



**TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE MEETING AGENDA  
AUGUST 27, 2024  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
5:00 PM**

*Maria Ristow, Chair  
Matthew Hudes, Vice Chair*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov).

**Public Comment During the Meeting:**

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

**Deadlines to Submit Written Comments:**

If you are unable to participate in person, you may email [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the day before the Commission meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) by 3:00 p.m. the day of the meeting.

## CALL MEETING TO ORDER

## ROLL CALL

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Committee on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

**CONSENT ITEMS** *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the Minutes of the June 25, 2024, Policy Committee Meeting.

**OTHER BUSINESS** *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Discuss and Recommend to the Town Council a Commission Events Policy.
3. Discuss and Recommend Modifications to Town Council Policy 2-11 "Commission. Appointments, Residency and Attendance Requirements, and Establishing a Quorum" Related to Attendance.
4. Recommend to the Town Council Proposed Changes to Town Council Policy 4-05 "Town Vehicle and Equipment Acquisition Replacement Policy."

## ADJOURNMENT

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS  
TOWN COUNCIL POLICY COMMITTEE**

MEETING DATE: 8/27/2024

ITEM NO. 1.

ITEM NO: 1

---

**DRAFT  
Minutes of the Town Council Policy Committee Special Meeting  
June 25, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a meeting on Tuesday, June 25, 2024, at 5:00 p.m.

**MEETING CALLED TO ORDER AT 5:00 P.M.**

**ROLL CALL**

Members Present: Chair/Council Member Maria Ristow and Vice Chair/Vice Mayor Matthew Hudes.

Staff Present: Laurel Prevetti, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

**1. Approve Minutes of the April 29, 2024, Council Policy Committee Meeting.**

There was no public comment.

**MOTION:** Motion by Vice Chair Hudes to approve the consent item. **Seconded by Chair Ristow.**

**VOTE:** Motion passed by a unanimous vote.

**VERBAL COMMUNICATIONS**

No one spoke.

**OTHER BUSINESS**

**2. Provide Direction on a Proposed Policy to Guide Commission Events.**

Laurel Prevetti, Town Manager, presented the staff report.

No one spoke.

SUBJECT: Draft Minutes of the Council Policy Committee Special Meeting of April 29, 2024

DATE: May 17, 2024

The Committee discussed the item and commented that commissions should be encouraged to have self-sufficient tabling at existing Town events rather than separate events to minimize the use of staff resources. They also discussed adding a requirement that if a commission wanted to hold a unique event, as an exception and not the norm, it would need to submit a recommendation to the Town Council for consideration and approval. It was suggested that if staff support was necessary, it should not be on the weekends.

### **ADJOURNMENT**

The meeting adjourned at 5:33 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the June 25, 2024, meeting as approved by the Town Council Policy Committee.

---

Wendy Wood, Town Clerk



**TOWN OF LOS GATOS**  
**COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/27/2024

ITEM NO: 2

ITEM NO. 2.

DATE: August 21, 2024  
TO: Council Policy Committee  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Discuss and Recommend to the Town Council a Commission Events Policy

**RECOMMENDATION:**

Discuss and recommend to the Town Council a Commission Events Policy.

**REMARKS:**

The Town has several Commissions that are interested in hosting events as part of their outreach and education activities. The Youth Commission, to date, has been the most active over the years with its Easter Special Needs Awareness Program (SNAP) geared towards neurodiverse youth, therapy dogs at the high school, and other activities. In the past, the former Parks Commission (now Parks and Sustainability Commission) held a community event at Belgatos Park to bring attention to this unique Town asset.

In working with Commissions on their events, staff have provided guidance to:

- Ensure that the proposed event was consistent with the Commission's enabling resolution;
- Oversee the event planning details (including communication and outreach materials) to ensure consistency and compliance with Town policies and practices;
- Make sure there were adequate Commission volunteers to set up, staff, and clean up (when volunteers have not shown up, Town staff has had to step in);
- Coordinate the time and location so the Commission event did not conflict with other Town activities;
- Manage the budget for applicable Commissions (\$2,500), including ordering materials for the events and reserving equipment; and
- Address other logistical details.

A single staff liaison is responsible to work with its respective Town Board, Commission, or Committee (hereafter Commission) to assist with the administration of the Commission's

Reviewed by: Assistant Town Manager and Town Attorney

PAGE 2 OF 3

SUBJECT: Potential Commission Events Policy

DATE: August 21, 2024

REMARKS (continued):

meetings on top of the other work that the liaison completes for its home Department. The staff liaison writes all staff reports, prepares all meeting minutes, responds to individual Commissioner needs outside of the meetings, handles the audio recording and posting of the meeting, and completes other tasks for the Commission.

Event planning and logistics as outlined on the previous page are time consuming and would be in addition to the staff liaison's regular Commission duties as well as their Departmental responsibilities.

Most events may be proposed for weekends or evenings which may not align with the staff liaison's regular schedule to support the needs of their individual Departments. This often means that Management staff, including Directors, end up staffing Commission events in addition to their day-to-day work.

On June 25, 2024, the Council Policy Committee deliberated on this topic and considered the idea of a Commission Events Policy. The Committee discussed that Commissions should be encouraged to have self-sufficient tabling at existing Town events, rather than separate events, to minimize the use of staff resources. The Committee also discussed a requirement that if a commission wanted to hold a unique event, as an exception and not the norm, the commission would submit a recommendation to the Town Council for consideration and approval. It was suggested that if staff support was necessary, that it should not be on the weekends. The draft Commission Events Policy (Policy) in Attachment 1 includes these elements.

