



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/17/2025

ITEM NO: 11

DATE: June 9, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Approval of Town Council Meeting Schedule for July through December 2025

RECOMMENDATION:

Staff recommends that the Town Council approve the proposed regular meeting schedule for July through December 2025.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of the Town Council meeting schedule.

BACKGROUND:

Pursuant to Los Gatos Municipal Code Section 2.20.010, regular meetings of the Town Council are held on the first and third Tuesday of each month.

Each year, the Town Council adopts a meeting schedule to reflect planned changes, cancellations, or exceptions. Typically, this occurs in June for the entire upcoming fiscal year. However, to align future schedules with the calendar year, staff is proposing a schedule for July through December 2025, and the January through December 2026 schedule will be brought to Council consideration in December.

DISCUSSION:

Since 2004, the Town Council has traditionally canceled its July meetings to allow for a summer recess, and December meetings have typically remained scheduled, even when the second meeting falls close to the holidays. For example, meetings have been held as late as December 20 or 21.

PREPARED BY: Wendy Wood
Town Clerk

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

Each year, the Town Council adopts a meeting schedule that includes any planned cancellations or adjustments to regular meeting dates. In the past, this schedule has followed the Town's fiscal year, running from July through June. However, beginning this year, the meeting schedule will shift to align with the calendar year, from January through December, for the following reasons:

- **Alignment with Public Expectations:** Many community members and external agencies operate on a calendar year basis. Aligning the Town Council meeting schedule with this format improves consistency and predictability for planning and public participation.
- **Administrative Efficiency:** The calendar year format aligns with most internal planning efforts, including departmental work plans, project timelines, and annual goal setting. This change simplifies scheduling and coordination across departments.
- **Improved Transparency:** A calendar year schedule is easier for the public to follow, as it matches the format used in community calendars.
- **Compatibility with Election Cycles:** Aligning the meeting schedule with the calendar year better accommodates changes in Council membership following the November elections. This alignment provides newly seated Council Members an opportunity to provide input on the schedule.

To support this transition, staff is presenting the Town Council Meeting Schedule for July through December 2025. The Meeting Schedule for 2026 will be presented to the Council in December 2025.

The attached schedule reflects the proposed regular meeting dates for the second half of 2025. It does not include potential Council retreats, Boards and Commissions interviews, or special meetings. These meetings will continue to be scheduled as needed.

CONCLUSION:

Staff recommends that the Town Council approve the proposed regular Town Council Meeting Schedule for July through December 2025.

COORDINATION:

This report was prepared in collaboration with the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Town Council Meeting Schedule July – December 2025