



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
FEBRUARY 27, 2024
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

*Maria Ristow, Chair
Matthew Hudes, Vice Chair*

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.

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 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.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to clerk@losgatosca.gov by 3:00 p.m. the day of the 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 January 23, 2024, Policy Committee 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. Discuss, Provide Direction, and Recommend to the Town Council Modifications to the Commission Appointment Policy 2-11.
3. Confirm 2024 Work Plan Items for the Council Policy Committee.

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]



**DRAFT
Minutes of the Town Council Policy Committee Meeting
January 23, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting on Tuesday, January 23, 2024, at 5:00 p.m.

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

ROLL CALL

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

Staff Present: Katy Nomura, Assistant Town Manager, and Wendy Wood, Town Clerk.

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

1. Approve Minutes of the November 28, 2023, Council Policy Committee Meeting.

There was no public comment.

MOTION: Motion by Vice Mayor Hudes to approve the minutes. **Seconded by Council Member Ristow.**

VOTE: Motion passed by a unanimous vote.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

2. Appoint Chair and Vice Chair.

There was no public comment.

MOTION: Motion by Vice Mayor Hudes to nominate Council Member Ristow as Chair. **Seconded by Council Member Ristow.**

VOTE: Motion passed by a unanimous vote.

MOTION: Motion by Council Member Ristow to nominate Vice Mayor Hudes as Vice Chair. Seconded by Vice Mayor Hudes.

VOTE: Motion passed by a unanimous vote.

3. Determine Meeting Dates and Time.

There was no public comment.

MOTION: Motion by Vice Mayor Hudes to approve the calendar for the committee to meet on the fourth Tuesday of every month at 5:00 p.m. Seconded by Council Member Ristow.

VOTE: Motion passed by a unanimous vote.

4. Identify Future Work Plan Items for the Council Policy Committee

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

Opened public comment.

Lee Fagot

- Spoke about Democracy Tent and commented on Brown Act compliance.

Closed Public Comment.

The Committee discussed the following items for their 2024 Work Plan:

- Review the Commission Appointment Policy for additional modifications.
- Review the Code of Conduct Policy Council sections addressing Council communications and enforcement.
- Review the Brown Act and Council communications with regard to forums, such as Democracy Tent, social media, and other meetings.
- Review procedures for remote participation disruptions.
- Receive an update on remote participation and evaluate the effectiveness of the current policy.
- Review Menlo Park's labor negotiation process to see how it differs from Town and determine if there is anything the Town could do to be more transparent.
- Consider the Finance Commission's recommendation to create public input and outreach in the Labor Negotiations Policy modeled after Menlo Park.

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SUBJECT: Draft Minutes of the Council Policy Committee Meeting of November 28, 2023

DATE: January 17, 2023

- Consider the Finance Commission's recommendation for the Council not to engage in confidential agreements with bargaining units that would prevent disclosure that would otherwise be properly disclosed under the Brown Act.

The Committee requested the following proposed items be removed from the 2024 Work Plan:

- Consider a Capital Improvement Equity Policy.
- Consider a Commercial Rent Control Policy
- Review Conflicts of Interest for Political Endorsements from Organizations Funded by the Town. (The Committed requested this item be addressed as a memo from the Town Attorney.)

The Committee requested an update on the items listed in Attachment 1 as "in progress."

ADJOURNMENT

The meeting adjourned at 6:10 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the January 23, 2024, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk



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

MEETING DATE: 02/27/2024

ITEM NO: 2

DATE: February 20, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss, Provide Direction, and Recommend to the Town Council Modifications to the Commission Appointment Policy 2-11

RECOMMENDATION:

Discuss, provide direction, and recommend to the Town Council modifications to the Commission Appointment Policy 2-11.

BACKGROUND:

The Town Council Commission Appointment Policy sets forth procedures for a consistent recruitment, interview, and selection process for all Town Boards, Commissions, and Committees (hereafter Commissions). There have been several revisions to this Policy in the past years to ensure consistency.

On June 1, 2021, the Town Council approved an amendment to the Policy to add language that each applicant will be asked the same core questions provided to the Council, and this would not prevent Council Members from asking appropriate questions or modifying the questions provided.

On December 7, 2021, the Town Council approved an amendment to the Policy to include a standard list of four questions to ensure consistency in the interview process. The standard questions were limited to allow an applicant sufficient time to respond; however, this did not prevent Council Members from asking appropriate questions of applicants.

