



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/17/2026

ITEM NO: 7

DATE: March 17, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Adopt a Resolution Confirming Action Only Minutes and Modifying the Minute Format**

RECOMMENDATION: Adopt a resolution confirming the use of action-only minutes and modifying the current practice for public comment documentation.

FISCAL IMPACT:

Adopting the proposed resolution is expected to reduce staff time required for preparation and management review of meeting minutes and allow for a more efficient allocation of Town resources. However, there would be no direct budgetary cost associated, as the hours of work saved would be reprioritized to other tasks, improving productivity.

STRATEGIC PRIORITY:

This item does not directly address a Strategic Priority; however, it aligns with the Core Goal of Good Governance.

BACKGROUND:

Council has periodically reviewed the Town's meeting minute format, including in 2001, 2007, 2013, and 2022. Prior direction in 2001 established the use of "action-only" minutes and formalized this action by adopting Resolution 2001-104, which directed the use of "action-only" minutes with brief summaries of speakers' comments during public hearing items only. Over time, current practice expanded to include summaries of all public comments and discussions, exceeding the original intent.

On March 3, 2026, the Town Council discussed the minute format and unanimously voted to reaffirm the use of action-only minutes and to direct staff to modify the current format.

PREPARED BY: Wendy Wood
Town Clerk

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

PAGE 2 OF 2

SUBJECT: Recommendation Regarding Meeting Minutes Format

DATE: March 3, 2026

DISCUSSION:

To formalize the Town Council's direction, staff has prepared a draft resolution (Attachment 1). The proposed resolution would rescind Resolution 2001-104 and reconfirm the use of action-only minutes for all Town meetings, ensuring that the official record focuses on formal actions, votes, and Council direction. It would also clarify that for all Town meetings, public comments are to be documented by identifying speakers only, without summarizing their remarks, consistent with Council's direction at the March 3, 2026, meeting.

Additionally, the resolution includes the Council's direction that minutes for Council and Planning Commission meetings will include meeting video time stamps for action item motions to provide a clear reference to the video. It is also noted that for non-action meetings, such as study sessions, the Council may direct staff to use an additional format, including summary minutes, Frequently Asked Questions (FAQs), or verbatim records. This approach provides the Council with flexibility to require a more detailed record while still maintaining consistency and the overall efficiency, clarity, and transparency of the Town's minute practices.

By adopting this resolution, the Town will maintain transparency through publicly available recordings, reduce staff time spent preparing and reviewing minutes, and provide a consistent, efficient record of all Town actions. Council would retain discretion to direct more detailed or verbatim minutes for specific meetings or agenda items when necessary.

CONCLUSION:

Adopting the draft resolution will rescind Resolution 2001-104 and memorialize the Town Council's March 3, 2026, direction regarding the Town's meeting minute format.

COORDINATION:

This recommendation was discussed by the Council Policy Committee in coordination with the Town Manager's Office and the Town Attorney.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Resolution 2001-104