



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE MEETING AGENDA
AUGUST 26, 2025
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

Matthew Hudes, Mayor
Mary Badame, Council Member

IMPORTANT NOTICE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person. Instructions for providing public comments are listed at the end of the agenda.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the Minutes of the May 27, 2025, Policy Committee Regular Meeting.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Committee on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Review and Provide a Recommendation Regarding Revisions to Town Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum
3. Review and Provide Direction on Revisions to the Following Town Board and Commissions Enabling Resolutions: 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

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

NOTE: The ADA access ramp to the Town Council Chambers is currently under construction and will be inaccessible until further notice. Individuals who require the use of that ramp to attend

meetings should contact the Clerk's Office at least two (2) business days in advance to arrange for alternative accommodations.

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. Members of the public may provide public comments for agenda items in-person or virtually by following the instructions listed at the end of the agenda.

Public Comment During the Meeting:

If you wish to speak on an item on the agenda, please complete a speaker card and return it to staff. On the card, indicate whether you wish to speak under Verbal Communications (for items not listed on the agenda) or specify the agenda item number you wish to address. When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting. Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may submit your comment via email at clerk@losgatosca.gov. Please list "Public Comment Item #_" (insert the item number relevant to your comment) in the subject line. Persons wishing to submit written comments to be included in the materials provided to the committee must provide the comments by the following deadlines:

- 11:00 a.m. the day before the Committee meeting to be included as an addendum
- 11:00 a.m. the day of the Committee meeting to be included as a desk item



**TOWN OF LOS GATOS
TOWN COUNCIL POLICY COMMITTEE**

MEETING DATE: 08/26/2025

ITEM NO. 1.

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Meeting
May 27, 2025
5:00 P.M.**

The Town Council Policy Committee conducted a meeting in person.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Committee Members Present: Mayor Matthew Hudes, Council Member Badame.

Staff Present: Chris Constantin, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve the Minutes of the April 22, 2025, Policy Committee Regular Meeting.

There was no public comment.

MOTION: Motion by Council Member Badame to approve the consent calendar. **Seconded** by Mayor Hudes.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Review and Provide a Recommendation Regarding the Proposed Modification to Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum.

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of May 27, 2025

The Committee discussed the proposed revisions and requested that language be added to the Policy section clarifying that, while Council Members may ask standardized questions, nothing shall restrict them from asking other appropriate questions of the applicants. The committee also requested that the language regarding the voting process for appointing applicants and reappointment guidelines remain in the policy. Staff was directed to return with the revised Council policy incorporating these changes, along with a new Administrative Policy outlining the detailed procedures.

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

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The Committee discussed the number of members for Boards and Commissions that previously included a Youth Commissioner as a voting member and expressed a desire to maintain an odd number of total members.

MOTION: **Motion by Council Member Badame** to make a recommendation to Council to reduce the number of Commissioners to five, and look at the Diversity, Equity, and Inclusion Commission separately. **Seconded by Mayor Hudes.**

VOTE: **Motion passed unanimously.**

ADJOURNMENT

The meeting adjourned at 5:38 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the May 27, 2025, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 8/26/2025

ITEM NO. 2.

ITEM NO: 2

DATE: August 26, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide a Recommendation Regarding Revisions to Town Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum

RECOMMENDATION:

Discuss and consider recommending adoption of the revised Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum.

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 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.

On May 27, 2025, staff presented proposed changes to Council Policy 2-11, including the removal of the Procedures section. This section is currently highly prescriptive, containing step-by-step instructions for Town staff, applicants, and Council Members. While detailed, this structure creates rigidity. Even minor procedural updates require formal Town Council action to amend the policy, limiting flexibility and delaying improvements to internal workflows.

PREPARED BY: Wendy Wood
Town Clerk

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

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SUBJECT: Review and Provide a Recommendation Regarding Revisions to Town Council
Policy 2-11: Residency and Attendance Requirements and Establishing a
Quorum

DATE: August 26, 2025

The Committee discussed the proposed change and supported staff's recommendations to remove procedural content from the policy and include it in a separate Administrative Policy. This will provide greater flexibility for minor procedural updates, improve internal workflows, and better align with evolving best practices without requiring formal Council action.

The Committee also requested that the policy include language clarifying that, while Council Members may use standardized interview questions, they are not restricted from asking other appropriate questions of applicants. Additionally, the Committee requested that the provisions outlining the voting process for appointments and reappointment guidelines remain in the policy.

DISCUSSION:

Staff has revised Council Policy 2-11 to incorporate the requested clarifications and retain the relevant content. As part of this update, staff is also proposing revisions to the Conflict of Interest section to provide greater clarity regarding expectations and disclosure responsibilities for Commissioners who serve on or are employed by nonprofit organizations. A new Administrative Policy has also been created to outline the detailed procedures related to Commission recruitment, interviews, and appointment processes.

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

If the Committee recommends moving forward with the proposed changes, staff will present the revised Council Policy and new Administrative Policy to the full Town Council for formal adoption.

CONCLUSION:

Separating the procedural details from Council Policy 2-11 and placing them into a standalone Administrative Policy provides the Town with increased flexibility to manage and update internal procedures without requiring Council action. This approach maintains transparency and consistency in key policy areas while improving efficiency and responsiveness to operational needs.

