



Mary Badame, Council Member
Marico Sayoc, Council Member

**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
AUGUST 23, 2022
TELECONFERENCE
5:00 PM**

IMPORTANT NOTICE

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.). Consistent with AB 361 and Town of Los Gatos Resolution 2021-044, this meeting will not be physically open to the public and the Council will be teleconferencing from remote locations. Members of the public can only participate in the meeting by joining the Zoom webinar (log in information provided below).

PARTICIPATION

To provide oral comments in real-time during the meeting:

- **Zoom webinar.** Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://losgatosca.gov.zoom.us/j/84588613965?pwd=UHFPTkVXU2svTktEcm5Ga1BlaThrZz09>
Passcode: 006744. You can also type in 845 8861 3965 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- **Join by telephone.** Dial: USA 636 651 3128 US Toll-free or 877 411 9748 US
Toll. Conference code: 363432

When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

When called to speak, you will be asked to provide your full name and your town/city of residence. This identifying information is optional and not a requirement for participation. 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 Council Policy Committee meeting. If you wish to speak to an item or items on the Consent Calendar, please state which item number(s) you are commenting on at the beginning of your time.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non-Agenda Item.” Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

REMOTE LOCATION PARTICIPANTS

The following Committee Members are listed to permit them to appear electronically or telephonically at the Policy Committee meeting: CHAIR MARY BADAME, VICE CHAIR MARICO SAYOC. All votes during the teleconferencing session will be conducted by roll call vote.

RULES OF DECORUM AND CIVILITY

To conduct the business of the community in an effective and efficient manner, please follow the meeting guidelines set forth in the Town Code and State law.

The Town does not tolerate disruptive conduct, which includes but is not limited to:

- addressing the town Council without first being recognized;
- interrupting speakers, Town Council, or Town staff;
- continuing to speak after the allotted time has expired;
- failing to relinquish the microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker. Disruption of the meeting may result in a violation of Penal Code 403.

MEETING CALL TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Committee may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Chair asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 2 of this agenda. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

1. Approve Draft Minutes of the June 28, 2022 Council 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. Discussion and Direction for Potential Modifications to the Remote Participation Provisions Contained in Town Council Policy 2-01: Town Agenda Format and Rules.
3. Consider Updates to the Town Core Goals and Guiding Principles to Align with the 2040 General Plan.

ADJOURNMENT



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

MEETING DATE: 08/23/2022

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Meeting
June 28, 2022**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, June 28, 2022, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:02 P.M.

ROLL CALL

Members Present: Mary Badame, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Gabrielle Whelan, Town Attorney; Shelley Neis, Town Clerk; Joel Paulson, Community Development Department Director; Holly Young, Management Analyst.

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

1. Approve Draft Minutes of the March 22, 2022 Council Policy Committee.

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Recommend to the Town Council Potential Modifications to Town Council Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum.

Laurel Prevetti, Town Manager, presented the staff report.

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of June 28, 2022

DATE: July 26, 2022

Opened public comment.

None.

Closed Public Comment.

After discussion, the Committee voted to forward a recommendation to the Town Council to modify the policy to allow enough time for each Council Member to ask at least one question of each applicant. The Committee requested several potential options be presented for Council consideration including specifying an interview length of 5 minutes, remaining silent on interview length, specifying a start time of 4:00 p.m., or specifying a 5-minute minimum length along with a potential maximum interview length to be determined.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the June 28, 2022 meeting as approved by the Town Council Policy Committee.

Holly Young, Management Analyst



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

MEETING DATE: 08/23/2022

ITEM NO: 2

DATE: August 15, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discussion and Direction for Potential Modifications to the Remote Participation Provisions Contained in Town Council Policy 2-01: Town Agenda Format and Rules

RECOMMENDATION:

Discussion and direction for potential modifications to the remote participation provisions contained in Town Council Policy 2-01: Town Agenda Format and Rules.

BACKGROUND:

In November 2021, the Town Council adopted modifications to Town Council Policy 2-01: Town Agenda Format and Rules to provide clarity for remote participation in light of the pandemic and the more common availability of Zoom and other conferencing software (see Attachment 1). These provisions reinforced the Town's longstanding preference for in-person participation by Council and Commission members while providing the public the option of participating remotely or in-person (see Attachment 1, page 5, section M. Attendance at Meetings).

The current provisions provide that:

1. Requests by Council Members to attend a regular Council meeting via remote appearance are allowed on a limited basis and with no more than two remote participations in a row. Remote attendance shall be permitted for a medical, family or work event requiring a Council Member's absence or in the event the Council Member is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town.
2. Requests by Commissioners to attend a Commission meeting via remote appearance should be allowed on a limited basis to mirror the existing attendance requirements and with no more than two remote participations in a row.

