



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 09/23/2025

ITEM NO: 3

DATE: September 23, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide Direction on the Revisions to Standardize the Town's Boards, Committees, and Commission's Enabling Resolutions

RECOMMENDATION:

Review and provide direction on the proposed revisions to standardize the enabling resolutions for the Town's boards, committees, and commission's Enabling Resolutions.

FISCAL IMPACT:

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

BACKGROUND:

Due to attendance challenges, the Town Council adopted a revised Youth Commission resolution on May 20, 2025, designating Youth Commissioners as non-voting liaisons to allow continued participation without affecting quorum or voting outcomes.

To align other commission resolutions with this change, staff presented the issue to the Policy Committee on May 27, 2025. The Committee recommended reducing the number of members on applicable commissions to maintain an odd number of voting members, with the exception of the Diversity, Equity, and Inclusion Commission.

While revising the Youth Commissioner roles, staff conducted a broader review of the enabling resolutions and found there were inconsistencies, which included variations in scope definitions, quorum requirements, term lengths, liaison roles, and procedural elements. As a result, staff returned to the Committee on August 26, 2025, and recommended a comprehensive update to standardize formatting and content across all commissions to improve clarity, transparency, and consistency in governance practices.

PREPARED BY: Wendy Wood
Town Clerk

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

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DISCUSSION

The Committee asked staff to explore options for developing streamlined and standardized commission documentation that incorporates the proposed composition of each commission's membership, and to bring it back to the Committee for consideration.

Staff has developed a single standard resolution that will serve as the overarching framework for all commissions. Commission-specific details, such as membership composition, qualifications, and scope of work, have been incorporated into individual exhibits attached to the resolution.

For commissions not governed by ordinance, staff is recommending standardizing all member terms to three (3) years. This would result in changing the term of the Historic Preservation Committee from four (4) years to three (3) years to align with this new standard.

Staff recommends standardizing the number of voting members for all commissions not governed by ordinance to five (5) voting members. The Youth Commission is excluded from this recommendation due to its unique structure and purpose.

To align the membership structure of the Diversity, Equity, and Inclusion Commission with this proposed standard, and based on the committee's recommendation to remove the business and resident seat as well as the nonprofit seat, staff proposes designating the members from the Art and Culture Commissions and the Community Health and Senior Services as nonvoting liaisons. This recommendation promotes consistency across commissions while ensuring effective representation and collaboration.

The scope of work for each commission has been revised for consistency in language and format. While the content remains specific to each body's functional role, the language has been modified to simplify and ensure uniformity across all exhibits.

CONCLUSION:

Staff recommends the Policy Committee provide feedback on the proposed standardized resolution and commission-specific exhibits as presented. These updates reflect the Committee's direction and are intended to improve the clarity, effectiveness, and accessibility of Advisory Body documentation going forward. If the Committee recommends moving forward with this change, staff will present the resolution to the Town Council for formal adoption.

COORDINATION:

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

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ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Resolution with Exhibits
2. Boards and Commissions Enabling Resolutions