



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

DATE: May 16, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve Town Council Meeting Schedule for Fiscal Year 2024/2025

**RECOMMENDATION:**

Staff recommends the Town Council approve the Town Council Meeting Schedule for Fiscal Year (FY) 2024/2025.

**BACKGROUND:**

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

**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.

Lastly, 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 17, 2024 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

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CONCLUSION:

The attached schedule reflects the January 2025 cancellation referenced above, with remaining dates reflective of the first and third Tuesday schedule per Town Code. The attached schedule does not show dates for any potential Council Retreat, Boards/Commissions Interviews, or Special Meetings of the Town Council. In past years, retreats have been held as-needed, and Special Meetings are held throughout the year also on an as-needed basis.

Staff recommends that the Town Council approve the proposed regular Town Council Meeting Schedule for FY 2024/2025.

Attachment:

1. Town Council Meeting Schedule - 2024/2025 Fiscal Year