



**TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE MEETING AGENDA  
MAY 27, 2025  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
5:00 PM**

*Matthew Hudes, Mayor  
Mary Badame, Council Member*

**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. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov).

**Public Comment During the Meeting:**

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 email [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

- For inclusion in the agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.
- For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the day before the Commission meeting.
- For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

**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 April 22, 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 the Proposed Modification to Council Policy 2-11: Residency and Attendance Requirements, and Establishing a Quorum
- [3.](#) Review Enabling Resolutions for Town Commissions and Provide Direction on Proposed Change to Youth Commissioner Role

## **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 under construction and will be inaccessible through June 2025. Persons who require the use of that ramp to attend meetings are requested to contact the Clerk's Office at least two (2) business days prior to the meeting date.



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

MEETING DATE: 05/27/2025

ITEM NO. 1.

ITEM NO: 1

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**DRAFT  
Minutes of the Town Council Policy Committee Meeting  
April 22, 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 March 25, 2025, Policy Committee Regular Meeting.**

There was no public comment.

**MOTION:** Motion by Council Member Badame to approve consent item one. **Seconded by Mayor Hudes.**

**VOTE:** Motion passed unanimously.

**VERBAL COMMUNICATIONS**

There were no verbal communications.

**OTHER BUSINESS**

**2. Discuss and Consider a New Town Council Policy: Board, Committee, and Commission Code of Conduct.**

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of April 22, 2025

The committee discussed the proposed revisions and made the following recommended changes:

Section II. Town Board, Committees, and Commissions Roles and Responsibilities

- Add a sentence to the first paragraph stating: "Commissioners serve at the will of the Council."

Section IV. Legal Requirement

- Add subsection (G) stating: Matters to be done outside of the Commission meeting will require Town Council approval through the work plan before any such activity may be performed on behalf of the Town or Commission."

Section VI. Commission Communication

- Add a sentence to subsection B(1) stating: "This can be accomplished by using language such as: "Speaking for myself and not on behalf of the Commission or the Town . . ."

The committee also discussed the desk item received related to public comment during a meeting and determined it would be more appropriate to include clarifying language in the Agenda Format and Rules Policy.

**MOTION:** Motion by Council Member Badame to recommend bringing this policy to the Town Council with the recommended changes. **Seconded by Mayor Hudes.**

**VOTE:** Motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 5:59 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 25, 2025, meeting as approved by the Town Council Policy Committee.

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Wendy Wood, Town Clerk



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

MEETING DATE: 5/27/2025

ITEM NO. 2.

ITEM NO: 2

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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

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

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

DATE: May 27, 2025

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)



**TITLE:** Residency and Attendance Requirements, and Establishing a Quorum

**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. 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 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.~~

- ~~1. 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.~~
- ~~2. 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.~~
- ~~3. 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.~~
- ~~4. 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 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 comply

with the Fair Political Practice Act regulations, they should avoid the appearance of a conflict of interest.

The Fair Political Practice Act does not prohibit a Commissioner from participating in a decision simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, the 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:

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Gabrielle Whelan, Town Attorney



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

MEETING DATE: 5/27/2025

ITEM NO. 3.

ITEM NO: 3

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DATE: May 23, 2025  
TO: Council Policy Committee  
FROM: Chris Constantin, Town Manager  
SUBJECT: Review Enabling Resolutions for Town Commissions and Provide Direction on Proposed Change to Youth Commissioner Role

**RECOMMENDATION:**

Review the enabling resolutions for the following six 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 the proposed change to transition Youth Commissioners from voting members to non-voting liaisons on these commissions.

**FISCAL IMPACT:**

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

**BACKGROUND:**

The Youth Commission and staff identified challenges related to maintaining consistent participation of student members as voting representatives on adult commissions. Conflicts with academic schedules, extracurricular activities, and transportation often lead to inconsistent attendance. The Town Attorney has confirmed that allowing Youth Commissioners to serve as non-voting liaisons who may participate in discussions is consistent with legal standards and Town policies.

On May 20, 2025, the Town Council adopted a resolution amending the Los Gatos Youth Commission enabling resolution. The amendments included updates to Youth Commission membership composition, term lengths, liaison assignments, and the role of Youth Commissioners on other Town Commissions.

