ordinance and have the Town Clerk read the title of the proposed ordinance; and introduce the ordinance effecting the zone change.

Second Reading/Adoption

The second reading/adoption is generally done on the Consent Calendar unless it is remove/pulled by a member of Council, the public, or staff. If it is not removed from the Consent Calendar, it will be adopted with the motion to approve the Consent Calendar. If it is removed, a separate motion would be required to adopt the ordinance: "I move to adopt the ordinance amending the Zoning Ordinance effecting a zone change from *Zone* to *Zone* at *Address* that was introduced at the *Date* Town Council meeting.

URGENCY ORDINANCES

In matters deemed by the Town Council to warrant immediate action to preserve peace, public safety or health, an emergency ordinance may be passed immediately upon introduction at either a regular or special meeting and can be effective immediately. Four-fifths vote is required for adoption of an urgency ordinance.

RESOLUTIONS

A resolution expresses the policy of the Council on directing certain types of procedural or administrative actions. It requires only one reading, goes into effect immediately, and may be changed by subsequent resolution.

Typical Motion: "I move that the resolution be adopted as submitted."

PROCLAMATIONS

A proclamation is a public declaration of the Council's endorsement of something, such as a special event or happening. Such public announcement usually is made at the request of the organization sponsoring the event or happening and not for functions of a personal nature such as a birthday, anniversary, etc. The Mayor decides what items receive proclamations.

PUBLIC HEARINGS

A public hearing is the open consideration of an issue within a regular meeting of the Town Council, for which special public notice has been given and may be required. Public hearings are required for such items as zoning changes, annexations, weed abatement liens, ordinances, etc. Presentations by the applicant/appellant during the public hearings shall be limited to a total of no more than five (5) minutes for all members of the applicant/appellant team. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes. Appellants and applicants shall be

provided no more than three (3) minutes to rebut at the end of the public hearing.



RULES FOR PERSONS PRESENTING TESTIMONY TO THE COUNCIL

RULES OF CONDUCT

The Mayor has the responsibility of controlling the debate and the order of speakers. Each Council Member shall be allowed the opportunity to speak on each issue. The Mayor shall call upon all Council Members fairly.

SPEAKER TIME LIMIT

During open meetings of the Town Council, members of the public have the opportunity to address items of interest that are not on the agenda within the subject matter jurisdiction of the Los Gatos Town Council. These opportunities carry a time limit of three minutes; however, the time limits may be shortened or lengthened accordingly by the Mayor, depending on the number of requests to speak and/or the length of the meeting.

- The person must be clearly recognized by the Mayor and is to approach the podium and microphone before testifying.
- S/he will be asked to state her/his name for the record, but they are not required to provide it.
- Testimony will not be received out of order of sequence outlined in the order of proceedings listed above.
- All exhibits and documents used by witnesses shall be given to the Town Clerk.
- Only factual testimony will be considered by the Town Council. No emotional or personal attacks will be tolerated during any of the proceedings.



CHAPTER V
BUDGET/CAFR DEVELOPMENT
AND STRATEGIC PRIORITIES

CHAPTER V

BUDGET/CAFR DEVELOPMENT AND STRATEGIC PRIORITIES

The Town of Los Gatos produces many comprehensive documents and reports throughout the year; however, the Town's Annual Operating Budget and the Comprehensive Annual Financial Report (CAFR) are the most important documents to understand the Town's finances and priorities. The Operating Budget is a plan for a future fiscal period, typically one year, primarily identifying how tax revenue will be allocated to provide municipal services. The CAFR contains the actual results of the prior year's financial activities.

Every year the Town Council identifies their Strategic Priorities as an initial step in the budget development process. The Strategic Priorities discussion is an important opportunity for the community's priorities to be reflected in the development of the coming years budget.

The Town of Los Gatos adopts an annual Operating and Capital Budget and an annual budget update of the five-year Capital Improvement Plan for the Town of Los Gatos. The budgets contain summary level information for revenue and expenditure appropriations for the fiscal year beginning July 1st and ending June 30th. The budget documents are prepared in accordance with generally accepted accounting principles (GAAP).

An important aspect of the budget development process is taking a multi-year approach to understand revenue and expenditure trends over time. Serving as the foundation of the budget planning process, the Town develops a Five-Year Financial Forecast ("Forecast") beginning in the late fall of each year. The Forecast enables the Town to evaluate the Town's fiscal condition and to help guide policy, programmatic planning, and budget decisions. Development of a financial forecast as part of the budget development process has been identified as a best practice by the Government Financial Officers Association (GFOA).

A CAFR is a set of financial statements for a state, municipality or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB). It must be audited by an independent auditor using generally accepted government auditing standards.

As illustrated on the following page the closing of the previous year's books coincides with the establishment of the annual Strategic Priorities. This affords the Council an opportunity to understand if there were prior year surpluses/deficits from operations as they commence the development of the coming years budget.

For more information on Strategic Priorities visit: <https://www.losgatosca.gov/2568/Strategic-Priorities>

For more information on the FY 2020/21 Budget visit: <https://www.losgatosca.gov/2696/FY-202122-Budget-at-a-Glance>

For more information on the Five-Year Financial Forecast visit: <https://www.losgatosca.gov/2567/Five-Year-Financial-Forecast>

For more information on other aspects of the Town's financial status visit:
<https://www.losgatosca.gov/2565/Financial-Transparency>



Ongoing Strategic Priorities

2022-2024



ANNUAL BUDGET/CAFT CYCLE



How is the budget created?

