

From: [Phil Koen](#)
To: [Gitta Ungvari](#); [Linda Reiners](#)
Subject: Draft Work Plan
Date: Tuesday, January 16, 2024 11:50:55 AM
Attachments: [Draft 2024 Work Plan.xlsx](#)

[EXTERNAL SENDER]

Hello Gitta and Linda,

I am looking forward to getting together tomorrow. My agenda is as follows:

1. Review and complete the draft work plan - see attached
2. Review and finalize the 2024 FC meeting dates (we need to drop these into the work plan) and designate Chair for each meeting
3. Discuss the agenda for February 12 meeting - need to add Commission/Manager Matters to the every agenda.
4. Review prior year FC minutes to understand the status of all resolutions passed
5. Review the staff prepared material for the mid year review and the Five Year Forecast.

Thanks,

Phil

Draft 2024 Work Plan

item #	Project	Actions Taken	Frequency	Meeting Dates	Notes
1	Five Year Financial Plan	Review 5 Year Financial Plan for reasonableness to determine structural surplus or deficit	Annually		during annual plan review
2	Five Year Capital Plan	Review 5 year Capital Plan to determine if fully funded and consistent with Council Priorities	Annually		see item # 6 during annual plan review
3	Unfunded Pension Liabilities	Recommend to TC a plan to reduce unfunded misc. and safety plan pension liabilities	Annually	April 8 2024	Hold joint study session with Town Council after receiving Foster and Foster Actuaries Report
4	Key Performance Indicators	Develop a KPI dashboard which captures both operating and financial performance metrics to inform the Council of Town's performance	Quarterly		This will be an iterative process over the year
5	Annual Operating and Five year Capital Plan	Review and recommend to TC approval of the TM's proposed annual operating and five year capital budget	Annually		insure compliance with town code 25.60.010
6	Annual Audit Plan	Meet with auditors to review and discuss risk factors/scope and approve the annual audit plan	Annually		Shortly after the end of the fiscal year

7	ACFR	Review and recommend approval of the ACFR for the preceding year	Annually	Must be completed before December 31
8	Annual Financial Transaction Report	Review and recommend approval of the FTR required by section 53891	Annually	Must be completed prior to January 31 for prior FY
9	Annual Audit Report on Sales Tax Revenue	Review and recommend approval	Annually	Must be completed by December 31
11	Financial Policies and Procedures	Review the current General Fund Reserve Policy and make recommendations for changes if appropriate	Annually	Must be completed prior to fiscal year end to take effect
12	Treasurer's Report	Review and approve	Monthly	consent item
13	CERBT and CEPPT Report	Review and approve	Quarterly	consent item

From: [Phil Koen](#)
To: [Gitta Ungvari](#); [Linda Reiners](#)
Subject: updated 2024 Draft work plan
Date: Tuesday, January 16, 2024 1:03:39 PM
Attachments: [Draft 2024 Work Plan.xlsx](#)

[EXTERNAL SENDER]

I took a stab at dropping in meeting dates.....let's discuss tomorrow.

Phil

Draft 2024 Work Plan

item #	Project	Actions Taken	Frequency	Target Meeting Dates	Notes
1	Five Year Financial Plan	Review 5 Year Financial Plan for reasonableness to determine structural surplus or deficit	Annually	1st Review - Feb 12/ 2nd review - March 11	sets the stage for next year's annual plan
2	Five Year Capital Plan	Review 5 year Capital Plan to determine if fully funded and consistent with Council Priorities	Annually	1st Review - March 11/ 2nd review - Oct 14	see item # 5
3	Unfunded Pension Liabilities	Recommend to TC a plan to reduce unfunded misc. and safety plan pension liabilities	Annually	May 13	Hold joint study session with Town Council after receiving Foster and Foster Actuaries Report
4	Key Performance Indicators	Develop a KPI dashboard which captures both operating and financial performance metrics to inform the Council of Town's performance	Quarterly	TBD	This will be an iterative process over the year
5	Annual Operating and Five year Capital Plan	Review and recommend to TC approval of the TM's proposed annual operating and five year capital budget	Annually	1st Review - April 8/ 2nd Review - April 28 / 3rd Review - May 6	insure compliance with town code 25.60.010
6	Mid - Year Operating Review	Review operating performance for first 6 months of FY 24	Annually	Feb 12	
7	Annual Audit Plan	Meet with auditors to review and discuss risk factors/scope and approve the annual audit plan	Annually	Sept 9	

8	ACFR	Review and recommend approval of the ACFR for the preceding year	Annually	Draft MD&A only - Nov 11/ Final ACFR review - Dec 9	Must be completed before Deecember 31
9	Annual Financial Transaction Report	Review and recommend approval of the FTR required by section 53891	Annually	Jan 13, 2025	Must be completed prior to January 31 for prior FY
10	Annual Audit Report on Sales Tax Revenue	Review and recommend approval	Annually	March 11	This is review of prior FY
11	Financial Policies and Procedures	Review the current General Fund Reserve Policy and make recommendations for changes if appropriate	Annually	May 13	Muste be completed prior to fiscal year end to take effect
12	Treasurer's Report	Review and approve	Monthly		consent item
13	CERBT and CEPPT Report	Review and approve	Quarterly		consent item
Type	Meeting Dates	Chair			
reg	Jan 8 2024	Koen			
reg	Feb 12 2024	Koen			
reg	March 11 2024	Reiners			
reg	April 8 2024	Koen			
special	April 29 2024	Koen			
special	May 6 2024	Koen			
reg	May 13 2024	Koen			
reg	Sept 9 2024	Koen			
reg	Oct 14 2024	Reiners			
reg	Nov 11 2024	Koen			
reg	Dec 9 2024	Koen			

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Subject: Thank you
Date: Wednesday, January 17, 2024 4:42:52 PM
Attachments: [Pages from FY-202223-ACFR\(3\).pdf](#)

[EXTERNAL SENDER]

Gitta,

Thank you for taking the time to meet with Linda and me. It was extremely constructive, and I am very pleased with the work plan that we mutually have agreed upon. If we stay focused, the FC should be able to accomplish the objectives we discussed. Once you have made the changes we discussed, please forward the revised work plan and the meeting dates to Linda and me. We will review and get back to you if there is anything that needs to be changed.

