



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/18/2026

ITEM NO: 06

DATE: August 18, 2026
TO: Mayor and Town Council
FROM: Gabrielle Whelan, Town Attorney
SUBJECT: **Adopt an Omnibus Ordinance Amending the Town Code to Make Minor Updates and Clarifications**
Ordinance Title: An Omnibus Ordinance of the Town Council of the Town of Los Gatos Amending the Town of Los Gatos Code to Correct Grammatical Errors, Clarify Language, Confirm the Codes to Current State Law, Conform Codes to Administrative Practices and Facts, and to Make Other Administrative, Technical, and Non-Substantive Amendments

RECOMMENDATION: Adopt an ordinance amending various sections of the Town of Los Gatos Municipal Code to correct grammatical errors, clarify existing provisions, ensure consistency with current State and Federal Law, and make administrative, technical, and non-substantive changes.

FISCAL IMPACT:

There is no significant fiscal impact associated with adopting this ordinance.

STRATEGIC PRIORITY:

This action supports good governance by maintaining an accurate, current, transparent, and user-friendly Municipal Code.

BACKGROUND:

The Town periodically reviews the Municipal Code to ensure accuracy, usability, and legal compliance. Over time, minor inconsistencies, outdated references, and typographical errors can accumulate.

PREPARED BY: Elizabeth Munoz
TMO Intern

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

An omnibus ordinance is a standard mechanism used to consolidate multiple minor amendments into a single action. This approach promotes efficiency and avoids the need for multiple separate ordinances addressing largely non-substantive changes. On August 4, the Town Council considered and voted unanimously to introduce the Omnibus Ordinance.

DISCUSSION:

The proposed omnibus ordinance includes amendments across several sections of the Municipal Code. These changes generally fall into the following categories:

- Correcting typographical and grammatical errors.
- Clarifying existing language to improve readability and interpretation.
- Updating cross-references within the Municipal Code.
- Aligning with current State and Federal law.
- Consistency with existing administrative practices.
- Update the references to current Town Position titles.

The Town Code Sections proposed for amendment are:

- Section 1.40.105, *Satisfaction of lien/special assessment* - update position title to reference Administrative Services Director.
- Section 2.30.025, *Delegation of certain duties* – update position title to reference Town Treasurer, Administrative Services Director, and Town Manager or designee
- Section 2.30.035, *Delegation of Town Clerk and Town Treasurer Authority* – update position title to reference Administrative Services Director and Town Clerk.
- Section 2.30.295, *Powers and duties – Generally* – clarify the Town Manager’s supervisory responsibilities.
- Section 2.30.295(2), *Powers and duties – Generally* – clarify the supervision of employees for the Town Manager.
- Section 2.30.295(5), *Powers and duties – Generally* – clarify attendance requirements for Town Manager at Town Council meetings.
- Section 2.30.620, *Filing Campaign Statements* – update position title to reference Town Clerk.
- Section 2.30.945, *Same - Meetings* – update the Personnel Board meeting requirements to state that meetings will occur as needed rather than annually.
- Sections 2.50.010, *Office of the Director of Finance established* – update position title to reference Administrative Services Director.
- Section 14.10.010, *Definitions* – update position title to reference Administrative Services Director.
- Section 14.70.070(r)(3), *Sidewalk vending standards* – replace reference to “pushcart” with “vending device” for internal consistency.

- Section 14.100.065(g), *Violations* – correct a clerical error by changing the cross-referenced Code section from 14.100.070 to 14.100.050.
- Section 15.90.045, *Reporting requirements for funds* – update position title to reference Administrative Services Director.
- Section 18.10.035, *Nonessential or unauthorized use of water* – delete this section because the underlying urgency ordinance has expired.
- Section 19.10.027(1), *Animals in parks* – revise service animal provisions to comply with the Americans with Disabilities Act, which allows service animals to be off leash.
- Section 23.30.010, *Definitions* – update position title to reference Administrative Services Director.
- Section 23.30.020(b)(3), *Bonds and insurance required* – allow the Town Manager or designee to determine appropriate liability insurance coverage amounts based on circumstances.
- Section 23.30.020(c), *Bonds and insurance required* – tie insurance and bonding requirements to project risk rather than project value.
- Section 25.10.030, *Finance Director designated Collector*– update to reference Administrative Services Director as designated Tax and License collector.
- Section 25.30.010, *Definitions* – update definition of “Tax Administrator” to reference the Administrative Services Director.
- Section 25.50.020(a), *Definitions* – update definition of “Administrator” to reference the Administrative Services Director.

Adopting the proposed amendments will ensure that the Town Code remains internally consistent, legally accurate, and easy to administer.

CONCLUSION:

The omnibus ordinance represents routine housekeeping necessary to maintain a clear, accurate, and functional Town Code. Adoption of this ordinance will improve Code clarity and usability without introducing substantive policy changes

COORDINATION:

This item was coordinated with all Town Departments.

ENVIRONMENTAL ASSESSMENT:

The proposed ordinance amendments will not impact the physical environment and are therefore not a project subject to the California Environmental Quality Act.

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Attachments:

1. Attachment 1 - Clean Draft Omnibus Ordinance
2. Attachment 2 - Redline Omnibus Ordinance