Begin

Sept/Oct/Nov/Dec
Capital Improvement Work (CIP) Plan:

- Project priority
- Timing schedules
- Cost estimates
- Revenue Sources

Update User Fee Schedule

January

Town Council Strategic Priorities, budget assumptions, directives, initiatives & goals established

All Town Departments

- Prepare program work plans
- Determine asset, internal services & staffing requests
- Prepare performance measures

March

Budget briefings w/Town Manager, Dept Heads & Analysts to determine Dept/program revisions

Departments prepare program narratives, financial schedules, summaries & charts

Finance Dept prepares financial summaries

Public Hearings for proposed User Fee Schedule, as needed

February

First draft CIP & Internal Service Budgets due to Finance Department

Incorporate approved staffing, assets, internal services & program expenditure requests into first draft Budget

April

Updated draft Budget documents reviewed by Town Manager

Present proposed Operating & CIP Budgets to Finance Commission

Present proposed CIP to Planning Commission for General Plan consistency review

May

Finance Commission comments incorporated into report for Council

Public hearings for proposed Operating and Capital & CIP Budgets

Town Council revisions incorporated into Budget documents

Finish

July/Aug/Sept
Adopted Operating & CIP Budget documents finalized, posted, printed & distributed

May/June

Public hearings for final adoption of the Gann Appropriation Limit, Operating & Capital Budget & five-year CIP Budget

Final document preparation of financial & supplemental schedules, charts, reference materials, etc.

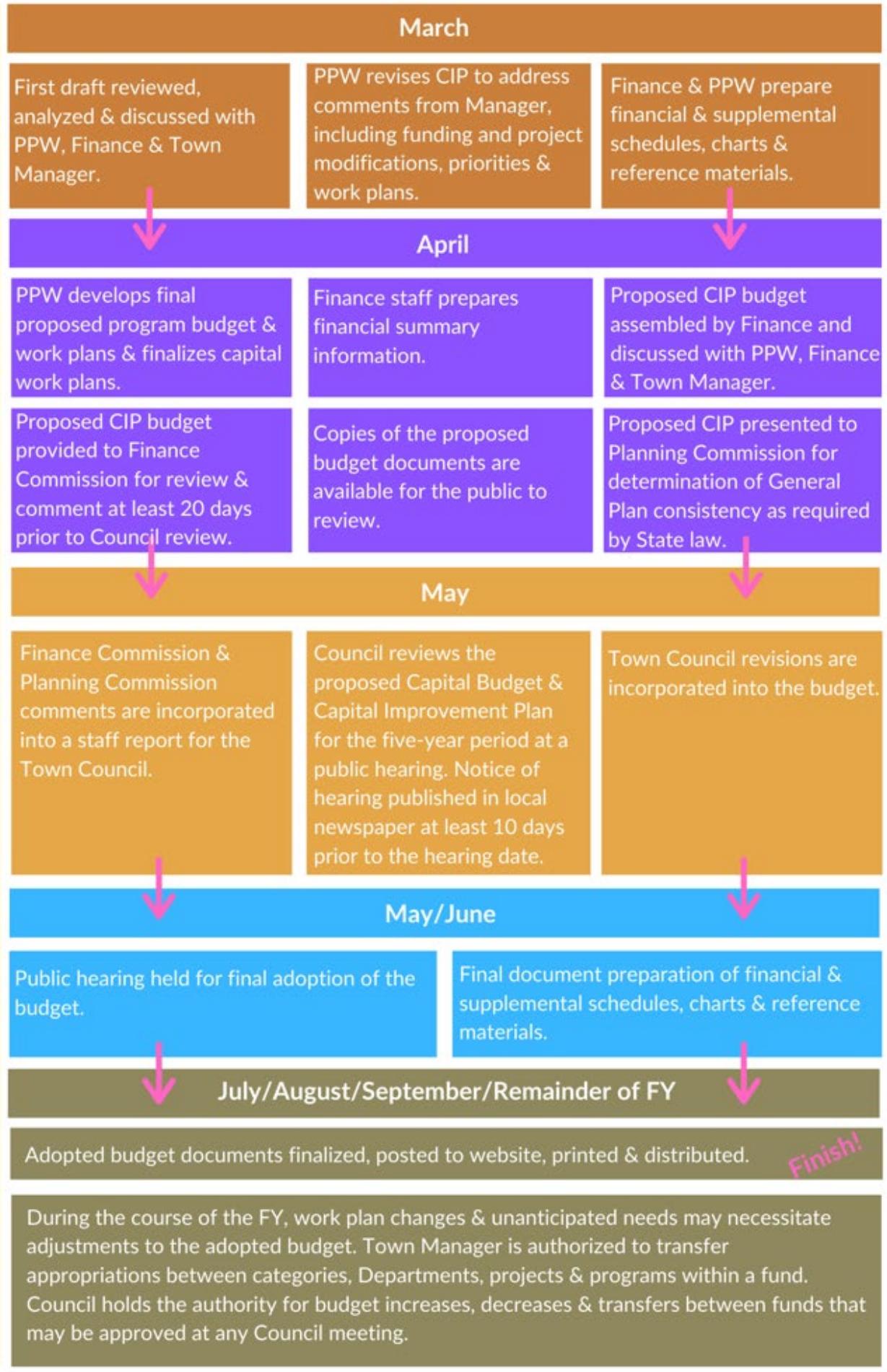
Capital Budget Development Process

Team-Based Approach: Program budgets & work plans are developed with each Department's Director, Analyst, and Program Manager's oversight and expertise (guided by Town Management & the Finance Department)

