



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 5/27/2025

ITEM NO: 3

DATE: May 23, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review Enabling Resolutions for Town Commissions and Provide Direction on Proposed Change to Youth Commissioner Role

RECOMMENDATION:

Review the enabling resolutions for the following six 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 the proposed change to transition Youth Commissioners from voting members to non-voting liaisons on these commissions.

FISCAL IMPACT:

There is no fiscal impact associated with the modification of this policy.

BACKGROUND:

The Youth Commission and staff identified challenges related to maintaining consistent participation of student members as voting representatives on adult commissions. Conflicts with academic schedules, extracurricular activities, and transportation often lead to inconsistent attendance. The Town Attorney has confirmed that allowing Youth Commissioners to serve as non-voting liaisons who may participate in discussions is consistent with legal standards and Town policies.

On May 20, 2025, the Town Council adopted a resolution amending the Los Gatos Youth Commission enabling resolution. The amendments included updates to Youth Commission membership composition, term lengths, liaison assignments, and the role of Youth Commissioners on other Town Commissions.

PREPARED BY: Wendy Wood
Town Clerk

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

SUBJECT: Review Enabling Resolutions for Town Commissions and Provide Direction on Proposed Change to Youth Commissioner Role

DATE: May 27, 2025

DISCUSSION:

This report is being brought forward in response to a key recommendation to revise the role of Youth Commissioners on adult commissions from voting members to non-voting liaisons. This change was made to improve representation and address the logistical challenges faced by student participants. Currently, several Town Commissions list Youth Commissioners as voting members in their enabling resolutions. While the updated Youth Commission resolution reflects this change in role, the Commission-specific resolutions have not yet been amended. As a result, Youth Commissioners remain voting members on these bodies until the corresponding enabling resolutions are updated.

Under the revised structure, Youth Commissioners would continue to attend commission meetings, contribute youth perspectives, and engage with the work of their assigned commission. However, they would not be counted toward quorum or participate in votes. This approach, included in the Youth Commission resolution recently adopted by the Town Council, was supported by a majority of Youth Commission members.

As a result of the change in the Youth Commissioner's role, the following Commissions enabling resolutions will need to be updated to reflect this revised role:

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

Staff is requesting direction in regard to the change to transition Youth Commissioners from voting members to non-voting liaisons on these commissions and seeks feedback on the following questions:

- Should the Youth Commissioner seat be removed and the total membership reduced to maintain an odd number of seats?
- Should the Youth Commissioner seat be replaced with an additional adult member to maintain current membership levels?

CONCLUSION:

Removing the Youth Commissioner's voting role from the six commissions and aligning enabling resolutions accordingly will ensure consistency with the recently adopted Youth Commission resolution. This change allows for continued youth engagement while providing flexibility for Town operations. Staff seeks the Policy Committee's direction on how to proceed and whether

PAGE 3 OF 3

SUBJECT: Review Enabling Resolutions for Town Commissions and Provide Direction on
Proposed Change to Youth Commissioner Role

DATE: May 27, 2025

to reduce commission membership or replace the Youth Commissioner seat with an adult member.

COORDINATION:

This report was prepared in coordination with the Town Attorney and 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