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

BACKGROUND (continued):

3. When a Council Member or Commissioner is participating remotely, they shall have their camera on and be visible for the duration of the meeting.
4. The public may participate in all public meetings remotely by following the remote participation instructions that are provided on the agenda . The remote participation instructions shall be provided on all Town Council and Commission agendas.

DISCUSSION:

Currently, the Santa Clara County Health Officer recommends remote participation for government public meetings. Assembly Bill 361 allows towns/cities to hold remote meetings without posting agendas in physical locations or making remote meeting sites accessible to the public during a declared state of emergency. The Los Gatos Town Council has been adopting the required Resolutions to maintain its remote meetings given the State, County, and Town Emergency Declarations that remain in effect as well as other facts documented in the Resolutions.

It is expected that the Emergency Proclamations for the pandemic will be lifted at some point in the future and the guidance for government public meetings will be updated to facilitate in-person meetings. Council members have asked that the Policy Committee and Town Council take a fresh look at the remote participation provisions to prepare for this eventuality.

The following specific questions were raised:

- How do we navigate hybrid meetings in the future?
- Who must be in person?
- If a Council/Commission/Committee member or staff member is ill or even has “just a cold” can they participate remotely, or is it an absence?
- What constitutes a quorum if some members are remote and others in person?
- If a Council or Commission member is participating remotely while meeting is in-person, will remote participant have to allow the public access to the remote location?
(Currently, State law dictates the noticing and access requirements under the Brown Act and related legislation.)

AB 1944 (Lee) was introduced to protect the privacy of public officials when participating remotely. This bill is being held for a year by the author and did not move forward this legislative session. It is unsure what its future might be. If this or a similar bill does not move forward, then when the state of emergency is lifted, public officials will be required to share their private addresses when participating remotely and make those locations accessible to the community.

PAGE 3 OF 3

SUBJECT: Remote Participation

DATE: August 15, 2022

CONCLUSION:

Staff looks forward to the Committee's discussion and direction. Based on the direction, staff will return to the Policy Committee with a proposed draft of the updated Policy for its consideration and potential recommendation to Town Council.

COORDINATION:

The preparation of this report was coordinated with the Town Clerk and the Town Attorney.

FISCAL IMPACT:

The Committee's discussion and direction will not result in negative fiscal impacts. The Town has already invested in technology to facilitate remote participation by the public, staff, and/or Town Council.

ENVIRONMENTAL ASSESSMENT:

The Committee's discussion and direction are not a project defined under CEQA, and no further action is required.

Attachment:

1. Town Council Policy 2-01: Town Agenda Format and Rules


TITLE: Town Agenda Format and Rules

POLICY NUMBER: 2-01

EFFECTIVE DATE: 12/15/1986

PAGES: 7

ENABLING ACTIONS: 1986-183; 1987-024; 1988-124; 1993-181; 1994-057; 1996-108; 2001-077; 2004-033; 2009-002; 2021-047

REVISED DATES: 12/15/1986; 3/2/1987; 6/6/1988; 6/15/1992; 12/6/1993; 4/4/1994; 8/5/1996; 7/2/2001; 4/5/2004; 1/20/2009; 3/16/2009; 12/6/2010; 8/5/2013; 3/3/2015; 9/20/2016; 6/20/2017; 8/1/2017; 12/4/18; 8/20/19; 12/3/19; 6/1/2021; 11/2/2021

APPROVED:

DocuSigned by:

Marico Sayoc

17D41F4DB5F744F...

PURPOSE

To establish procedures which standardize Town agendas and insure an orderly meeting. This Policy applies to Town Council and all Town Boards, Commissions, and Committees.

POLICY

The following policies have been established:

A. Order of the Agenda

Subject to the Mayor's, or Chair's, discretion to change the order of consideration of any agenda item during any individual meeting:

- Meeting Call to Order
- Roll Call
- Pledge of Allegiance
- Appointments
- Presentations
- Closed Session Report
- Council Matters
- Manager Matters
- Consent Calendar
- Verbal Communications
- Public Hearings
- Other Business
- Adjournment (No later than midnight without vote)

TITLE: Town Agenda Format and Rules	PAGE: 2 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

B. Closed Session Report

At the first Council meeting following any Closed Session, the Town Attorney will report on the Closed Session describing what occurred, but without reporting any information which could damage the Town's position on a) potential or existing litigation, b) the acquisition or disposition of property, or c) any employee's privacy interests. In addition, the Closed Session agenda shall clearly identify the subject of each agenda item consistent with the requirements of the *Brown Act*.

C. Communications by Members of the Public

Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional but not required.