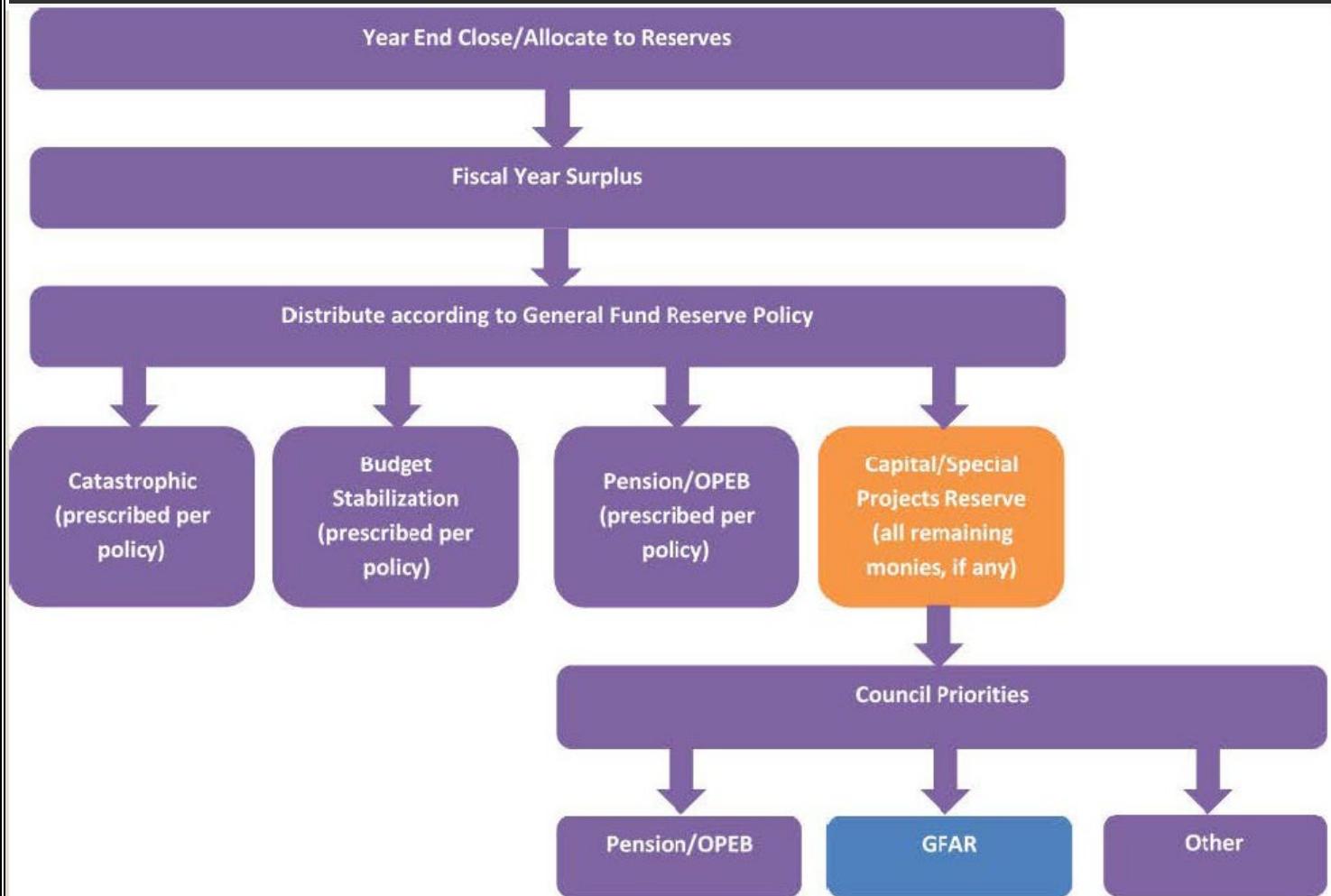


Capital Budget Development Process

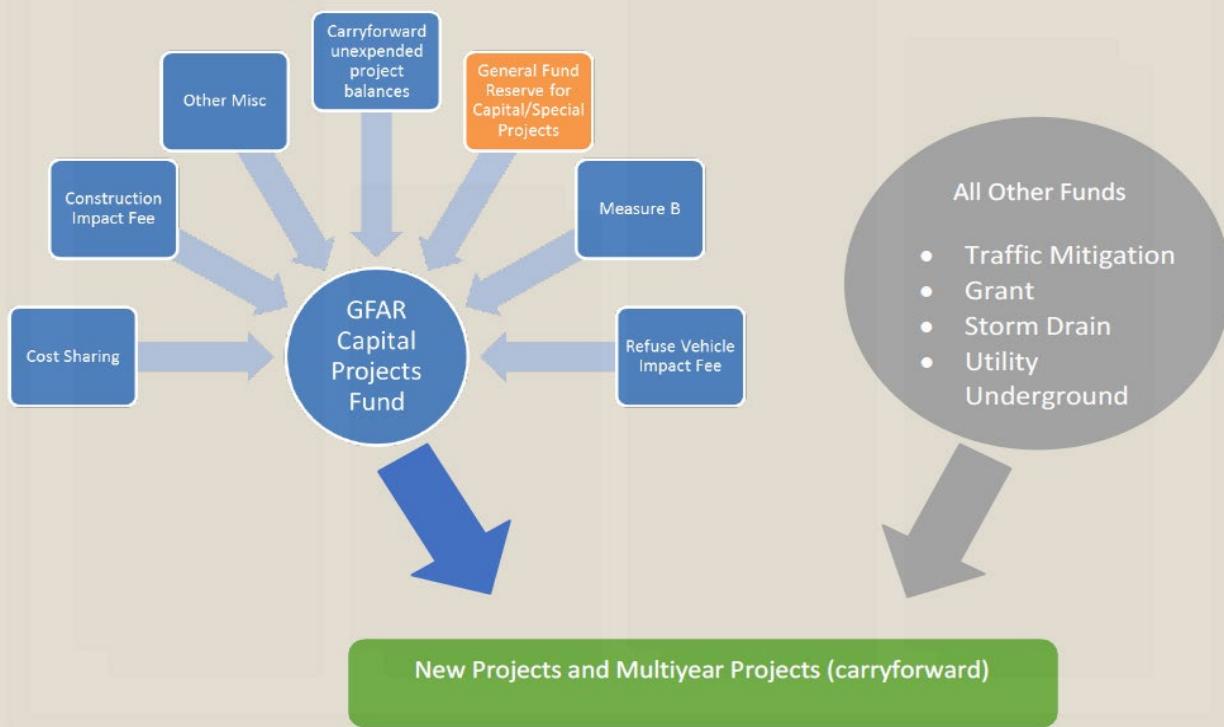
Team-Based Approach: Program budgets & work plans are developed with each Department's Director, Analyst, and Program Manager's oversight and expertise (guided by Town Management & the Finance Department)



FLOW OF FUNDS



CIP FUNDING SOURCES



CHAPTER VI
COMMUNICATIONS

CHAPTER VI

COMMUNICATIONS



Perhaps the most fundamental role of a Council Member is communication – communication with the public to assess community opinions and needs, and communication with the Town Manager to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the Town Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a Council Member.

TOWN MANAGER COMMUNICATIONS

Teamwork and open communications between the Council and the Manager are key elements of the Council-Manager form of government. Under the Manager's oversight, staff prepare Council reports, analyses, and recommendation for the Council's consideration at Town Council meetings. The Council's actions on these items provide the strategic direction for the Manager to implement.

ROUTINE COMMUNICATIONS WITH STAFF

To enhance its working relationship with staff, Council should be mindful of the support and resources needed to accomplish Council goals. [Policy 2-04 - Council Code of Conduct](#), was adopted to provide guidelines for Council Members when communicating and working with staff. Some of the key guidelines are highlighted below:

- Council Members should treat staff as professionals.
 - Council Members should direct questions about policy, budget or professional opinion to the Town Manager, Town Attorney, or Department Directors. Council Members can direct questions and inquiries to any staff for information that is readily available to the general public or easily retrievable by staff. Council Member communications to Department Directors and other staff should be copied to the Town Manager.
 - The Town Manager and staff are responsible for implementing Town policy and/or Council action. The Council and individual Council Members should not direct policy/program administrative functions and implementation; rather it should provide policy guidance to the Town Manager.
 - All Council Members shall have the same information with which to make decisions. Information requested by one Council Member shall be shared with all members of the Council by the Town Manager.
 - Council Members should not attend department staff meetings unless requested by the Town Manager.
