



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/16/2020

ITEM NO: 5

DATE: June 1, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve Town Council Meeting Schedule For 2020-21 Fiscal Year

RECOMMENDATION:

Approve Town Council Meeting Schedule For 2020-21 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 holiday 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.

However, due to continued needs resulting from the public health crisis and the potential necessity to facilitate Town business through Summer, the attached schedule reflects two Town Council meeting dates for July 2020. If events do not necessitate the need for July meeting dates, in coordination with the Mayor the meetings will be cancelled.

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

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Executive Assistant to the Town Manager

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

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DISCUSSION (Continued):

current proposed Council meeting date of December 15, 2020 be approved inclusively with the attached schedule.

CONCLUSION:

The attached schedule includes the July 2020 meeting dates and a January 2021 cancellation referenced above, with remaining dates reflective of the 1st and 3rd Tuesday schedule per Town Code. 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 2020/2021 Fiscal Year.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of the schedule.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Town Council Meeting Schedule - 2020/2021 Fiscal Year