



**TOWN OF LOS GATOS
FINANCE COMMISSION
AGENDA REPORT**

MEETING DATE: 10/11/2021

ITEM NO: 1

**DRAFT
Minutes of the Finance Commission Meeting
September 13, 2021**

The Finance Commission of the Town of Los Gatos conducted a regular meeting via teleconference via COVID-19 Guidelines on Monday, September 13, 2021, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:01 P.M.

ROLL CALL

Present: Chair Ron Dickel, Vice Chair Kyle Park, Commissioner Stacey Dell, Commissioner Loreen Huddleston, Commissioner Rick Tinsley, Vice Mayor Rob Rennie, and Council Member Matthew Hudes. (All participating remotely.)

Staff Present: Town Manager Laurel Prevetti, Assistant Town Manager Arn Andrews, Finance Director Stephen Conway, Finance and Budget Manager Gitta Ungvari.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Minutes of August 9, 2021 Finance Commission Meeting
2. Receive American Rescue Plan Act (ARPA) Update
3. Receive Council Capital Improvement Program (CIP) Funding Update

MOTION: Motion by Chair Dickel to approve the consent items 1-3. **Seconded by Commissioner Park.**

VOTE: Motion passed 5-0.

OTHER BUSINESS

4. Review Recommended Changes to the Town's Operating Portfolio Investment Policy Acknowledging the Finance Commission and Forward for Approval to the Town Council.
5. Review Recommended Changes to the Town's General Fund Reserve Policy to Address the Finance Commission's Request to Document the Market Fluctuation Reserve in a Town Policy and Forward a Recommendation to the Town Council.

Arn Andrews, Assistant Town Manager, presented the reports for these two items. The Commission discussed the items.

Opened Public Comment for Item 4 and 5.

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SUBJECT: Draft Minutes of the Finance Commission Meeting of September 13, 2021

DATE: September 14, 2021

Other Business Items 4 and 5 – continued

None.

Closed Public Comment.

MOTION: Motion by Chair Dickel to approve the consent item 4 and 5. Seconded by Commissioner Dell

VOTE: Motion passed 5-0.

6. Receive Subcommittee Report

The Subcommittee has not met since the August 9, 2021 Finance Commission meeting and the Subcommittee is in the process of scheduling a sit-along with Finance Department staff.

Opened Public Comment.

None.

Closed Public Comment.

7. Receive Information on Vacant Storefront Fee and Tax Assessment Programs (Continued from August 9, 2021)

Arn Andrews, Assistant Town Manager, presented the report.

The Commission discussed the item.

Opened Public Comment.

None.

Closed Public Comment.

The Commission did not recommend pursuing this program and commented that if Council is interested in it, the Commission recommended an analysis of the costs of such a program.

8. Receive Information on Business License Amnesty (continued from August 9, 2021).

9. Review the Town's Current Business License Tax Program Enacted in 1991 and Recommend that the Town Council Pursue Modernizing the Tax Schedule.

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Other Business Items 8 and 9 – continued

Arn Andrews, Assistant Town Manager, presented the reports on these two items.

Opened Public Comment for the items.

None.

Closed Public Comment.

The Commission discussed the items.

MOTION: Motion by **Vice Chair Park** to recommend to the Town Council to develop a business amnesty program and modernize the business license tax code. **Seconded** by **Commissioner Huddleston**.

VOTE: Motion passed 5-0.

10. Continue Discussion of Key Performance Indicators (continued from July 12 and August 9, 2021)

Arn Andrews, Assistant Town Manager, presented the report.

Opened Public Comment.

None.

Closed Public Comment.

The Commission discussed the item.

The Commission recommended adding additional key performance indicators such as actual headcount information (positions filled, vacant, reasons for vacancies, etc.), revenues, expenditures, and other data to indicate if the Town is on track. The Commission requested that the information be presented as a dashboard. Staff will bring back a draft dashboard for the next meeting

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11. Discuss Topics for Future Commission Agendas

The Commissioners identified the following topics for future meetings:

- Draft Management Discussion & Analysis (MD&A) and other components of the draft Annual Financial Report at the November meeting
- Status of Labor Negotiations
- Cost structure of the Police Department
- Fiscal Impact of the General Plan
- Fiscal Impact of Phase 2 of the North 40
- Subcommittee Report in November

Open Public Comment.

Lee Fagot – Commented on the good work on the Finance Commission and requested that the Commission should study the fiscal impacts of the General Plan and Housing Element.

Closed Public Comment.

ADJOURNMENT:

The meeting adjourned at 6:38 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the September 13, 2021 meeting as approved by the Finance Commission.

Gitta Ungvari, Finance and Budget Manager