 - Council Members should not direct the Town Manager to initiate any action, change a course of action, or prepare any report without the approval of the Council. The Town Manager's responsibility is to advise on resources available and required for a particular course of action as it relates to the direction of the majority of the Council.
 - Concerns related to the behavior or work of a Town employee should be directed to the Town Manager. Council Members should not reprimand employees privately or publicly.

EXECUTIVE ASSISTANT TO THE TOWN MANAGER AND TOWN COUNCIL

The Town Council Members are supported by an Executive Assistant shared with the Town Manager. S/he provides critical communications and general office support to all Council Members, including but not limited to:

- Facilitates and coordinates responses to constituent inquiries, such as general information, meetings requests, or requests for recognition.
- Receives postal mail, e-mail, and phone calls for Council Members and coordinates with the respective Member on appropriate responses.
- Coordinates responses to invitations and other calendar events.
- Assists with other Council Member communications.
- Coordinates finance processes for Council Members, such as reimbursements, payment requests, memberships, etc.

Some constituent inquiries are treated as Council Referrals when the constituent is requesting the Town respond to a policy issue, infrastructure problem, or other items for which some research is required. The Executive Assistant coordinates the responses with the appropriate Town Department, tracks all Referrals, and updates the Council on the responses.

In addition, the Executive Assistant provides important calendaring and schedule management services to each Council Member. Key meetings that are scheduled on a Council Member's Town calendar are Town Council meetings, meetings/conversations with the Town Manager, Town Committees, external Boards/Commissions, Town or Board/Commission-related events, travel/conferences. As mentioned above, the Executive Assistant will also schedule meetings with constituents or other stakeholders, set up room reservations for the meetings, and/or create Zoom meetings as requested. Some Council Members prefer to have regular identified blocks of time for Town business to assist with meeting management.

Town Council Members also represent Los Gatos on various external Boards/Commissions. The Mayor makes the appointments every December. The Executive Assistant provides calendar and other support for these external meetings to each Council Member.

