



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 12/08/2025

ITEM NO: 3

DATE: December 8, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Consideration of Options for the Council Policy Committee

RECOMMENDATION:

Staff recommends that the Policy Committee discuss the future of the Policy Committee and provide direction regarding whether it should continue in its current form, be restructured, or be dissolved.

BACKGROUND:

The purpose of the Council Policy Committee is to identify areas, issues, and concerns where Council and Town policy needs to be communicated/documented, clarified, or developed to enhance the effectiveness of the Council and/or the Town administration in conducting Town business in their own respective roles. It also reviews policies, providing recommendations for the Town Council to make amendments when necessary or rescind as appropriate. The Committee's objectives are flexible and may change depending on the Town's priorities and the Committee's annual work plan.

As part of routine good-governance practices, it is appropriate to periodically evaluate whether the Committee continues to serve a necessary function. Sunsetting the Committee would formally conclude its operations, with any remaining responsibilities reverting to the Town Council or staff, as appropriate.

DISCUSSION:

The Policy Committee is being asked to consider its future structure and role, including whether it should continue in its current form, be restructured, or be dissolved. In making this determination, the Committee may wish to consider several key factors:

- **Current Workload:** Whether the Committee has ongoing policy matters that need

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Reviewed by: Town Manager and Town Attorney

review and regular monthly meetings, or whether policy issues arise more intermittently and may not require a standing committee.

- **Council Oversight:** Whether the functions of the Committee should be absorbed by the Town Council, allowing all members to participate in policy review rather than delegating initial discussions to a subset of Council.
- **Efficiency:** Whether dissolving the Committee would streamline governance and reduce administrative support needs. Eliminating recurring agenda preparation, report development, and meeting administration would allow staff to redirect time toward policy implementation and operational priorities.
- **Policy Streamlining:** Without a standing committee, policy updates would move directly to the full Council, potentially shortening review timelines and facilitating more timely implementation of policy decisions.

Staff seeks input on the future structure and role of the Committee. The Committee may consider several options:

1. **Continue in its Current Form:** The Committee could maintain its existing structure and responsibilities. This option would preserve the current workflow while allowing the Committee to continue providing policy review and recommendations to the full Council.
2. **Restructure:** The Committee could be modified to improve its effectiveness and better align with organizational needs. Possible adjustments include reducing meeting frequency to quarterly or on an as-needed basis, narrowing the scope to focus only on high-priority or time-sensitive policy matters, or adjusting procedures to streamline agenda preparation and reporting. Restructuring would allow the Committee to maintain its role while reducing staff support requirements and ensuring meetings are held only when substantive policy issues require focused review.
3. **Dissolve:** If the Committee is dissolved, policy matters would go directly to the full Council for initial review and direction, allowing all members to participate in the policy development process. The Council would also have the option to establish Ad Hoc Committees on an as-needed basis to focus on specific policy issues. This approach offers several benefits: it allows different Council Members to participate depending on the topic, increases public engagement as Council meetings are open to the public, distributes workload more equitably among Council members, provides a more focused and efficient process for addressing individual policy issues, and reduces recurring staff time needed to support a standing committee, such as agenda preparation, packet development, and monthly meeting administration. Both approaches would maintain meaningful Council involvement in policy discussions, streamline the policy review process, and reduce ongoing staff workload, enabling staff to redirect time toward implementation and operational priorities.

CONCLUSION:

The Policy Committee has played an important role in advising the Town Council on policy matters; however, this is an appropriate time to evaluate whether its continued operation remains necessary given current workloads, governance efficiency goals, and opportunities to streamline policy review processes. Staff recommends that the Committee discuss the outlined options and provide guidance regarding whether the Committee should continue in its current form, be modified, or be dissolved.

Should the Committee recommend restructuring or dissolving the Committee, staff will prepare a recommendation for the Town Council, including options for reassigning outstanding or future policy review tasks as needed based on the Committee's direction.

COORDINATION:

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ENVIRONMENTAL ASSESSMENT:

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