



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

**Minutes of the Town Council Policy Committee Meeting
August 27, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a meeting on Tuesday, August 27, 2024, at 5:00 p.m.

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: Laurel Prevetti, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; Wendy Wood, Town Clerk; Nicolle Burnham, Public Works Director; Jim Harbin, Public Works Superintendent; and Nick Turner, Supervising Equipment Mechanic.

VERBAL COMMUNICATIONS

There were no verbal communications.

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

1. Approve Minutes of the June 25, 2024, Council Policy Committee Meeting.

There was no public comment.

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

VOTE: Motion passed by a unanimous vote.

OTHER BUSINESS

2. Discuss and Recommend to the Town Council a Commission Events Policy.

Katy Nomura, Assistant Town Manager, presented the staff report.

There was no public comment.

The Committee asked questions, discussed the item, and recommended the Commission Budget Policy 5-03 be modified to align with the Commission Event Policy.

MOTION: Motion by **Chair Ristow** to recommend the [Commission Event] Policy be brought to the Council for consideration and approval with the Commission Budget Policy to make sure the two policies are aligned. **Seconded by Vice Chair Hudes.**

VOTE: Motion passed by a unanimous vote.

3. 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 and discussed the item. The Committee supported implementing excused and unexcused absences, a July recess for all Commissions, and a two-hour time limit for all Commission meetings with the exception of the Planning Commission and the Historic Preservation Committee.

The Committee discussed the Youth Commissioner participation on Adult Commissions and decided to table the discussion until they receive input from the Youth Commission.

4. Recommend to the Town Council Proposed Changes to Town Council Policy 4-05 “Town Vehicle and Equipment Acquisition Replacement Policy.”

Nicolle Burnham, Public Works Director, presented staff report.

There was no public comment.

The Committee asked questions and discussed the item.

MOTION: Motion by **Chair Ristow** to recommend the [Town Vehicle and Equipment Acquisition Replacement] Policy be brought to the Council for a larger discussion as soon as the Mayor can agendaize it. **Seconded by Vice Chair Hudes.**

Motion passed by unanimously.

ADJOURNMENT

The meeting adjourned at 6:49 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the August 27, 2024, meeting as approved by the Town Council Policy Committee.

/s/ Wendy Wood, Town Clerk