

**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
AUGUST 22, 2023
110 EAST MAIN STREET
LOS GATOS, CA
5:00 PM**

*Rob Moore, Council Member
Matthew Hudes, Council Member*

This meeting will be held in-person at the Town Council Chambers at 110 E. Main Street. Members of the public may only provide public comments for the agenda items in-person at the meeting or prior to the meeting in writing as described below.

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you are interested in providing oral comments during the meeting, you must attend in-person and complete a "speaker's card" located on the back of the chamber benches and return it to the staff. If you wish to speak to an item on the agenda, please list the item number. The time allocated to speakers may change to better facilitate the meeting. 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 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 and not required.

Deadlines for Public Comment and Presentations are as follows:

- 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 Committee must provide the comments as follows:
 - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Committee meeting
 - For inclusion in an Addendum: by 11:00 a.m. the Friday or Monday before the Committee meeting
 - For inclusion in a Desk Item: by 11:00 a.m. on the day of the Committee 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 to the by 3:00 p.m. the day of the meeting.

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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 Committee without first being recognized;
- Interrupting speakers, Committee members, 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 Section 403.

MEETING CALLED 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 Minutes of the June 27, 2023 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. Review Policy Committee 2023 Work Plan Items
3. Discuss and Direct Potential Modifications to the Policy Committee's Enabling Resolution

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT 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]



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

MEETING DATE: 08/22/2023

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Meeting
June 27, 2023**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting on Tuesday, June 27, 2023, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:01 P.M.

ROLL CALL

Members Present: Rob Moore, Matthew Hudes

Staff Present: Laurel Prevetti, Town Manager; Gabrielle Whelan, Town Attorney; Wendy Wood, Town Clerk.

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

1. Approve Minutes of the March 28, 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 March 28, 2023 Council Policy Committee Meeting. **Seconded** by Chair/Council Member Moore.

VOTE: Motion passed by a unanimous vote.

VERBAL COMMUNICATIONS

Opened public comment.

None.

Closed Public Comment.

OTHER BUSINESS

2. Direct Potential Modifications to Town Council Policy 2-17: Solicitation and Donation Policy to Align with the Council's Strategic Priorities.

Laurel Prevetti, Town Manager, presented the staff report.

Opened public comment.

None.

Closed Public Comment.

MOTION: Motion by Vice Chair/Council Member Hudes to forward a recommendation to the Town Council to approve the proposed modifications to the Town Council Policy 2-17: Solicitation and Donation Policy to include the underlined language on page two of the staff report. **Seconded** by Chair/Council Member Moore.

VOTE: Motion passed by a unanimous vote.

The Committee also asked staff to bring back a review of the Committee's work plan at its August 22, 2023 meeting.

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 27, 2023 meeting as approved by the Town Council Policy Committee.

Holly Young, Senior Management Analyst



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

MEETING DATE: 08/22/2023

ITEM NO: 2

DATE: August 16, 2023
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review Policy Committee 2023 Work Plan Items

RECOMMENDATION:

Review Policy Committee 2023 Work Plan items.

BACKGROUND:

At its January 23, 2023 meeting, the Policy Committee identified potential Work Plan items for 2023.

At its February 28, 2023 meeting, the Policy Committee confirmed its 2023 Work Plan.

At its June 27, 2023 meeting, The Committee requested staff return with a review of the 2023 Work Plan items at the August 22, 2023 Policy Committee meeting.

DISCUSSION:

So far this year, the Policy Committee has considered the following items:

- Determine modifications to Town Policies to address Commissioner discipline;
- Consider Legislative Advocacy Priorities/Principles (building from the existing Legislative Policy);
- Direct potential modifications to Town Council Policy 2-17: Solicitation and Donation Policy to align with the Council's Strategic Priorities; and
- Recommend to the Town Council modifications to Town Council Policy 2-01: Town Agenda Format and Rules regarding remote attendance for Town Boards, Commissions, and Committees.

PREPARED BY: Holly Young
Senior Management Analyst

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

The remaining items on the 2023 Work Plan as well as staff recommendations for each item are included in the table below:

Work Plan Item	Staff Recommendation
Reexamine the Policy Committee's Enabling Resolution.	This item is on the agenda for the meeting of August 22, 2023.
Consider an Emergency Procurement Policy.	This item can be brought to the Committee as staff workload permits.
Review of SB 1439 Requirements, Ethics, and Conflict of Interest Policies.	This item can be brought to the Committee as staff workload permits.
Review Policies for Commission, Board, Committee, and Council Recusal.	This item can be brought to the Committee as staff workload permits.
Review the Brown Act and Council Communications with Regards to Forums, such as Democracy Tent.	This item could be handled by a memorandum from the Town Attorney to the Council.
Review Conflicts of Interest for Political Endorsements from Organizations Funded by the Town.	Language was added to the agreement with the Chamber of Commerce regarding not using Town funds for political purposes or lobbying. This item can be brought to the Committee if there is a desire to discuss further.
Consider a Capital Improvement Equity Policy.	This item falls under the Town's Justice, Equity, Diversity, and Inclusion (JEDI) work. The proposed JEDI Plan will be brought to the Town Council for consideration this fall.
Consider Finance Commission Recommendation to Create a Public Input and Outreach in Labor Negotiations Policy Modeled after Menlo Park.	This item can be brought to the Committee as staff workload permits.
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.	This item can be brought to the Committee as staff workload permits.
Evaluate the Remote Participation Provisions for Boards, Committees, and Commissions as Contained in the Agenda Format and Rules Policy.	Staff can bring this item forward once more time has passed and more data are available to inform the discussion.