HANDLING OF LITIGATION AND OTHER CONFIDENTIAL INFORMATION

Council Members shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the Town's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the Town Attorney, or Town Manager or his/her designee.

ENFORCEMENT OF THE CODE OF CONDUCT POLICY

The Council Code of Conduct Policy establishes guiding principles for appropriate conduct and behavior and sets forth a process for reporting of complaints as detailed in Policy 2-04, Section XII.

CHAPTER VII
TOWN ORGANIZATION

CHAPTER VII

TOWN ORGANIZATION

TOWN MANAGER'S DEPARTMENT

The Town Manager provides overall administration, leadership, and direction for the Town organization. The Department is also responsible for human resources, finance, budgeting, purchasing, labor relations, public information, economic vitality, and information technology. The Office of the Manager:

- Oversees the Town's organizational and fiscal management and program development and evaluation processes;
- Coordinates the preparation of the annual Operating and Capital Budget;
- Provides staff support to the Mayor and Town Council;
- Oversees the Town Council agenda process, in conjunction with the Town Clerk;
- Builds relationships with the business community through the Town Economic Vitality program;
- Addresses community complaints, inquiries, and requests; and
- Works with key organizations to monitor and respond to proposed state and federal legislation

TOWN CLERK

The Town Clerk is appointed by the Town Manager and is responsible for statutory and administrative duties.

The Clerk's Office administers democratic processes, such as elections, access to Town records, and all legislative actions in order to promote transparency to the public. In particular, the Town Clerk has been designated to act as a compliance officer for federal, state and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act. Statutory duties of the Town Clerk include the following:



- Guardian of the Town Seal;
- Official recorder and keeper of the Town Council meeting minutes and transactions (ordinances and resolutions);
- Information specialist, acting as Town Hall receptionist;
- Administrator of Town contracts, including insurance requirements;
- Town wide Records Manager, pursuant to state law requirements;
- Elections Official for the Town; and
- Manager of advisory body appointments.

TOWN ATTORNEY

The Town Attorney is appointed by the Town Council and is the legal advisor to the Town Council, Staff, and Successor Agency of the former Redevelopment Agency. The Department includes the Town Attorney and one Deputy Town Attorney. In this capacity, the Office of the Town Attorney's core services include:

- Providing legal advice and services to the Town Council, the Town's officials, departments, employees, boards, commissions, and committees.
- Rendering legal opinions; drafting and reviewing contracts, ordinances, resolutions, staff reports, and other documents as needed.
- Negotiating key transactions such as property acquisitions and advising on land use decisions.
- Representing the Town's legal interests before judicial and administrative agencies; prosecuting violations of the Municipal Code in criminal court.
- Processing and evaluating all personal injury, property damage and other monetary claims against or on behalf of the Town.
- Managing all litigation involving the Town including supervising outside special counsel.
- Assisting in the administration of the Town's liability insurance and risk management program.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for all current and advanced planning, building plan check, building inspection, code compliance, and other development-related activities. Department programs include Planning, Building, Housing, and Code Compliance Services.

The **Planning Division** handles all land use development applications and land use policy items. The development application review process involves an environmental review and an assessment of a project's consistency and compliance with the General Plan, Zoning Code, Commercial Design Guidelines, and other Town regulations. New land use policies are also prepared by planning staff for consideration by the Planning Commission and Town Council.

The **Building Division** reviews construction plans, facilitates permit issuance, and conducts inspections to ensure safe, healthy, and attractive property improvements in compliance with codes, policies, guidelines and standards.

The Town provides **Code Compliance** services to maintain health and safety, and to ensure implementation of the Town's zoning and other regulations. Violations that affect public safety are given the highest priority.

Housing Programs - The Town of Los Gatos Community Development Department works to improve and preserve the supply and quality of existing rental and ownership housing opportunities that are available for residents and employees of local businesses. Visit the **Housing Programs** webpage to view the listings of housing related resources.

FINANCE DEPARTMENT



The Finance Department is responsible for providing the financial management of all Town funds and maintaining the fiscal integrity of the Town. Major activities include: managing the Town's investment portfolio; financial analysis and reporting, including the Annual Comprehensive Financial Report and Capital Improvement Program; budget management, including payroll and accounts payable; revenue management, including billing and collection, licenses and other revenues; information services, including network, personal computers, copiers, faxes and telephone support; purchasing; and state and local subvention claim administration.

HUMAN RESOURCES

The Human Resources Office encompasses the following activities and services to employees, supervisors/managers, and the community:



- Recruitment, selection, and placement;
- Classification, compensation and benefits administration;
- Labor and employee relations;
- Performance management, training, and development;
- Workers' Compensation program management;
- Organizational design and internal strategic planning;
- Coaching and resources for supervisors and managers; and
- A host of services designed to enrich and improve the working environment for employees.



LIBRARY

The Library is a strong center of community connection through its diverse materials collection, historical archives, and programs ranging from technology workshops and tutoring to poetry events, Storytimes, and author visits.

The Library has bolstered its collection of language materials by adding books in Spanish, Chinese, and Korean to meet community demand. The Library has also received grant funding to bolster e-book titles to assist the community.