On a separate note, please look at the attached documents from the FY 23 ACFR. You can see the \$5.7m GF operating surplus does not include the \$3.6m of ARPA revenue. The ARPA revenue was recorded in the ARPA fund and then transferred to the General Fund. The ARPA revenue was recorded below the excess/deficit of revenues over expenditures line as an element of the \$4.1m of “transfers in” to the GF. This is disclosed in footnote 5.

I am only pointing this out to highlight the need to change the reporting formats as we discussed. The \$5.7m surplus was a true operating surplus. Separating “excess (deficit) of revenues

over expenditures” from “transfers in or out” will highlight the true operational performance of the General Fund. The current reporting formats in the budget deck and the mid-year review fail to clearly make this distinction.

Again, thank you for your time. I look forward to teaming with you for a successful 2024.

All the best,

Phil

**TOWN OF LOS GATOS, CALIFORNIA
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (GAAP)
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
REVENUES				
Property Taxes	\$ 20,907,894	\$ 22,484,118	\$ 22,743,087	\$ 258,969
Sales Taxes	9,174,944	8,959,134	8,806,477	(152,657)
Transient Occupancy Taxes	1,642,460	2,348,547	2,228,190	(120,357)
Other Taxes	7,000	7,000	6,454	(546)
Licenses & Permits	4,122,529	5,140,684	5,630,362	489,678
Intergovernmental	1,051,814	1,273,910	1,553,396	279,486
Charges for Services	4,257,261	5,540,465	4,646,705	(893,760)
Fines and Forfeitures	201,750	226,750	416,950	190,200
Franchise Fees	2,493,870	2,716,470	3,074,624	358,154
Interest	432,947	670,021	605,789	(64,232)
Use of Property	41,211	41,211	38,126	(3,085)
Other	1,203,657	863,964	859,571	(4,393)
Total Revenues	45,537,337	50,272,274	50,609,731	337,457
EXPENDITURES				
Current:				
General Government:				
Town Council	217,238	217,240	186,337	30,903
Town Attorney	707,555	811,427	699,143	112,284
Administrative Services	5,298,494	5,759,393	5,302,281	457,112
Non-Departmental	3,194,526	3,334,931	2,641,018	693,913
Total General Government	9,417,813	10,122,991	8,828,779	1,294,212
Public Safety	19,225,985	19,331,330	18,446,048	885,282
Parks & Public Works	9,798,967	10,368,194	8,998,088	1,370,106
Community Development	5,772,004	6,543,199	5,065,412	1,477,787
Library Services	3,139,449	3,247,730	3,096,486	151,244
Capital Outlay	-	435,416	300,000	135,416
Debt Service:				
Principal	-	156,034	156,034	-
Total Expenditures	47,354,218	50,204,894	44,890,847	5,314,047
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	<u>(1,816,881)</u>	<u>67,380</u>	<u>5,718,884</u>	<u>5,651,504</u>
OTHER FINANCING SOURCES (USES)				
Gain from sale of assets	600	600	2,162	1,562
Transfers In	2,183,817	3,381,544	4,153,408	771,864
Transfers Out	(3,006,978)	(5,842,011)	(7,242,939)	(1,400,928)
Total Other Financing Sources (Uses)	<u>(822,561)</u>	<u>(2,459,867)</u>	<u>(3,087,369)</u>	<u>(627,502)</u>
NET CHANGES IN FUND BALANCE	<u>\$ (2,639,442)</u>	<u>\$ (2,392,487)</u>	<u>2,631,515</u>	<u>\$ 5,024,002</u>
BEGINNING FUND BALANCE			<u>26,896,789</u>	
ENDING FUND BALANCE			<u>\$ 29,528,304</u>	

The notes to the financial statements are an integral part of this statement.

TOWN OF LOS GATOS, CALIFORNIA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2023

The following summarizes the leases as of June 30, 2023:

Description	Tesla		LGS 123 E. Main St		LGS 208 E. Main St	
	Lease Receivable	Deferred Inflows of Resources	Lease Receivable	Deferred Inflows of Resources	Lease Receivable	Deferred Inflows of Resources
Beginning Balance	\$ 331,696	\$ 327,100	\$ 165,056	\$ 96,396	\$ 1,329,665	\$ 732,916
Additions	-	-	-	-	-	-
Current Amortization	-	(91,284)	-	(12,997)	-	(98,820)
Current Principal Payments	(90,190)	-	(16,198)	-	(130,368)	-
Ending Balance	\$ 241,506	\$ 235,816	\$ 148,858	\$ 83,399	\$ 1,199,297	\$ 634,096

Description	Los Gatos Theatre		Totals	
	Lease Receivable	Deferred Inflows of Resources	Lease Receivable	Deferred Inflows of Resources
Beginning Balance	\$ -	\$ -	\$ 1,826,417	\$ 1,156,412
Additions	319,957	308,997	319,957	308,997
Current Amortization	-	(39,327)	-	(242,428)
Current Principal Payments	-	-	(236,756)	-
Ending Balance	\$ 319,957	\$ 269,670	\$ 1,909,618	\$ 1,222,981

