



**DRAFT**  
**Minutes of the Town Council Policy Committee Special Meeting**  
**April 29, 2024**

The Town Council Policy Committee of the Town of Los Gatos conducted a special meeting on Tuesday, April 29, 2024, at 3:00 p.m.

**MEETING CALLED TO ORDER AT 3:01 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 March 26, 2024, Council Policy Committee Meeting.**

There was no public comment.

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

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

**VERBAL COMMUNICATIONS**

No one spoke.

**OTHER BUSINESS**

**2. Discuss Code of Conduct Policy, Including Enforcement for Councilmembers and Commission Members, and Provide Direction to Staff**

Gabrielle Whelan, Town Attorney, presented the staff report.

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SUBJECT: Draft Minutes of the Council Policy Committee Special Meeting of April 29, 2024

DATE: May 17, 2024

Karen Delaney

- Commented on concerns with enforcement of the Code of Conduct and suggested the Town use a neutral third-party investigator for all complaints filed against Council Members.

The Policy Committee discussed the composition of the evaluation committee and recommended changing the committee members to the Mayor and Vice Mayor, with the Town Manager and Town Attorney serving as advisors, stating if there is a complaint about the Mayor or Vice Mayor, a Council Member will be selected by drawing straws. The Committee discussed the process for reviewing "major" violations of Council Members and Commissioners, and recommended keeping the enforcement process the same for both with an additional discipline option for Commissioners of removal. The Committee discussed the types of investigators that could be used for investigating "major" violations and recommended the Town Manager and Town Attorney advise the evaluation committee on which type of investigator to use. The Committee also recommended removing the rules and decorum from the Code of Conduct Policy because this information is also contain in the Town Council Agenda Policy. Finally, the Committee suggested a potential name change for the Policy.

### **ADJOURNMENT**

The meeting adjourned at 4:20 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the April 29, 2024, meeting as approved by the Town Council Policy Committee.

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Wendy Wood, Town Clerk