



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/06/2021

ITEM NO: 9

DATE: March 30, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt the Proposed Council Policy Committee Enabling Resolution as Recommended by the Council Policy Committee

RECOMMENDATION:

Adopt the proposed Town Council Policy Committee Enabling Resolution as recommended by the Council Policy Committee.

BACKGROUND:

As part of the Council Policy Committee's work plan for 2021, the Committee requested to review the enabling resolution for all Boards, Commissions, and Committees, including the Council Policy Committee enabling resolution.

Staff researched the history of the Committee and was unable to locate an enabling resolution but was able to locate agendas beginning in April 2003 at which time the Committee discussed the purpose, focus, and process considerations of the Council Policy Committee. Staff was unable to locate meeting minutes for any of the 2003/2004 meetings.

The Policy Committee discussed a work plan for a comprehensive review of the Town Council Policies on December 9, 2014 (Attachment 1) and an updated work plan on January 8, 2016 (Attachment 2). These actions demonstrate the historic, broad scope of policies under review, including land use policies and memoranda from prior Community Development Directors. All work of the Council Policy Committee advanced to the entire Town Council for action, including referral to the Planning Commission as appropriate.

PREPARED BY: Shelley Neis
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, and Community Development Director

BACKGROUND (continued):

Specifically, the 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 Council 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
- Death penalty
- 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

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DISCUSSION:

At its February 23, 2021 meeting, the Policy Committee discussed the history of the Policy Committee and directed staff to bring back a draft enabling resolution for review that acknowledges the Committee's existence and keeps the Committee's objectives flexible, depending on the Town Council's priorities and the Committee's annual work plan.

At the March 23, 2021, 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.

CONCLUSION:

Staff recommends the Council approve the recommendation of the Council Policy Committee to approve the proposed Council Policy Committee enabling resolution.

COORDINATION:

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

FISCAL IMPACT:

There is no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. December 4, 2014 Policy Committee Staff Report
2. January 8, 2016 Policy Committee Staff Report
3. February 23, 2021 Policy Committee Staff Report
4. March 23, 2021 Policy Committee Staff Report
5. Draft Enabling Resolution Establishing the Town Council Policy Committee