1. *Verbal Communications.* Comments by members of the public during the initial Verbal Communications portion of the agenda on items not on the Council agenda shall be limited to 30 minutes and no more than three (3) minutes per speaker. As an item not listed on the agenda, no response is required from Town staff or the Council and no action can be taken. However, the Council may instruct the Town Manager to place the item on a future agenda. At the conclusion of the first Verbal Communications, the agenda will proceed onto the Public Hearings and Other Business sections of the agenda. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications section can be opened prior to Adjournment.
2. *Public Hearings.* Presentations during the Public Hearings portion of the agenda by appellants and applicants, including any expert or consultant assisting with the presentation, shall be limited to a total of no more than five (5) minutes for all speakers. Appellants and applicants shall be provided no more than three (3) minutes to rebut at the end of the public hearing. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.
3. *Submittal of written materials by Applicant and Appellant.* To allow Town Council, Boards, Commissions, Committees, Town Staff, and the public the opportunity to review material in advance of a hearing, all materials submitted by the Applicant or Appellant must be received by the Town Clerk fourteen (14) days prior to the scheduled public hearing. Documents and materials received from the Applicant or Appellant after the deadline will be accepted; however, the Town Staff may not have the time to analyze the documents and material, and Town Council may not have the time to consider materials submitted after the deadline. The submittal of any additional material by the Applicant or Appellant shall not be considered prima facie evidence (sufficient to establish a fact or raise a presumption) under Town Code Section 29.20.300.
4. *Other Agenda Items.* Comments by members of the public concerning any other item on an agenda shall be limited to no more than three (3) minutes per item.

TITLE: Town Agenda Format and Rules	PAGE: 3 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

5. *Mayor's Discretion.* All time limits noted above shall be subject to change at the Mayor's discretion. If a member of the public speaks on the wrong item, the time used would be deducted from the speaker's overall public comment time allowance on the correct item.

D. Consent Calendar

Items on the Council agenda that are considered to be of a routine and non-controversial nature are placed on the Consent Calendar. Typical items include meeting minutes, final reading and adoption of ordinances, resolutions approving agreements, awards of contracts, status staff reports, etc.

Consent items shall be approved by a single Council motion unless a member of the Council requests that an item be removed for separate Council action. Members of the public may speak on an item on the Consent Calendar during the public comment portion before the Council votes on the Consent Calendar. Items removed from the Consent Calendar may be considered at that meeting at the Mayor's discretion. If an item is removed for discussion, members of the public may speak to that item even if they previously spoke on the item during public comment.

E. Presentations

The Presentations portion of the agenda is intended to allow organized groups to make formal presentations to the Council and to recognize and honor deserving individuals and organizations. All matters included on the Presentations portion of the agenda require the prior approval of the Mayor and shall be limited to no more than ten (10) minutes, unless the Mayor grants additional time.

F. Council Matters

Members of Council may report on the activities of the committees to which they belong or the meetings they attend, question staff briefly on matters upon which the Council has taken action or given direction, make brief announcements, or discuss whether to place particular items on future agendas for action by the Council. Future agenda items to be briefly discussed here shall be identified consistent with Section G of this policy, or may be raised for the first time under this item.

G. Adjournment

Council meetings will be adjourned at midnight unless a majority of the Council Members present vote to extend the adjournment time.

H. Americans with Disabilities Notice on Town Agendas

As part of the requirements under the Americans with Disabilities Act, the Town is required to provide notice of whom to contact in advance of a public meeting for assistance to disabled individuals who might wish to participate. The following notice shall be provided in at least one location on each Town agenda for Council, Boards, Commissions, or Committees.

TITLE: Town Agenda Format and Rules	PAGE: 4 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk Administrator at (408) 354-6834. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

I. Preparation of the Agenda

The agenda is prepared by staff in consultation with the Mayor for the Mayor’s final approval. If there is a disagreement between the Mayor and staff, the Mayor makes the ultimate call on the Agenda and its items. Any member of the Council may submit a request through the Town Manager or directly to the Mayor to make a change or addition to the agenda. In no event may the subject of whether to amend the agenda be discussed outside of a public meeting by more than two (2) members of the Council.

Items thus proposed to be added to the agenda require the Mayor’s agreement to be added for action. If the Mayor does not agree, the item shall be listed on the agenda for discussion purposes only under the Council Matters section of the agenda. Council may then discuss whether to place the item on a future agenda for action. Two (2) or more members of the Council must vote in favor of placing an item on a future agenda for action. The Mayor in good faith will make every effort to place the item on the first available Council agenda in consultation with the Town Manager.

If the wish of the Council is to add an item on the agenda of the current meeting, then the *Brown Act* generally requires a two-thirds (2/3) vote or a unanimous vote of those present if less than five (5) Council Members are present, with a finding that there is a need to take immediate action and the need for action came to the attention of the Town after the agenda was posted.

J. Agenda Schedule and Preparation

In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.

Thursday, prior to the meeting	Written agenda is finalized and printed. Agenda packets distributed to Town Council Members. Public comments on agenda items received by 11:00 a.m. will be included in the agenda packet.
Friday, prior to the meeting	Additional information from staff available after the Thursday distribution of the agenda packet, and public comments received prior to 11:00 a.m. on Friday will be distributed to Town Council members as an Addendum to a staff report.