COORDINATION:

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

SUBJECT: Review and Provide a Recommendation Regarding Revisions to Town Council
Policy 2-11: Residency and Attendance Requirements and Establishing a
Quorum

DATE: August 26, 2025

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Council Policy 2-11 (Redlined Version)
2. Administrative Procedures - Boards, Committees, and Commissions Recruitment



TITLE: Commission Requirements and Guidelines:
 Residency ~~and~~ Attendance, Requirements, and Establishing
~~a~~ Quorum, and Appointments

POLICY NUMBER: 2-11

EFFECTIVE DATE: 2/28/1990

PAGES: 7

ENABLING ACTIONS:

REVISED DATES: 6/13/1994; 6/16/2014;
 4/7/2015; 10/18/2016; 2/21/2017;
 2/6/2018; 3/19/19; 9/3/2019; 6/1/2021;
 12/7/2021, 3/15/2022, 8/2/2022;
 9/20/2022; 10/3/2023; 11/21/2023;
 3/5/2024; 12/17/2024

APPROVED:

PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town of Los Gatos is committed to inclusivity. We value all our community members, regardless of religion, immigration status, ethnicity, race, disability, gender, sexual orientation, or gender identity. The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Board, Commission, and Committee and its respective members, providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided by this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions, and Committees.

POLICY

The Town Council encourages public participation in all decision-making and to be successful residents must be assured both that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Interviews of the applicants conducted in public by the Town Council demonstrates that it values these appointments and that all have an equal opportunity to be appointed. While the Council Members may be provided standardized questions to use during the interviews,

TITLE: Commission <u>Requirements and Guidelines: Appointments, Residency, and Attendance, Requirements, and Establishing a Quorum, and Appointments</u>	PAGE: 2 of 9	POLICY NUMBER: 2-11	<div>ITEM NO. 2.</div>
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they free to ask other appropriate questions instead of, or in addition to, those provided.
Applicants may apply to more than one Commission, and shall rank their choices in their preferred order, during each recruitment cycle.

To ensure the greatest possible participation by the public, no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions, and Committees, or Commission members (hereinafter referred to as "Commissioners") serving as representatives of their Commission who have been appointed by the Town Council.

RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards, Commissions, and Committees, with the exception of the Youth Commission and the Diversity, Equity, and Inclusion Commission.

Youth Commission:

The members shall be students who are entering grades 8 through 12 in the fall. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

Diversity, Equity, and Inclusion Commission:

Membership composition shall be as outlined in the Commission's enabling resolution ~~and includes a Los Gatos business owner/employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee who may or may not reside in Los Gatos.~~

ATTENDANCE REQUIREMENTS

1. All members of all appointive Commissions should attend all regular and special meetings of said Commissions.
2. Consistent with the Town Council's summer recess, Commissions will not schedule a regular meeting in the month of July to allow time for vacations. Nothing in this policy will prohibit staff from scheduling a special meeting to address urgent Town business.
3. Any member not in attendance at a regular meeting of said Commissions for at least 70% of the duration of the meeting shall be considered absent. To allow Commissioners to plan ahead to meet the 70% requirement, there will be a two-hour time limit for a regular Commission meeting with the exception of the Planning Commission and the Historic Preservation Committee and meetings containing discussion regarding the Town's annual budget.

4. A Commissioner shall be deemed to have automatically surrendered their office if they have either:
 - a. Three consecutive unexcused absences from the regular meetings of the Commission; or
 - b. Unexcused absences totaling more than twenty percent* of the total number of scheduled regular meetings in any calendar year;* or
 - c. Absences, whether excused or unexcused, totaling more than thirty-five percent* of the total number of scheduled regular meetings in that calendar year.**
5. Excused absences shall be limited to those which meet both of the following requirements:
 - a. The absent Commissioner must have informed the chair and the staff liaison to the Commission of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence unless an unusual circumstance prevents advance notice.); and
 - b. The following shall be considered an excused absence:
 - i. An absence due to illness of the Commissioner; or
 - ii. An absence due to a medical emergency of the Commissioner or the Commissioner's family member or loved one; or
 - iii. An absence due to the Commissioner's need to provide direct caregiving related to the illness of the Commissioner's family member or loved one; or
 - iv. An absence due to the death of a Commissioner's family member or loved one; or
 - v. An absence because a Commissioner is away on authorized commission business; or
 - vi. An absence due to required military service; or
 - vii. An absence related to Federal and State Family Leave.
6. For all Commissions other than the Finance Commission, vacant positions shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any member removed from office due to non-attendance may re-apply to serve on a Town Commission but will not be treated as an incumbent in any subsequent application to the same Commission.

* Percentages will be rounded to the nearest whole number using standard rounding rules (less than .5 will round down and .5 or more will round up) and if the Commissioner was appointed to fill a vacancy, more than twenty percent of the total number of remaining scheduled regular meetings in that calendar year.

