



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

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**Minutes of the Town Council Policy Committee Meeting  
March 26, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting on Tuesday, March 26, 2024, at 5:00 p.m.

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

**ROLL CALL**

Members Present: Chair/Council Member Maria Ristow and Vice Chair/Vice Mayor Matthew Hudes.

Staff Present: Laurel Prevetti, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

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

- 1. Approve Minutes of the February 27, 2024, Council Policy Committee Meeting.**
- 2. Confirm 2024 Work Plan Items for the Council Policy Committee.**

There was no public comment.

Vice Chair Hudes made a clarification to the minutes, stating that the intention for the Code of Conduct Enforcement work plan item was to also look at the Committees and Commissions to understand what applies to the Council versus what applies to the Committees and Commissions.

**MOTION:** Motion by Vice Chair Hudes to approve the consent items. **Seconded by Chair Ristow.**

**VOTE:** Motion passed by a unanimous vote.

**VERBAL COMMUNICATIONS**

No one spoke.

**OTHER BUSINESS**

### **3. Discuss the Code of Conduct Policy Sections V. and XI. Pertaining to Councilmember Communications with the Media and Public**

Gabrielle Whelan, Town Attorney, presented the staff report.

The Committee discussed the Code of Conduct Policy Section V “Mayoral and Vice Mayoral Roles, Responsibilities, Relationships,” related to the delegation of the Mayor’s authority for communications in their absence and suggested clarifying language related to the Mayor’s responsibilities and conformance with the Brown Act. The Committee also discussed the Code of Conduct Policy Section XI “Council Communication with the Public and Other Council Members” related to discussions of a quasi-adjudicatory decisions versus policy issues, requested changing the word “full” to “majority,” and provided recommended language regarding communications from individual Councilmembers.

### **ADJOURNMENT**

The meeting adjourned at 5:56 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 26, 2024, meeting as approved by the Town Council Policy Committee.

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/s/ Wendy Wood, Town Clerk