



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE MEETING AGENDA
JUNE 25, 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 April 29, 2024, Policy Committee Special 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. Provide Direction on a Proposed Policy to Guide Commission Events.

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]



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

MEETING DATE: 6/25/2024

ITEM NO. 1.

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Special Meeting
April 29, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a special meeting on Tuesday, April 29, 2024, at 3:00 p.m.

MEETING CALLED TO ORDER AT 3:01 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; and Wendy Wood, Town Clerk.

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

1. Approve Minutes of the March 26, 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

No one spoke.

OTHER BUSINESS

2. Discuss Code of Conduct Policy, Including Enforcement for Councilmembers and Commission Members, and Provide Direction to Staff

Gabrielle Whelan, Town Attorney, presented the staff report.

SUBJECT: Draft Minutes of the Council Policy Committee Special Meeting of April 29, 2024

DATE: May 17, 2024

Karen Delaney

- Commented on concerns with enforcement of the Code of Conduct and suggested the Town use a neutral third-party investigator for all complaints filed against Council Members.

The Policy Committee discussed the composition of the evaluation committee and recommended changing the committee members to the Mayor and Vice Mayor, with the Town Manager and Town Attorney serving as advisors, stating if there is a complaint about the Mayor or Vice Mayor, a Council Member will be selected by drawing straws. The Committee discussed the process for reviewing "major" violations of Council Members and Commissioners, and recommended keeping the enforcement process the same for both with an additional discipline option for Commissioners of removal. The Committee discussed the types of investigators that could be used for investigating "major" violations and recommended the Town Manager and Town Attorney advise the evaluation committee on which type of investigator to use. The Committee also recommended removing the rules and decorum from the Code of Conduct Policy because this information is also contain in the Town Council Agenda Policy. Finally, the Committee suggested a potential name change for the Policy.

ADJOURNMENT

The meeting adjourned at 4:20 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the April 29, 2024, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 06/25/2024

ITEM NO: 2

ITEM NO. 2.

DATE: May 20, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Provide Direction on a Proposed Policy to Guide Commission Events

RECOMMENDATION:

Provide direction on a proposed policy to guide Commission events.

REMARKS:

The Town has several Commissions that are interested in hosting events as part of their outreach and education activities. The Youth Commission, to date, has been the most active over the years with its Easter Special Needs Awareness Program (SNAP) geared towards neurodiverse youth, therapy dogs at the high school, and other activities. In the past, the former Parks Commission (now Parks and Sustainability Commission) held a community event at Belgatos Park to bring attention to this unique Town asset.

In working with Commissions on their events, staff have provided guidance to:

- Ensure that the proposed event was consistent with the Commission's enabling resolution;
- Oversee the event planning details (including communication and outreach materials) to ensure consistency and compliance with Town policies and practices;
- Make sure there were adequate Commission volunteers to set up, staff, and clean up (when volunteers have not shown up, Town staff has had to step in);
- Coordinate the time and location so the Commission event did not conflict with other Town activities;
- Manage the budget for each Commission (\$2,500), including ordering materials for the events and reserving equipment; and
- Address other logistical details.

A single staff liaison is responsible to work with its respective Town Board, Commission, or Committee (hereafter Commission) to assist with the administration of the Commission's

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

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SUBJECT: Potential Commission Event Policy

DATE: May 20, 2024

REMARKS (continued):

meetings on top of the other work that the liaison completes for its home Department. The staff liaison writes all staff reports, prepares all meeting minutes, responds to individual Commissioner needs outside of the meetings, handles the audio recording and posting of the meeting, and completes other tasks for the Commission.

Event planning and logistics as outlined on the previous page is time consuming and would be in addition to the staff liaison's regular Commission duties as well as their Departmental responsibilities.

Most events may be proposed for weekends or evenings which may not align with the staff liaison's regular schedule to support the needs of their individual Departments. This often means that Management staff, including Directors, end up staffing Commission events in addition to their day-to-day work.

In addition, the Town Attorney and Town Clerk provide overall guidance to all Town Commissions regarding the Brown Act and other matters. These staff are also not equipped to support Commission events.

Based on this experience and now with seven Commissions having a small budget, staff would like to develop a Town Council Policy to provide formal guidance to Commissions as they are considering events. For example, the Diversity, Equity, and Inclusion Commission is beginning to discuss one of its work plan goals to develop a community learning opportunity on historic inequities and develop diversity, sensitivity, and awareness training (DEI Plan, Goal B, Items 3.a. and b).

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. Staff will return to the Policy Committee with a draft Policy, if directed. The Committee may decide at a future meeting if the draft Policy is ready for consideration by the entire Town Council.

COORDINATION:

This report was coordinated with the staff liaisons of the Arts and Culture; Community Health and Senior Services; Complete Streets and Transportation; Diversity, Equity, and Inclusion; Parks and Sustainability; Youth Commission; and the Library Board as well as the Town Clerk and Town Attorney.

FISCAL IMPACT:

This item has no fiscal impact.

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SUBJECT: Potential Commission Event Policy

DATE: May 20, 2024

ITEM NO. 2.

ENVIRONMENTAL ASSESSMENT:

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