** A calendar year is defined as January 1 through December 31. Any absence that causes the cancellation of a regular meeting due to lack of a quorum shall be counted as an

TITLE: Commission <u>Requirements and Guidelines:</u> <u>Appointments, Residency, and Attendance,</u> <u>Requirements, and Establishing a Quorum, and</u> <u>Appointments</u>	PAGE: 4 of 9	POLICY NUMBER: 2-11	ITEM NO. 2.
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absence for the Commissioner. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by a Commissioner.

QUORUM REQUIREMENTS

The number of members needed to constitute a quorum on any Town Commission shall be a majority of the Commission.

PROCEDURES

~~The following procedures will be followed by the applicant, the Town Clerk, and the Town Council for the appointment of applicants to Town Commissions:~~

~~Responsibility and Actions: Town Clerk~~

~~A. Annual Recruitments~~

~~Adult Commissioners' terms begin on January 1 and end on December 31, Youth Commissioners' terms begin on September 1 and end on May 31. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commissioners:~~

- ~~1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.~~
- ~~2. Advertise the vacancies, including the application deadline and the interview date. Interviews and appointments for Adult Commissioners shall occur after annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have been seated. Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m.~~
- ~~3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:~~
 - ~~a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council, with the exception of the Finance Commission which will be interviewed by the appointing Council Member. The applications of those not interviewed will be held for the next recruitment.~~
 - ~~b. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available to be interviewed, the incumbent may submit a letter prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.~~
 - ~~c. Submission deadlines are mandatory; no exceptions are permitted.~~

~~4. Applications:~~

- ~~a. For adult applicants — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.~~
- ~~b. For student applicants — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), prior to the interviews for appointment.~~

~~5. Notify the applicant by letter or email as to the date and time of the interview and provide the option for an in-person or teleconference interview.~~

~~6. Facilitate the Council voting process set forth below by informing the Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This voting process does not apply to Youth Commission or Finance Commission applicants.~~

~~7. Applicants:~~

- ~~a. For adult applicants — After the interviews and the Council votes are completed, notify all applicants of the Council's action, and explain the Town's policy of keeping applications active for one year with notification of subsequent openings on that Commission to the interested applicants.~~
- ~~b. For Youth Commission applicants — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.~~

Interview Process

~~To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.~~

- ~~1. If appointed, what ideas would you like to see the Commission explore?~~
- ~~2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.~~
- ~~3. Please elaborate on any written response provided in the application to assist the Council learn more about you.~~
- ~~4. If you did not answer any of the questions on the application, please explain why.~~

~~The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Applicants will be given a two-minute time limit to answer each question.~~

Balloting Process

~~Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission with the exception of the Finance Commission. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:~~

- ~~1. The Town Clerk shall provide a ballot to each Town Council member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancy and all applicant names that are listed on the ballot.~~

APPOINTMENT GUIDELINES

Boards, Committees, and Commissions

In order for a candidate to be appointed, a majority vote (3 or more) must occur. In the event of a tie vote, a runoff will be held. Each Council member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Council member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.

Youth Commission

The Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), will interview the Youth Commission applicants and make appointment recommendations for the Town Council to ratify.

~~The Town Clerk shall collect all ballots and shall publicly announce the name of each Town Council member and how that Council member cast his or her vote. In the case of a tie vote, the Town Clerk will announce that there is a tie and that a run-off vote shall be conducted but will not announce the names of the applicants in the run-off. Once all voting is concluded and a decision made, the votes will be made public. The run-off ballot will also include a "None of the above" option.~~

- ~~2. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.~~

- ~~1. If an applicant(s) is appointed to a Commission that has vacancies for both full and partial, unexpired terms, the length of the appointee's term will be determined by the Mayor.~~

~~B. Mid-Term Recruitments~~

~~During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Council to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk will consolidate mid-term recruitments to minimize the number of recruitments occurring throughout the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for Youth Commissioners. The Town Clerk shall advertise mid-term vacancies on Commissions for at least 15 days.~~

~~Responsibility and Action: Applicant~~

- ~~1. Read the Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy, complete and submit to the Town Clerk the application for appointment to a Town Commission by the advertised deadline date and time.~~
- ~~2. For adult applicants: Attend the Council meeting to be interviewed for the Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. three business days before the scheduled interview date whether they will not attend in person or via teleconference.~~
- ~~3. For student applicants: Attend the Council Selection Committee interview session. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the three business days before the scheduled interview date whether they will not attend in person or via teleconference.~~
- ~~4. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available on the date of the interview, the incumbent must submit a letter by 4:00 p.m. the three business days prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.~~
- ~~5. If appointed, prior to starting the Commission term, appointees are required to attend a Commissioner Orientation and take the "Oath of Office."~~
- ~~6. Attend Commission meetings once term begins.~~
- ~~7. Read the Commissioners' Handbook available online.~~

~~Responsibility and Action: Town Council~~

- ~~1. Review applications.~~
- ~~2. For adult applicants—Interview applicants by Commission at a public meeting with all applicants present.~~

- ~~For student applicants—Town Council Selection Committee interviews applicants.~~
- ~~3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.~~
 - ~~4. If there are limited applications for any vacancy to a Commission, the Mayor, on behalf of the Council, may request that the Town Clerk re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.~~

REAPPOINTMENT GUIDELINES

An individual who has been removed from a Commission for the following reasons, may not be reappointed:

1. Failure to file the following documents required by the Fair Political Practices Commission (Adult Commissioners):
 - a. Form 700 – Assuming Office, Annual, and Leaving Office when term is complete.
 - b. Planning Commissioners are also required to complete AB 1234 Ethics Training and file the original certificate with the Town Clerk every two years.
2. Failure to comply with all Town Policies, Guidelines, and Handbooks.

