



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
JANUARY 23, 2024
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

Mathew Hudes, Vice Mayor
Maria Ristow, Council Member

This meeting will be held in-person at the Town Council Chambers at 110 East Main Street.

PARTICIPATION IN THE PUBLIC PROCESS

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 Public 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 supplemental materials: by 11:00 a.m. on 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.

MEETING CALLED 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 Minutes of the November 28, 2023, 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.](#) Appoint Chair and Vice Chair
- [3.](#) Determine Meeting Dates and Time
- [4.](#) Identify Future Work Plan Items for the Council Policy Committee

ADJOURNMENT

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: 1/23/2024

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Meeting
November 28, 2023**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting on Tuesday, November 28, 2023, at 5:00 p.m.

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

ROLL CALL

Members Present: Chair/Council Member Rob Moore and Vice Chair/Council Member Matthew Hudes

Staff Present: Laurel Prevetti, Town Manager; Gabrielle Whelan, Town Attorney; Katy Nomura, Assistant Town Manager; Wendy Wood, Town Clerk; and Paul Horvat, Emergency Services Coordinator.

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

1. Approve Minutes of the October 24, 2023, Council Policy Committee Meeting.

Opened public comment.

None.

Closed Public Comment.

MOTION: Motion by Vice Chair/Council Member Hudes to approve the minutes of the October 24, 2023, Council Policy Committee meeting. **Seconded** by Chair/Council Member Moore.

VOTE: Motion passed by a unanimous vote.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

2. Discuss the Draft Emergency Procurement Policy and Recommend that the Town Council Adopt the Policy.

Katy Nomura, Town Manager, presented the staff report.

The Committee asked questions and discussed the item.

Staff addressed the questions.

Opened public comment.

None.

Closed Public Comment.

MOTION: Motion by Vice Chair/Council Member Hudes to recommend the Council adopt the policy. **Seconded** by Chair/Council Member Moore.

VOTE: Motion passed by a unanimous vote.

3. Evaluate Remote Participation Guidelines as contained in the Agenda Format and Rules Policy and Consider a Recommendation to Council.

Wendy Wood, Town Clerk, presented the staff report.

The Committee asked questions and discussed the item.

Staff addressed the questions.

Opened public comment.

None.

Closed Public Comment.

No action was taken.

ADJOURNMENT

The meeting adjourned at 5:40 p.m.

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

DATE: January 17, 2023

This is to certify that the foregoing is a true
and correct copy of the minutes of the
November 28, 2023, meeting as approved by the
Town Council Policy Committee.

Wendy Wood, Town Clerk



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 01/23/2024

ITEM NO: 2

DATE: January 18, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Appoint Chair and Vice Chair

RECOMMENDATION:

Appoint Chair and Vice Chair.

REMARKS:

Each calendar year, the Committee appoints its Chair and Vice Chair.

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



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 01/23/2024

ITEM NO: 3

DATE: January 18, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Determine Meeting Dates and Time

RECOMMENDATION:

Determine meeting dates and time.

REMARKS:

Each calendar year, the Committee confirms its meeting dates and time. The Committee typically meets the fourth Tuesday of every month at 5:00 p.m. The Committee is welcome to consider modifications.

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



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 01/23/2024

ITEM NO: 4

DATE: January 16, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify Future Work Plan Items for the Council Policy Committee

RECOMMENDATION:

Identify future work plan items for the Council Policy Committee.

DISCUSSION:

Every January, the Town Council Policy Committee identifies work plan items for the calendar year. For each work plan item, the Committee makes recommendations to the Town Council and the Council is the final deciding body on the policy matters. The Town Council appreciates the public engagement, thoughtful consideration, and recommendations of the Committee.

With the start of a new year, staff looks forward to the Committee's discussion and identification of topics for the 2024 work plan. Attachment 1 contains items completed in 2023, those currently in progress, and potential work plan items for 2024.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office (including Economic Vitality and the Clerk Department), Community Development Department, Parks and Public Works Department, and the Town Attorney'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.

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

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SUBJECT: 2023 Work Plan Items

DATE: January 16, 2024

Attachment:

1. 2024 Draft Work Plan

2024 Town Council Policy Committee Work Plan Items

Completed During 2023

- Policy Committee's Enabling Resolution.
- Emergency Procurement Policy.
- Commission Appointment Policy.
- Agenda Format and Rules Policy.
- Policies and Guidance for Commission, Board, Committee, and Council Recusal.
- Discussion of Municipal (Core) Services.
- Remote Participation Provisions for Boards, Committees, and Commissions as Contained in the Agenda Format and Rules Policy.

In Progress for Future Council Consideration

- Determine Modifications to Town Policies to Address Commissioner Discipline.
- Review of Ethics and Conflict of Interest Policies.
- Annual Legislative Advocacy Priorities/Principles

Potential for 2024

- Consider Finance Commission Recommendation to Create a Public Input and Outreach in Labor Negotiations Policy Modeled after Menlo Park.
- 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.
- Review the Brown Act and Council Communications with Regards to Forums, such as Democracy Tent.
- Review Conflicts of Interest for Political Endorsements from Organizations Funded by the Town.
- Consider a Capital Improvement Equity Policy.
- Consider a Commercial Rent Control Policy.
- Review Commission Appointment Policy for additional modifications.