



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

**Minutes of the Town Council Policy Committee Meeting
September 24, 2024
5:00 P.M.**

The Town Council Policy Committee conducted a regular meeting in-person.

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

ROLL CALL

Members Present: Chair/Council Member Maria Ristow and Vice Chair/Vice Mayor Matthew Hudes.

Staff Present: Gabrielle Whelan, Town Attorney, and Wendy Wood, Town Clerk.

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

1. Approve Minutes of the August 27, 2024, Council Policy Committee Meeting.

There was no public comment.

MOTION: Motion by Vice Chair Hudes to approve the consent item. **Seconded by Chair Ristow.**

VOTE: Motion passed by a unanimous vote.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Discuss and Recommend Modifications to Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy 2-11 Related to Attendance.

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The Committee asked questions, discussed the item, and supported the following redline revisions: adding excused and unexcused absences and setting the allowable limits at twenty percent for unexcused absences and thirty-five percent for total absences; adding a meeting recess in July for all Commissions; adding a two-hour time limit for all Commission meetings with the exceptions of the Planning Commission and the Historic Preservation Committee, and meetings containing discussion regarding the Town's annual budget, and minor clean-up changes to address inconsistencies within the Policy. The Committee also requested additional changes to address any conflicts in the Policy with the Finance Commission ordinance.

The Committee discussed the Youth Commissioners' participation in Adult Commissions in relation to concerns about attendance and the implications of the 700 filing requirement. The Committee requested feedback from the Youth Commission regarding their preferred level of participation in Adult Commissions.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the September 24, 2024, meeting as approved by the Town Council Policy Committee.

/s/ Wendy Wood, Town Clerk