PARKS AND PUBLIC WORKS DEPARTMENT



The Parks and Public Works Department (PPW) is responsible for maintenance and improvements of the Town's public parks, facilities, streets and other infrastructure including, but not limited to, the Town-owned facilities, streets and sidewalks, signals/traffic sections, fleet management, Town's urban forest, sewer and storm drain systems and various special projects.

The Department responds to citizens' concerns as well as performs work as needed to provide a safe and inviting Town to residents and visitors. The Public Works Department also manages service contracts and inspects work from private and public works projects.

The Engineering team provides services in the area of encroachment permits ad permitting and inspection of other work in the public right-of-way, including situations where new developments need to provide improvements in the right of way.

The Streets and Signals team maintains the Town's roadways signs and traffic signals. Traffic plays a big part of this team's daily work as they seek to meet the needs of the community. This includes traffic on major streets as well as on neighborhood streets where traffic calming can be a solution. This Division is in-charge of maintaining the following:

- Streets and sidewalks (including pothole repairs);
- Street signs and markings; and
- Sewer and storm drain maintenance
- Urban Forest (including tree trimming and weed control).



The Parks team ensures the parks are well maintained and ready for use. The number of parks and amount of open space in Los Gatos is what makes this such a wonderful community.

The Environmental Services team ensures that the Town is at the forefront of environmental stewardship. This team also manages the Town's utilities, including the contract with West Valley Collection and Recycling for garbage service Town wide.

POLICE DEPARTMENT



The Los Gatos Monte Sereno Police Department provides to Los Gatos and under contract to Monte Sereno. The Town of Los Gatos and the City of Monte Sereno take special pride in their joint police department and residents of both communities actively support the organization's efforts to protect the public's safety. The department is committed to providing the highest quality service with a small town feel to residents, businesses and visitors.

The department is proud of its relationship with the community and department staff are constantly striving to build upon that relationship through partnerships, collaboration, and individual contacts.

The Los Gatos-Monte Sereno Police Department is committed to ensuring public safety with integrity, compassion, and professionalism:

- Providing exceptional Law Enforcement services;
- Building Community Partnerships; and
- Engaging the Community in Problem solving.

Core Values:

- Integrity
- Compassion
- Professionalism



CHAPTER VIII
BOARDS, COMMISSIONS AND COMMITTEES

CHAPTER VIII

BOARDS, COMMISSIONS AND COMMITTEES

The Town of Los Gatos utilizes citizen volunteers to staff Town Commissions to assist in the delivery of community programs. The Town Council appoints citizens to various boards/commissions/committees that carry out designated functions and advise the Town Council on policy matters. The following is a summary of the specific scope of responsibility for each Town advisory board.



ARTS AND CULTURE COMMISSION (ACC)

The Commission is advisory to the Town Council and works to encourage the development of art, drama, music, and other creative activities in Los Gatos. 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.

The Commission consists of seven (7) voting members:

- Six (6) adult members, appointed by Council, whose terms of office shall be three (3) years
- One (1) Youth Commissioner, appointed by the Youth Commission, whose terms of office shall be for one (1) year with no limitations on reappointments.
- One (1) adult member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.

Meetings are held the third Wednesday of each month at 5:00 p.m. Staff Liaison: Ryan Baker, Library Director.

BUILDING BOARD OF APPEALS (BOA)

The Building Board of Appeals hears and decides appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules.

The Board of Appeals shall consist of three (3) members, whose terms of office shall be four (4) years, 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 Board of Appeals shall hold meetings as necessary. Staff Liaison: Robert Gray, Building Official.

COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION (CHSSC)

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 public health and senior 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:

- The goals, policies, and actions relating to the Senior Services and Public Health contained in the Town's General Plan;
- The coordination of community services programs between the Town and other agencies, both public and private; and
- Emerging community needs, including demographic and economic trends.

The Commission consists of seven (7) voting members:

- Six (6) adult members appointed by Council, whose terms of office are three (3) years.
- One (1) Youth Commissioner, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments.

The Commission meets monthly, except August and December, on the fourth Tuesday at 5:00 p.m. Staff Liaison: Arn Andrews, Assistant Town Manager.

COMPLETE STREETS AND TRANSPORTATION COMMISSION (CSTC)

The Complete Streets and Transportation Commission shall be advisory to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff; and review policies and procedures on streets and trails.

The Commission's membership consists of seven (7) members:

- Six (6) adult voting members appointed by the Town Council, whose terms of office shall be three (3) years
- One (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission

The Commission meets the second Thursday of each month at 7:30 a.m. Staff Liaison: Nicolle Burnham, Parks and Public Works Director.

CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE (CDAC)

The Committee advises prospective applicants of whether their project is consistent with Town policy prior to initiating a development application.

Member Qualifications: The Committee consists of two Town Council members appointed annually by the Mayor, and three Planning Commissioners appointed annually by the Planning Commission Chair.

Meetings are the second Wednesday of each month, as needed, at 4:30 p.m. Staff Liaison, Joel Paulson, Community Development Director.

FINANCE COMMISSION (FC)

The Finance Commission shall serve in an advisory capacity to the Town Council on financial, budgetary, and investment matters including but not limited to the annual budget, capital expenditures, and the Comprehensive Annual Financial Report. The Commission reviews and makes recommendations to the Town Council regarding the Town's proposed budget, financial policies, use of the Town's dedicated Sales tax revenue, new revenue opportunities, cost recovery fee structure, funding goals for reserves, and other topics. The commission shall issue an annual public report of the expenditures and appropriations of sales tax revenues approved by the Town Council during each fiscal year.