CONFLICT OF INTEREST

Under the ~~Fair Political Practice~~Political Reform Act, a Commissioner has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision. While all Commissioners must at a minimum comply with the ~~Fair Political Practice~~Political Reform Act regulations, they should also avoid the appearance of a conflict of interest.

Some Board and Commission members serve on non-profit boards or are employed by non-profit organizations. Board and Commission members may not participate in decisions (which includes making recommendations to the Town Council) in which they have a potential conflict of interest, which can be a financial or a personal interest. In the event of a potential conflict of interest, the Board or Commission member must recuse themselves and provide a brief statement explaining the reason for recusal. Even if it is determined that there is no potential conflict of interest, the Board or Commission member must state that their affiliation with the non-profit organization before participating in the decision.~~The Fair Political Practice Act does not prohibit a Commissioner from participating in a decision regarding a non-profit organization simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, with limited exceptions, Government Code Section 1090 prohibits a Commissioner from participating in a decision (including a recommendation) in which the Commissioner is financially interested. the~~

TITLE: Commission Requirements and Guidelines:
Appointments, Residency, and Attendance,
Requirements, and Establishing a Quorum, and
Appointments

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ITEM NO. 2.

~~Town strongly encourages that in the event that a decision concerns a nonprofit corporation for which a Commissioner is a board member, director, officer, or employed with that nonprofit corporation, the person should recuse him or herself and at a minimum shall disclose the potential conflict of interest before any discussion and decision.~~

APPROVED AS TO FORM:

Gabrielle Whelan, Town Attorney



TITLE: Boards, Committees, and Commissions Recruitment

PROCEDURE NUMBER:

EFFECTIVE DATE:

PAGES:

ENABLING ACTIONS:

REVISED DATES:

APPROVED:

PURPOSE

To set forth policy and procedural responsibilities to be followed by Town staff, Town Council, and applicants during the recruitment and appointment process for Town Board, Committee, and Commission (hereinafter referred to as "Commissions") positions.

SCOPE

This policy applies to Town Staff involved in the appointment and administration of Town Commissions, including Adult and Youth Commissioners.

ADMINISTRATIVE POLICY

It is the policy of the Town to conduct a fair, consistent, and transparent process for recruiting and appointing members to its Boards, Committees, and Commissions (herein after "Commissioner"). This process ensures broad public participation, promotes equity, and supports the Town Council's goals for effective governance. The Town Clerk, under the direction of the Town Manager, is responsible for administering this process in accordance with the procedures outlined in this document. All recruitments shall be conducted in compliance with applicable laws and policies, and in alignment with best practices for public appointments.

PROCEDURES

Responsibilities and Procedures for Annual and Mid-Year Recruitment

A. Annual Recruitments

Annual recruitments occur prior to the expiration of a Board Member, Committee Member, or Commissioner's term.

1. Notification to Council

- a. Inform the Town Council of upcoming Commission vacancies. The memo shall include the name of the Commission, the number of expiring or vacated terms, and the names of the Commissioners whose terms are ending.
 - b. Schedule a date and time with the Council to conduct the interviews (Special Meeting).
2. Notification to Eligible Incumbents
 - a. Inform eligible incumbents of their expiring term and provide instructions on how they can reapply.
3. Open the Recruitment
 - a. Create the recruitment in the Board and Commission (BAC) system.
 - i. Select Commissions with terms expiring and set the recruitment period (open and close date and time).
 - ii. Post advertisements on the Town website, public notice board, library, and official Town social media channels, and other media outlet as appropriate..
4. Recruitment Advertisement
 - a. Advertise the vacancies for a minimum of 30 days.
 - i. Advertisements should include the application deadline and interview date.
 - ii. Post advertisements on the Town website, Town public notice posting board, library, and on social media.
5. Applications
 - a. Applications will be maintained electronically in the BAC system.
 - b. Applications must be submitted electronically using the BAC system.
 - c. The application submitted will be verified for eligibility.
 - d. Notify eligible applicants of the interview date and time and provide a deadline by which to confirm their availability.
 - e. Prepare redacted copies of the applications for the agenda packet.

B. Mid-Term Recruitment

During the year, Commissions may experience vacancies that reduce the number of filled seats below the threshold needed to conduct official business. When possible, the Town Clerk will consolidate mid-term recruitments to limit the number of separate recruitment processes conducted throughout the year. In the event of a vacancy on the Planning Commission, a mid-term recruitment will be conducted automatically. A mid-term recruitment will not be conducted for Youth Commissioners. The Town Clerk shall advertise any mid-term Commission vacancies for a minimum of 15 days.

The mid-year recruitments will be conducted in the same manner as the annual recruitment, with the exception of the minimum days to advertise the vacancies.

