



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

MEETING DATE: 02/23/2021

ITEM NO: 3

DATE: February 16, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review the Purpose, Focus, and Process Considerations of the Council Policy Committee and Make Recommendations for an Enabling Resolution for the Policy Committee

RECOMMENDATION:

Review the purpose, focus, and process considerations of the Council Policy Committee and make recommendations for an enabling resolution for the Policy Committee.

BACKGROUND:

At the January 26, 2021 Council Policy Committee meeting, the Committee members requested staff return with the enabling resolution of the Policy Committee.

Staff researched the history of the Policy Committee and was not able to locate an enabling resolution. From what staff has been able to locate in historical files, it appears the Policy Committee held its first meeting April 15, 2003. The first agenda indicates that they discussed the purpose, focus and process considerations for the Committee and expected outcomes (Attachment 1). The subsequent agendas for several months are identical with the same item. Staff was unable to locate the minutes for any of the 2003/2004 meetings.

CONCLUSION:

If the Committee would like to formalize the purpose, focus, and process considerations of the Committee staff would bring back a draft enabling resolution at the next meeting for the Committee's review.

PREPARED BY: Shelley Neis
Town Clerk

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

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Committee

DATE: February 16, 2021

COORDINATION:

This report has been prepared with coordination between the Town Manager's and Town Attorney's Offices.

FISCAL IMPACT:

There is no fiscal impact to establish an enabling resolution for the Committee.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. First Council Policy Committee Meeting Agenda

Town Council Policy Committee Pre-Meeting
Tuesday, April 15, 2003

DRAFT

Purpose: To discuss and identify the purpose and role of the Council Policy Committee and key policy focus areas.

Outcomes:

- Identify Council Policy Committee Statement of Purpose
- Develop Workplan that Prioritizes Key Policy Focus Areas
- Schedule Council Policy Committee meeting

Agenda

1. Council Policy Committee Meeting
 - Statement of Purpose

2. Policy Focus Areas
 - Workplan development
 - Prioritization of policy focus areas

3. Next Steps
 - Council Policy Committee Meeting - Date
 - Statement of Purpose and Workplan to Council

4. Adjournment

ATTACHMENT 1

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