The Finance Commission consists of seven (7) members:

- Two non-voting Town Council Members appointed by the Council and one Council Liaison shall be the Mayor or Vice Mayor.
- Five voting citizens, each member of the Town Council shall appoint one Citizen Appointee. Citizen appointees must be certified public accountants, chartered financial analysts, or have a business, finance, economics or accounting degree, and must have at least five (5) years of experience in at least one of the following:
 - Financial experience in a corporate, business, or government setting;
 - Principal or officer at a financial auditing firm;
 - Investment banking; or
 - Finance or budget management.

The Commission meets monthly on the second Monday at 5:00 p.m. Staff Liaison: Gitta Ungvari, Finance Director.

DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC has the authority to approve certain applications pursuant to Town Code and/or building standards.

The Committee consists of the Community Development Director, Building Official, and the Director of Parks and Public Works or their designee. The Fire Chief, Chief of Police, Town Attorney, and Health Officer, or their designee are also members of the DRC, but each of them only attends meetings when it is determined that the matters under consideration require attendance or when the Community Development Director requests attendance.

Meetings are held every Tuesday at 10:00 a.m. Staff Liaison: Jennifer Armer, Planning Manager.

GENERAL PLAN COMMITTEE (GPC)

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.

The committee consists of nine (9) members:

- Three (3) Planning Commission members, appointed annually by the Planning Commission Chair
- Two (2) Town Council members, appointed annually by the Mayor
- Four (4) members who are residents of the Town of Los Gatos, whose terms of office shall be four (4) years.

The Committee meets on the second and fourth Wednesdays of each month at 5:30 p.m., unless otherwise noted on the agenda. Staff Liaison: Joel Paulson, Community Development Director.

HISTORIC PRESERVATION (HPC)

The Historic Preservation Committee advises the Planning Commission, the Development Review Committee, and the Director of Community Development concerning the historic preservation of residential and commercial structures. The committee may approve minor residential alterations to historic structures as permitted by the Town Code.

The committee consists of 5 members:

- Two (2) Planning Commissioners, appointed annually by the Planning Commission Chair
- Three (3) members who are residents of the Town of Los Gatos, appointed by the Town Council, whose terms of office shall be four (4) years
- Committee members are professional and lay persons with demonstrated interest, competence, or knowledge in historic preservation

The Committee meets the fourth Wednesday of each month at 4:00 p.m. Staff Liaison: Sean Mullin, Senior Planner.

LIBRARY BOARD (LIB)

The Library Board serves 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. The Board also reflects community concerns about Library service and issues to Los Gatos Public Library and the Town Council.

The Board consists of seven (7) voting members:

- Six (6) adult members appointed by Council, whose terms of office shall be three (3) years
- One (1) Youth Commissioner, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments

The Board meets on the second Wednesday of January, March, May, July, September, and November at 3:00 p.m. Staff Liaison: Ryan Baker, Library Director.

PARKS COMMISSION (PC)

The Parks Commission serves 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:

- Policies and procedures on park, trail, open space, and street tree programs;
- 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;
- Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

The Commission consists of seven (7) voting members:

- Six (6) adult members appointed by Council, whose terms of office shall be three (3) years
- One (1) Youth Commissioner, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointment

The Commission meets on the first Monday of even numbered months (i.e. February, April, June, August, etc.) at 6:00 p.m. Meetings are held at various parks during warm summer months and at the Parks and Public Works Department office during the winter months. Staff Liaison: Nicolle Burnham, Parks and Public Works Director.

PERSONNEL BOARD

The Personnel Board hears appeals relative to any grievance, disciplinary action, or alleged violation of Town ordinance by a Town employee.

The Board consists of five voting members, whose terms of office shall be five (5) years. All members must be residents of the Town of Los Gatos but may not hold a public office or be employed by the Town.

The Board meets annually on the first Wednesday in March at 12:00 p.m. Staff Liaison: Salina Flores, Human Resources Director.

PLANNING COMMISSION (PC)

The Planning Commission performs duties and exercises power and authority regarding planning, subdivisions, zoning, zoning administration, and other land use regulatory controls as prescribed by ordinance and state law.

The Planning Commission consists of seven (7) residents of the Town of Los Gatos, each serving a 4-year term. Applicants are asked by Council to demonstrate knowledge of the Town Code and its land use and planning policies.

The Commission has several standing committees, and individual Planning Commissioners also represent the Commission on a number of Council-appointed committees. Committee terms are for 1 year and are appointed by the Planning Commission Chair.

The commission meets on the second and fourth Wednesday of each month at 7:00 p.m. Staff Liaison, Joel Paulson, Community Development Director.

TOWN COUNCIL POLICY COMMITTEE

The Town Council Policy Committee convenes monthly to review and recommend Town policy updates. This is a sub-committee of the Town Council.

YOUTH COMMISSION

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.

The duties of the Commission shall include the following:

- Foster greater involvement of youth in municipal government affairs.
- Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.
- 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.
- Review municipal matters referred to the Commission by the Town Council or other Town Boards, Commissions, or Committees and, as appropriate, make recommendations on those matters.

