



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 12/03/2019

ITEM NO: 13

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DATE: November 26, 2019  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve Revisions to the Town Agenda Format and Rules Policy

**RECOMMENDATION:**

Approve revisions to the Town Agenda Format and Rules Policy.

**REMARKS:**

Town Council Policy 2-01: Town Agenda Format and Rules was adopted to establish procedures which standardize the Town Council agenda process and insure orderly meetings (see Attachment 1). This Policy applies to all Town Boards, Committees, and Commissions.

The Mayor has requested that the Town Council consider proposed revisions to move Council and Manager Matters earlier in the agenda order (see Attachment 2). This modification would enable members of the public to learn of pertinent activities of the other Boards and Committees for which individual Council members serve.

If the Policy revision is approved, the agenda order would also apply to the agendas for all Town Boards, Committees, and Commissions.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**ENVIRONMENTAL ASSESSMENT:**

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

**Attachments:**

1. Existing Town Agenda Format and Rules Policy
  2. Proposed Town Agenda Format and Rules Policy (redline)
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Reviewed by: Town Attorney

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