



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/15/2025

ITEM NO: 9

DATE: April 15, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Approve a Temporary Suspension of the Youth Commission Interview Schedule Provision in Council Policy 2-11, "Residency and Attendance Requirements, and Establishing a Quorum," in Procedures Section A.2, Due to Meeting Time Constraints, and Allow the Interviews to Occur in August

RECOMMENDATION:

Approve a temporary suspension of the Youth Commission interview schedule provision in Policy 2-11 Council Policy 2-11, "Residency and Attendance Requirements, and Establishing a Quorum," in Procedures Section A.2, due to meeting time constraints, and allow the interviews to occur in August.

BACKGROUND:

As outlined in Council Policy 2-11 "Residency and Attendance Requirements, and Establishing a Quorum," in Procedures Section A.2, the recruitment procedures for the Youth Commission, requires the Town Clerk to schedule the Youth Commission interviews as follows:

"Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m."

This provision was originally designed to align with the academic calendar and provide consistent timing for youth appointments. However, due to ongoing constraints related to staff and Council availability, it has become increasingly difficult this year to schedule and conduct interviews within this narrow window.

DISCUSSION:

The current year has presented challenges in identifying available meeting times for the Youth

PREPARED BY: Wendy Wood
Town Clerk

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

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SUBJECT: Approve a Temporary Suspension of Youth Commissioner Interview Schedule
Provision and Allow the Interviews to Occur in August

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Commission interviews. Due to overlapping commitments and limited calendar availability during May, adhering to the existing scheduling will be difficult this year.

To address scheduling limitations, staff recommends suspending the May interview requirement for this year and allowing the interview to be held in August 2025. This action will allow for proper coordination with all interviewers and provide additional time for outreach and application review. Holding the interviews in August will still allow newly appointed Commissioners adequate time to receive clarity on their roles and responsibilities. This temporary adjustment applies only to the 2025 recruitment cycle unless extended by further Council action.

CONCLUSION:

Temporarily suspending the May scheduling provision and scheduling requirement in August will allow the Town to move forward with Youth Commission interviews in a timely and flexible manner while still maintaining fairness and transparency in the appointment process.

COORDINATION:

This report has been coordinated with the Town Attorney's Office and the Town Manager's Office.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Council Policy 2-11, "Residency and Attendance Requirements, and Establishing a Quorum"