



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 5/27/2025

ITEM NO: 2

DATE: May 22, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide a Recommendation Regarding the Proposed Modification to Council Policy 2-11: Residency and Attendance Requirements, and Establishing a Quorum

RECOMMENDATION:

Recommend that the Town Council approve a revision to Council Policy 2-11 to remove the section title "Procedures" and authorize the Town Manager or designee to develop and maintain an administrative policy that outlines the associated procedural requirements.

FISCAL IMPACT:

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

BACKGROUND:

Council Policy 2-11 establishes residency and attendance requirements for members of Town Boards, Commissions, and Committees (collectively, "Commissions"), and outlines expectations for participation and quorum standards. Over time, the policy has evolved, and it currently includes a detailed Procedures section governing how applications are submitted, interviews are conducted, and appointments are made. While these procedures are important, they are operational in nature and subject to administrative adjustments as staffing, technology, and Council practices evolve.

DISCUSSION:

The current *Procedures* section in Policy 2-11 is highly prescriptive, encompassing step-by-step instructions for Town staff, applicants, and Council Members. While this detail provides clarity, it also creates rigidity. Any updates to these procedures, regardless of how minor, require

PREPARED BY: Wendy Wood
Town Clerk

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

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action from the full Town Council in order to revise the policy. This process can reduce flexibility and delay timely improvements to internal workflows.

To streamline operations and ensure adaptability, staff recommends that the procedural elements currently incorporated in the *Procedures* section of this policy, be removed and included in a separate administrative policy, maintained by the Town Clerk's Office under the authority of the Town Manager. This will allow for timely updates and provide greater flexibility and efficiency to align with best practices and current operational needs.

The core elements of Policy 2.11, including residency requirements, attendance standards, quorum definitions, reappointment guidelines, and conflict of interest obligations, would remain in the policy under the purview of the Town Council.

If the Committee recommends moving forward with this change, staff will present the revised Policy to the Town Council for formal adoption and develop an administrative policy to outline associated procedural requirements.

CONCLUSION:

Removing the *Procedures* section from Council Policy 2-11 and allowing for the creation of an administrative policy will provide the Town with the flexibility to refine internal processes.

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. Current Council Policy 2-11 (Redlined Version)