



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/01/2021

ITEM NO: 11

DATE: May 18, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt the Proposed Modifications to the Agenda Format and Rules Policy as Recommended by the Council Policy Committee

RECOMMENDATION:

Adopt the proposed modifications to the Agenda Format and Rules Policy as recommended by the Council Policy Committee.

BACKGROUND:

At the April 27, 2021 Council Policy Committee meeting, the Committee discussed and provided direction on potential modifications to the Agenda Format and Rules Policy regarding remote participation due to the COVID-19 Shelter-in-Place Public Health Order and any other changes to improve the efficiency of Council meetings (Attachment 2).

DISCUSSION:

The Town moved all Council and Commission meetings that are typically held in person to a teleconference format in April 2020 due to the COVID-19 pandemic.

Anticipating that the legislation that is currently being discussed to require the public to have the ability to continue to be able to participate in any public meeting remotely after the Shelter-in-Place order is lifted will be approved in some form, Section M of the Policy would need to be amended to allow for this (Attachment 1).

Modifications to Sections C, D, and M to the Policy were suggested to improve efficiency as follows:

- Section C-5: If a member of the public speaks on the wrong item, the time used would be deducted from the speaker's time allowance on the correct item.

PREPARED BY: Shelley Neis
Town Clerk

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

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DISCUSSION (continued):

- Section D: Council agendas should add public comment on the consent calendar as a whole and only Council Members would be allowed to remove items from the consent calendar for discussion.
- That clearer language be used to describe “pulling” consent items (e.g., remove items from the consent calendar for discussion).
- Section M: Council Members and Commissioners participating remotely in public meetings shall have their cameras turned on for the duration of the meeting.
- Remote participation in public meetings by Council Members and Commissioners should be allowed on a limited basis to mirror the existing attendance requirements and with no more than two remote participations in a row (with the understanding that staff will further examine the legal ramifications for Council and ensure compliance with State laws as they evolve).
- Staff will provide guidelines on remote participation for Council Members and Commissioners during the transition period from pandemic to post-pandemic.
- Public remote participation in public meetings should continue to be allowed post-pandemic.

CONCLUSION:

After public comment and Committee discussion, the Committee unanimously agreed to forward a recommendation to the Town Council to amend the Agenda Format and Rules Policy as outlined in this report.

COORDINATION:

This report has been prepared with coordination between the Town Manager’s and Town Attorney’s Offices.

FISCAL IMPACT:

While there is no direct fiscal impact of the Council’s action to modify the Policy, the Town will incur expenses to enable remote participation of the public in its Commission meetings. These costs (e.g., Owl Cameras) can be absorbed in the adopted Budget.

ENVIRONMENTAL ASSESSMENT:

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

PAGE 3 OF 3

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Attachments:

1. Red-lined Agenda Format and Rules Policy 2-01
2. April 27, 2021 Council Policy Committee Staff Report