C. Interview Process

Annual and Mid-Year Recruitments

1. Interviews will take place during a special meeting of the Town Council, with the exception of the Finance Commission and Youth Commission.
2. Staff will prepare and post an agenda in accordance with the Brown Act.
3. Staff will prepare a staff report, which includes the redacted applications.
4. Staff will confirm attendance with all applicants prior to the interview.
5. If necessary, staff will prepare interview binders for Council, which will include the Staff report, applications, standard questions, and an additional sheet for rating and/or notes.
6. Applicants will be interviewed in groups based on the Commission to which they have applied, with the order of interviews to be determined by the Mayor.
7. The Mayor will determine the order in which the applicants will be asked questions.
8. To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below:
 - If appointed, what ideas would you like to see the Commission explore?
 - Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
 - Please elaborate on any written response provided in the application to assist the Council learn more about you.
 - If you did not answer any of the questions on the application, please explain why.
9. Applicants will be limited to two minutes to answer each question.

*No Council Member shall be prevented from asking appropriate questions of applicants. The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the questions provided, change the order of the questions, or rotate which Council member asks a specific question.

Youth Commission Recruitment

1. Interviews will take place during a special meeting of the Selection Committee.
2. Staff will prepare and post an agenda in accordance with the Brown Act.
3. Staff will prepare a staff report listing the names of all applicants. (Applications will not be posted with the report due to the applicants being minors. However, redacted copies will be available for public inspection in the Clerk's Office.)
4. Staff will prepare interview binders for the Committee, which will include the Staff report, applications, standard questions, and an additional sheet for rating and/or notes.
5. The Mayor will determine the order in which the applicants will be asked questions.

D. Balloting Process

Annual and Mid-Year Recruitments

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission, with the exception of the Finance Commission and Youth Commission. Such a ballot vote may be conducted at either a regular, adjourned, or special meeting of the Town Council.

The ballot vote process shall be conducted as follows:

1. The Town Clerk or designee shall provide a ballot to each Town Council Member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancies to be filled and the maximum number of votes that may be cast for each commission.
2. In order for a candidate to be appointed, a majority vote (3 or more) must occur. In the event of a tie vote, a runoff will be held. Each Council Member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case can a Council Member cast more votes than there are vacancies, or vote for the same candidate more than once on each ballot (i.e., cumulative voting -- e.g., where there are three vacancies, a Council Member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk or designee shall collect all ballots and shall publicly announce the votes by stating each applicant's name that received a vote, the number of votes received for the applicant, and the name of each Town Council Member that cast his or her vote for the applicant.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the case of a tie vote, the Town Clerk will announce the Commission seat with a tie vote and state that a run-off vote will be conducted. The run-off ballot will also include a "None of the above." A run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. Once all voting is concluded, the Town Clerk or designee will announce the votes in the same manner as stated above. In the event the run-off did not result in an appointment, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant is appointed to a Commission that has vacancies for both full and partial, unexpired terms, the length of the appointee's term will be determined by the Mayor.

Youth Commission Recruitment

Unless determined otherwise, the Selection Committee shall conduct a ballot vote for the recommended appointment of individuals to fill the Youth Commission vacancies, Such a ballot vote may be conducted at a noticed special meeting of the Selection Committee.

1. The Town Clerk or designee shall provide a ballot to each Town Council Member listing the names of all applicants.
2. In order for a candidate to be recommended for appointment they must receive a majority vote. In the event of a tie vote, a runoff will be held. Each Committee Member may vote for the same number of applicants as there are current vacancies on the Commission. In no case can a Member cast more votes than there are vacancies or vote for the same candidate more than once on each ballot (i.e., cumulative voting -- e.g., where there are three vacancies, a Council Member may not give all three votes to the same candidate).
3. The Town Clerk or designee shall collect all ballots and shall publicly announce the votes by stating each applicant's name that received a vote, the number of votes received for the applicant, and the name of each Town Council Member that cast his or her vote for the applicant.
4. The applicants that received a majority of votes shall be recommended for appointment to the Commission.

E. Post-Interview

5. Annual and Mid-Year Recruitments
 - a. Notify all applicants and the Commission's staff liaison of the Council's action.
 - b. Provide all appointed members with a link to the Commissioner Handbook.
 - c. Provide a copy of the Code of Conduct to all newly appointed commissioners and require them to sign a statement affirming they have read and understand the Code of Conduct Policy.
 - d. Attend or watch a prerecorded orientation.
 - e. Administer the Oath of Office to all appointed commissioners prior to them attending their first meeting.
 - f. Send a Form 700 assuming office notification.
 - g. Update Commission rosters with the new members' names and terms.
6. Youth Commission Recruitment
 - a. Notify all applicants and the staff liaison of the Committee's decision.
 - b. Prepare a staff report for Council ratification at the next available Council meeting.
 - c. Notify appointed applicants of Council's action.
 - d. Update Commission rosters with the new members' names and terms.

APPROVED AS TO FORM:

Gabrielle Whelan, Town Attorney



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 8/26/2025

ITEM NO. 3.

ITEM NO: 3

DATE: August 26, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide Direction on Revisions to the Following Town Board and Commissions Enabling Resolutions: 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

RECOMMENDATION:

Review the enabling resolutions for the following 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 revision updates.