NOTE 5 - INTERFUND TRANSACTIONS

Transfers - With Council approval resources may be transferred from one fund to another. Transfers routinely reimburse funds that have made an expenditure on behalf of another fund. Transfers may also be made to pay for capital projects or capital outlays, lease or debt service payments, operating expenses and low and moderate-income housing projects. Transfers between funds during the fiscal year ended June 30, 2023 were as follows:

Transfers Out			Transfers In		
Opinion Unit	Program Title	Amount	Opinion Unit	Program Title	Description
General Fund	Non-Departmental	\$ 3,006,978	Appropriated Reserves	GFAR	Adopted Budget Support
General Fund	Non-Departmental	463,572	Appropriated Reserves	Downtown Revitalization	Parklets
General Fund	Non-Departmental	243,325	Internal Service	Facilities	Rent Waivers
General Fund	Non-Departmental	2,900,000	Appropriated Reserves	GFAR	Capital projects
General Fund	Measure G Program	629,064	Appropriated Reserves	GFAR	Capital projects
Nonmajor	Blackwell District	460	General	Non-Departmental	Admin Support
Nonmajor	Kennedy Meadows	1,510	General	Non-Departmental	Admin Support
Nonmajor	Gemini Court	610	General	Non-Departmental	Admin Support
Nonmajor	Santa Rosa Heights	660	General	Non-Departmental	Admin Support
Nonmajor	Vasona Heights	1,430	General	Non-Departmental	Admin Support
Nonmajor	Hillbrook Drive	250	General	Non-Departmental	Admin Support
ARPA	ARPA	3,614,872	General	Patrol	Revenue loss, public safety
Appropriated Reserves	GFAR	102,000	General	Non-Departmental	Admin Support
Appropriated Reserves	GFAR	97,808	General	Town Engineering	Engineering Support
Appropriated Reserves	GFAR	217,808	General	PPW Admin	Engineering Support
Appropriated Reserves	Traffic Mitigation	10,000	General	Non-Departmental	Admin Support
Nonmajor	Gas Tax	106,000	General	Non-Departmental	Admin Support
Internal Service	Information Technology	700,000	Appropriated Reserves	GFAR	Ent. Res. Planning Software Update
Internal Service	Information Technology	33,000	Appropriated Reserves	ERP Upgrade	Ent. Res. Planning Software Update
Total Transfers		\$ 12,129,347			

\$ 4,153,408 Transferred

From: [Phil Koen](#)
To: [Gitta Ungvari](#); [Linda Reiners](#)
Subject: Council Scorecard
Date: Thursday, January 18, 2024 6:20:28 PM
Attachments: [Scorecard presentation .pdf](#)

[EXTERNAL SENDER]

Gitta and Linda,

Here is a presentation on SJ's score card. I think we should start building something like this for Los Gatos. Thoughts?

Phil

City Council Focus Areas Quarterly Status Report

October 31, 2023

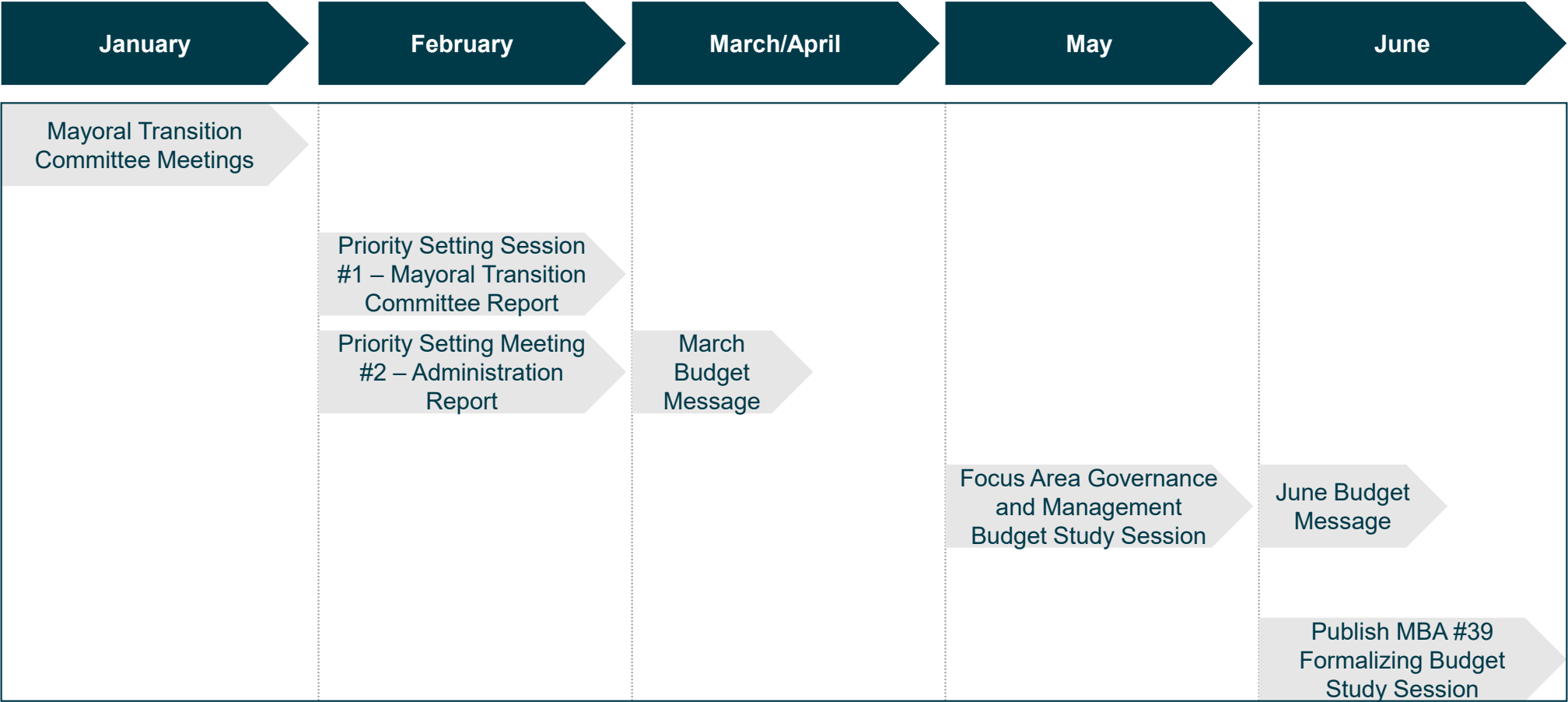
Dolan Beckel	Chief of Staff for the City Manager
Lee Wilcox	Assistant City Manager, <i>Increasing Community Safety</i> Executive Sponsor
Omar Passons	Deputy City Manager, <i>Reducing Unsheltered Homelessness</i> Executive Sponsor
Angel Rios	Deputy City Manager, <i>Cleaning Up our Neighborhoods</i> Executive Sponsor
Rob Lloyd	Deputy City Manager, <i>Attracting Investment in Jobs and Housing</i> Executive Sponsor
Erik Jensen	Assistant to the City Manager