On March 15, 2022, the Town Council approved two amendments to the Policy. The first amendment specified that interviews and appointments would occur after the annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager and Assistant Town Manager

BACKGROUND (continued):

been seated. The second amendment added the option for applicants to participate in the interview via teleconference.

On August 2, 2022, the Town Council approved an amendment to the Policy to remove the reference to the length of time for each interview and add language to allow a change in the order of the questions and the ability to rotate which Council Member asks a specific question.

On September 20, 2022, the Town Council approved an amendment regarding attendance adding language allowing excused absences up to 12 weeks due to the birth of a child as consistent with the Family Medical Leave Act and the California Family Rights Act.

On October 3, 2023, the Town Council approved an amendment to the Policy to incorporate residency requirements for the Diversity, Equity, and Inclusion Commission.

This Policy was most recently updated in November 2023 to remove the requirement for Council to review the interview questions annually given the broad discretion afforded to the Town Council in its use of the standard questions and the discretion of the Council to ask other appropriate questions of applicants.

On December 6, 2023, the Town Council conducted Commission interviews. After the interviews, there were concerns raised regarding the length of time allowed for applicant answers during the interview process.

DISCUSSION:

At its January 23, 2024, meeting, the Committee discussed its work plan and requested to review the Commission Appointment Policy at its February meeting before the scheduled Commission interviews in March.

If the Committee's changes are minor and do not require a final review, it may be possible to present a recommendation to the full Council before the March 19, 2024, interviews. If the changes are more substantial or require additional research, the proposed changes would not be implemented in time for the upcoming interview cycle.

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. The Committee may also wish to consider other amendments to the Policy.

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SUBJECT: Commission Appointment Policy

DATE: February 20, 2024

COORDINATION:

This report was coordinated between the Town Clerk and Town Manager.

FISCAL IMPACT:

Amendments to the Commission Appointment Town Council Policy have no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

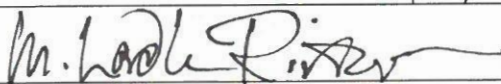
Attachment:

1. Commission Appointment Policy

<p>TITLE: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum</p>	<p>POLICY NUMBER: 2-11</p>
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<p>EFFECTIVE DATE: 2/28/1990</p>	<p>PAGES: 7</p>
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<p>ENABLING ACTIONS:</p>	<p>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; 12/7/21, 3/15/22, 8/2/22; 9/20/22; 10/03/23; 11/21/23</p>
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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.

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To ensure the greatest possible participation by the public, it is the Town's policy that 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. This Policy does not apply to Commission members 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 Town Advisory Bodies should attend all regular and special meetings of said Advisory Bodies.
2. Any member not in attendance at a regular meeting of said Advisory Body for at least 70% of the meeting shall be considered absent.
3. Any member of an appointive Town Advisory Body who is absent from the number of regular meetings listed below appropriate to his or her Advisory Body shall, as a result, surrender his or her office on the Advisory Body and the office shall be considered vacant.
 - a. For an Advisory Body which holds six (6) or more regular meetings per a consecutive twelve (12) month period: three (3) regular meetings.
 - b. For an Advisory Body which holds five (5) or fewer regular meetings per a consecutive twelve (12) month period: two (2) regular meetings.
 - c. For an Advisory Body which holds sixteen (16) or more regular meetings per a consecutive twelve (12) month period: eight (8) regular meetings.
4. Consistent with the Family Medical Leave Act and the California Family Rights Act, absences of up to 12 weeks due to parental leave constitute excused absences.
5. The vacant position 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

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removed from office due to non-attendance may re-apply to serve on a Town Advisory Body but will not be treated as an incumbent in any subsequent application to the same Advisory Body.

6. If a Youth Commissioner liaison misses three meetings of a liaison Commission during a consecutive twelve (12) month period*, the Youth Commission shall appoint a different Youth Commissioner as liaison.

*Consecutive twelve (12) month period is defined as any consecutive twelve-month period beginning with the first absence. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by an advisory body member.

QUORUM REQUIREMENTS

The number of members needed to constitute a quorum on any Town Advisory Body shall be a majority of the total number of filled seats.

