



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/01/2021

ITEM NO: 3

DATE: May 21, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve Town Council Meeting Schedule for 2021/2022 Fiscal Year

RECOMMENDATION:

Staff recommends the Town Council approve the Town Council Meeting Schedule for the 2021/2022 Fiscal Year.

BACKGROUND:

Each year in June, the Town Council adopts the following fiscal year's Town Council Meeting Schedule, including any cancellations and/or meeting exceptions necessary.

DISCUSSION:

In 2004, the Town Council implemented the cancellation of its July meetings for a Summer recess period. In 2005, Council implemented the cancellation of the first meeting in January each year, primarily due to the light level of staffing with the annual year-end closure. Additionally, on June 2, 2014, the Town Council approved and amended Los Gatos Town Code Section 2.20.010 changing the regular Council meeting day from Mondays to Tuesdays, effective August 2014.

Both regularly scheduled Council meetings have historically taken place each December, even if the second meeting falls in close proximity to the holidays. For example, in past years going back to 2009, meetings have taken place on December 20 and 21. Staff recommends the current proposed Council meeting date of December 21, 2021 be approved inclusively with the attached schedule.

PREPARED BY: Janette Judd
Executive Assistant

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

PAGE 2 OF 2

SUBJECT: Approve Town Council Meeting Schedule for 2021/2022 Fiscal Year

DATE: May 21, 2021

CONCLUSION:

The attached schedule reflects the regular Council meeting dates of the 1st and 3rd Tuesday schedule per Town Code, with proposed cancellations in July 2021 and January as discussed above. The attached schedule does not show dates for any potential Council Retreat, Boards/Commissions Interviews or Retreat, or Special Meetings of the Town Council. In past years, Retreats have generally been held early in the calendar year or as-needed, and Special Meetings are held on an as-needed basis.

Staff recommends that the Town Council approve the proposed regular Town Council Meeting Schedule for the 2021/2022 Fiscal Year.

Attachments:

1. Town Council Meeting Schedule - 2021/2022 Fiscal Year