



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

MEETING DATE: 02/22/2022

ITEM NO: 2

DATE: February 14, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Recommend to the Town Council Retaining the Current Style of Study Session Minutes

RECOMMENDATION:

Discuss and recommend to the Town Council retaining the current style of Study Session minutes.

BACKGROUND:

At the December 21, 2021 Town Council meeting, Council requested the Policy Committee review the current style and format of Study Session minutes.

DISCUSSION:

The Policy Committee and Town Council have previously discussed the style of minutes on several occasions, most recently in 2013. On each occasion, the Policy Committee and Town Council have confirmed the use of action minutes.

The three primary reasons for action minutes are: 1) complete video records of Council meetings are available on DVDs and on the Town's website; 2) the actions taken and directions given by Council are required for minutes, and Council and staff's oral remarks are not; and 3) staff time to produce the current form of minutes is considerable (8 to 12 hours per typical meeting, plus additional time for management review) primarily due to the time required to summarize Council and staff comments.

Attachment 1 is a matrix that shows the type of minutes the cities in Santa Clara County use, demonstrating that action style minutes are the standard.

PREPARED BY: Shelley Neis
Town Clerk

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

PAGE 2 OF 2

SUBJECT: Discuss and Recommend to the Town Council Retaining the Current Style of
Study Session Minutes

DATE: February 14, 2022

CONCLUSION:

Staff looks forward to the discussion with the Committee.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office.

FISCAL IMPACT:

None.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Summary of Style of Minutes Santa Clara County

CITY	ACTION	SUMMARY	VERBATIM	NOTES
Campbell	x			No response from Clerk, but appears to include some discussion summary
Cupertino	x			Action for Council, Planning Commission, Parks & Rec (televised); summary for other boards and commissions (non-televised)
Gilroy	x			
Los Altos	x			
Los Altos Hills		x		out sourced due to workload
Los Gatos	x			
Milpitas	x			
Monte Sereno	x			
Morgan Hill	x			
Mountain View	x			
Palo Alto				
San Jose	x			
Santa Clara	x			
Saratoga	x			
Sunnyvale	x			Some discussion summary is included in Board/Commission/Council Subcommittee minutes.

ATTACHMENT 1