FISCAL IMPACT:

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

BACKGROUND:

The Youth Commission and Town staff identified ongoing challenges with maintaining consistent attendance from student Youth Commissioners serving as voting members on adult commissions. Conflicts with school schedules, transportation limitations, and extracurricular obligations have contributed to irregular attendance.

To address these concerns, the Youth Commission recommended amending its enabling resolution. On May 20, 2025, the Town Council adopted the revised resolution, which redefined the role of Youth Commissioners from voting members to non-voting liaisons. This change allows Youth Commissioners to continue participating and offering youth perspectives without impacting quorum or vote outcomes.

PREPARED BY: Wendy Wood
Town Clerk

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

PAGE 2 OF 3

SUBJECT: Review and Provide Direction on Updates to Town Commission Enabling Resolutions

DATE: August 26, 2025

However, several enabling resolutions for Town Commissions still list Youth Commissioners as voting members. To align all documents with the revised Youth Commission structure, staff presented this issue to the Council Policy Committee on May 27, 2025, and requested direction.

Specifically, staff requested direction on whether to remove the Youth Commissioner seat and reduce total membership to maintain an odd number of members; or replace the Youth Commissioner seat with an additional adult member to maintain current membership levels.

The Committee expressed a preference for maintaining an odd number of total members on commissions and recommended the Council reduce the number of Commissioners to five members, with the exception of the Diversity, Equity, and Inclusion Commission.

DISCUSSION:

In addition to revising the Youth Commissioner roles, staff conducted a broader review of the enabling resolutions for the following bodies:

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

While the original intent was to reflect only the Youth Commissioner's new role, staff's review revealed broader inconsistencies across the resolutions. Inconsistencies or missing elements include:

- Commission Purpose & Scope: The level of detail varies. Some resolutions outline advisory roles and policy alignment responsibilities clearly, while others offer minimal direction.
- Meeting Frequency: Not all resolutions specify how often commissions must meet.
- Quorum Requirements: Some resolutions define quorum clearly; others are silent or vague.
- Liaison Roles: While some resolutions define Council, staff, or Youth liaison roles, others do not. Standardizing this language would clarify expectations.
- Term Definitions Language: Variations exist in how terms are structured.
- Procedural Details: Certain commissions have rules regarding the election of a Chair/Vice Chair or the inclusion of minority reports; others omit this entirely.

To ensure consistency, transparency, and ease of administration, staff recommends that the Committee consider broader updates to standardize these foundational governance documents.

PAGE 3 OF 3

SUBJECT: Review and Provide Direction on Updates to Town Commission Enabling Resolutions

DATE: August 26, 2025

Staff is seeking the Policy Committee's direction on the following:

1. Should staff proceed with drafting standardized updates to each enabling resolution beyond Youth Commissioner roles, including consistent formatting and inclusion of the above procedural elements?
2. Are there specific policy elements the Committee would like to see included in all enabling resolutions (e.g., quorum definitions, liaison roles, meeting frequency)?

Standardizing these resolutions will improve internal consistency, reduce confusion for commissioners and staff, and align with best practices for good governance.

If the Committee determines that additional time is needed to revise and finalize the individual enabling resolutions, staff recommends that the Committee propose the Council adopt an interim resolution to supersede any provision in existing enabling resolutions that count the Youth Commissioner as a voting member. This action would ensure alignment with the recently adopted Youth Commission resolution and maintain consistency across all commissions during the revision process.

CONCLUSION:

In reviewing the enabling resolutions, staff has identified an opportunity to improve consistency and clarity across all Town commissions. Addressing discrepancies in scope, quorum, liaison roles, meeting procedures, and other operational details will support clearer expectations, strengthen governance, and align practices across commissions. Staff recommends the Policy Committee provide feedback on the proposed standardization areas and authorize staff to begin drafting uniform language for Council consideration, ensuring all commissions operate under clear, consistent guidelines.

COORDINATION:

This report was prepared in coordination with 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

RESOLUTION 2016-051

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION
AND RESCINDING RESOLUTION 2009-100**

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW THEREFORE, BE IT RESOLVED:

1. Membership-Organization

- a. The Commission shall consist of seven members. Membership composition shall be six (6) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.
- b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.
- c. The Commission shall annually designate a Chairperson and Vice-Chairperson.
- d. A majority of members shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- e. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- h. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With

the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

- i. Matters affecting the artistic and/or cultural life of the community; and
 - ii. Local visual and performing arts efforts; and
 - iii. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
 - c. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 2009-100 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

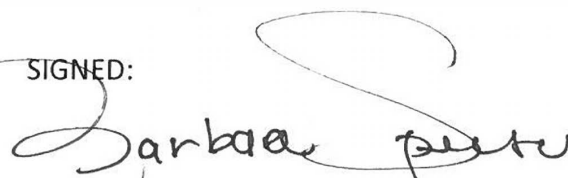
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None.

