



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 02/17/2026

ITEM NO: 10

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DATE: February 17, 2026  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Approve the 2026 Town Council Policy Committee Work Plan**

RECOMMENDATION: Approve the 2026 work plan recommended by the Town Council Policy Committee work plan.

FISCAL IMPACT:

No fiscal impact is associated with this item.

STRATEGIC PRIORITY:

This item does not directly address a Strategic Priority; however, it aligns with the Core Goal of Good Governance.

BACKGROUND:

The Council Policy Committee was established by the Town Council to serve in an advisory capacity on matters of policy. The Committee is responsible for reviewing, discussing, and making recommendations on policy-related topics referred by the Town Council or identified by the Committee for Council consideration.

Each year, the Committee develops a work plan to guide its activities and ensure an organized approach to policy review and development. Historically, the Committee developed its work plan independently. However, due to the time and resources needed to research and prepare policy materials, the Committee's work plan is now presented to the Town Council for review and approval.

PREPARED BY: Wendy Wood  
Town Clerk

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Reviewed by: Town Manager and Town Attorney

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DISCUSSION:

On January 27, 2026, the Town Council Policy Committee reviewed potential work plan policy items for 2026. The Committee discussed and prioritized these items based on workload impact, legal requirements, Council oversight responsibilities, and staff capacity.

The following policy topics were identified for inclusion in the 2026 Work Plan:

1. **Public Records Request Policy**

This item was identified by staff to establish a clear policy regarding Public Records Act compliance, roles and responsibilities, request handling practices, and compliance with state law.

2. **Disruption of Audio/Video Service for Council Meetings Policy**

This item is required in compliance with SB 707. The Committee will review a policy to address meeting procedures in the event of an interruption of teleconferencing services. This policy must be adopted by July 1, 2026.

3. **Elected Officials Travel and Expense Policy**

The Committee will review the existing travel and expense policy and opportunities for streamlining.

4. **Artificial Intelligence (AI) Policy**

The Committee will review principles for a policy on the Town's use of artificial intelligence, with administrative implementation guidelines to be developed separately.

5. **Practices for Minutes**

The Committee will review the resolution related to action minutes.

6. **Purchasing Policy Review**

The Committee will review the Town's purchasing policy to ensure alignment with state law and efficient procurement processes.

7. **Use of Town Plan Documents**

The Committee will review Town planning documents (e.g., the General Plan, DEI Plan, and similar policy plans) and how they guide policy decisions and operations.

8. **General Discussion on How Council Policies Are Formulated**

The Committee will discuss a framework for Council policies, including what topics are appropriately addressed through Council policy versus administrative procedures.

Forwarding the recommended Work Plan to the Town Council promotes transparency, ensures alignment with Council direction, and allows for early public engagement in the policy development process. The recommended 2026 Council Policy Committee Work Plan is included as Attachment 1.

CONCLUSION:

The proposed 2026 Town Council Policy Committee Work Plan provides a structured and transparent framework for reviewing and developing key policy items in the coming year. The

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identified topics reflect legal requirements, operational considerations, and areas of Council oversight, while balancing staff capacity and workload. Approval of the Work Plan will allow the Committee to proceed in an organized manner and return to the Town Council with policy recommendations as appropriate throughout 2026. The Town Council may modify the Work Plan or approve it as presented. Council may also refer additional policy matters to the Committee as priorities evolve.

COORDINATION:

This report was coordinated with the offices of the Town Manager and Town Attorney.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. 2026 Town Council Policy Committee Work Plan