



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 01/12/2026

ITEM NO: 4

DATE: January 6, 2026
TO: Finance Commission
FROM: Chris Constantin, Town Manager
SUBJECT: Discuss and Confirm the Finance Commission Meeting Dates for 2026, and If Necessary, Adopt a Resolution Setting the Meeting Time and Location

RECOMMENDATION:

Staff recommend that the Finance Commission discuss and confirm the Finance Commission meeting dates for 2026 and if necessary, adopt a resolution setting the meeting time and location.

DISCUSSION:

The Finance Commission has historically met on the second Monday of each month from 5:30 p.m. to 7:30 p.m. Staff recommends continuing with this meeting schedule.

Per municipal code section 2.50.210, the Finance Commission is required to have at least one meeting per calendar quarter. A tentative schedule for 2026 is provided in Attachment 1.

State law requires an in-person quorum of voting members to be in attendance for a meeting to occur. A majority of the Citizen Appointees of the Finance Commission constitutes a quorum.

The Finance Commission is required to review the Annual Proposed Budget and the Annual Comprehensive Financial Report (ACFR) each year and provide comments and recommendations. Additional meetings are typically scheduled in April, May, and December to meet the deadlines for reviewing these documents. In accordance with Council Policy 2-11, no regular meeting will be scheduled for July.

Attachment:

1. Tentative Finance Commission Schedule for 2026
2. Time and Place Resolution

PREPARED BY: Gitta Ungvari
Interim Administrative Services Director

Reviewed by: Town Manager and Town Attorney
