

RESOLUTION 2026-xx

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2001-104, RECONFIRMING ACTION-ONLY MINUTES FOR ALL TOWN MEETINGS, AND CLARIFYING MINUTE FORMAT PRACTICES

WHEREAS, Resolution 2001-104 directed that “action-only” minutes were the preferred form for recording regularly scheduled Los Gatos Town Council meetings and that brief summaries of speakers’ comments during public hearings would continue to be provided; and

WHEREAS, over time, the Town’s practice of recording minutes evolved to include summaries of public comments for all agenda items and Verbal Communication, exceeding the original intent of Resolution 2001-104; and

WHEREAS, on March 3, 2026, the Town Council reviewed the current minute format and directed staff to continue action-only minutes for all Town meetings subject to the Brown Act to document the formal actions taken during those meetings; and

WHEREAS, the Council clarified that public comments for both agenda items and Verbal Communication shall be documented by identifying the speaker only, without summarizing the content of their remarks; and

WHEREAS, the Council further directed that for Town Council and Planning Commission meetings, action item motions shall include a time stamp in the minutes corresponding to the point in the video recording where the motion occurred; and

WHEREAS, the Council also provided that for non-action meetings, such as study sessions, the Council may, by majority vote, direct the use of an alternative format, including summary minutes, verbatim minutes, or Frequently Asked Questions (FAQs), as deemed appropriate; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos does hereby declare, determine, and order as follows:

1. Resolution 2001-104 is hereby rescinded in its entirety.
2. The Town shall maintain action-only minutes for all Town meetings subject to the Brown Act to document the formal actions taken at such meetings.
3. Public comments made at all Town meetings subject to the Brown Act during an agenda item or Verbal Communication, shall be documented by identifying the speaker only, without summarizing the content of their remarks.
4. For Town Council and Planning Commission meetings, the minutes shall include a time stamp for each action item motion that is moved and seconded, identifying the point in the video recording at which the motion occurs.

5. For non-action meetings, such as study sessions, the Town Council may, by majority vote, direct the use of an additional format, including summary minutes, verbatim minutes, or Frequently Asked Questions (FAQs).

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 17th of March 2026, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR
LOS GATOS, CALIFORNIA

ATTEST:

TOWN CLERK
LOS GATOS, CALIFORNIA