



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 8/26/2025

ITEM NO: 3

DATE: August 26, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide Direction on Revisions to the Following Town Board and Commissions Enabling Resolutions: Arts and Culture Commission, Community Health and Senior Services Commission, Library Board, Parks Commission, Complete Streets and Transportation Commission, and Diversity Equity and Inclusion Commission

RECOMMENDATION:

Review the enabling resolutions for the following Town Commissions: Arts and Culture Commission, Community Health and Senior Services Commission, Library Board, Parks Commission, Complete Streets and Transportation Commission, and Diversity Equity and Inclusion Commission; and provide direction on revision updates.

FISCAL IMPACT:

There is no direct fiscal impact associated with updating the enabling resolutions.

BACKGROUND:

The Youth Commission and Town staff identified ongoing challenges with maintaining consistent attendance from student Youth Commissioners serving as voting members on adult commissions. Conflicts with school schedules, transportation limitations, and extracurricular obligations have contributed to irregular attendance.

To address these concerns, the Youth Commission recommended amending its enabling resolution. On May 20, 2025, the Town Council adopted the revised resolution, which redefined the role of Youth Commissioners from voting members to non-voting liaisons. This change allows Youth Commissioners to continue participating and offering youth perspectives without impacting quorum or vote outcomes.

PREPARED BY: Wendy Wood
Town Clerk

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

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However, several enabling resolutions for Town Commissions still list Youth Commissioners as voting members. To align all documents with the revised Youth Commission structure, staff presented this issue to the Council Policy Committee on May 27, 2025, and requested direction.

Specifically, staff requested direction on whether to remove the Youth Commissioner seat and reduce total membership to maintain an odd number of members; or replace the Youth Commissioner seat with an additional adult member to maintain current membership levels.

The Committee expressed a preference for maintaining an odd number of total members on commissions and recommended the Council reduce the number of Commissioners to five members, with the exception of the Diversity, Equity, and Inclusion Commission.

DISCUSSION:

In addition to revising the Youth Commissioner roles, staff conducted a broader review of the enabling resolutions for the following bodies:

- Arts and Culture Commission
- Community Health and Senior Services Commission
- Library Board
- Parks Commission
- Complete Streets and Transportation Commission
- Diversity, Equity and Inclusion Commission

While the original intent was to reflect only the Youth Commissioner's new role, staff's review revealed broader inconsistencies across the resolutions. Inconsistencies or missing elements include:

- Commission Purpose & Scope: The level of detail varies. Some resolutions outline advisory roles and policy alignment responsibilities clearly, while others offer minimal direction.
- Meeting Frequency: Not all resolutions specify how often commissions must meet.
- Quorum Requirements: Some resolutions define quorum clearly; others are silent or vague.
- Liaison Roles: While some resolutions define Council, staff, or Youth liaison roles, others do not. Standardizing this language would clarify expectations.
- Term Definitions Language: Variations exist in how terms are structured.
- Procedural Details: Certain commissions have rules regarding the election of a Chair/Vice Chair or the inclusion of minority reports; others omit this entirely.

To ensure consistency, transparency, and ease of administration, staff recommends that the Committee consider broader updates to standardize these foundational governance documents.

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Staff is seeking the Policy Committee's direction on the following:

1. Should staff proceed with drafting standardized updates to each enabling resolution beyond Youth Commissioner roles, including consistent formatting and inclusion of the above procedural elements?
2. Are there specific policy elements the Committee would like to see included in all enabling resolutions (e.g., quorum definitions, liaison roles, meeting frequency)?

Standardizing these resolutions will improve internal consistency, reduce confusion for commissioners and staff, and align with best practices for good governance.

If the Committee determines that additional time is needed to revise and finalize the individual enabling resolutions, staff recommends that the Committee propose the Council adopt an interim resolution to supersede any provision in existing enabling resolutions that count the Youth Commissioner as a voting member. This action would ensure alignment with the recently adopted Youth Commission resolution and maintain consistency across all commissions during the revision process.

CONCLUSION:

In reviewing the enabling resolutions, staff has identified an opportunity to improve consistency and clarity across all Town commissions. Addressing discrepancies in scope, quorum, liaison roles, meeting procedures, and other operational details will support clearer expectations, strengthen governance, and align practices across commissions. Staff recommends the Policy Committee provide feedback on the proposed standardization areas and authorize staff to begin drafting uniform language for Council consideration, ensuring all commissions operate under clear, consistent guidelines.

COORDINATION:

This report was prepared in coordination with the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Enabling Resolutions