Draft Minutes of the Finance Commission Special Meeting September 30, 2026

The Finance Commission of the Town of Los Gatos conducted a special meeting in person and via teleconference.

THE MEETING WAS CALLED TO ORDER AT 6:01 P.M.

ROLL CALL

Present: Chair Ashby Monk, Commissioner Phil Koen, Commissioner Joe Rodgers, Commissioner Jay McGowan, and Council Member Hudes

Absent: Vice Chair Adam Fischer and Vice Mayor Ristow

Town Staff Present: Town Manager, Chris Constantin; Administrative Services Director, Kristina Alfaro; Town Attorney, Gabrielle Whelan; and Finance and Accounting Manager, Eric Lemon.

OTHER BUSINESS

1. Review the Community Grants Program

Town Manager Chris Constantin introduced the item.

The following individuals spoke on this item:

1. Glen Stansbury

Commissioner Koen gave a presentation on the item.

The Commission discussed the item, asked questions, and provided feedback.

Staff and Commissioner Koen addressed the Commissioner's questions

MOTION: **Motion** by **Commissioner Koen** to approve the proposed motion in the agenda packet [(page 33) that the Finance Commission recommends that the Town Council: [(1) Adopt a policy – Adopt a Community Grant Policy by Council action, amending or replacing Resolution 1993-173, and review it every two years; (2) Know the grantee – Require a staff-verified eligibility screen before any application is read: legal standing, filings, board independence, a conflict-of-interest policy, disclosure of Town relationships, prior grants and location, with a five-day document cure. Refer requests made to Council members to staff; Council and

commissioner recusal will follow from the Policy 2-04 review; (3) Tie grants to priorities - Require every grant to fit a focus area from a Council-adopted list, including youth, with a measurable outcome reported at closeout; (4) Score in public - Score applications at a noticed public meeting of the reviewing committee, where applicants present their case and every score is recorded and published. Use anchored, calibrated criteria and a written rule for setting amounts, including partial awards. This is where the real work is done; (5) Approve in public - Approve every grant (recipient, amount and purpose) by resolution at a noticed Council meeting, acting on the recommendation of staff or the reviewing committee. This closes the process: no applicant presentations, only the public comment the law requires. Begin with the paused 2026-27 awards; (6) Contract for core services - Convert sustaining grants into service contracts in the operating budget, with firm written criteria for which services qualify, defined outputs and three-year terms reopened to competition. First examine their growth from four lines and $57,000 in 2021-22 to nine lines and $110,500 in 2026-27; (7) Control the money - Pay in advance; prove spending at closeout with reconciled receipts certified by two people; recover unsupported funds; keep a five-year audit right; bar new awards while a prior grant is unresolved; report to the Council annually].

VOTE: **Motion passed 4-0-1. Vice Chair Fischer was absent.**

MOTION: **Motion** by **Commissioner Koen** to recommend the curing motion on page 13 of the addendum [The Finance Commission recommends that the Town Council require Form A-1 of all FY 2026-27 applicants, seat a new rating panel that includes two Finance Commission members chosen by the Commission, and direct that panel to score every sustaining and competitive applicant at a noticed public meeting before any award.], and recommend the Town Council receive the recommendations [page 13 of the addendum - (1) Hold all agreements. None is signed on the July scoring; (2) All applicants, sustaining and competitive, complete proposes A-1 before scoring; (3) Council seats a new rating panel of members who did not score in July, to avoid any appearance of bias; (4) The Finance Commission picks two of its members for the panel at a noticed meeting; (5) The panel scores every applicant, sustaining and competitive, at a noticed public meeting; (6) Eligible applicants present and answer questions; the public may comment; (7) Raters disclose any relationship with an applicant and recuse on the record; all scores are published; and (8) Council approves all awards by resolution with public purpose findings. No grant goes unscored] with exception of (3) to provide flexibility whether they handle a new panel or stay with the existing. **Seconded** by **Chair Monk.**

VOTE: **Motion passed 4-0-1. Vice Chair Fischer was absent.**

ADJOURNMENT:

The meeting adjourned at approximately 8:06 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes of the
September 30, 2026, special meeting as approved by the
Finance Commission.

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Wendy Wood, Town Clerk