



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/18/2025

ITEM NO: 13

DATE: March 4, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Approve the 2025 Community Health and Senior Services Commission Work Plan

RECOMMENDATION:

Approve the 2025 Community Health and Senior Services Commission (CHSSC) Work Plan in Attachment 1.

BACKGROUND:

In order to provide Town Commissions/Committees/Boards (Commissions) clarity from the Town Council regarding their work, staff recommends the Town Council review and approve each Commission's work plan for the year. This will ensure Council support, efficient use of Commissioners' time, and sufficient staff resources for Commission's projects in 2025.

Certain Commissions are exempt from this process due to their specific functions. The exempt Commissions have projects presented to them for consideration rather than the Commissions creating their own work plans. These exempt Commissions include the Planning Commission, General Plan Committee, Historic Preservation Committee, and Personnel Board.

In coordination with other Town Departments, staff reviewed the potential items for the CHSSC work plan, taking workload, time commitment, and alignment with Council priorities into consideration.

DISCUSSION:

The CHSSC discussed its 2025 Work Plan on January 23 and February 27, 2025, and provided comments for staff consideration. The Commission recommended that the Town Council adopt the work plan in Attachment 2.

PREPARED BY: Katy Nomura
Assistant Town Manager

Reviewed by: Town Manager and Town Attorney

PAGE 2 OF 2

SUBJECT: Community Health and Senior Services Work Plan

DATE: March 4, 2025

The Commission clarified that it did not anticipate requiring staff time on these items and acknowledged the need to manage the use of staff time. Since no staff time is expected to be allocated, staff had no immediate concerns with the items but recommends reformatting the work plan to clearly indicate that no staff time is allocated, similar to the formatting of other commission work plans. The reformatted work plan, reflecting this clarification, is included in Attachment 1, with the language of the individual items unchanged from the Commission's recommendation. Other commission work plans also included language indicating the items were "for discussion only." The CHSSC expressed concerns with labeling the items as "discussion only" items and staff was comfortable omitting that language.

Throughout the year, the Commission may propose to Council specific, well-defined efforts requiring staff support. If such a recommendation is made, staff will provide analysis for Council's consideration given the scope of the proposed effort. Addressing these items as they are developed with more clarity allows for clearer assessment and proper staff analysis.

Additionally, the work plan does not limit the Commission's ability to discuss other topics within its purview. The Commission may discuss items not on the work plan, but staff time will not be available for those items.

CONCLUSION:

Staff recommends that the Town Council approve the 2025 CHSSC Work Plan as recommended by staff in Attachment 1. This is a reformatted version of the CHSSC's recommendation, using the Commission's recommended item language verbatim.

FISCAL IMPACT:

No fiscal impact is associated with this item.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Reformatted Recommended 2025 CHSSC Work Plan
2. CHSSC Recommended 2025 Work Plan