Agenda

1. Background and Context
2. Outcome and Performance Measure Data Collection Overview
3. City Council Focus Area Scorecards
4. Execution as Learning/Iterate to Improve

Background - Priority Setting Process and Timeline

Creating and conducting Mayoral Transition Committees to receive direct community input on Priorities, The March Budget Message and throughout the Annual Budget Process



Background – Council Feedback and Direction

- Council feedback on City Initiatives Roadmap reports:
 - Provide higher level outcome and performance measures
 - Reduce overall volume of items being reported
 - Demonstrate accountability for performance measures, not milestones or deliverables
- Council direction resulting from Priority-Setting was MBA 39:
 - Quarterly Reporting of Four City Council Focus Areas
 - Structured Scorecard per Focus Area
 - Limited set of Outcome and Performance measures
 - Execution information
 - Cabinets and Execution Teams
 - More comprehensive, interactive Dashboard per Focus Area

Background - 2023-2024 Priority-Setting | City of San José

City Council Focus Areas



Increasing Community Safety



Reducing Unsheltered Homelessness



Cleaning Up Our Neighborhoods



Attracting Investment in Jobs and Housing

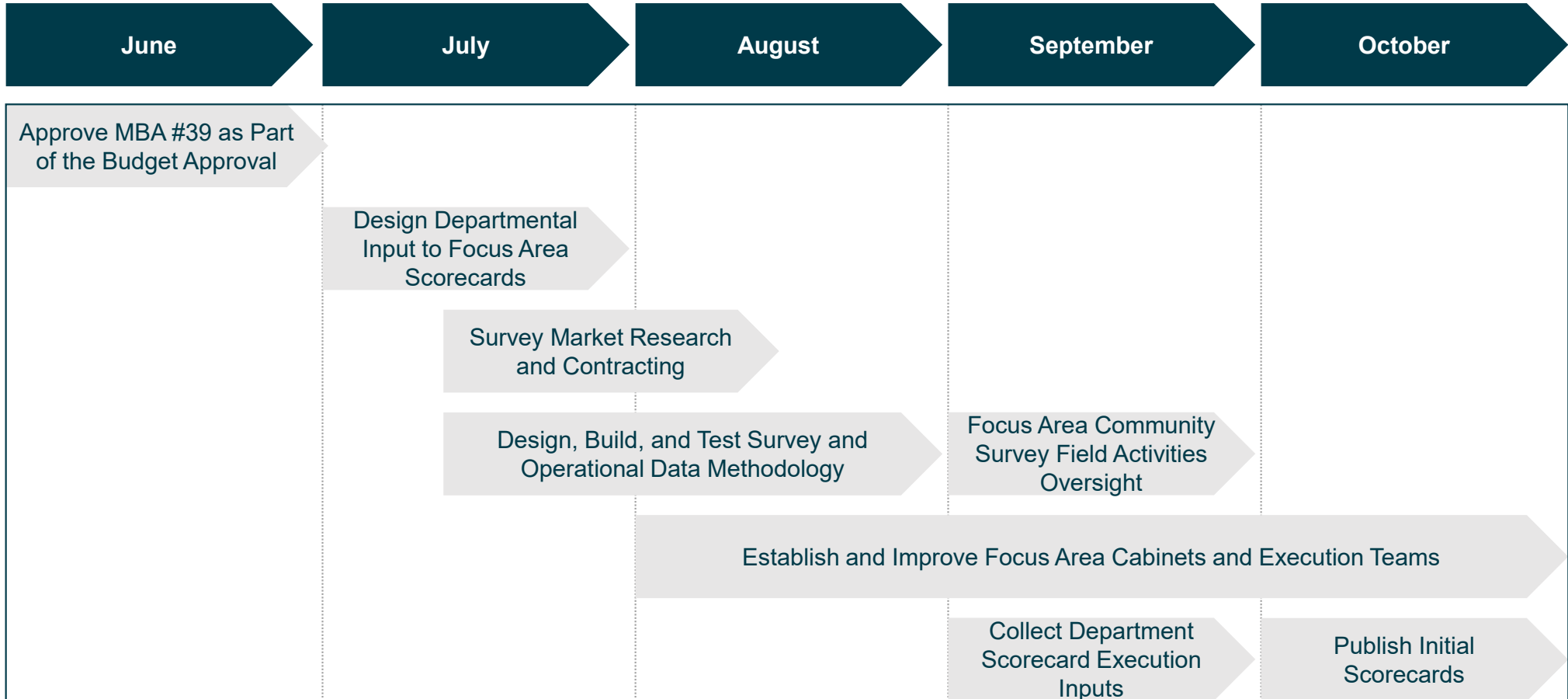
City Service Areas and Outcomes (within the Adopted Budget)