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. The Committee may decide if the draft Policy is ready for consideration by the entire Town Council. A policy guiding Commission events will help support consistency and approved use of staff resources for such activities.

COORDINATION:

This report was coordinated with several Commission staff liaisons as well as the Town Clerk and Town Attorney.

FISCAL IMPACT:

This item has no fiscal impact.

PAGE 3 OF 3

SUBJECT: Potential Commission Events Policy

DATE: August 21, 2024


ITEM NO. 2.

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA, and no further action is required.

Attachment:

1. Draft Commission Events Policy

		TOWN OF <b>LOS GATOS</b> CALIFORNIA	<b>COUNCIL POLICY MANUAL</b> <i>Small Town Service    Community Stewardship    Future Focus</i>
TITLE: COMMISSION EVENTS			POLICY NUMBER:
EFFECTIVE DATE:			PAGES: 3
ENABLING ACTIONS:		REVISED DATES:	
APPROVED:			

## I. PURPOSE:

The Town Boards, Commissions, and/or Committees (hereafter, Commissions) may have interest in engaging the public through community events. This Policy sets forth the criteria for Commission participation in events and the use of Town resources for such activities. For the purposes of this Policy, participation in events refers to serving in a formal Town Commission role in an event for purposes of engaging the attendees and does not refer to simply attending an event. This Policy pertains to a Commission's participation in events in its official capacity and does not apply when a Commissioner is not acting in their official capacity.

This Policy works in concert with the Town's Purchasing Policy and other policies and procedures.

## II. COMMISSION EVENTS

### A. **Applicability**

- a. The following sections of this Policy will apply to all Commissions with the exception of the Youth Commission. In the Youth Commission's enabling resolution, one of its duties is to hold forums. In addition, youth may not be able to operate as independently as adult Commissioners and different considerations may need to be made for safety and successful event participation. Due to this specific duty and the additional considerations for participating youth, Youth Commission events may occur with the approval of the Police Chief to ensure adequate consideration of budget, safety, liability, logistics, and staffing resources, unless otherwise requested by the Town Council.

### B. **General Guidelines:**

- a. A Commission's participation in an event must directly relate to its enabling resolution and be within the scope of the Commission.



- b. Participation and activities must be appropriate for the type of event and provide meaningful interaction with the event attendees.
- c. Commissions may not participate in events that are:
  - i. Related to lobbying or for endorsing political candidates or parties; or
  - ii. Expressly in opposition to the Town's Vision Statement, Guiding Principles, and Core Values.
- d. A Commission's budget must be used to fund any necessary expenditures for a Commission event and must be done in accordance with Council Policies 5-03, "Commission Budgets" and 4-06 "Purchasing Policy." Any additional funds require Council approval and allocation.
- e. Commissioners are responsible for preparing for and staffing their portion of any event and Town staff is not expected to participate. Exceptions may be made by the Town Council when the use of staff time has been considered and approved by Town Council; exceptions may only be granted if staffing resources are available, budget is available to cover any necessary overtime, and the event is approved by the Town Council and is found to be in compliance with this Policy.

**C. Guidelines Specific to the Type of Event:**

**a. Commission Participation at Existing Town Hosted Events:**

- i. Existing Town Hosted Events are events hosted by the Town that are already part of a Town Department's planned work, independent of Commission interest in the event. These events could include annual Town events (e.g. Spring into Green), public meetings, workshops, or similar activities.
- ii. Where there is a nexus between the work of a Commission and the intent of an event, or the Commission can provide an activity that creates this nexus, staff may invite Commissions to participate in an event and will provide guidance on how Commissions may participate, should they choose to do so. The guidance will be designed to ensure the success of the event for both Commissioners and staff and will vary depending on the nature of each event. If the provided guidance is followed, no additional Town Council approval is required for Commissioners to participate, unless otherwise requested by Town Council.
- iii. Not all Town Hosted Events are suitable for Commission participation due to limitations including timing, logistics, space requirements, event intent, and staff bandwidth. Staff will strive to provide Commissions opportunities to participate in Existing Town Hosted Events to the extent reasonably practicable and appropriate.

**b. Commission Participation at an Externally Hosted Event:**

- i. Externally Hosted Events are events hosted by entities other than the Town and not hosted by a Town Commission. For example, these events may be

implemented by non-profits, businesses, community groups, and other community and neighborhood stakeholders.

- ii. In their official capacity, Commissions may only participate in Externally Hosted Events that:
  - a. Serve a public benefit or purpose in alignment with the Commission's purpose as stated in the enabling resolution.
  - b. Are hosted by a non-profit organization, government organization, or official Town partner;
  - c. Are located in the Town of Los Gatos or targeted for the Los Gatos community; and
  - d. Are free to attendees.
- iii. If these provisions and the General Guidelines are met, no additional Town Council approval is required for Commissioners to participate, unless otherwise requested by Town Council. Exceptions to these provisions require Town Council approval.