The Youth Commission consists of twenty (20) members, appointed by the Council Selection Committee, and ratified by the Town Council, whose terms of office are one (1) or (2) years. The members shall be students who are entering grades 8 through 12 who attend schools in Los Gatos and reside in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

The Commission shall appoint one (1) primary member and one (1) alternate to serve as voting members on the following Town Boards and Commissions:

- Arts and Culture Commission
- Community Health and Senior Services Commission
- Complete Streets and Transportation Commission
- Library Board
- Parks Commission

The Youth Commission meets on the second Tuesday of each month, September through June, at 7:00 p.m. Staff Liaison: Police Chief, Jamie Fields.

BOARD/COMMISSION/COMMITTEE MEETING DATES & TIMES

COMMISSION	WEEK	DAY	FREQUENCY	TIME	STAFF LIAISON
ACC	3 rd	Wednesday	Monthly	4:00 p.m.	Ryan Baker
BOA			As needed	TBD	Robert Gray
CHSSC	4 th	Tuesday	Monthly except August and December	5:00 p.m.	Arn Andrews
CSTC	2 nd	Thursday	Monthly	7:30 a.m.	Nicolle Burnham Natalie Hawkins
CDAC	2 nd	Wednesday	As needed	4:30 p.m.	Joel Paulson
FC	2 nd	Monday	Monthly	5:00 p.m.	Gitta Ungvari
CPC	4 th	Tuesday	Monthly	5:00 p.m.	Holly Zapalla
DRC	Every	Tuesday	Weekly	10:00 a.m.	Jenifer Armer
GPC	4 th	Wednesday	Monthly or As Needed	5:30 p.m.	Joel Paulson
HPC	4 th	Wednesday	Monthly	4:00 p.m.	Jennifer Armer
LIB	2 nd	Wednesday	Bi-Monthly (odd numbered months)	3:00 p.m.	Ryan Baker Judy Coughlin
PARKS	1 st	Monday	Bi-Monthly (even numbered months)	6:00 p.m.	Nicolle Burnham Stefanie Angulo
PERSONNEL	1 st	Wednesday	Once a year in March	12:00 p.m.	Salina Flores Mary Blekh
PC	2 nd and 4 th	Wednesday	Monthly	7:00 p.m.	Joel Paulson
YC	2 nd	Tuesday	Monthly except July and August	7:00 p.m.	Jamie Fields Claudia Martinez

CHAPTER IX

TOWN PARTNERSHIPS

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The Town of Los Gatos supports several cultural, educational, and athletic organizations through the provision of leased space or facilities. In addition, the Town contracts for the provision of certain services through various contractual relationships. Provided below is a brief description of these relationships.

New Museum of Los Gatos (NUMU) – The Town leases NUMU space at 106 East Main Street for \$25,000 per year and no utility payments. In exchange for preferential lease terms NUMU offers free admission to all Los Gatos residents and discounted rates on facility rentals. The lease term is 10 years expiring in 2026 with 2 five-year options to extend.

Friends of the Library – The Town leases space to Friends of the Library at 108 East main Street for \$1.0 per year and a percentage of utilities based on square footage. In exchange for the preferential lease terms Friends of the Library commit to funding \$35,000 toward the operations of the Town Library. The lease term is eight years expiring in 2023 with 2 five-year options to extend.

Los Gatos-Saratoga Community Education and Recreation (LGS Rec) – The Town leases space to LGS Rec at 123 E Main Street and 208 E Main Street. In exchange for preferential lease terms LGS Rec provides senior programming and services to the community. The 208 E Main lease is based on 45% of the Fair Market Rate (FMR) per square foot and adjusted annually for the Consumer Price Index (CPI). In addition, 208 E Main has base rent set every five years by appraisal with the next appraisal due in 2025. The 123 E Main facility is leased at 10% of Fair Market Rate and adjusted annually for CPI. LGS Rec is responsible for payment of all utilities at both sites. 208 Main Street has a 20-year lease which expires in 2029 with 2 five-year options to extend. 123 Main Street is on a month-to-month lease. The current lease rates are \$17,010 per month for 208 E Main and \$2,127.82 for 123 E Main.

Billy Jones Railroad – The Town leases space to Billy Jones Railroad at Oak Meadow Park for \$1.0 per year and 50% of monthly electricity. The lease includes use of the railroad depot, engine storage and shop building, carousel building, railroad bridge and tracks. The lease term was ten years expiring in March 2021. The final two (2) five-year options to extend were exercised to run consecutively for a total of ten (10) years and will expire March 31, 2031.

Soccer, Lacrosse, and Little Leagues - The Town leases multiple parks, open spaces, and sports fields to multiple recreation providers with varying lease terms. Leased facilities include Baggerly Field, Creekside Sports Park, Blossom Hill Park, and Oak Meadow Park. Current lease terms include \$5,796 annually from West Valley Red Hawks Lacrosse Club, \$19,720 annually from Los Gatos United Soccer League, \$14,026 annually from the Los Gatos Saratoga Recreation Center, and \$4,200 annually from Little League Baseball.

Chamber of Commerce – The Town contracts annually with the Chamber of Commerce for provision of the Town's Visitor Information Center. The current contract is for \$55,000 through June 30, 2023.

Farmers Market – The Town contracts with the California Farmer's Markets Association (CFMA) for the annual provision and management of the Sunday Farmers Market at Montebello Way. The initial term of the contract was for three years expiring December 31, 2018. The contract included 2 three-year extensions with the first option being executed and extended through December 31, 2021, and the second option being executed and extended through December 31, 2024. The Town receives an annual Business License fee of \$3,825 and an annual use fee of \$1,375.