Community and Economic Development <ul style="list-style-type: none">•Strong Economic Base•Safe, Healthy, Attractive, and Vital Community•Diverse Range of Housing Options•Range of Quality Events, Cultural Offerings, and Public Artworks	Environment and Utility Services* <ul style="list-style-type: none">•Reliable Utility Infrastructure•Healthy Streams, Rivers, Marsh, and Bay•Clean and Sustainable Air, Land, and Energy•Safe, Reliable, and Sufficient Water Supply	Neighborhood Services <ul style="list-style-type: none">•Safe and Clean Neighborhoods and Public Spaces•Welcoming and Vibrant Neighborhoods and Public Life•Equitable Access to Community Opportunities to Flourish	Public Safety <ul style="list-style-type: none">•The Public Feels Safe Anywhere, Anytime in San José•Residents Share the Responsibility for Public Safety	Transportation and Aviation Services* <ul style="list-style-type: none">• Provide Safe and Secure Transportation Systems• Provide Viable Transportation Choices that Promote a Strong Economy• Travelers Have a Positive, Reliable, and Efficient Experience• Preserve and Improve Transportation Assets and Facilities• Provide a Transportation System that Enhances Community Livability
Strategic Support <ul style="list-style-type: none">• Sound Fiscal Management that Facilitates Meeting the Needs of the Community• A High Performing Workforce Committed to Exceeding Internal and External Customer Expectations• Technology and Data Tools that Enable a Collaborative, Responsive, and Productive City• Safe and Functional Public Infrastructure, Facilities, and Equipment			City Manager Foundational Strategic Support Focus Areas <ul style="list-style-type: none">• Delivering Excellent Customer Service• Closing Racial Inequities• Structurally Balancing the General Fund Budget• Driving Organizational Performance• Making San José a Great Place to Work	
Core Services (98) and Programs (264)				

*The Environment and Utility Services and Transportation and Aviation Services CSAs collectively share a City Infrastructure Strategy with the following outcomes: disaster ready and climate smart, transportation and aviation, clean energy resilience, water resilience, and natural environment restoration.

Background – Scorecard Implementation Timeline

Implementing Council Direction for First Ever City Council Focus Area Scorecard



City Council Focus Area Scorecard Design

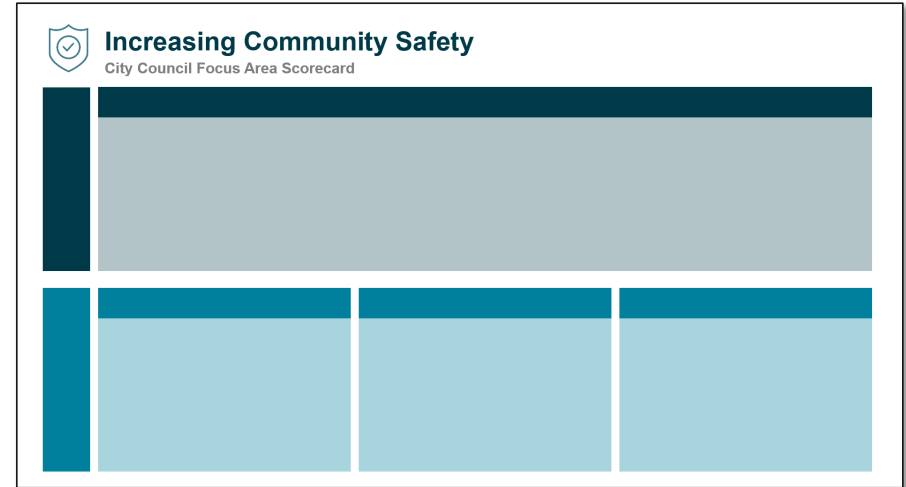
A scorecard is a snapshot into the ~four most important measures of outcomes and performance per Focus Area alongside key contextual information related to scope, budget, challenges, solutions, and key accomplishments

Overview	Outcome Measure			
	Quantitative: <ul style="list-style-type: none">Actual<ul style="list-style-type: none">Disaggregated by race/ethnicity and location where possible and appropriate			
	Performance Measure 1		Performance Measure 2	
	Quantitative: <ul style="list-style-type: none">Plan<ul style="list-style-type: none">Disaggregated by race/ethnicity and location where possible and appropriateActualGoal		Quantitative: <ul style="list-style-type: none">Plan<ul style="list-style-type: none">Disaggregated by race/ethnicity and location where possible and appropriateActualGoal	
Execution Information	Performance Measure 3			
	Quantitative: <ul style="list-style-type: none">Plan<ul style="list-style-type: none">Disaggregated by race/ethnicity and location where possible and appropriateActualGoal			
	Strategies and Key Initiatives		Budget	
	Qualitative: <ul style="list-style-type: none">Scope descriptions		Quantitative: <ul style="list-style-type: none">Fiscal Year Budgeted AmountsFiscal Year Budgeted FTEs	
	Key Accomplishments		Key Dependencies, Issues, + Risks	
	Quantitative and Qualitative <ul style="list-style-type: none">Success StoriesMajor work completedKey milestones accomplished		Qualitative: <ul style="list-style-type: none">ChallengesObstaclesResolution plan (verbal)	

Performance Management: Scorecards vs Dashboards

Focus Area Scorecards:

- A scorecard is a snapshot into the most important measures of outcomes and performance per Focus Area
- Contains key contextual information related to:
 - Major program scope
 - Budget
 - Key accomplishments
 - Key dependencies, issues, and risks
- Scorecards will be brought to City Council on a quarterly basis