**c. Commission Hosted Events:**

- i. Commission Hosted Events are events hosted, funded, and implemented by the Commission.
- ii. Commissions are advisory bodies to Council and do not typically host or produce events, unless requested by Town Council. Therefore, Commissions are encouraged to participate in existing Town Hosted or Externally Hosted Events as outlined above, rather than hold Commission Hosted Events. If no Town Hosted or Externally Hosted Event exists, alternatives could be for an appropriate non-profit to develop an Externally Hosted Event or to pursue the event outside of the Commission's or Commissioner's official capacity.
- iii. In the rare instance a Commission is interested in holding a Commission Hosted Event, the Commission should make a recommendation to the Town Council for its consideration.
- iv. All Commission Hosted Events require Town Council approval prior to implementation to ensure adequate staff and financial resources are available, alignment with Town Council priorities, and consideration of liability and logistics. If staff attendance is necessary, events past 8:00 p.m. or on weekends should be avoided whenever possible and staff availability should be taken into account when planning the date and time.

APPROVED AS TO FORM:

---

Gabrielle Whelan, Town Attorney



**TOWN OF LOS GATOS**  
**COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/27/2024

ITEM NO. 3.

ITEM NO: 3

---

DATE: August 16, 2024  
TO: Council Policy Committee  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Discuss and Recommend Modifications to Town Council Policy 2-11  
"Commission Appointments, Residency and Attendance Requirements, and  
Establishing a Quorum" Related to Attendance

**RECOMMENDATION:**

Discuss and recommend modifications to Town Council Policy 2-11 "Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum" related to attendance.

**BACKGROUND:**

The Town Council Commission Appointment Policy sets forth procedures for consistent recruitment, appointment, residency, and attendance requirements for all Town Boards, Commissions, and Committees (hereafter Commissions). There have been several revisions to this Policy in the past years to ensure consistency.

The most recent amendment related to attendance occurred on September 20, 2022. At that time the Town Council approved an amendment to add language allowing excused absences up to 12 weeks due to the birth of a child as consistent with the Family Medical Leave Act and the California Family Rights Act.

Recently questions have been raised about the attendance requirements for both the youth and adult commissions. The current attendance requirement does not provide equity in terms of the percentage of meetings that may be missed nor does it provide any leniency for illness.

The current provisions states:

Any member of an appointive Town Advisory Body who is absent from the number

**PREPARED BY:** Wendy Wood  
Town Clerk

---

Reviewed by: Assistant Town Manager and Town Attorney

---

SUBJECT: Modification to the Commission Appointment Policy 2-11

DATE: August 16, 2024

**BACKGROUND (continued):**

of regular meetings listed below appropriate to his or her Advisory Body shall, as a result, surrender his or her office on the Advisory Body and the office shall be considered vacant.

- a. For an Advisory Body which holds six (6) or more regular meetings per a consecutive twelve (12) month period: three (3) regular meetings.
- b. For an Advisory Body which holds five (5) or fewer regular meetings per a consecutive twelve (12) month period: two (2) regular meetings.
- c. For an Advisory Body which holds sixteen (16) or more regular meetings per a consecutive twelve (12) month period: eight (8) regular meetings.

\*Consecutive twelve (12) month period is defined as any consecutive twelve-month period beginning with the first absence. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by an advisory body member.

**DISCUSSION:****General Commission Attendance**

The current policy raises concerns regarding equity in attendance requirements. Under the current policy, a member of a body that holds 16 meetings would not be removed until they have missed eight meetings, equating to a 50% threshold. In comparison, a member of a body that holds 12 meetings would face removal after missing three meetings (25% threshold), and a member of a body that holds five meetings would face removal after missing two meetings (40% threshold).

The current policy also does not provide for flexibility regarding illness. While members of a Commission can participate in meetings remotely, it should be noted that if a commissioner falls ill within 72 hours of a scheduled meeting, they are unable to participate remotely due to restrictions set forth in State Law under the Brown Act. Consequently, this has resulted in some members attending meetings despite being ill in order to avoid being absent from the meeting and removed from the commission. Staff has prepared the following option to help address these concerns.

**Using Excused and Unexcused Absence**

A member of any board, commission, or committee, shall be deemed to have automatically resigned from office if:

SUBJECT: Modification to the Commission Appointment Policy 2-11

DATE: August 16, 2024

DISCUSSION (continued):

The board, commission, or committee member has unexcused absences from either:

1. Any three consecutive regular meetings of the board, commission, or committee; or
2. More than twenty-five percent (rounded to the nearest whole number) of the total number of regular meetings in any calendar year, or if the member was appointed to fill a vacancy, more than twenty percent of the total number of remaining regular meetings in that calendar year.

Excused absences shall be limited to those which meet both of the following requirements:

1. The absent member must have informed the chair and the staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice.); and
2. The following shall be considered an excused absence:
  - a. An absence due to illness of the member; or
  - b. An absence due to medical emergency of the member or the member's spouse, domestic partner, parent, child, sibling or dependent; or
  - c. An absence due to the member's need to provide direct caregiving related to the illness of the member's spouse, domestic partner, parent, child, sibling or dependent; or
  - d. An absence due to death of a member's spouse, domestic partner, parent, child, sibling or dependent; or
  - e. An absence because a member is away on authorized board or commission business; or
  - f. An absence due to required military service; or
  - g. An absence related to Federal and State Family Leave.

**Other Considerations:**

The policy further specifies that "Any member not in attendance at a regular meeting of said Advisory Body for at least 70% of the meeting shall be considered absent." Consequently, under this provision, if a commission meeting extends to three hours and a commissioner can only participate for two hours, the commissioner would be marked absent. To address this issue, the committee may want to consider implementing a maximum two-hour meeting time limit for Commissions with the exception of the Planning Commission. This change would help clarify the expected time commitment from commissioners and promote attendance for the full meeting.