TITLE: Town Agenda Format and Rules	PAGE: 5 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

Monday, prior to the meeting Additional information from staff available after the Friday Addendum and public comment received prior to 11:00 a.m. on Monday will be distributed to Town Council members as an Addendum to a staff report.

Day of Council Meeting Council comments and questions received by 7:00 a.m. and public comments received by 11:00 a.m. on the morning of a Council meeting will be included in a Desk Item for distribution to Town Council members by 3:00 p.m. on the afternoon of a Council meeting. Council comments and questions received after 7:00 a.m. may be addressed during the Council meeting. Public comment received after 11:00 a.m. will not be distributed to the Council in the Desk Item; however, public comment may be submitted by individuals during the Council meeting.

In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.

K. Agenda Posting

Council Agendas shall be posted at least 72 hours prior to a regular meeting, and at least 24 hours prior to a special meeting. Notice of any meeting of a formally appointed Committee where two Council Members could be present shall be posted at least 24 hours in advance of any such meeting with a note as to the time and location, and an invitation to the public to attend.

L. Conduct of Town Council Meetings

The Council shall adopt:

1. Robert's *Rules of Order* or
2. Some other rules of order, or
3. Allow the Mayor to conduct the meeting as deemed appropriate so long as all members of the Town Council concur.

M. Attendance at Meetings

The Town Council Rules provisions concerning Remote Attendance shall apply to all Boards, Commissions, and Committees as well as the Town Council as follows:

1. Requests by Council Members to attend a regular Council meeting via remote appearance are allowed on a limited basis and with no more than two remote participations in a row. Remote attendance shall be permitted for a medical, family or work event requiring a Council Member's absence or in the event the Council Member is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town.

TITLE: Town Agenda Format and Rules	PAGE: 6 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

2. Requests by Commissioners to attend a Commission meeting via remote appearance should be allowed on a limited basis to mirror the existing attendance requirements and with no more than two remote participations in a row.
3. When a Council Member or Commissioner is participating remotely, they shall have their camera on and be visible for the duration of the meeting.
4. The public may participate in all public meetings remotely by following the remote participation instructions that are provided on the agenda. The remote participation instructions shall be provided on all Town Council and Commission agendas.

N. Proposed Reconsideration of Prior Council Actions

Reconsideration of prior Council actions is discouraged and may only occur in special circumstances subject to the procedural restrictions outlined herein. Reconsideration does not include, and this Policy does not prohibit, the repeal of a resolution or ordinance in response to a lawsuit or a referendum challenging that adoption.

Step 1 – Motion to Place Reconsideration of a Prior Action on a Future Council Agenda

- a) The motion must be made by a Council Member who previously voted on the prevailing side of the prior action;
- b) The maker of the motion shall specifically articulate the new information, analysis and/or circumstances that warrant(s) reconsideration of the prior action;
- c) The motion must be adopted by a majority of the full Council; and
- d) The motion may only be made and considered at the next regularly scheduled meeting of the Council after the item was originally acted upon.

Step 2 – Full Reconsideration of the Prior Action, if a motion as outlined in Step 1 is approved.

- a) The full reconsideration of the prior action will be placed on the next available Council agenda following the agenda-setting and required public notification process.
- b) The agenda, public notification and staff report for the full reconsideration of the prior action shall clearly state that the item has been previously acted upon by the Council and is being reconsidered by the Council.
- c) Action on the reconsideration of the prior action shall adhere to regular Council policies and practices as if the item was being heard for the first time.
- d) The full reconsideration of the prior action (whether sustained, reversed or otherwise modified) will be the final action on that item, and no further reconsiderations will be considered.

TITLE: Town Agenda Format and Rules	PAGE: 7 of 7	POLICY NUMBER: 2-01
--	------------------------	-------------------------------

O. Motions by the Chairperson

The Chairperson of the meeting may make or second motions. The Chairperson may also restate, or ask that the maker restate, all motions immediately prior to any vote.

P. Behavior Expectations and Consequences at Town Council Meetings:

The public is welcome to participate in the meetings, understanding that the purpose of the meeting is to conduct the important business of the Town in an efficient and effective manner. At each meeting, the Mayor should state:

1. For the benefit of the entire community, the Town of Los Gatos asks that all speakers follow the Town's meeting guidelines by treating everyone with respect and dignity. This is done by following meeting guidelines set forth in State law, in the Town Code, and on the cover sheet of the Council agenda.
2. The Town embraces diversity and strongly condemns hate speech and offensive, hateful language or racial intolerance of any kind at Council meetings.
3. Town Council and staff are well aware of the public's right to disagree with their professional opinion on various Town issues. However, anti-social behavior, slander, hatred, and bigotry statements are completely unacceptable and will not be tolerated in any way, shape, or form at Town Council meetings.
4. All public comments at the Town Council meeting must pertain to items within the subject matter jurisdiction of the Town and shall not contain slanderous statements, hatred, and bigotry against non-public officials.
5. The Town will go through the following steps if a disturbance results from a member of the public not following these rules:
 - a. If participating remotely, Town staff may mute the individual with an explanation for the record of why muting occurred consistent with this Policy.
 - b. If participating in-person, the Mayor may call a recess for violation of this Policy, resulting in the immediate cessation of the audio and video recording and the Council exiting the Chamber. Staff will determine if the individual should be removed or if all members of the public should leave depending on the extent of the disturbance. In the event that all public members exit, only the press would be allowed back in the meeting. Once the individual(s) leave, the Council would return to the Chamber and the Mayor would resume the meeting.
 - c. Persons disrupting a Council meeting may be cited for violation of the California Penal Code Section 403.

APPROVED AS TO FORM: DocuSigned by:

DocuSigned by:

Marico Sayoc

Robert W. Schultz

2FE093855B744C...

17D41F4DB5F744F...

Robert Schultz, Town Attorney



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 08/23/2022

ITEM NO: 3

DATE: August 15, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Consider Updates to the Town Core Goals and Guiding Principles to Align with the 2040 General Plan

RECOMMENDATION:

Consider updates to the Town Core Goals and Guiding Principles to align with the 2040 General Plan.

BACKGROUND:

At the Town Council Strategic Priorities meeting on January 25, 2022, the Council requested that the Council Policy Committee examine the definitions of the Town's Core Goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety. This is also a good opportunity to review the descriptions of the Town's Guiding Principles of Small-Town Service, Community Stewardship, and Future Focus.

The current Core Goals and Guiding Principles are available on the Town website as part of the Commissioners' Handbook at www.losgatosca.gov/843/Commissioners-Handbook and are included as Attachments 1 and 2 to this report.

On March 22, 2022, staff brought proposed updates to the Council Policy Committee for review and direction. The staff report is Attachment 3 to this report. After discussion, the Committee unanimously agreed to postpone this item until after the Draft 2040 General Plan was adopted by Council so that the General Plan's Vision and Guiding Principles may provide a foundation for the amendments to the Town's Core Goals and Guiding Principles.

On June 30, 2022, the Town Council adopted the Draft 2040 General Plan with modifications. The Vision and Guiding Principles section of the General Plan is Attachment 4 to this report.

PREPARED BY: Holly Young
Management Analyst

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

DISCUSSION:

Core Goals

Staff drafted the following potential updates to the Town's Core Goals for the Committee's consideration using language consistent with the adopted 2040 General Plan's Vision and Guiding Principles. Recommended deleted existing language is represented in ~~striketrough~~ with recommended additions in underline.

Community Character: Preserve and enhance the ~~appearance, character, and environmental quality of the Community.~~ Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods; promote sustainability practices; and protect and conserve the natural environment for present and future generations.

Community-Good Governance: Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.

Fiscal Stability: Maintain ongoing and long-term fiscal well-being stability while providing high-quality, ~~to provide~~ cost effective municipal ~~core~~ services that meet the needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities. ~~transportation systems, and other public infrastructure.~~

Civic Engagement: Foster opportunities for meaningful community citizen ~~in~~ involvement in government processes, encourage recreational and personal enrichment, and cultural, recreational, and individual enrichment. ~~and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.~~

Public Safety: Ensure public safety through preparation, proactive community policing, effective emergency response, ~~and community-wide emergency preparedness.~~ education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

DISCUSSION (continued):

Guiding Principles

Potential updates to the Town's Guiding Principles for the Committee's consideration are as follows:

Small-Town Service is our commitment to providing services in a courteous, timely, equitable, and responsive manner. ~~We know that~~ Los Gatos is a welcoming, family-oriented, safe, beautiful, and sustainable community where people ~~want to live in because they~~ feel a sense of belonging. Our small-town character is important to all who visit, work, and live in ~~call~~ Los Gatos ~~home~~. We strive to make our customer service reflect these qualities. Small-tTown ~~s~~Service is also about programs that celebrate the Town's small-town charm ~~character~~, such as our Library children's story times and arts workshops, the 4th of July musical celebration event, Screen on the Green family-friendly movie nights, annual Tree Lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability; a range of housing opportunities; historic neighborhoods; and a balanced, well-designed community with strong neighborhoods, outdoor recreation opportunities; environmental sustainability; local culture and art; art and cultural amenities, reliable basic equitable and responsive municipal services; open and transparent government processes; ,vibrant shopping districts;, a lively and accessible downtown; dynamic and thriving business community; public safety; a safe environment; a choice of mobility options; superior public facilities and services; and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. ~~Our goal is~~ We aim to ensure a high quality of life ~~for today's residents and for present and future generations,~~ positioning the Town to be resilient as the climate changes. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision making we undertake today. We work to preserve and enhance the Town's historic resources, small-town character, and natural environment while guiding the community into the future. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for more efficient ~~new and better~~ ways of doing business – whether it's streamlining processes or utilizing effective technologies. ~~using technology to deliver services more efficiently.~~

A clean copy of the proposed edits can be found as Attachment 5 to this report.