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 Commission members' terms begin on January 1st and end December 31st, Youth Commissioners' terms follow the academic year and begin on August 1st and end on June 30th. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commission members:

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. The applications of those not appearing will be held for the next recruitment.

- b. If an incumbent Commissioner is requesting reappointment to the same Commission, the incumbent may submit a request to be interviewed by telephone, with their application, instead of attending the interview or must submit a letter prior to the interviews, describing the reason why the applicant cannot be present telephonically or in person for the interview, and why the applicant should be reappointed to the Commission.
 - c. Submissions 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 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 process does not apply to student applicants.
7. Applicants:
- a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.
 - b. *For student 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.

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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.

Balloting Process

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each 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.
2. 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 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.
4. 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.
5. If an applicant(s) is appointed to an Advisory Body which 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

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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 Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the Friday before the scheduled interview date whether they will 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 Friday before the scheduled interview date whether they will attend in person or via teleconference.
4. If an incumbent Commission member 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 Friday prior to the interviews, describing the reason why the applicant cannot be present telephonically 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 Advisory Body meetings once term begins.
7. Read the Commissioners' Handbook. Hard copies of the Handbook are to be returned to the Town Clerk when the term is complete.

Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants individually 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.

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COMPLIANCE - GROUNDS FOR DISMISSAL

A member may be removed from the Advisory Body prior to the end of his or her term by a three-fifths (3/5) vote of the Town Council and may not be reappointed for the following reasons:


1. Failure to attend Advisory Body meetings.
2. 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.
3. Failure to comply with all Town Policies, Guidelines, and Handbooks.

CONFLICT OF INTEREST

Under the Fair Political Practice Act, an advisory board member 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.

The Fair Political Practice Act does not prohibit an advisory board member 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 an advisory board member 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



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

MEETING DATE: 02/27/2024

ITEM NO: 3

DATE: February 21, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Confirm 2024 Work Plan Items for the Council Policy Committee

RECOMMENDATION:

Confirm 2024 work plan items for the Council Policy Committee.

REMARKS:

On January 23, 2024, the Council Policy Committee discussed the proposed 2024 Work Plan. The Committee provided input on the proposed Plan including requesting various items be added and deleted. The Work Plan was revised based on the discussion and is available for review as Attachment 1. The revised Work Plan is arranged loosely in priority order.

The Committee also requested an update on the items labeled “In Progress for Future Council Consideration.” Below is an update on each item:

- Determine Modifications to Town Policies to Address Commissioner Discipline: The Code of Conduct is pending review by the Town Council to identify modifications regarding discipline.
- Review of Ethics and Conflict of Interest Policies: The Town Attorney provided a report to the Policy Committee on this topic in the fall of 2023 and the report incorporating the Committee’s comments and suggestions was distributed to the Town Council on October 20, 2023. The Committee is welcome to identify any additional follow up.
- Annual Legislative Advocacy Priorities/Principles: This item is completed as Council adopted amendments to Town Council Policy #2-18: Legislative Policy on September

PREPARED BY: Katy Nomura
Assistant Town Manager

Reviewed by: Town Manager

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SUBJECT: Confirm 2024 Work Plan Items for the Council Policy Committee

DATE: February 21, 2024

REMARKS (continued):

5, 2024. The Council will annually review legislative priorities after considering its Strategic Priorities.

Attachment:

1. Revised 2024 Work Plan

2024 Town Council Policy Committee Work Plan Items (Revised)

- Review the Commission Appointment Policy for additional modifications.
- Review the Code of Conduct Policy Council sections addressing Council communications and enforcement.
- Review Menlo Park's labor negotiation process to see how it differs from Town and determine if there is anything the Town could do to be more transparent. *(Due to recommendations from the Finance Commission, this may be taken directly to Council for consideration.)*
- Review procedures for remote participation disruptions.
- Review the Brown Act and Council Communications with Regards to Forums, such as Democracy Tent, social media, and other meetings.
- Receive an update on remote participation and evaluate the effectiveness of the current policy.
- Consider Finance Commission Recommendation to Create a Public Input and Outreach in Labor Negotiations Policy Modeled after Menlo Park. *(Due to recommendations from the Finance Commission, this may be taken directly to Council for consideration.)*
- Consider Finance Commission Recommendation for Council Not to Engage in Confidential Agreements with Bargaining Units that Would Prevent Disclosure that Would Otherwise be Properly Disclosed under the Brown Act.