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

RESOLUTION 2020-012**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
AMENDING THE COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION
ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2016-054 AND 2011-035**

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Health and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Commission shall consist of seven (7) voting members. Membership composition shall be six (6) adult voting members appointed by Council, whose terms of office are three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments.
- b. The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.
- c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- d. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.
- e. A majority of voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

1 of 3

Resolution 2020-012

May 5, 2020

- i. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the senior services and public health needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - i. The goals, policies, and actions relating to Senior Services and Public Health contained in the Town's General Plan; and
 - ii. The coordination of community services programs between the Town and other agencies, both public and private; and
 - iii. Emerging community needs, including demographic and economic trends.
- b. In developing recommendations to the Town Council, the Commission should:
 - i. Elicit the interest and support of various relevant community individuals and groups.
 - ii. Study and examine sources of public and private funding to meet public health and community service needs.
 - iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 - iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- c. The Commission may send representatives, when appropriate, to other bodies or Commissions.
- d. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that the Commissions name is changed to Community Health and Senior Services Commission and that Resolutions 2016-054 and 2011-035 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5th day of May 2020, by the following vote:

COUNCIL MEMBERS:

AYES: Rob Rennie, Marico Sayoc, Barbara Spector, Mayor Marcia Jensen

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 5/20/20

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 5/21/2020

RESOLUTION 2019-047

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION COMMISSION
AND RESINDING RESOLUTIONS 2016-052 AND 2016-058**

WHEREAS, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, the safety of all users of the transportation network is equally important; and,

WHEREAS, there is a need to review and recommend actions related to multi-modal transportation; and

WHEREAS, traffic congestion and traffic calming, particularly in the residential neighborhoods is an ongoing focus within the Town of Los Gatos; and,

WHEREAS, parking plays a significant role in the transportation network; and,

WHEREAS, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Complete Streets and Transportation Commission for the Town.
 - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
 - a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

- b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
- c. Commission members shall serve without compensation.
- d. The Commission shall hold monthly regular meetings.
- e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
- g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Complete Streets and Transportation Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
- b. Review policies and procedures on streets and trails.
- c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
 - i. Appointments shall be for a term of one year.

- ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
- 4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Complete Streets and Transportation Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
- 5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 20th day of August 2019 by the following vote:

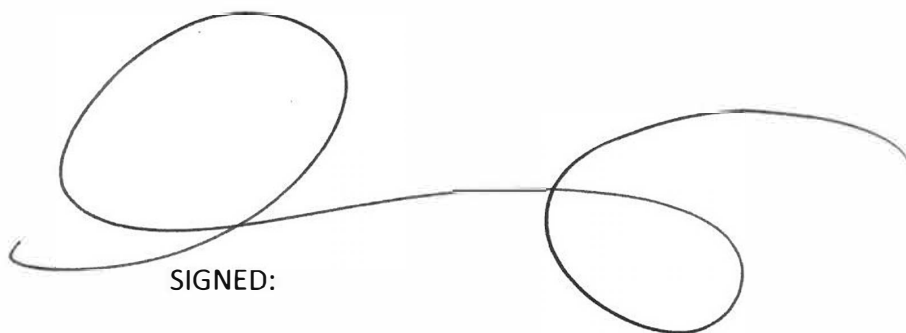
COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: 

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 8/23/19

ATTEST:


TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 8/23/19

RESOLUTION 2023-053

**RESCIND RESOLUTION 2023-051 AND ADOPT A REVISED ENABLING RESOLUTION OF
THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ESTABLISHING THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION**

WHEREAS, the Town Council of the Town of Los Gatos does hereby formally establish the Diversity, Equity, and Inclusion Commission (DEIC).

WHEREAS, the Town is working to institutionalize Justice, Equity, Diversity, and Inclusion in the Town's ethos, the role of DEIC is to support and foster new opportunities for marginalized groups in the Town.

WHEREAS, the DEIC will be committed to Justice, Equity, Diversity, and Inclusion across all sectors within the Town of Los Gatos and the purpose of DEIC is to work to create more equitable opportunities and increase a sense of belonging for all Los Gatos community members and visitors through community engagement and collaborative activities.

NOW, THEREFORE, BE IT RESOLVED:

1. Resolution 2023-051 is rescinded and replaced by this Enabling Resolution.
2. The DEIC is hereby established as an advisory committee to the Los Gatos Town Council and shall operate in the manner hereinafter prescribed.
3. Membership/Organization
 - a. The Town is seeking a diversity of members that includes but is not limited to: youth; seniors; Black, Indigenous, and People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+); those that are disabled; and religious diversity. The Commission shall consist of eleven (11) members. Membership composition shall be:
 - i. Two (2) Youth Commissioners as voting members, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission;
 - ii. One (1) Arts and Culture Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Arts and Culture Commission;
 - iii. One (1) Community Health and Senior Services Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Community Health and Senior Services Commission;
 - iv. One (1) Town of Los Gatos business owner and resident as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;

- v. One (1) Town of Los Gatos business owner or employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
 - vi. One (1) Town of Los Gatos faith leader who leads a congregation in Los Gatos, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
 - vii. One (1) Town of Los Gatos non-profit employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council; and
 - viii. Three (3) Town of Los Gatos residents as voting members, whose term of office shall be for three (3) years, appointed by the Town Council.
- b. The three-year terms will be staggered.
 - c. Commission members is expected to report back to the Board, Committee, Commission, or organization the Commissioner represents (i.e., Arts and Culture Commission, faith community, etc.).
 - d. The Commission shall appoint a Chair and Vice Chair.
 - e. Commission members shall serve without compensation.
 - f. The Commission shall hold regular monthly meetings.
 - g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act.
 - h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
 - i. A record of all meeting minutes and resolutions of the Commission shall be kept and shall be a public record.