SUBJECT: Modification to the Commission Appointment Policy 2-11

DATE: August 16, 2024

DISCUSSION (continued):

Additionally, the Committee could also consider aligning the Commissioners' schedules with the Town Council schedule to allow for a summer recess in July, which may help with attendance.

Establishing a summer recess for all Commissions would provide the opportunity for Commissioners to take a summer vacation without impacting attendance. Several commissions are currently observing a summer recess, and this addition to the policy would help promote consistency in meeting schedules.

*Questions for the Committee*

1. Does the Committee wish to amend the policy to implement excused and unexcused absences?
2. If so, should there be a limit on the number of excused absences?
3. Is the unexcused absence rate of 25 percent of the total number of regular meetings an acceptable limit?
4. Do you want to implement time limits on the duration of Commission meetings?
5. Do you want to implement a July summer recess for all Commissions?

**Youth Commissioner Liaison Attendance**

The policy also specifies that "If a Youth Commissioner liaison misses three meetings of a liaison Commission during a consecutive twelve (12) month period\*, the Youth Commission shall appoint a different Youth Commissioner as liaison." Questions have been raised regarding Youth Commissioner liaison attendance at the adult commission meetings. The Youth Commission terms vary from one to two years, with their terms expiring in June, which does not align with the terms of the adult commissions. The Youth Commission appointments to the adult commission typically take place in September. The discrepancy in terms and the timing of the appointments may lead to increased absences and make it difficult to appoint a different Youth Commissioner in a timely manner. Currently, the Youth Commission liaisons are voting members of the commission, and their seats are included in the quorum of the body.

*Questions for the Committee*

1. Should Youth Commissioners serve as voting members on an adult commission, which counts toward the Commission quorum, or should Youth Commissioners serve as non-voting members who do not make up the quorum of the Commission?
2. Should expectations and requirements regarding Youth Commission participation at the adult Commissions be adjusted?

SUBJECT: Modification to the Commission Appointment Policy 2-11

DATE: August 16, 2024

DISCUSSION (continued):

3. Should Youth Commission requirements regarding attendance at the adult Commissions be adjusted to account for the fact that Youth Commission is not in session during the summer?

CONCLUSION:

Staff looks forward to the Committee's discussion and direction. Based on the direction, staff will return to the Policy Committee with a proposed draft of the updated Policy for its consideration and potential recommendation to Town Council.

COORDINATION:

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

FISCAL IMPACT:

This item has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Current Commission Appointment Policy 2-11



Commission Appointments,  
and Establishing a Quorum

**TITLE:** Residency and  
Attendance Requirements,

**POLICY NUMBER:** 2-11

**EFFECTIVE DATE:** 2/28/1990

**PAGES:** 7

**ENABLING ACTIONS:**

**REVISED DATES:** 6/13/1994; 6/16/2014;  
4/7/2015; 10/18/2016; 2/21/2017;  
2/6/2018; 3/19/19; 9/3/2019; 6/1/2021;  
12/7/21, 3/15/22, 8/2/22; 9/20/22;  
10/03/23; 11/21/23; 3/5/2024

**APPROVED:**

## PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town of Los Gatos is committed to inclusivity. We value all our community members, regardless of religion, immigration status, ethnicity, race, disability, gender, sexual orientation, or gender identity. The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Board, Commission, and Committee and its respective members, providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided by this Policy.

## SCOPE

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

## POLICY

The Town Council encourages public participation in all decision-making and to be successful residents must be assured both that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Interviews of the applicants conducted in public by the Town Council demonstrates that it values these appointments and that all have an equal opportunity to be appointed. Applicants may apply to more than one Commission, and shall rank their choices in their preferred order, during each recruitment cycle.



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

## **RESIDENCY REQUIREMENTS**

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards, Commissions, and Committees, with the exception of the Youth Commission and the Diversity, Equity, and Inclusion Commission.

### **Youth Commission:**

The members shall be students who are entering grades 8 through 12 in the fall. Membership for the students requires either residency 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.

### **Diversity, Equity, and Inclusion Commission:**

Membership composition shall be as outlined in the Commission's enabling resolution and includes a Los Gatos business owner/employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee who may or may not reside in Los Gatos.

## **ATTENDANCE REQUIREMENTS**

1. All members of all appointive Town Advisory Bodies should attend all regular and special meetings of said Advisory Bodies.
2. Any member not in attendance at a regular meeting of said Advisory Body for at least 70% of the meeting shall be considered absent.
3. Any member of an appointive Town Advisory Body who is absent from the number of regular meetings listed below appropriate to his or her Advisory Body shall, as a result, surrender his or her office on the Advisory Body and the office shall be considered vacant.
  - a. For an Advisory Body which holds six (6) or more regular meetings per a consecutive twelve (12) month period: three (3) regular meetings.
  - b. For an Advisory Body which holds five (5) or fewer regular meetings per a consecutive twelve (12) month period: two (2) regular meetings.
  - c. For an Advisory Body which holds sixteen (16) or more regular meetings per a consecutive twelve (12) month period: eight (8) regular meetings.
4. Consistent with the Family Medical Leave Act and the California Family Rights Act, absences of up to 12 weeks due to parental leave constitute excused absences.

5. The vacant position shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any member removed from office due to non-attendance may re-apply to serve on a Town Advisory Body but will not be treated as an incumbent in any subsequent application to the same Advisory Body.
6. If a Youth Commissioner liaison misses three meetings of a liaison Commission during a consecutive twelve (12) month period\*, the Youth Commission shall appoint a different Youth Commissioner as liaison.

