



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

MEETING DATE: 1/25/2021

ITEM NO: 2

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DATE: January 25, 2021  
TO: Council Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve the Town Council Policy Committee Meeting Schedule for 2021

**RECOMMENDATION:**

Approve the Town Council Policy Committee Meeting Schedule for the 2021 calendar year.

**BACKGROUND:**

In 2019 and 2020, the Council Policy Committee met monthly on the fourth Tuesday of the month at 5:00 p.m. Meetings took place in the Town Council Chambers prior to the initial Shelter-in-Place Order going into effect on March 17, 2020 as a result of the COVID-19 pandemic. Subsequent meetings continue to be held remotely via teleconference until further notice.

**DISCUSSION:**

If the current meeting schedule is continued for the 2021 calendar year, the proposed dates are as follows. Meeting dates are subject to change based on the Committee members' scheduling needs.

February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 23
June 22	December 28
July 27	

**PREPARED BY:** Holly Zappala  
Management Analyst

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

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PAGE 2 OF 2

SUBJECT: 2020 Meeting Schedule

DATE: January 25, 2021

CONCLUSION:

Staff recommends that the Council Policy Committee approve the proposed meeting dates for 2021. Alternatively, the Committee may re-schedule some or all of the proposed meetings.