Work Plan Item	Staff Recommendation
Discuss which core services the Town provides and how they are funded. <i>(as requested at the August 15, 2023 Town Council meeting)</i>	This item can be brought to the Committee as staff workload permits.

CONCLUSION:

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

COORDINATION:

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

FISCAL IMPACT:

There is no fiscal impact associated with reviewing the Work Plan items.

ENVIRONMENTAL ASSESSMENT:

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



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

MEETING DATE: 08/22/2023

ITEM NO: 3

DATE: August 16, 2023
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Direct Potential Modifications to the Policy Committee's Enabling Resolution

RECOMMENDATION:

Discuss and direct potential modifications to the Policy Committee's Enabling Resolution.

BACKGROUND:

At its February 23, 2021 meeting, the Policy Committee reviewed the Committee's purpose, focus, and process. At that time, staff researched the history of the Policy Committee and was not able to locate an enabling resolution but was able to locate agendas beginning in April 2003. The Policy Committee asked staff to prepare a draft enabling resolution acknowledging the Committee's existence and keeping its objectives flexible, depending on the Town Council's priorities and the Committee's annual work plan.

At its March 23, 2021 meeting, the Policy Committee reviewed the draft Enabling Resolution and after public testimony and Committee discussion, the Committee unanimously agreed to forward a recommendation to the Town Council to approve the draft enabling resolution with minor modifications.

At its April 6, 2021 meeting, the Town Council adopted the proposed Policy Committee enabling resolution as recommended by the Policy Committee with a language change to clarify the Committee as an advisory, recommending body to the Town Council. The adopted enabling resolution is Attachment 1 to this report.

At its January 23, 2023 meeting, the Policy Committee requested that a reexamination of the Policy Committee enabling resolution be added to its work plan for 2023.

PREPARED BY: Holly Young
Senior Management Analyst

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

DISCUSSION:

Historically, the Policy Committee has reviewed a broad scope of policies, including land use policies and memoranda from prior Community Development Directors. All work of the Council Policy Committee has advanced to the entire Town Council for action, including referral to the Planning Commission as appropriate.

The Policy Committee has reviewed and provided recommendations to the full Council on a wide breadth of topics. In 2014, the Committee began a comprehensive review of all Town policies. Below is a list of some of the policies the Committee has reviewed since 2003:

- Guidelines for participation of community organizations in Town sponsored events
- Renaming/Naming of streets
- Solicitation and donations
- Political signs
- Town facilities use
- Code of Conduct
- Leaf blowers
- Sustainable initiatives
- Town Attorney authority limit for general liability claims and litigation
- Reimbursement
- Style of minutes
- Use of Town equipment and signs at public meetings
- Digital agenda packets
- Use of tablets for digital agenda packets
- Planning Commission policies and procedures
- Legislative policy
- Commission appointments
- Records management
- Social media
- Boards, Commissions, and Committees purpose, role, and scope
- Process to provide feedback to Boards, Commissions, and Committees
- Land use policies
- Requests for memorials
- Timelines for submissions to Council and Planning Commission
- Agenda Format and Rules
- Traffic impact fees
- Review of Planning Commission Policy on Communication with interested parties on projects coming before the Commission

PAGE 3 OF 3

SUBJECT: Policy Committee Enabling Resolution

DATE: August 16, 2023

CONCLUSION:

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

COORDINATION:

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

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Policy Committee Enabling Resolution

RESOLUTION 2021-006

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TOWN COUNCIL POLICY COMMITTEE

WHEREAS, the Town Council of the Town of Los Gatos, does hereby formally establish the Town Council Policy Committee.

WHEREAS, the purpose of the Council Policy Committee shall be to identify areas, issues, concerns where Council and Town policy needs to be communicated/documented, clarified, or developed to enhance the effectiveness of the Council and/or the Town administration in conducting Town business in their own respective roles; and to continually review policies, providing recommendations to the Town Council to amend them when necessary, and rescind them when appropriate. The Committee's objectives shall be flexible, depending on the Town's priorities and the Committee's annual work plan.

WHEREAS, the duties of the Committee shall be to report to, consult with, and provide recommendations to the Town Council on all matters relating to Council Policies, Town Code, and other policy documents of the Town. The Committee shall forward recommendations to the full Council for discussion and final action, and as appropriate refer items to the appropriate Town Board, Committee, or Commission.

WHEREAS, the Committee shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.

- A. The Town Council Policy Committee shall consist of two (2) Town Council Members appointed annually by the Mayor.
- B. The Committee shall appoint a Chair and Vice Chair.
- C. The Committee shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950).
- D. Minutes of the actions taken during the Committee's meetings shall be kept and shall be a public record.

WHEREAS, nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council Policy Committee is hereby established as an advisory committee to the Los Gatos Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6th day of April 2021 by the following vote:

COUNCIL MEMBERS:

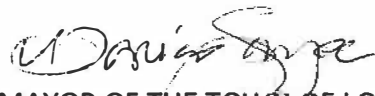
AYES: Rob Rennie, Maria Ristow, Mayor Marico Sayoc

NAYS: Mary Badame, Matthew Hudes

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 04/12/2021

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 4/15/2021