



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/05/2022

ITEM NO: i

DATE: February 28, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Council Retreat

REMARKS:

Council retreats have long been a tradition of the Los Gatos Town Council and a tool of other high performing Councils. The Council deserves recognition for taking the time to meet in a retreat setting on March 5. The retreat will be facilitated by former Town/City Manager Debra Figone and Communications Professor Dr. Shawn Spano. An annotated agenda is included in Attachment 1 with detail about the activities of the day.

The agenda was informed by pre-retreat interviews conducted by the facilitators with most of the Town Council. A summary of the interviews can be found in Attachment 2.

The overall purpose of the retreat is the continuation of high performing Town Councils in Los Gatos. The three intended outcomes are to (1) understand existing Council strengths, (2) share decision making and visions for the future, and (3) develop Council values, norms, and principles.

The Town is fortunate to have a Code of Conduct Policy that identifies the basis of roles and expectations of the Council and its working relationships with staff, the media, and the public (Attachment 3). Depending on the Council's preference, the values, norms, and principles identified at the retreat could become an addendum or modification to the Code of Conduct Policy.

Good working relationships between the Council members and between the Council, Manager, and professional staff are a core component of high performing Councils. It is through these relationships that the governance structure can operate as effectively as possible in service to the community.

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

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REMARKS (continued):

In addition to the facilitation the day of the retreat, Councilmembers may also find it useful to read about what others have to say about serving as an elected official and working with professional staff in the Council-Manager form of government. With that in mind, attached are three articles that you might find of interest (Attachments 4, 5, and 6).

The facilitators, Department Directors, Town Manager's Office staff, and I look forward to supporting you in having a productive conversation on Saturday.

FISCAL IMPACT:

The Town Council conducting a retreat has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

A Council retreat is not a project defined under CEQA, and no further action is required.

Attachments:

1. Annotated Retreat Agenda
2. Council Pre-Retreat Interviews Summary
3. Town Council Code of Conduct Policy
4. "The Campaign is Over: Aim for Exceptional"
5. "Attributes of Exceptional Councils"
6. "Authority Versus Power: A Key Distinction in the Council-Manager Form of Government"