Focus Area Dashboards:

- In addition to scorecard outcome and performance measures, includes a more comprehensive, interactive set of performance data
- Includes additional functionality for disaggregation and data interaction
- Includes longer time histories where available
- Will be a very iterative process
- v1 expected by end of 2023 calendar year
- Dashboards will be updated and published on the City's website on a quarterly basis



Outcome Measure Community Survey Data

New quarterly survey data on community outcomes for performance measure comparison

2023-2024 Focus Area		Base Survey Measure	Additional Comparison Tabulations
	Increasing Community Safety	City Safety Rating. % of residents rating City as “very safe” or “somewhat safe” + <i>Open-ended contributors towards</i>	<ul style="list-style-type: none">• By city versus neighborhood versus downtown
	Reducing Unsheltered Homelessness	<ul style="list-style-type: none">• Note: Homelessness Inflow-Outflow Rate is the outcome measure for this Focus Area, not a survey/perception measure	
	Cleaning Up Our Neighborhoods	City Cleanliness Rating. % of residents rating City as “very clean” or “somewhat clean” + <i>Open-ended contributors towards</i>	<ul style="list-style-type: none">• By city versus neighborhood versus downtown• By private property: residential, commercial and business• By public property: parks, trails, creeks and waterways, residential streets and sidewalks, freeways and highways
	Attracting Investment in Jobs and Housing	Downtown Vibrancy Rating. % of residents that “strongly agree” or “somewhat agree” that downtown San José is a vibrant place, averaged by category + <i>Open-ended contributors towards</i>	<ul style="list-style-type: none">• Categories: shopping, dining, entertainment, job opportunities and work, living, visiting• By visitation frequency

Demographic and Disaggregation Categories: Race/ethnicity, Geographic location* (N/S/E/W/Central), Income, Age, Years lived in SJ, Employment status, Education level, Gender-identity, Survey language, Housing status, Home ownership status, Child in household status, Downtown visitation, Commute type, Victimization, Victimization reporting, Traffic incident





Survey Methodology Notes:

- *Response Weighting.* Survey responses are weighted against census data and other sources to match the most specific demographic profile of the City available.
- *Sample Size.* The Administration selected n=800 based on a 95% confidence level requirement; the minimum standard was n=400, an increased sample size was selected to enable reliable disaggregation for sub-groups; for reference, the annual Community Opinion Survey uses n=1,000, while the Focus Area Community Survey will pool to an annual level of n=3,200.

*Perception measures will be disaggregated by geographic location using N/S/E/W/Central quarterly and using zip code annually

Performance Measure Operational Data

More frequent reporting of limited set of performance measures for community outcome measure comparison

2023-2024 Focus Area		Base Operational Measure	Data Source
	Increasing Community Safety	<ul style="list-style-type: none">Property Crime RatesViolent Crime RatesFatality and Injury Crash Rates	<ul style="list-style-type: none">PD Versadex RMSPD Versadex RMSDOT, PD
	Reducing Unsheltered Homelessness	<ul style="list-style-type: none">Homelessness Inflow-Outflow RateSafe Opportunity Completion RateHomeless Prevention Retention RateIndividuals Serviced in Permanent Supportive and Rapid RehousingEmergency Interim Housing Production Rate	<ul style="list-style-type: none">HMISHousingHMISHMISPW
	Cleaning Up Our Neighborhoods	<ul style="list-style-type: none">BeautifySJ Blight Response TimesCode Enforcement Case BacklogSJ311 Customer Satisfaction	<ul style="list-style-type: none">SJ311, App Order, Survey123PBCESJ311
	Attracting Investment in Jobs and Housing	<ul style="list-style-type: none">Jobs and Housing Start RatesDowntown Activity RatesHousing Units AddedSpeed of Housing Permit Reviews	<ul style="list-style-type: none">EDD, OEDCA, PBCE, HousingCityDataPBCEPBCE



Increasing Community Safety

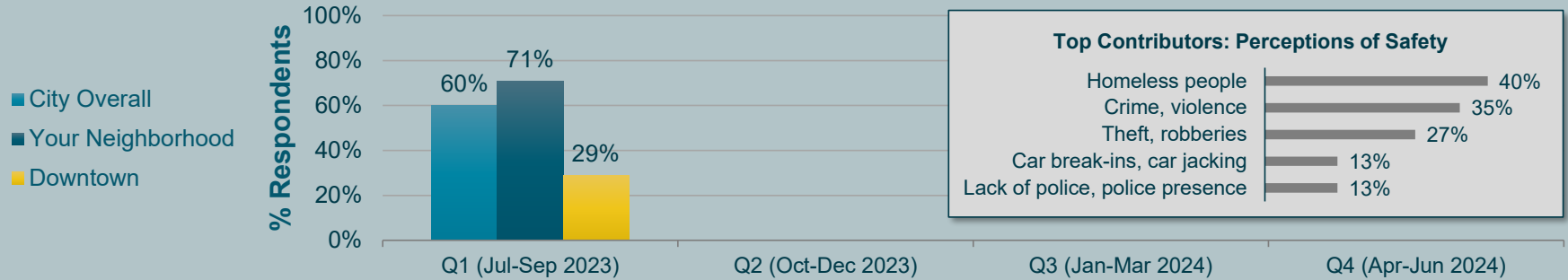
City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

Outcome

City Safety Perception. % of residents rating San José as “very safe” or “somewhat safe” (Source: Focus Area Community Survey)