PAGE 4 OF 4

SUBJECT: Core Goals and Guiding Principles

DATE: August 23, 2022

CONCLUSION:

Staff looks forward to the Committee's discussion and recommendations.

COORDINATION:

This report was coordinated with the Community Development Department, Town Attorney's Office, and Town Manager's Office.

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Current Core Goals
2. Current Guiding Principles
3. March 22, 2022 Policy Committee Staff Report
4. Approved Los Gatos 2040 General Plan Vision and Guiding Principles
5. Clean Copy of Proposed Edits

Town of Los Gatos Core Goals

COMMUNITY CHARACTER

GOOD GOVERNANCE

FISCAL STABILITY

QUALITY PUBLIC INFRASTRUCTURE

CIVIC ENRICHMENT

PUBLIC SAFETY

Community Character: Preserve and enhance the appearance, character, and environmental quality of the Community.

Community Good Governance: Ensure responsive, accountable, transparent, accessible, and collaborative government.

Fiscal Stability: Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure.

Civic Engagement: Foster opportunities for meaningful citizen involvement, and cultural, recreational, and individual enrichment.

Public Safety: Ensure public safety through proactive community policing, effective emergency response, and community-wide emergency preparedness.

Town of Los Gatos Guiding Principles

SMALL TOWN SERVICE

COMMUNITY STEWARDSHIP

FUTURE FOCUS

Small Town Service is our commitment to providing services in a courteous, timely, and responsive manner. We know that Los Gatos is a community people want to live in because they feel a sense of belonging. Our small town character is important to all who call Los Gatos home. We strive to make our customer service reflect these qualities. Small Town Service is also about programs that celebrate the Town's small-town character, such as our children's story times, the 4th of July event, Screen on the Green, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability and a balanced, well-designed community with strong neighborhoods, outdoor recreation opportunities, art and cultural amenities, reliable basic services, vibrant shopping districts, a safe environment, and other quality of life elements. We encourage a high degree of public participation and partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. Our goal is to ensure a high quality of life for today's residents and for future generations. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision-making we undertake today. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for new and better ways of doing business – whether it's streamlining processes or using technology to deliver services more efficiently.



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 03/22/2022

ITEM NO: 2

DATE: March 7, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Recommend to the Town Council Updates to the Town of Los Gatos Core Goals and Guiding Principles

RECOMMENDATION:

Discuss and recommend to the Town Council updates to the Town of Los Gatos Core Goals and Guiding Principles.

BACKGROUND:

At the Town Council Strategic Priorities meeting on January 25, 2022, the Council requested that the Council Policy Committee examine the definitions of the Town's Core Goals of Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety. This is also a good opportunity to review the descriptions of the Town's Guiding Principles of Small-Town Service, Community Stewardship, and Future Focus.

The current Core Goals and Guiding Principles are available on the Town website as part of the Commissioners' Handbook at www.losgatosca.gov/843/Commissioners-Handbook and are included as Attachments 1 and 2 to this report.

DISCUSSION:

Core Goals

Staff drafted the following potential updates to the Town's Core Goals for the Committee's consideration using language consistent with the Draft 2040 General Plan's Vision and Guiding Principles. Recommended deleted existing language is represented in ~~striketrough~~ with recommended additions in underline.

PREPARED BY: Holly Zappala
Management Analyst

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

DISCUSSION (continued):

Community Character: Preserve and enhance the ~~appearance, Town's historic resources and character charm, and environmental quality of the Community.~~ while guiding the community into the future; invigorate the economic vitality of Los Gatos business locations; foster appropriate investments to maintain and enhance diverse neighborhoods; promote ethnic, cultural, and socio-economic equity; and conserve the Town's natural beauty and environment for present and future generations.

Community Good Governance: Ensure responsive, accountable, transparent, accessible, inclusive, and collaborative government conducted in an open manner that encourages community involvement.

Fiscal Stability: Maintain ongoing ~~financial fiscal~~ stability to provide high quality and cost-effective core-municipal services that meet the needs of the community and sustain the Town's long-term fiscal well-being.

Quality Public Infrastructure: ~~Provide and maintain exceptional the condition and availability of public facilities, transportation systems~~ public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. and other public infrastructure

Civic Engagement: Foster opportunities for meaningful ~~citizen-community~~ involvement in government processes; and encourage cultural, recreational, and individual enrichment; and strive to make Los Gatos a more inclusive place for all.

Public Safety: ~~Ensure public safety~~ Maintain and enhance the safety of Los Gatos through proactive community policing, effective emergency response, and community wide emergency preparedness. and preparation and planning, education, and community design that is responsive to the full range of potential natural and urban hazards and safety issues.

