



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

MEETING DATE: 03/23/2021

ITEM NO: 2

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DATE: March 11, 2021  
TO: Council Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: After Review and Comment, Recommend that the Town Council Approve the Draft Enabling Resolution for the Council Policy Committee

**RECOMMENDATION:**

After its review and comments, staff recommends that the Council Policy Committee recommend that the Town Council approve the draft enabling resolution for the Council Policy Committee.

**BACKGROUND:**

At the February 23, 2021 Council Policy Committee meeting, the Committee members requested staff return with a draft enabling resolution acknowledging the Committee's existence and keeping the Committee's objectives flexible, depending on the Town Council's priorities and the Committee's annual work plan.

Staff further researched the history of the Policy Committee and was able to locate the following references to the Policy Committee in Town Council meeting minutes from 2003 under Council Matters. There are no staff reports associated with the items and staff was not able to locate the work plan that is referenced.

**June 2, 2003 Minutes**

*Mrs. Decker reported on the Council Policy Committee. She noted that a reference library has been compiled from a large range of municipalities and spoke of initiating a process to access our current policies, explore options for the future, and develop a work plan to return to Council on June 16th. Mr. Pirzynski spoke of solidifying the verbal history of town policy and making it clearer for all to follow and feel comfortable with. Council as a whole will have the opportunity to discuss these individual policies at future Council meetings.*

**PREPARED BY:** Shelley Neis  
Town Clerk

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

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SUBJECT: After Review and Comment, Recommend that the Town Council Approve the Draft  
Enabling Resolution for the Council Policy Committee

DATE: March 11, 2021

BACKGROUND (continued):

**June 16, 2003 Minutes**

*Mayor Decker spoke of the meetings of the Council Policy Committee which has met twice. She spoke of the Statement of Purpose which has been developed to offer a sense of direction, and of the Work Plan to develop a framework for policy development. She noted that the ideas from the January Council retreat were used as a foundation for the current work plan.*

*Council agreed that the Statement of Purpose met with their consensus.*

*Council wished to take a general overview of the work plan to see what things they could easily agree upon and then have staff work on those items while they took some additional time and effort on the items that would require extra consideration and discussion.*

The second whereas clause in the draft enabling resolution incorporates the purpose of the Committee that staff was able to locate from Council Policy Committee Draft Notes from 2003 (Attachment 2).

CONCLUSION:

The Committee should listen to public input, review, and discuss the proposed resolution. Based on the discussion, the Committee should identify modifications, if any, to the draft resolution and forward the resolution to the Town Council for its review and consideration.

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.

Attachments:

1. Draft Resolution
2. First Council Policy Committee Meeting Agenda

**RESOLUTION 2021-**

**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 policy needs to be communicated/documentated, clarified, or developed to enhance the effectiveness of the Council and/or the Town administration in conducting Town business in their own respective roles. The Committee's objectives shall be flexible, depending on the Town Council'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 \_\_\_ day of \_\_\_ 20\_\_\_, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ATTACHMENT 1

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: \_\_\_\_\_

ATTEST:

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

DATE: \_\_\_\_\_

# COUNCIL POLICY COMMITTEE THOUGHTS

# DRAFT

## Purpose

To identify areas, issues, concerns where Council policy needs to be communicated/documentated, clarified, or developed to enhance the effectiveness of the Council and/or administration in conducting Town business in our own respective roles

## Process

1. Pre-meeting with Council Policy Committee
2. Committee meets on Purpose Statement and sets initial workplan (priority areas, priorities within priority areas, living document, time)
3. Bring Statement of Purpose and workplan to Town Council (June)

## Priority Focus Areas

### 1. Council Practices

- Participate on Boards or Committees that seek Town funding (current policy)
- Interactions with the press (public statements, Letters to the Editor)
- Presence at Community meetings
  - Protocol issues
  - Representation of Town - direct or indirect
- Serving on assigned regional boards and committees or Town boards & committees
  - Whose interest are represented?
  - Should Council Members serve on standing cross rep committees where issues will be before them for approval? ( e.g., General Plan, Community Development Advisory Committee)
- Commendations, resolutions - review and decision process
- Protocol/ procedures of all town meetings (Council & Commissions)
- Response to constituent issues (responsibility to forward information to the administration for evaluation and response)
- Method for performance evaluation for Council Appointees
- Calling for meetings that involve other Council members or staff

### 1.A. Role of Mayor

- Setting Agenda - is more clarification needed?
- Relationship to other Council Members
- Commendations and Resolutions (relates to Council practices)
- Appointing Council liaisons to special issues (Council policy guidance role)
- Calling “ad hoc” informal meetings on Town issues

1.A. Role of Mayor (continued)

- Meeting with constituents - taking lead on hot issues (complaints) **DRAFT**
- Appointing Council Members to regional & Town standing committees
- Calling for Commission sub-committees on key issues
- Articulating Council emphasis/priorities/State of the Town Address
- Representing Town Council - ceremonial & substantive presentations - service clubs
- Political leader for year - constituent issues, administrative check in

2. Council/Staff Relations

- Council/Manager Boundaries
- No directing
- Meetings
  - Participation in meetings
  - Requesting to be part of meetings
  - Requesting staff to be at meetings
- Liaison roles - Why? When? Role
- Seeking guidance from Mayor & Council
  - Formal
  - Informal

3. Council Boards & Commissions Relations

- Appointment process (subcommittee)

4. Administrative/Council Agenda Streamlining Opportunities

(Opportunity to review some of the long-standing reports and question their value or if there is a better approach.)

- Bi-Monthly Calendar
- Public Hearing List
- Planning Department Report
- Code Compliance Report
- Accounts Payable
- Payroll Report
- County referrals (needed? delegate to Planning Commission?)

5. Legislative Policies

- Amicus Participation
- Resolutions

6. Ethics

7. Campaigns
8. Other Areas We Have Said We Would Look At?  
(Look at performance review notes)
9. Budget/Fiscal Policies (research existing)
10. Community Issues
  - Flag/Banner Protocol

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