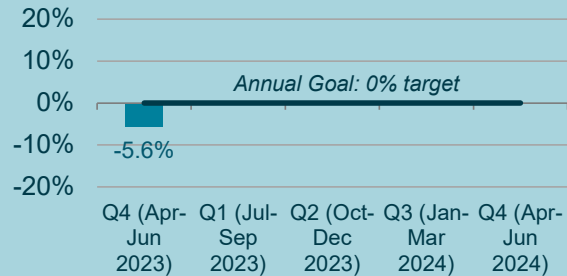


Performance

1) Property Crime Rates*

(Source: PD Versadex RMS)

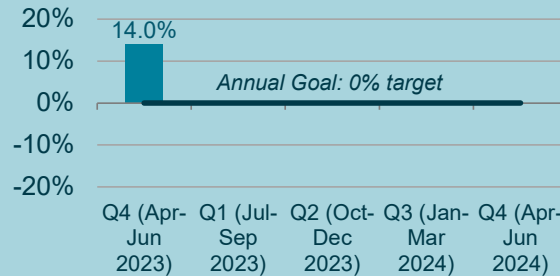
% change in incidents of property crime types (burglary, larceny, vehicle theft)



2) Violent Crime Rates*

(Source: PD Versadex RMS)

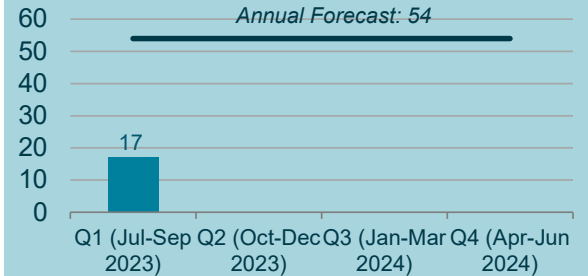
% change in incidents of violent crime types (homicide, rape, robbery, aggravated assault)



3) Cumulative Traffic Fatalities**

(Source: DOT, PD)

Traffic Fatalities (quarterly)



* Due to data reporting lags, data from the previous quarter is provided. On April 4, 2023, SJPd transitioned from the Summary Reporting System (SRS) to the National Incident Based Reporting System (NIBRS). As the NIBRS program allows for greater specificity in crime reporting and consequently increases the reported incidence of certain crime types, an accurate comparison between 2022 and 2023 crime rates is not possible.

**Cumulative traffic fatalities are reported quarterly alongside an annual forecast, while injury crash rates for traffic, pedestrian, bicycle, and scooter modes per 1,000 population will be reported annually alongside an annual goal of less than 2.2 target for injury crash rates.



Increasing Community Safety

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1) Crime Reduction (PD)

Core Service Budget Programs

2023-2024 Budgeted Amount and Budgeted FTEs

Crime Analysis	\$2,958,606	18.00 FTEs
Family Violence	\$6,430,398	23.00 FTEs
Financial Crimes/Burglary	\$6,058,963	22.00 FTEs
Gang Investigations	\$6,125,422	21.00 FTEs
Homicide/Crime Scene	\$11,549,902	34.00 FTEs
Robbery	\$4,549,886	14.00 FTEs
Sexual Assault	\$17,843,412	56.00 FTEs
Field Patrol	\$236,687,735	773.00 FTEs
Violent Crimes Enforcement	\$5,224,717	16.00 FTEs
Sub-Total	\$297,429,041	977.00 FTEs

Key Initiatives

- Recruitment and Hiring of Sworn Staff
- 911 Call Center Renovation
- Automated License Plate Reader program
- Gun Violence Restraining Order Staffing
- Crime Intelligence Data Center Expansion
- Redistricting Project
- Interagency Coordination on Pretrial Release
- 911 Call Analysis Project
- Police Department Community Engagement Plan
- Gun buyback program

2) Violence Prevention (PRNS, PD, CMO)

Crime Prevention (PD)	\$2,059,105	13.00 FTEs
Youth Gang Prevention and Interventions (PRNS)	\$11,477,449	51.40 FTEs
Sub-Total	\$13,536,554	64.40 FTEs

- Youth Empowerment Alliance
- Community-Based Domestic Violence Solutions
- Camera Pilot Program

3) Traffic Safety (DOT, PD)

Neighborhood Traffic Safety (DOT)	\$2,551,864	11.65 FTEs
Traffic Safety (DOT)	\$4,301,749	23.35 FTEs
Transportation Capital Project Delivery (DOT)	\$6,005,986	25.59 FTEs
School Safety (PD)	\$3,070,832	49.67 FTEs
Traffic Enforcement (PD)	\$9,467,548	30.00 FTEs
Sub-Total	\$25,397,979	140.26 FTEs
Traffic Capital Improvements (non-budget programs)	\$99 million estimated*	
• Complete Streets Improvements		
• Quick Build Safety Improvements		

- Complete Streets Improvements
- Quick Build Safety Improvements
- Sideshow Enforcement
- Pedestrian Safety and Traffic Calming Improvements

*Only FTE costs from the Capital Improvement Projects are included in the Sub-Total above and Total below

TOTAL	\$336,363,574*	1,181.66 FTEs
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Increasing Community Safety

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1) Crime Reduction (PD)

Q1 Key Accomplishments

- Deployed 78 automated license plate reader cameras, synced with Stolen Vehicles System, which have been instrumental in solving numerous violent crimes; received a grant for 96 more cameras.
- Completed interviews and patrol research for redistricting project.
- Develop a new felony affidavit/bail setting form with the DA's Office, Santa Clara County judges, and Pretrial Services; launched pilot program with swing shift officers.
- Received an \$8.5 million grant award from the State of California to fund efforts to address organized retail theft.

