



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

MEETING DATE: 04/27/2021

ITEM NO: 3

DATE: April 20, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review and Discuss the Agenda Format and Rules Policy and Determine if Any Modifications are Needed

RECOMMENDATION:

Review and discuss the Agenda Format and Rules Policy (Attachment 1) and determine if any modifications are needed.

BACKGROUND:

Due to the onset of the COVID-19 Shelter-in-Place Public Health Order, all Town Council, Board, Commission, and Committee meetings were not able to meet in person for the duration of the Order. Because of this, the Town moved all typically in person meetings to a teleconference format in April 2020.

There is legislation currently being discussed that would require the public to have the ability to continue to be able to participate in any public meeting virtually after the Order is lifted. If the legislation passes, Section M of the Policy would need to be modified to allow for this.

Attendance at Meetings

The Town Council Rules provisions concerning Telephonic Attendance shall apply to all Boards, Commissions, and Committees as well as the Town Council. Requests by Council Members to attend a Council meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family or similar emergency requiring a Council Member's absence or in the event the Councilmember is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town.

ATTACHMENT 2

PREPARED BY: Shelley Neis
Town Clerk

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

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CONCLUSION:

Staff is requesting the Policy Committee review the attendance portion of the policy for possible modifications for remote participation and any other policy modifications the Committee may determine necessary.

The Committee may also consider and direct other changes to improve the efficiency of Council meetings.

If the Committee would like to make any modifications to the Policy, staff would bring the red-lined Policy back at the next meeting for the Committee's review.

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.

Attachment:

1. Agenda Format and Rules Policy 2-01