

TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE MEETING AGENDA
JANUARY 27, 2026
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM

*Rob Moore, Mayor
Mary Badame, Council Member*

IMPORTANT NOTICE

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS (*Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.*)

1. Approve the December 8, 2025, Policy Committee Special Meeting Minutes

VERBAL COMMUNICATIONS (*Members of the public are welcome to address the Committee on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Committee. During special meetings, members of the public are welcome to address the Committee only on items listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.*)

OTHER BUSINESS (*Up to three minutes may be allotted to each speaker on any of the following items.*)

2. Appoint a Chair and a Vice Chair
3. Discuss and Confirm the Council Policy Committee Meeting Schedule for 2026
4. Develop 2026 Work Plan for the Council Policy Committee

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

NOTICE REGARDING SUPPLEMENTAL MATERIALS Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos and on the Town's website at www.losgatosca.gov. Commission agendas and related materials can be viewed online at <https://losgatos-ca.municodemeeetings.com/>.

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to clerk@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email clerk@losgatosca.gov with the subject line "Public Comment Item # _" (insert the item number relevant to your comment). Any person wishing to submit written comments to be included in the materials provided to the Committee: by 11:00 a.m. the day before the meeting for inclusion as an addendum or by 11:00 a.m. the day of the meeting for inclusion as a desk item.



TOWN OF LOS GATOS
TOWN COUNCIL POLICY COMMITTEE

MEETING DATE: 12/03/2025

ITEM NO: 1

ITEM NO. 1.

DRAFT
Minutes of the Town Council Policy Committee Special Meeting
December 8, 2025
3:00 P.M.

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

MEETING CALLED TO ORDER AT 3:02 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 October 28, 2025, Policy Committee Regular Meeting Minutes.

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

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

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

There was no public comment.

The Committee discussed the revised policy and requested that the modified Rosenberg's Rules of Order be attached to the policy as an exhibit. The Committee also requested the following changes:

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SUBJECT: Draft Minutes of the Council Policy Committee Meeting of December 8, 2025

- Add language to Section E (Presentations) to state “Visual presentations must be submitted to staff 24 hours in advance of the meeting unless otherwise authorized by the Mayor.”
- Add language to Section F (Council Matters) to clarify that brief announcements should be related to activities a Council Member performs on behalf of the Town or its residents and add “Personal business and personal political campaign activities are not Council Matters. Council Members’ reports are limited to three minutes each. Public comment on any Council Matter will be provided during the Verbal Communications section of the agenda.”
- Remove paragraphs two and three in Section I (Preparation of the Town Council Agenda), and move the sentence “Public comment on any Council Matter will be provided during the Verbal Communications section of the agenda” to Section F.

MOTION: **Motion by Mayor Hudes** to forward this (the revised Policy) to the Town Council. **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

3. Review and Consideration of Options for the Council Policy Committee

Wendy Wood, Town Clerk, presented the staff report.

The Committee discussed the item and was supportive of submitting a work plan to Council for approval and holding quarterly meetings.

4. Discussion of the Town’s Social Media Policy 2-16

The Committee discussed the item and including revisions to communication tools, the use of the Town logo, Town-prepared graphics, and seal on personal accounts, and the addition of a reference to the Code of Conduct for communications by elected and appointed officials on personal social media accounts.

The Town Manager summarized the revisions as follows: make the Town’s social media pages one-way communication tools and restrict the use of the town logo, town prepared graphics, and seals on personal social media accounts.

MOTION: **Motion by Mayor Hudes** to forward the policy to the Town Council (with revisions summarized by the Town Manager). **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

ADJOURNMENT

The meeting adjourned at approximately 4:31 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes of the
December 8, 2025, meeting as approved by the
Town Council Policy Committee.

Wendy Wood, Town Clerk



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

MEETING DATE: 01/27/2026

ITEM NO: 2

ITEM NO. 2.

DATE: January 27, 2026
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Appoint a Chair and a Vice Chair

RECOMMENDATION:

Appoint a Chair and a Vice Chair for the 2026 calendar year.

REMARKS:

At the beginning of the calendar year, the Council Policy Committee appoints a Chair and Vice Chair.

Reviewed by: Town Manager and Town Attorney



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

MEETING DATE: 01/27/2026

ITEM NO: 4

ITEM NO. 3.

DATE: January 27, 2026
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Discuss and Confirm the Council Policy Committee Meeting Schedule for 2026

RECOMMENDATION:

Confirm the Council Policy Committee meeting schedule for 2026, including consideration of meeting monthly, quarterly, or on an as-needed basis.