\*Consecutive twelve (12) month period is defined as any consecutive twelve-month period beginning with the first absence. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by an advisory body member.

## **QUORUM REQUIREMENTS**

The number of members needed to constitute a quorum on any Town Advisory Body shall be a majority of the total number of filled seats.

## **PROCEDURES**

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

### **Responsibility and Actions: Town Clerk**

#### **A. Annual Recruitments**

Adult Commission members' terms begin on January 1<sup>st</sup> and end December 31<sup>st</sup>, Youth Commissioners' terms follow the academic year and begin on August 1<sup>st</sup> and end on June 30<sup>th</sup>. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date. Interviews and appointments for Adult Commissioners shall occur after annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have been seated. Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:

- a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.
  - b. If an incumbent Commissioner is requesting reappointment to the same Commission, the incumbent may submit a request to be interviewed by telephone, with their application, instead of attending the interview or must submit a letter prior to the interviews, describing the reason why the applicant cannot be present telephonically or in person for the interview, and why the applicant should be reappointed to the Commission.
  - c. Submissions deadlines are mandatory; no exceptions are permitted.
4. Applications:
  - a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
  - b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), prior to the interviews for appointment.
5. Notify the applicant by letter or email as to the date and time of the interview and provide the option for an in person or teleconference interview.
6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.
7. Applicants:
  - a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.
  - b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

## Interview Process

To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.

1. If appointed, what ideas would you like to see the Commission explore?
2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

3. Please elaborate on any written response provided in the application to assist the Council learn more about you.
4. If you did not answer any of the questions on the application, please explain why.

The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Applicants will be given a two-minute time limit to answer each question.

### **Balloting Process**

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

1. The Town Clerk shall provide a ballot to each Town Council member listing the names of all applicants and “None of the above” for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancy and all applicant names that are listed on the ballot.
2. Each Council member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Council member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk shall collect all ballots and shall publicly announce the name of each Town Council member and how that Council member cast his or her vote. In the case of a tie vote, the Town Clerk will announce that there is a tie and that a run-off vote shall be conducted but will not announce the names of the applicants in the run-off. Once all voting is concluded and a decision made, the votes will be made public. The run-off ballot will also include a “None of the above” option.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant(s) is appointed to an Advisory Body which has vacancies for both full and partial, unexpired terms, the length of the appointee’s term will be determined by the Mayor.

### **B. Mid-Term Recruitments**

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

**Responsibility and Action: Applicant**

1. Read the Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy, complete and submit to the Town Clerk the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the Friday before the scheduled interview date whether they will attend in person or via teleconference.
3. *For student applicants:* Attend the Council Selection Committee interview session. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the Friday before the scheduled interview date whether they will attend in person or via teleconference.
4. If an incumbent Commission member is requesting reappointment to the same Commission and is not available on the date of the interview, the incumbent must submit a letter by 4:00 p.m. the Friday prior to the interviews, describing the reason why the applicant cannot be present telephonically or in person for the interview, and why the applicant should be reappointed to the Commission.
5. If appointed, prior to starting the Commission term, appointees are required to attend a Commissioner Orientation and take the "Oath of Office."
6. Attend Advisory Body meetings once term begins.
7. Read the Commissioners' Handbook. Hard copies of the Handbook are to be returned to the Town Clerk when the term is complete.

**Responsibility and Action: Town Council**

1. Review applications.
2. *For adult applicants* – Interview applicants individually by Commission at a public meeting with all applicants present.  
*For student applicants* – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Commission, the Mayor, on behalf of the Council, may request that the Town Clerk re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

### **COMPLIANCE - GROUNDS FOR DISMISSAL**

A member may be removed from the Advisory Body prior to the end of his or her term by a three-fifths (3/5) vote of the Town Council and may not be reappointed for the following reasons:

1. Failure to attend Advisory Body meetings.
2. Failure to file the following documents required by the Fair Political Practices Commission (Adult Commissioners):
  - a. Form 700 – Assuming Office, Annual, and Leaving Office when term is complete.
  - b. Planning Commissioners are also required to complete AB 1234 Ethics Training and file the original certificate with the Town Clerk every two years.
3. Failure to comply with all Town Policies, Guidelines, and Handbooks.

### **CONFLICT OF INTEREST**

Under the Fair Political Practice Act, an advisory board member has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision.

The Fair Political Practice Act does not prohibit an advisory board member from participating in a decision simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, the Town strongly encourages that in the event that a decision concerns a nonprofit corporation for which an advisory board member is a board member, director, officer, or employed with that nonprofit corporation, the person should recuse him or herself and at a minimum shall disclose the potential conflict of interest before any discussion and decision.

APPROVED AS TO FORM:

\_\_\_\_\_  
Gabrielle Whelan, Town Attorney



**TOWN OF LOS GATOS**  
**COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/27/2024

ITEM NO. 4.

ITEM NO: 4

DATE: August 21, 2024  
TO: Council Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Recommend to the Town Council Proposed Changes to Town Council Policy 4-05 "Town Vehicle and Equipment Acquisition Replacement Policy"

**RECOMMENDATION:**

Recommend to the Town Council proposed changes to Town Council Policy 4-05 "Town Vehicle and Equipment Acquisition Replacement Policy".

