



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/03/2024

ITEM NO: 5

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DATE: August 27, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Modify the Town Council Meeting Schedule for Fiscal Year 2024/2025 to  
Cancel the Regular Council Meeting of November 5, 2024

**RECOMMENDATION:**

Staff recommends the Town Council modify the adopted Town Council Meeting Schedule for Fiscal Year 2024/2025 to cancel the Regular Council Meeting of November 5, 2024.

**BACKGROUND:**

Each year in June, the Town Council adopts the following fiscal year's Town Council Meeting Schedule, including cancellations and/or meeting exceptions necessary. Historically, annual cancellations have included the first meeting in January and the two meetings in July.

On June 4, 2024, the Town Council adopted the Town Council Meeting Schedule for the Fiscal Year 2024/2025 (Attachment 1) inclusive of the referenced cancellations.

**DISCUSSION:**

A General Election will be held Tuesday, November 5, 2024, which is also the date of the first Town Council Meeting scheduled in November. To provide community members, Town Council Members, and staff ample opportunity for participation in the election process and involvement in election night activities, it is recommended to cancel the November 5, 2024 Town Council Meeting. This would be a one-time occurrence due to the election date.

**PREPARED BY:** Janette Judd  
Executive Assistant to the Town Manager and Town Council

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

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SUBJECT: Modify the Town Council Meeting Schedule for 2024/2025 Fiscal Year to cancel the Regular Council Meeting of November 5, 2024

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CONCLUSION:

The attached revised schedule (Attachment 2) reflects the proposed November 5 Regular Meeting cancellation referenced above. Next year when the Council is considering its Strategic Priorities, it may add an ordinance to the Attorney's priorities to address this recurring conflict.

FISCAL IMPACT:

The action to action to cancel a meeting has no fiscal impact. If approved, the Town would save on the staff costs associated with preparing and attending a Council meeting, including savings associated with one less KCAT broadcasting.

ENVIRONMENTAL REVIEW:

This agenda item is not a project under the California Environmental Quality Act.

Attachments:

1. Town Council Meeting Schedule 2024/2025 Fiscal Year – Adopted June 4, 2024
2. Town Council Meeting Schedule 2024/2025 Fiscal Year – Revised September 3, 2024