



**DRAFT
Minutes of the Town Council Policy Committee Regular Meeting
March 23, 2021**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting via Teleconference via COVID-19 Shelter in Place Guidelines on Tuesday, March 23, 2021, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:01 P.M.

ROLL CALL

Members Present: Maria Ristow, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Robert Schultz, Town Attorney; Shelley Neis, Town Clerk; Joel Paulson, Community Development Department Director; Monica Renn, Economic Vitality Manager; Robert Gray, Chief Building Official; Sally Zarnowitz, Planning Manager; Jenna De Long, Deputy Clerk; Holly Zappala, Management Analyst.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve the Draft Minutes of the February 23, 2020 Policy Committee Meeting.

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

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

Shelley Neis, Town Clerk, presented the staff report.

Marcia Jensen

- Commented that the Policy Committee is extraordinarily productive and she hopes it continues its work. Suggested that the draft enabling resolution be broadened to include all Town policies and not just Council policies. Also suggested memorializing the

Policy Committee's work of continually reviewing policies, amending them when necessary, and rescinding them when appropriate.

Lee Quintana

- Commented that she is concerned about the role of the Policy Committee taking over General Plan Committee work. Suggested that the Policy Committee have a narrower focus. Also suggested that the enabling resolution include a clause regarding audio file retention.

After discussion, the Committee unanimously agreed to forward a recommendation to the Town Council to approve the draft enabling resolution with minor modifications.

3. Review Town of Los Gatos Justice, Equity, Diversity, and Inclusion Efforts and Future Work Plan Items.

Holly Zappala, Management Analyst, presented the staff report.

Amy Nishide

- Commented that she appreciates the work the Town is doing and is concerned about a lack of diversity and DEI expertise in Town government. She suggested that a carefully selected Committee work on DEI issues. She also suggested that the work plan include high-level goals, measurable indicators, and timeframes. For example, suggested goals for the Town may include: have the Town's diversity represented on Boards and Commissions, ensure that everyone feel safe and welcome in Los Gatos, improve trust between the Police Department and community, and celebrate the diversity of our region.

Ali Miano

- Commented that the Town's DEI webpage could include additional information about how the work the Town is doing is specifically helping the community. Commented that there are good ideas in the work plan and that they can be expanded upon. Suggested that the Town partner with local faith-based communities and civic organizations. Also suggested capitalizing the word Black.

Randi Chen, Chamber of Commerce

- Commented that she would like to see a plan of how the Town will expand engagement to Black, Indigenous, and People of Color in the community and that the Chamber of Commerce is willing to partner with the Town on these efforts.

Kareem Syed

- Commented that the work plan is a great start and he would like to see more concrete outcomes that are measurable. Suggested that those who work in Town be considered in addition to those who live and visit here. Encouraged collaborative work between the Council, community, and Chamber of Commerce to increase diverse engagement and representation.

Lee Fagot

- Commented that he appreciates the Town is doing DEI work in an open, engaging, and public way. Commented that benchmarks are important because this is a long-term process. Said that the Town needs to continue to publish the work in a transparent way that encourages participation and should measure progress as we go. Said that he is encouraged by what he is seeing.

Donna McCurrie

- Commented that Catherine Somers is on the teleconference under the Zoom name "Randi Chen."

Catherine Somers, Chamber of Commerce

- Commented that the Chamber of Commerce could form a committee with different community partners that want to get involved in the DEI movement. Said that the "Listen Learn Change Grow" street pole banners will be rolling out soon and could be coordinated with other DEI efforts. Commented that all Town stakeholders need to work together to rally behind building a welcoming community.

After discussion, the Committee asked staff to focus efforts on community partnerships, expanded outreach, and an additional Community Conversation meeting. The Committee asked staff to return to the Committee with an update on next steps at a future meeting in April or May.

4. Review and Provide Direction on Proposed Modifications to the Commission Appointment Policy

Shelley Neis, Town Clerk, presented the staff report.

After discussion, the Committee asked staff to return to the Committee with a revised draft Commission Appointment Policy incorporating the following elements:

- Remove requirements for professional experience;
- Institute term limits similar to those of Council Members, with serving a partial term not counting toward the limit;
- Ask applicants for a particular Commission the same core questions; and

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SUBJECT: Draft Minutes of the Regular Council Policy Committee Meeting of March 23,
2021

DATE: April 27, 2021

- Add a statement regarding the Town's goal to have diverse representation on all Boards, Commissions, and Committees.

5. Review, Discuss, and Recommend that the Town Council Approve the Proposed Travel and Expense Policy for Elected Town Officials.

Holly Zappala, Management Analyst, presented the staff report.

After discussion, the Committee unanimously agreed to forward a recommendation to the Town Council to approve the proposed Travel and Expense Policy for Elected Town Officials.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 23, 2021 meeting as approved by the Town Council Policy Committee.

Holly Zappala, Management Analyst