**BACKGROUND:**

Town Council Policy 4-05 addresses the requirements and standards associated with how the Town's fleet is managed for all Departments, notably Parks and Public Works, Police, and Community Development. Parks and Public Works manages all the Town's fleet and equipment assets, including acquisition, fit-up, maintenance through the life of the asset and disposal of the asset. The Finance Department directs the funding and budgeting for replacement of items on the asset inventory list.

**DISCUSSION:**

In 2024, staff performed an assessment of fleet operations, and a report of findings will be presented to Town Council in fall 2024. As part of this evaluation of fleet operations, staff noted that the Town Council Policy 4-05 had not been modified since 1998. Modifications are proposed (Attachment 1 - Redline and Attachment 2 - Clean) to this Policy to address the following issues:

1. Type of Assets on Replacement Schedule: The current policy includes an unnecessarily long list of specific assets when they could be grouped more effectively. The proposed changes streamline the list of assets and their respective replacement schedules to reflect more closely the Town's actual needs.

**PREPARED BY:** Nicolle Burnham  
Parks and Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

SUBJECT: Proposed Changes to Town Council Policy 4-05

DATE: August 21, 2024

DISCUSSION (continued):

2. Life of Assets: Vehicle technology and manufacturing have changed since 1998 and staff recognizes that vehicles can serve a longer life than in the past. Staff has proposed changes that extend the life of vehicles before replacement is considered. The six-year time frame is proposed because that is when most vehicles are removed from warranty and the Town would need to start paying more for repairs. Police patrol vehicle life is increased to five years with this proposed change, reflecting the extensive wear and tear these vehicles experience. Mileage limits were not changed because most Town vehicles do not have high mileage. It is also important to note that age and mileage provide a benchmark at which replacement would be considered but are not the primary considerations of whether an asset is replaced. Actual replacement recommendations are made based on the performance of the asset, its use, maintenance costs, available funding, etc.
3. Hybrids and Zero Emissions Vehicles: The current Policy is silent on the issue of hybrid and zero emission vehicles. Staff highly recommends that the Town consider converting to lower emission vehicles whenever possible and the revised policy includes added language to reflect this. The State of California has mandated that all municipal fleets meet certain milestones regarding Zero Emission Vehicles. While this does not apply to all vehicles the Town owns, a stated preference for all Town vehicles to generate lower emission demonstrates the Town's commitment to reducing greenhouse gas emissions overall.
4. Addition of Equipment and Vehicles: In general, vehicles and equipment are replaced on a one for one basis, with the older asset being sold at auction after the new one is in service. On occasion, new assets are secured through donation or grant. At present there is no policy that defines whether these assets are added to the Town's replacement list. With this update, staff proposes to clarify that any new asset that is intended to be added to the equipment replacement list must be approved by Town Council so the long-term capital, maintenance and maintenance related staffing costs of the vehicle can be considered before the item is added. In addition, this update clarifies that assets procured through grant or donation will be maintained by the Town but will not be added to the replacement list unless directed by Council. The intent is to manage the number and costs of assets, preventing unintended increases to the asset inventory.

Other minor changes in policy language are proposed throughout the document.



SUBJECT: Proposed Changes to Town Council Policy 4-05

DATE: August 21, 2024

CONCLUSION:

Staff looks forward to discussion of this Policy. If the Policy Committee finds that the proposal is acceptable, any final adjustments to incorporate the Committee's recommendations will be made prior to bringing the updated Policy forward to the full Town Council for approval. At that time, staff will also bring a report on a recent fleet assessment.

Alternatively, if the Committee finds that significant changes to the Policy are needed, staff will return to the Policy Committee with those changes.

COORDINATION:

The proposed policy changes have been coordinated with the Town Manager's Office, the Police Department, the Town Attorney, and the Finance Department.

FISCAL IMPACT:

There is no direct fiscal impact associated with this Policy change.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Proposed Town Council Policy 4-05 Redline
2. Proposed Town Council Policy 4-05 Clean



TOWN OF  
**LOS GATOS**  
CALIFORNIA

## COUNCIL POLICY MANUAL

SMALL TOWN SERVICE

GOVERNMENTAL ACCOUNTABILITY

FOCUS

**TITLE:** Town Vehicle and Equipment Acquisition and Replacement Policy

**POLICY NUMBER:** 4-05

**EFFECTIVE DATE:** 4/6/1994

**PAGES:** 3

**ENABLING ACTIONS:**

**REVISED DATES:** 5/26/1998; X/X/2024

**APPROVED:** ~~Mayor Linda Lubeck~~

### PURPOSE

To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos.

### SCOPE

This policy will apply to the acquisition and disposal of vehicles and equipment used by all Town Departments.

