



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

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**Minutes of the Town Council Policy Committee Special Meeting  
January 29, 2025  
5:00 P.M.**

The Town Council Policy Committee conducted a special meeting in person.

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

**ROLL CALL**

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 Minutes of the November 26, 2024, Council Policy Committee Meeting.**

There was no public comment.

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

**VOTE:** Motion passed unanimously.

**VERBAL COMMUNICATIONS**

There were no verbal communications.

**OTHER BUSINESS**

Mayor Hudes stated they would be taking the items in the order of item two, item three, item six, item five, and item four.

**2. Appoint Chair and Vice Chair**

There was no public comment.

**MOTION: Motion by Council Member Badame to appoint Mayor Hudes as Chair. Seconded by Mayor Hudes.**

**VOTE: Motion passed unanimously.**

**MOTION: Motion by Mayor Hudes to appoint Council Member Badame as Vice Chair. Seconded by Council Member Badame.**

**VOTE: Motion passed unanimously.**

### **3. Discuss and Confirm the Council Policy Committee Meeting Dates and Time for 2025**

**MOTION: Motion by Council Member Badame to approve the calendar (Attachment 2). Seconded by Mayor Hudes.**

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

### **6. Identify Future Work Plan Items for the Council Policy Committee**

Chris Constantin, Town Manager, commented on the potential work plan items.

The Committee discussed the proposed work plan items and requested the following items be removed and added:

- Remove the review of the GASB 54 Fund Balance Policy
- Remove the review of the General Fund Reserve Policy 4-03
- Remove the review of the Investment Policy 4-0
- Add a review of the enabling resolution for the DEI Commission
- Add a review of the Council Member reports during Council Matters
- Add a review of an Indemnification Policy for Council Members and Commissioners
- Add a review of Council Communications and the use of Town Email
- Add a review of the current practices for minutes and records of meetings
- Cellphone use during Council meetings (Town Attorney Memo)

**MOTION: Motion by Council Member Badame to approve the staff recommendation as amended. Seconded by Mayor Hudes.**

### **5. Discuss and Consider Revisions to the Code of Conduct Policy 2-04**

Chris Constantin, Town Manager, presented the staff report.

The Committee discussed the item and made the following recommended changes:

Section V. Mayoral and Vice Mayoral Roles, Responsibilities, Relationships

- Change Subsection G under the heading “Mayor” to include the following language “...if the Vice Mayor is unavailable, the duties of the Mayor will be performed by Council Members in order of seniority. If those Council Members are of equal seniority, another Councilmember will be selected at random.”

Preamble

- Add the stricken language back into the with the exception of the last sentence.

Section VII. Maintaining Civility at Council Meetings

- Remove this section from the policy and incorporate it into the Agenda Rules and Format policy.

Section VIII. Legal Requirements

- Change language in subsection D to remove “are strongly encouraged” to “required.”

Section XI. Council Communication with the Public and Other Council Members

- Change the language “personal opinion” to language that clearly indicates individuals are not speaking on behalf of the Town Council.

Section XII. Enforcement

- In subsection B(1)(a), add language to state that the complaint should also be copied and forwarded to the Town Manager and Town Attorney.
- In subsection B(2)(a), change the third bullet to add language to create an ad hoc subcommittee to review the complaint with the Town Manager and Town Attorney, who are only involved in an administrative capacity.
- Include a process to notify the complainant of the disposition.
- Include types of sanctions for disciplinary actions for Commissioners.

The Committee also discussed the enforcement process for Commissions, possible disciplinary actions, and creating an ad hoc subcommittee of the Council to review Commission complaints.

Staff stated they would revise the policy with the changes and bring it back for review.

**4. Discuss and Consider Revisions to the Town Agenda Format and Rules Policy 2-01**

The Committee briefly discussed this item and wanted additional information from other jurisdictions on the roles and responsibilities of the mayor in the agenda-setting process and the opportunity for the minority of the Council to have an item discussed by the Council.

**ADJOURNMENT**

The meeting adjourned at 7:03 p.m.

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SUBJECT: Draft Minutes of the Council Policy Committee Meeting of January 29, 2025

This is to certify that the foregoing is a true and correct copy of the minutes of the January 29, 2025, meeting as approved by the Town Council Policy Committee.

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/s/ Wendy Wood, Town Clerk