



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/16/2025

ITEM NO: 11

DATE: December 16, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Approve the 2026 Town Council Meeting Schedule**

RECOMMENDATION: Approve the proposed regular meeting schedule for 2026, with a modification to change the first meeting in November to Monday, November 2, 2026, to avoid conflicts with Election Day.

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. Historically, this has occurred in June for the upcoming fiscal year. To transition toward a calendar-year schedule, staff previously presented a meeting schedule for July through December 2025, with the understanding that the full 2026 meeting schedule (January through December) would be brought to Council for consideration in December.

DISCUSSION:

Since 2004, the Town Council has traditionally canceled its July meetings to allow for a summer recess. In 2005, the Town Council also decided to initiate the practice of canceling the first meeting in January due to reduced staffing levels during the annual year-end closure. The December meetings are typically held even if the second meeting falls close to the holidays. The Council meeting schedule is adopted each year and includes any planned adjustments to regular meeting dates. In the past, schedules followed the Town's fiscal year format (July

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager and Town Attorney

PAGE 2 OF 2

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through June). However, the proposed 2026 schedule reflects the shift to a calendar-year cycle, covering January through December. The first meeting in November conflicts with Election Day, therefore staff is proposing the meeting be held on Monday, November 2, 2026.

The attached draft schedule includes only the proposed regular meeting dates and does not include Council retreats, Board and Commission interviews, or special meetings, which will be scheduled as needed.

CONCLUSION:

Staff recommends that the Town Council approve the proposed 2026 regular meeting schedule, with any adjustments Council deems appropriate 2026.

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. Draft Town Council Meeting Schedule 2026