



**DRAFT
Minutes of the Town Council Policy Committee Regular Meeting
October 26, 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, October 26, 2021, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Members Present: Maria Ristow, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Robert Schultz, Town Attorney; Matt Morley, Parks and Public Works Department Director; Joel Paulson, Community Development Department Director; Shelley Neis, Town Clerk; Lisa Velasco, Human Resources Director; Holly Zappala, Management Analyst.

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

- 1. Approve the Draft Minutes of the August 24, 2021 Policy Committee Meeting.**

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

- 2. Recommend to the Town Council the Approval of Proposed Updates to Council Policy 2-01: Town Agenda Format and Rules and Council Policy 2.04: Town Council Code of Conduct.**

Laurel Prevetti, Town Manager, presented the staff report.

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SUBJECT: Draft Minutes of the Regular Council Policy Committee Meeting of October 26, 2021

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Lee Quintana

- Commented regarding clarification on the definition of “matters pertaining to the jurisdiction of the Town.”

Rob Moore

- Commented in support of the item.

After discussion, the Policy Committee unanimously agreed to forward a recommendation to the Town Council to approve the proposed updates to both Policies and extend those Policies to include the Town Boards, Committees, and Commissions, with the understanding that additional edits may be forthcoming to describe the process of responding to a disruption.

3. Recommend Approval to the Town Council the Proposed Updates to the Town Purchasing Policy.

Holly Zappala, Management Analyst, presented the staff report.

Kily Tracy

- Commented that she can understand why the Policy would be strict in terms of not allowing employees to accept any gifts to avoid quid pro quo situations.

After discussion, the Policy Committee unanimously agreed to forward a recommendation to the Town Council to approve the proposed updates to the Purchasing Policy with minor alterations to the language regarding gifts and gratuities as recommended by the Town Attorney.

4. Review and Discuss Policy Regarding the Authority of the Town Manager to Resolve Workers' Compensation Claims on Behalf of the Town of Los Gatos.

Robert Schultz, Town Attorney, presented the staff report.

After discussion, the Policy Committee unanimously agreed to send the proposed Policy to the Town Council.

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ADJOURNMENT

The meeting adjourned at 5:51 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes of the
October 26, 2021 meeting as approved by the
Town Council Policy Committee.

Holly Zappala, Management Analyst