Guiding Principles

Potential updates to the Town's Guiding Principles for the Committee's consideration are as follows:

Small-Town Service is our commitment to providing services in a courteous, timely, ~~and~~ responsive, equitable, and accessible manner. We strive to ensure all community members feel safe, respected, and comfortable to be themselves and express all aspects of their identities. The Town promotes equal treatment, equitable distribution of and access to resources, and engagement in issues affecting the lives of residents, workers, and visitors. We know that Los Gatos is a community people want to live in because they feel a sense of

DISCUSSION (continued):

~~belonging.~~ Our small-town character is important to all who call Los Gatos home. We strive to make our customer service reflect these qualities. Small-Town Service is also about programs that celebrate the Town's small-town ~~character charm~~, such as our Library children's story times and arts workshops, the annual Spring into Green environmental and sustainability event, the 4th of July musical celebration event, Screen on the Green family-friendly movie night, annual tree lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously as we work to maintain fiscal stability ~~and a balanced, well-designed community with strong neighborhoods, diverse neighborhoods with housing and infrastructure to meet the needs of current and future residents,~~ outdoor recreation opportunities that promote active healthy lifestyles, environmental sustainability, art and cultural amenities, natural and historical resources, a well-connected mobility system, reliable basic and equitable municipal services, government transparency, vibrant shopping and vibrant shopping districts economic vitality, a safe environment, and other quality of life elements. We encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. ~~Our goal is~~ We want to conserve Los Gatos' beautiful natural environment, reduce waste, and ensure a high quality of life for today's residents and present and future generations. We aim to preserve and enhance the Town's historic resources and character while guiding the community into the future. Planning for the Los Gatos of the future as needs change and opportunities arise is integral to the decision making we undertake today. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for ~~new and better ways of more efficient ways of doing business – whether it's streamlining processes or using~~ utilizing effective technologies y to deliver services more efficiently.

A clean copy of the proposed edits can be found as Attachment 3 to this report.

CONCLUSION:

Staff looks forward to the Committee's discussion, direction, and recommendations.

COORDINATION:

This report was coordinated with the Town Attorney's Office and Town Manager's Office.

PAGE 4 OF 4

SUBJECT: Core Goals and Guiding Principles

DATE: March 22, 2022

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Core Goals
2. Guiding Principles
3. Clean Copy of Proposed Edits

1. Introduction

The GPAC served as a sounding board for the discussion of issues, opportunities, and the development of the plan to guide the community's future. The GPAC held more than 35 public meetings throughout the General Plan update process, listening to community input and contributing to the development of the Vision and Guiding Principles, Land Use Alternatives, and the content of the General Plan document.

Planning Commission and Town Council Meetings

The Town held various Planning Commission and Town Council Meetings throughout the update process to inform decision-makers and the public, discuss key milestones, and provide direction for the next steps.

1.3 General Plan Vision and Guiding Principles

After community discussions at the General Plan Update Advisory Committee and Planning Commission, the Los Gatos Town Council approved a Vision Statement and set of Guiding Principles for the Los Gatos 2040 General Plan on August 20, 2019. The Vision Statement is written in the present tense to describe the Town in the year 2040.

Vision

The Town of Los Gatos is a welcoming, family-oriented, and safe community nestled in the beautiful foothills of the Santa Cruz Mountains. The Town is a sustainable community that takes pride in its small-town character and provides a range of housing opportunities, historic neighborhoods, local culture and arts, excellent schools, and a lively and accessible downtown. Los Gatos offers a choice of mobility options, superior public facilities and services, and an open and responsive local government that is fiscally sound. The Town includes a mix of businesses throughout Town that serve all residents, workers, and visitors. Los Gatos has a dynamic and thriving economy that includes a mix of businesses throughout Town that serves all residents, workers, and visitors.

Guiding Principles

- **Community Vitality**
Invigorate Los Gatos as a special place for community gathering, commerce, and other activities for residents and visitors. Foster the economic vitality of all Los Gatos business locations. Preserve and enhance the Town's historic resources and character while guiding the community into the future.
- **Connectivity**
Emphasize the importance of connecting all facets of the Town to build a strong sense of community through building design, walkability, and safe streets.
- **Diverse Neighborhoods**
Foster appropriate investments to maintain and enhance diverse neighborhoods, housing opportunities, and infrastructure to meet the needs of all current and future residents.
- **Fiscal Stability / Responsibility**
Provide high quality municipal services to the Los Gatos community while sustaining long term fiscal well-being.
- **Government Transparency**
Conduct governmental processes in an open manner and encourage public involvement in Town governance.