### POLICY

When purchasing vehicles or motorized equipment or disposing of surplus vehicles and equipment, the following will apply:

#### A. REPLACEMENT CONSIDERATIONS

~~A.~~ Replacement of vehicles and motorized equipment is based on an equipment replacement schedule that allows for replacement on a programmed cycle. The recommended basis is as follows:

Vehicle/Equipment Type	Replacement Cycle
<del>Police Patrol</del> <u>Marked Police Vehicles</u>	<del>53</del> years
and/or 85,000 miles	
<del>Police Undercover (used, 1 to 2 years old)</del> <u>Unmarked Police</u>	<del>64</del> years
and/or <del>82</del> 5,000 miles	
<del>Police Sedans (used, 1 to 2 years old)</del>	<del>4</del> years and/or 75,000 miles

ATTACHMENT 2

<b>TITLE:</b> Town Vehicle and Equipment Acquisition and Replacement Policy	<b>PAGE:</b> 2 of 4	<b>POLICY NUMBER:</b> 4-05
---	------------------------	-------------------------------

Motor ~~c~~Cycles / UTV \_\_\_\_\_ ~~46~~ years and/or ~~8542~~,000 miles and/or 5000 hours

Parking Vehicles \_\_\_\_\_ 6 years and/or 75,000 miles

All Terrain Vehicle \_\_\_\_\_ 8 years and/or 50,000 miles

Police Vans \_\_\_\_\_ 6 years and/or 85,000 miles

Sedans (new) \_\_\_\_\_ 8 years and/or 85,000 miles

Vehicle/Equipment Type \_\_\_\_\_ Replacement Cycle

Sedans (used 1 to 2 years old) \_\_\_\_\_ 6 years and/or 85,000 miles

Passenger Vehicles \_\_\_\_\_ 6 years and/or 85,000 miles  
Pickups (gas) \_\_\_\_\_ 8 years and/or 72,000 miles

Trucks \_\_\_\_\_ 12 years and/or 100,000 miles

Construction Equipment \_\_\_\_\_ 12 years and/or 100,000 miles

Pickups (diesel) \_\_\_\_\_ 12 years and/or 100,000 miles

Medium Trucks (gas) \_\_\_\_\_ 8 years and/or 80,000 miles

Medium Trucks (diesel) \_\_\_\_\_ 12 years and/or 100,000 miles

Heavy Trucks (gas) \_\_\_\_\_ 8 years and/or 80,000 miles

Heavy Trucks (diesel) \_\_\_\_\_ 15 years and/or 100,000 miles

Lawn Mowers \_\_\_\_\_ 6 years

Roadable Mowers \_\_\_\_\_ 8 years

Vans \_\_\_\_\_ 8 years and/or 100,000 miles

Sweepers \_\_\_\_\_ 6 years and/or 65,000 miles

Backhoes \_\_\_\_\_ 10 years and/or 7,000 hours

Loaders \_\_\_\_\_ 12 years and/or 7,200 hours

Graders \_\_\_\_\_ 20 years and/or 9,000 hours

Aerial Units \_\_\_\_\_ 12 years and/or 80,000 miles

Chippers \_\_\_\_\_ 10 years and/or 5,000 hours

Compressors \_\_\_\_\_ 12 years and/or 5,000 hours

Forklifts \_\_\_\_\_ 17 years and/or 9,000 hours

Rollers \_\_\_\_\_ 15 years

Trailers \_\_\_\_\_ 10 years

Sprayers \_\_\_\_\_ 8 years

Sewer Cleaners \_\_\_\_\_ 6 years

Rodders \_\_\_\_\_ 10 years

The replacement cycle is equipment/replacement list will be used as a general guideline for when in the replacement should begin to be considered of vehicles and equipment. Other factors ~~that will be~~ used in the replacement evaluation process include:

1. Overall conditions of vehicles and equipment
2. Repair records-

~~3. Vehicle efficiency and safety-~~

~~3-4. Lead time for vehicle procurement and fit-up~~

~~5. Service life related to extended use in other departments-~~

~~6. Funding available for replacement~~

~~4. The Director of Parks and Public Works, or their designee, shall make the final determination and recommendation about the timing of the vehicle and equipment replacement based on the overall needs of the Town and availability of funding. Preference will be given to the least expensive and most fuel-efficient vehicle that meets the requirements of the proposed use.~~

**B. COOPERATIVE PURCHASING PROGRAM:**

When purchasing vehicles and equipment, the Town of Los Gatos will invite vendors (local and non-local) to submit bids. Where applicable, the Town will use the State of California Cooperative Purchasing Program.

~~C. PREFERENCE FOR HYBRID AND ZERO EMISSION VEHICLES~~

~~C.~~

~~The Town of Los Gatos is committed to reducing greenhouse gas emissions. In selecting new vehicles, preference will be given to hybrid and zero emission vehicles whenever possible.~~

**D. SPECIFICATIONS:**

The Department of Parks and Public Works will ~~develop~~ review all specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos with input from the user Department where appropriate. Specifications will be prepared based on user needs, operating costs, fuel efficiency, reduction of air emissions, regulatory requirements governing municipal fleet operations ~~safety factors, vehicle safety and performance, life expectancy,~~ new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

**E. ADDITION OF EQUIPMENT AND VEHICLES**

The addition of new items to the vehicle and equipment inventory shall require Town Council approval. Such approval considers both the capital cost and operation costs associated and vehicle maintenance. Vehicles and equipment funded through grants or private donations are treated and serviced as part of the Town's fleet and are exempt from Town funding for replacement unless directed otherwise by Council approval.

<b>TITLE:</b> Town Vehicle and Equipment Acquisition and Replacement Policy	<b>PAGE:</b> 4 of 4	<b>POLICY NUMBER:</b> 4-05
---	------------------------	-------------------------------

**F. VEHICLE AND EQUIPMENT DISPOSAL:**

Disposal may take place ~~by sending the item to a public auction house after~~ via trade-in ~~when vehicles or equipment are purchased. If the trade-in offer is deemed insufficient, the Town will advertise and surplus items at a minimum pre-determined price, removing all useful after-market accessories (e.g. mobile radios, emergency light bars).~~ When possible, staff will try to offer specialized vehicles, such as Police patrol cars, to agencies that need such equipment but may not be able to purchase new equipment. Prior to the disposal of vehicle or equipment, the Parks and Public Works Department will determine if reassignment to another department or another use is warranted.