REMARKS:

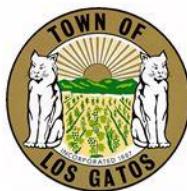
Each calendar year, the Committee confirms its meeting dates and time. The Committee has typically met on the fourth Tuesday of each month at 5:00 p.m.; however, the Committee may wish to consider alternative meeting schedules for 2026.

Options for consideration include continuing with monthly meetings, meeting on a quarterly basis, or meeting as necessary based on Town needs. Direction from the Committee will assist staff in finalizing the meeting calendar and coordinating staff resources.

ATTACHMENT:

1. Draft 2026 Council Policy Committee Meeting with monthly meetings
2. Draft 2026 Council Policy Committee Meeting with quarterly meetings

Reviewed by: Town Manager and Town Attorney



COUNCIL POLICY COMMITTEE TENTATIVE MEETING SCHEDULE 2026

January 27, 2026	5:00 p.m.	Regular Meeting
February 24, 2026	5:00 p.m.	Regular Meeting
March 24, 2026	5:00 p.m.	Regular Meeting
April 28, 2026	5:00 p.m.	Regular Meeting
May 26, 2026	5:00 p.m.	Regular Meeting
June 23, 2026	5:00 p.m.	Regular Meeting
July		No Meeting
August 25, 2026	5:00 p.m.	Regular Meeting
September 22, 2026	5:00 p.m.	Regular Meeting
October 27, 2026	5:00 p.m.	Regular Meeting
*November 24, 2026	5:00 p.m.	Regular Meeting
*December 22, 2026	5:00 p.m.	Regular Meeting

* The proposed meeting date occurs during a week with an observed holiday, which may affect member availability.



COUNCIL POLICY COMMITTEE TENTATIVE MEETING SCHEDULE 2026

January 27, 2026	5:00 p.m.	Regular Meeting
April 28, 2026	5:00 p.m.	Regular Meeting
July		No Meeting
August 25, 2026	5:00 p.m.	Regular Meeting
*November 24, 2026	5:00 p.m.	Regular Meeting

* The proposed meeting date occurs during a week with an observed holiday, which may affect member availability.



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

MEETING DATE: 01/27/2026

ITEM NO: 3

ITEM NO. 4.

DATE: January 27, 2026
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Develop 2026 Work Plan for the Council Policy Committee

RECOMMENDATION:

Develop and forward the 2026 Council Policy Committee Work Plan to the Town Council for approval.

DISCUSSION:

Pursuant to the Council Policy Committee's enabling resolution, the Committee serves in an advisory capacity to the Town Council on matters of policy. The Committee is responsible for reviewing, discussing, and making recommendations on policy-related topics referred by the Town Council or identified by the Committee for Council consideration. Final policy decisions, however, remain with the Town Council.

Consistent with these responsibilities, each year in January, the Committee identifies and prioritizes policy topics for inclusion in its annual work plan. The work plan serves as a guiding document for the Committee's work throughout the calendar year and should align with Council priorities, community interests, and available resources.

Once the work plan is approved, the Committee will review and discuss each item, take public input, and forward its recommendations to the Town Council for consideration and approval.

To prepare for 2026, the Committee will discuss and identify policy topics for inclusion in the work plan. Based on this discussion, a proposed work plan will be drafted and forwarded to the Town Council for review and approval. In past years, the Committee developed its work plan independently. However, because a majority of the Council is necessary to direct staff work due to the time required to research and prepare policy materials, the proposed work plan will now be submitted to the Town Council for review and approval. In addition, bringing the work plan to Council increases transparency to the public and encourages engagement at an earlier stage. Attachment 1 provides a summary of work plan items completed in 2025, those currently in

Reviewed by: Town Manager and Town Attorney

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SUBJECT: 2026 Work Plan Items

DATE: January 27, 2026

progress, and potential topics for 2026, serving as a foundation for the Committee's deliberations and recommendations.

COORDINATION:

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

Attachment:

1. Work Plan Items

2026 Town Council Policy Committee Work Plan Items

Completed During 2025

- Reviewed and Updated the Residency and Attendance Requirements, and Establishing a Quorum Policy 2-11
- Reviewed and Updated the Code of Conduct Policy 2-04
- Reviewed and Updated the Agenda Format and Rules Policy 2-01
- Reviewed the Youth Commission Enabling Resolution
- Reviewed all Board, Committee, and Commission Enabling Resolutions
- Created a standardized Board, Committee, and Commission Enabling Resolution
- Reviewed Social Media Policy

In Progress for Future Council Consideration

- Review Social Media Policy

Potential for 2026

- Review Purchasing Policy
- Develop a Public Records Request Policy
- Review of the current practices for minutes and records of meetings