4. Powers and Duties

- a. The duties of DEIC shall be to:
 - i. Act in an advisory capacity to the Town Council in matters pertaining to creating equitable opportunities and a sense of belonging within Town. The DEIC's scope of work may include the following items:

1. Community Based Programming

- a. Develop new and promote current programs/events that foster unity and diversity within the Town.
- b. Identify Equity Training opportunities for Town Council, staff, residents, business owners/employees, students, and/or Commission/community members.
- c. Incorporate community feedback into programming and training.

2. Collaborative Efforts

- a. Foster stronger collaborations between current Town Boards, Commissions, and Committees and community-based organizations to integrate equity practices and principles.
- b. Build relationships with local public and private school

systems in order to provide support and resources for Equity work.

- c. Build collaborative processes with other Town Boards, Committees, and Commissions to ensure integration of Equity practices into the Town community grant program.

3. Policy Recommendations

- a. Make policy recommendations to the Town Council regarding Justice, Equity, Diversity, Inclusion, and Unity issues.

4. Communications

- a. Create a communications campaign centered around equity education and promotion of Town events.
- ii. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to DEIC of any of the authority or discretionary powers vested and imposed by law in such Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of October 2023 by the following vote:

COUNCIL MEMBERS:


AYES: Matthew Hudes, Rob Moore, Rob Rennie, Mayor Maria Ristow

NAYS: Mary Badame

ABSENT: None

ABSTAIN: None

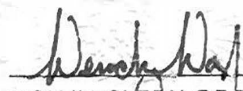
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10-4-23

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10-5-23

RESOLUTION 2016-056**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR
APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD**

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Library Board. The Board is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW, THEREFORE, BE IT RESOLVED THAT, The Library Board shall consist of seven (7) members – six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments

Residency and meeting attendance requirements for all members will conform with all current Town Resolutions and Policies.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

A majority of members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

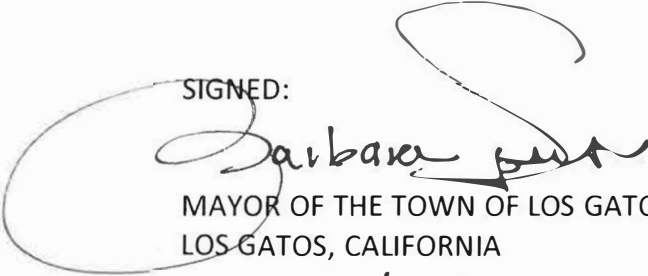
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

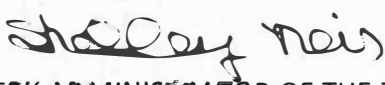
ABSTAIN: None

SIGNED:


MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:


CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2016-057 AND ADOPTING AN ENABLING RESOLUTION TO
CREATE THE PARKS AND SUSTAINABILITY COMMISSION**

WHEREAS, Town Code Section 19.20.010 of the Los Gatos Town Code provides that the Town Council shall establish a Parks Commission for the Town by resolution; and

WHEREAS, on July 1, 2002, The Town Council established a Park Commission; and

WHEREAS, on October 17, 2023, the Town Council approved changing to the name of the Parks Commission to the "Parks and Sustainability Commission;"

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council does hereby approve:

1. Changing the name of the Parks Commission to the "Parks and Sustainability Commission;" and
2. Establishing the terms and conditions for appointment to and conduct of the Parks and Sustainability Commission as follows:

Membership/Organization

- a. The Parks and Sustainability Commission shall consist of seven (7) members: six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointment.
- b. All adult members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- e. A majority of members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

- f. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year.
 - g. Staff services as required shall be provided to the Parks Commission by the Parks and Public Works Director, or his/her designee.
 - h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
 - i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
3. Establishing the Commission as an advisory body to the Town Council which operates in the manner hereinafter prescribed as follows:

Powers and Duties

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, street trees and sustainability topics pertaining to the natural environment that meets the needs of the present without compromising the ability of future generations to meet their own needs.
- b. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - 1. Policies and procedures on park, trail, open space, and street tree programs.
 - 2. Policies and procedures relating to sustainability of the natural environment, such as landscape maintenance, water usage, ecosystem protection, and educational programs on these topics.
 - 3. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
 - 4. Coordination of park, trail, open space, street tree and sustainability services with the programs of other governmental agencies and voluntary organizations.

BE IT FURTHER RESOLVED that Resolution 2016-057 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 7th day of November 2023 by the following vote:

COUNCIL MEMBERS:

AYES: Mary Badame, Matthew Hudes, Rob Moore, Rob Rennie, Mayor Maria Ristow

NAYS: None

ABSENT: None

ABSTAIN: None

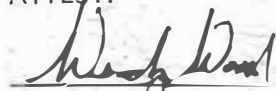
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 11-22-23

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 11-22-23