



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

**Minutes of the Town Council Policy Committee Meeting
August 26, 2025
5:00 P.M.**

The Town Council Policy Committee conducted a meeting in person.

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

ROLL CALL

Committee Members Present: Mayor Matthew Hudes, Council Member Badame.

Staff Present: Chris Constantin, Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

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

1. Approve the Minutes of the May 27, 2025, Policy Committee Regular Meeting.

There was no public comment.

MOTION: Motion by Council Member Badame to approve the consent calendar. **Seconded** by Mayor Hudes.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Review and Provide a Recommendation Regarding Revisions to Town Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum.

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The Committee discussed the proposed revisions and requested that language be added to the Policy and the Administrative to clarify that any major changes made to that manual will be brought to the Town Council.

MOTION: **Motion by Council Member Badame** to make a recommendation to the Town Council to adopt the revised Council Policy 2-11 Residency and Attendance Requirements and Establishing a Quorum with an added statement that any major changes will be brought to the Town Council. **Seconded by Mayor Hudes.**

VOTE: **Motion passed unanimously.**

3. Review and Provide Direction on Revisions to the Following Town Board and Commissions Enabling Resolutions: Arts and Culture Commission, Community Health and Senior Services Commission, Library Board, Parks Commission, Complete Streets and Transportation Commission, and Diversity, Equity, and Inclusion Commission

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The Committee discussed commission membership, as well as standardizing the format and content of enabling resolutions across all commissions to create consistent and streamlined documentation. The Committee also considered adopting an interim resolution to align the Youth Commissioner's role with current enabling resolutions.

MOTION: **Motion by Mayor Hudes** to make a recommendation to direct staff to bring an interim resolution to council, to codify the Youth Commission role as a non-voting member on other commissions. **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

The Committee asked staff to explore options for developing streamlined and standardized commission documentation that incorporates the proposed composition of each commission's membership, and to bring it back to the Committee for consideration.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the August 26, 2025, meeting as approved by the Town Council Policy Committee.

/s/ Wendy Wood, Town Clerk