



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/19/2025

ITEM NO: 9

DATE: August 19, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Approve the Revised Town Council Code of Conduct Policy 2-04**

RECOMMENDATION: Approve the revised Town Council Code of Conduct Policy 2-04.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC PRIORITY:

This item is not associated with a strategic priority; however, it does align with the core goal of civic engagement.

BACKGROUND:

The Town Council's adopted Code of Conduct Policy provides guidelines and procedures governing Council Members' interactions with each other, Town Boards and Commissions, the public, the media, and Town staff. In addition, the Policy outlines expectations for Council Member conduct before, during, and outside of Council meetings, including the specific duties of the Mayor and Vice Mayor.

The Policy was last updated in October of 2022. Since that time, questions have arisen regarding communication between Council Members and Commissioners with the media and the public, as well as concerns about the process for handling Code of Conduct complaints and enforcement mechanisms.

In response to these concerns, the Council Policy Committee was tasked with reviewing the Town's Code of Conduct policy. The Committee convened several times this year to discuss

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, and Town Attorney

potential updates, with the goal of improving clarity and promoting good governance through respectful and transparent conduct among Town officials. The policy committee's recommendations were presented at the May 6, 2025, Town Council.

DISCUSSION:

Staff prepared additional revisions to the Code of Conduct in response to feedback received from Council Members and the public at the May 6, 2025, meeting. These revisions were presented for further Council consideration at the June 17, 2025, Study Session. At that meeting, the Council directed staff to incorporate the recommended changes, with the exception of provisions related to Council Member service on non-profit boards and communications at community events, which were removed from the policy.

At the August 3, 2025, Study Session, staff presented the updated draft policy, which included clarified procedures for addressing Code of Conduct complaints, updated language regarding communication among Council Members and with the public, and simplified enforcement language. After discussion, the Council reached consensus to approve the proposed revisions and requested that the phrase "violation against a Council Member" be replaced with "complaint against a Council Member" where appropriate.

CONCLUSION:

The proposed revisions to the Town Council Code of Conduct Policy 2-04 reflect the Council's direction from multiple meetings, incorporating public input and clarifying the process for handling complaints. The goal of the revised policy is to promote transparency, accountability, and respectful communication among Town officials and with the public. Accordingly, staff recommends that the Town Council approve the revised Code of Conduct Policy. Upon adoption, the revised policy will be posted to the Town website.

COORDINATION:

This report was prepared in coordination with the Town Manager and the Town Attorney.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Redline Council Code of Conduct Policy 2-04
2. Draft Council Code of Conduct Policy 2-04