**G. RESPONSIBILITY:**

All applicable departments within the Town of Los Gatos who are assigned vehicles or motorized equipment may be involved in the procurement/disposal process.

1. Finance personnel and the Town Manager shall review the equipment replacement list annually to ensure that replacement costs for vehicles and equipment are current and in-line with long-term replacement needs.
2. Each Department is responsible for requesting vehicle or equipment replacement during the annual budget process.
3. The Parks and Public Works Department will prepare vehicle specifications for all Town Departments except the Police Department. Specifications for Police Patrol vehicles will be developed jointly by the Parks and Public Works Department and the Police Department.
4. The Parks and Public Works Department will review all Town specifications for vehicles and motorized equipment.
5. Disposal or reassignment of surplus vehicles and equipment will be coordinated by the Parks and Public Works Department.

APPROVED AS TO FORM:

/s/ Gabrielle Whelan ~~Orry Korb~~, Town Attorney



**TITLE:** Town Vehicle and Equipment Acquisition and Replacement Policy

**POLICY NUMBER:** 4-05

**EFFECTIVE DATE:** 4/6/1994

**PAGES:** 3

**ENABLING ACTIONS:**

**REVISED DATES:** 5/26/1998; X/X/2024

**APPROVED:**

## PURPOSE

To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos.

## SCOPE

This policy will apply to the acquisition and disposal of vehicles and equipment used by all Town Departments.

## POLICY

When purchasing vehicles or motorized equipment or disposing of surplus vehicles and equipment, the following will apply:

### A. REPLACEMENT CONSIDERATIONS

Replacement of vehicles and motorized equipment is based on an equipment replacement schedule that allows for replacement on a programmed cycle. The recommended basis is as follows:

#### Vehicle/Equipment Type

#### Replacement Cycle

Marked Police Vehicles  
 Unmarked Police  
 Motor cycles / UTV  
 Passenger Vehicles  
 Trucks  
 Construction Equipment

5 years and/or 85,000 miles  
 6 years and/or 85,000 miles  
 6 years and/or 85,000 miles and/or 5000 hours  
 6 years and/or 85,000 miles  
 12 years and/or 100,000 miles  
 12 years and/or 100,000 miles

The replacement cycle is a general guideline for when replacement should begin to be considered. Other factors used in the replacement evaluation process include:

1. Overall condition of vehicles and equipment
2. Repair records
3. Vehicle efficiency and safety
4. Lead time for vehicle procurement and fit-up
5. Service life related to extended use in other departments
6. Funding available for replacement

The Director of Parks and Public Works, or their designee, shall make the final determination and recommendation about the timing of the vehicle and equipment replacement based on the overall needs of the Town and availability of funding. Preference will be given to the least expensive and most fuel-efficient vehicle that meets the requirements of the proposed use.

**B. COOPERATIVE PURCHASING PROGRAM:**

When purchasing vehicles and equipment, the Town of Los Gatos will invite vendors (local and non-local) to submit bids. Where applicable, the Town will use the State of California Cooperative Purchasing Program.

**C. PREFERENCE FOR HYBRID AND ZERO EMISSION VEHICLES**

The Town of Los Gatos is committed and reducing greenhouse gas emissions. In selecting new vehicles, preference will be given to hybrid and zero emission vehicles whenever possible.

**D. SPECIFICATIONS:**

The Department of Parks and Public Works will develop specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos with input from the user Department where appropriate. Specifications will be prepared based on user needs, operating costs, fuel efficiency, reduction of air emissions, regulatory requirements governing municipal fleet operations, vehicle safety and performance, new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

**E. ADDITION OF EQUIPMENT AND VEHICLES**

The addition of new items to the vehicle and equipment inventory shall require Town Council approval. Such approval considers both the capital cost and operation costs associated and vehicle maintenance. Vehicles and equipment funded through grants or

private donations are treated and serviced as part of the Town's fleet and are exempt from Town funding for replacement unless directed otherwise by Council approval.

F. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place by sending the item to a public auction house after removing all useful after-market accessories (e.g. mobile radios, emergency light bars). When possible, staff will try to offer specialized vehicles, such as Police patrol cars, to agencies that need such equipment but may not be able to purchase new equipment. Prior to the disposal of vehicle or equipment, the Parks and Public Works Department will determine if reassignment to another department or another use is warranted.

G. RESPONSIBILITY:

All applicable departments within the Town of Los Gatos who are assigned vehicles or motorized equipment may be involved in the procurement/disposal process.

1. Finance personnel and the Town Manager shall review the equipment replacement list annually to ensure that replacement costs for vehicles and equipment are current and in-line with long-term replacement needs.
2. Each Department is responsible for requesting vehicle or equipment replacement during the annual budget process.
3. The Parks and Public Works Department will prepare vehicle specifications for all Town Departments except the Police Department. Specifications for Police Patrol vehicles will be developed jointly by the Parks and Public Works Department and the Police Department.
4. The Parks and Public Works Department will review all Town specifications for vehicles and motorized equipment.
5. Disposal or reassignment of surplus vehicles and equipment will be coordinated by the Parks and Public Works Department.

APPROVED AS TO FORM:

\_\_\_\_\_  
/s/ Gabrielle Whelan, Town Attorney