- **Inclusivity**
Value the importance of and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.
- **Mobility**
Provide a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.
- **Promote Public Safety**
Maintain and enhance Los Gatos as a safe community through preparation and planning, education, and community design that is responsive to the full range of potential natural and man-made hazards and safety issues.
- **Protect Natural Environment**
Protect and enhance the natural environment and biotic communities that define Los Gatos, including but not limited to open space preserves, recreational trails, surrounding hillsides, and natural waterways.
- **Sustainability**
Manage, conserve, and preserve Los Gatos' natural environment for present and future generations. Identify and provide opportunities to enhance the Town's sustainability policies and practices.

1.4 Analyses Informing the 2040 General Plan

As part of the Town of Los Gatos General Plan update process, the Town prepared the following General Plan supporting documents:

- **Issues, Opportunities, and Constraints Summary.** The Issues, Opportunities, and Constraints Summary summarized the key issues, opportunities, and constraints identified based on the findings in the Background Report, input from community workshops, GPAC, stakeholder interviews, and a Joint Town Council/Planning Commission study session.
- **Alternatives Report.** The Alternatives Report describes the development and evaluation of land use and policy alternatives. The report was designed to frame an active discussion among stakeholders, community members, and Town decision-makers, and led to a determination from the Town Council on a preferred land use alternative framework and direction on key policy issues, which formed the basis of the Draft General Plan.
- **Environmental Impact Report.** The Environmental Impact Report (EIR) responds to the requirements of the CEQA as set forth in Sections 15126, 15175, and 15176 of the CEQA Guidelines Act. The Planning Commission and Town Council will use the EIR during the General Plan update process to consider potential environmental implications associated with implementing the General Plan and to identify feasible mitigation measures for significant impacts. The General Plan EIR may also be used in the environmental evaluation of future projects. Future projects may be able to build (tier) their environmental review on the General Plan EIR if they are consistent with the General Plan.

1.5 The Los Gatos Community

Los Gatos is located at the base of the Santa Cruz Mountains at the southwest edge of Santa Clara County and approximately 50 miles south of San Francisco. The natural landscape includes picturesque hillsides, creeks, and valley flatlands. Los Gatos is in an area once occupied by Indigenous People, which extends from the point where the San Joaquin and Sacramento rivers flow into the San Francisco Bay to Point Sur, with the interior Coastal Ranges most likely constituting the inland boundary. The Indigenous People lived sustainably in the area

Clean Copy of Proposed Edits to Core Goals and Guiding Principles

Core Goals

Community Character: Preserve and enhance the Town's historic resources and small-town character; foster the economic vitality of all business locations; maintain and enhance diverse neighborhoods, promote sustainability practices, and protect and conserve the natural environment for present and future generations.

Good Governance: Ensure open, responsive, accountable, transparent, accessible, inclusive, and collaborative government that encourages public involvement.

Fiscal Stability: Maintain ongoing and long-term fiscal well-being while providing high quality, cost effective municipal services that meet the needs of the community.

Quality Public Infrastructure: Maintain the condition and availability of public facilities, infrastructure, and a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, people with access and functional needs, bicyclists, motorists, transit riders, and people of all ages and abilities.

Civic Engagement: Foster opportunities for meaningful community involvement in government processes, encourage recreational and personal enrichment, and promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

Public Safety: Ensure public safety through preparation, proactive community policing, effective emergency response, education, and a community design that is responsive to the full range of potential natural and human-made hazards and safety issues.

Guiding Principles

Small Town Service is our commitment to providing services in a courteous, timely, equitable, and responsive manner. Los Gatos is a welcoming, family-oriented, safe, beautiful, and sustainable community where people feel a sense of belonging. Our small-town character is important to all who visit, work, and live in Los Gatos. We strive to make our customer service reflect these qualities. Small-town service is also about programs that celebrate the Town's small-town charm, such as our Library children's story times and arts workshops, the annual Spring into Green environmental and sustainability event, the 4th of July musical celebration, Screen on the Green family-friendly movie night, annual Tree Lighting, Music in the Park, Forbes Mill Footbridge children's murals, and many more.

Community Stewardship means that we recognize the responsibility entrusted to Town leaders and staff to care about the well-being of the entire community and to carry out our obligations accordingly. We take our role seriously, as we work to maintain fiscal stability; a range of housing opportunities; historic neighborhoods; outdoor recreation opportunities; environmental sustainability; local culture and art; equitable and responsive municipal services; open and transparent government processes; a lively and accessible downtown; dynamic and thriving business community; public safety; a choice of mobility options; superior public facilities and services; and other quality of life elements. We

encourage a high degree of public participation and community partnerships to carry out our stewardship role.

Future Focus reminds us to always have an eye on the future as we care for the community of today. We aim to ensure a high quality of life for present and future generations, positioning the Town to be resilient as the climate changes. We work to preserve and enhance the Town's historic resources, small-town character, and natural environment while guiding the community into the future. Our General Plan is subject to change as ideas develop and priorities evolve. We also keep the future in focus by looking for more efficient ways of doing business – whether it's streamlining processes or utilizing effective technologies.