**PREPARED BY:** Wendy Wood  
Town Clerk

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

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

DATE: May 27, 2025

### DISCUSSION:

This report is being brought forward in response to a key recommendation to revise the role of Youth Commissioners on adult commissions from voting members to non-voting liaisons. This change was made to improve representation and address the logistical challenges faced by student participants. Currently, several Town Commissions list Youth Commissioners as voting members in their enabling resolutions. While the updated Youth Commission resolution reflects this change in role, the Commission-specific resolutions have not yet been amended. As a result, Youth Commissioners remain voting members on these bodies until the corresponding enabling resolutions are updated.

Under the revised structure, Youth Commissioners would continue to attend commission meetings, contribute youth perspectives, and engage with the work of their assigned commission. However, they would not be counted toward quorum or participate in votes. This approach, included in the Youth Commission resolution recently adopted by the Town Council, was supported by a majority of Youth Commission members.

As a result of the change in the Youth Commissioner's role, the following Commissions enabling resolutions will need to be updated to reflect this revised role:

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

Staff is requesting direction in regard to the change to transition Youth Commissioners from voting members to non-voting liaisons on these commissions and seeks feedback on the following questions:

- Should the Youth Commissioner seat be removed and the total membership reduced to maintain an odd number of seats?
- Should the Youth Commissioner seat be replaced with an additional adult member to maintain current membership levels?

### CONCLUSION:

Removing the Youth Commissioner's voting role from the six commissions and aligning enabling resolutions accordingly will ensure consistency with the recently adopted Youth Commission resolution. This change allows for continued youth engagement while providing flexibility for Town operations. Staff seeks the Policy Committee's direction on how to proceed and whether



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

DATE: May 27, 2025

to reduce commission membership or replace the Youth Commissioner seat with an adult member.

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. 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 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:

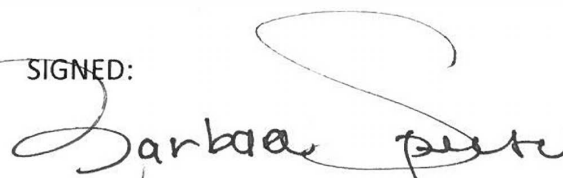
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

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.

- 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 5<sup>th</sup> 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 20<sup>th</sup> day of August 2019 by the following vote:

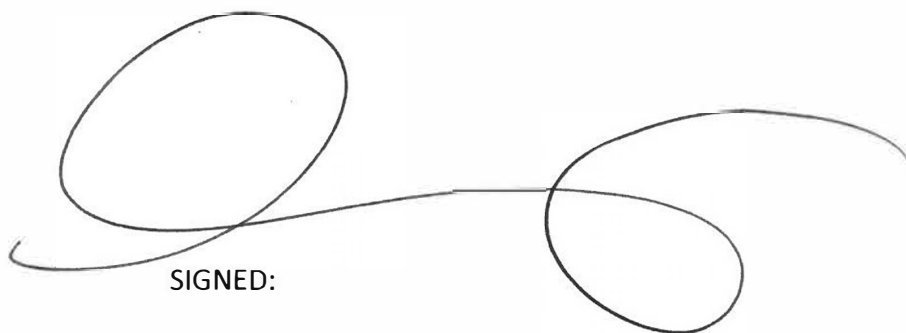
COUNCIL MEMBERS:

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 3<sup>rd</sup> 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

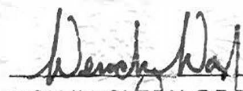
SIGNED:



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 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:

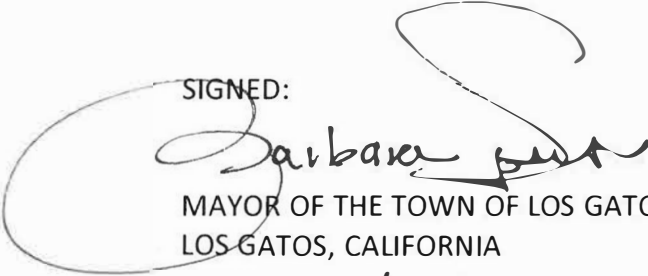
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

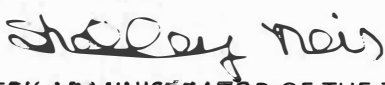
ABSTAIN: None

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

2 of 3

**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 7<sup>th</sup> 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

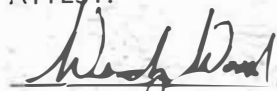
SIGNED:



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