Q1 Key Dependencies, Issues, and Risks

- High vacancies in SJPd sworn ranks.
- Change in methodology for reporting crime. Overestimations are likely, due to year-over-year comparisons differing between the Summary Reporting System (SRS) to the National Incident Based Reporting System (NIBRS).
- The Department noted a substantial increase in retail theft between 2021 and 2022. The grant noted in the Key Accomplishments column will aid in addressing this challenge.
- An expansion in the availability of mental health and substance use treatment programs would aid in diverting low-level offenders from repeated arrest. Staff will monitor State legislation that expands resources for this purpose.

2) Violence Prevention (PRNS, PD, CMO)

- Conducted a Safe Communities Summit with 341 participants over 8 workshops.
- Engaged 79 students in case management through Safe School Campus Initiative and Female Intervention Team.
- Achieved 92% completion rate for 160 youth enrolled in Summer Youth Jobs Program.
- Enrolled 15 participants in Trauma 2 Triumph hospital-based violence interruption services.

- None

3) Traffic Safety (DOT, PD)

- AB 645, state legislation that would allow San José to pilot an automated speed enforcement program was signed by the Governor and starts January 1, 2024.
- Complete Streets Improvements: 4 projects in construction, 4 projects in bid and award phase, and 9 projects in preliminary design/design phase.
- Quick Build Safety Improvements: 2 projects are in construction and 1 project in bid and award phase.
- Pedestrian Safety and Traffic Calming Improvements: 12 projects constructed to date.

- Exceeded pace for surpassing annual forecast for traffic fatalities
- Of the 30 sworn positions in the Traffic Enforcement Unit, 10 are vacant.



Reducing Unsheltered Homelessness

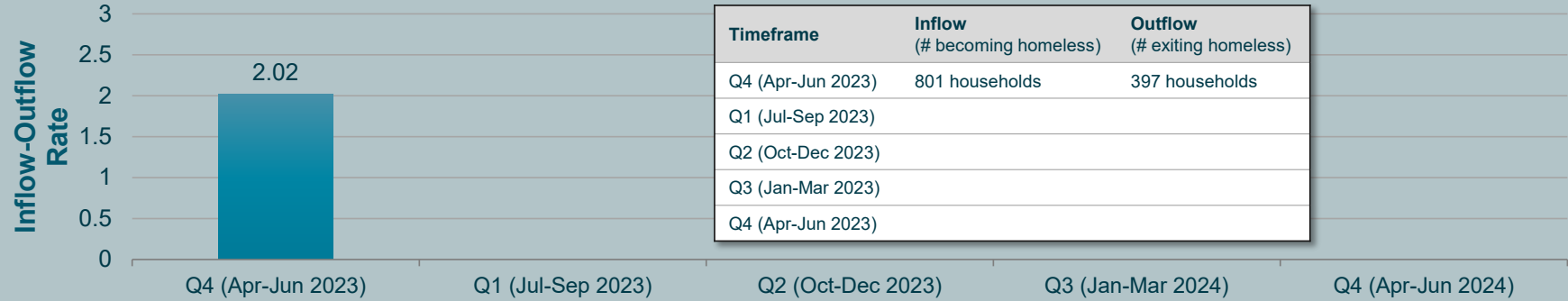
City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

Outcome

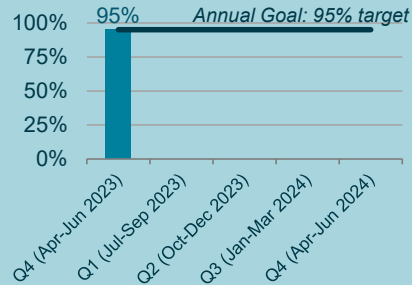
Homelessness Inflow-Outflow Rate.* Ratio of number of households becoming homeless for every household that exits homelessness in SJ
(Source: HMIS)



Performance

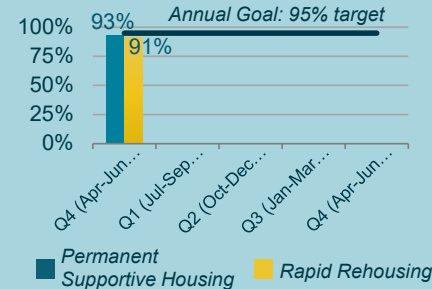
1) Homelessness Prevention Retention Rate* (Source: HMIS)

% of SJ households receiving prevention services that retain housing after one year



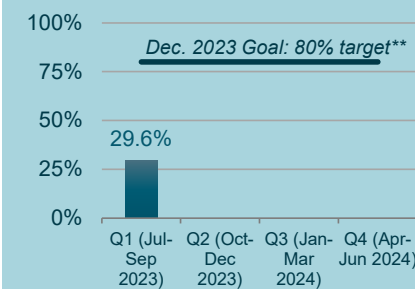
2) Permanent Supportive, Rapid Rehousing Retention Rate* (Source: HMIS)

% of SJ households remaining housed one year after being housed in permanent housing



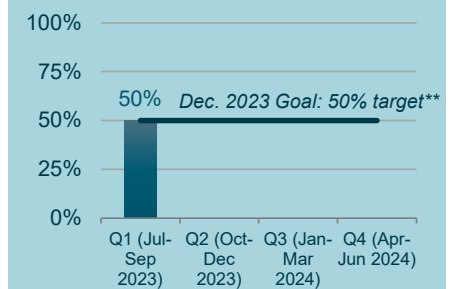
3) Safe Opportunity Completion Rate (Source: Housing)

% completion of 1,000 net new safe opportunities



4) Emergency Interim Housing Production Rate (Source: PW)

% completion of 1,000 unit production target for interim housing



* Due to data reporting lags, data from the previous quarter is provided

** In future quarters, this calendar year goal of December 2023 will be reported as a fiscal year 2023-2024 goal



Reducing Unsheltered Homelessness

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1, 2) Homelessness Prevention and Support (Housing)

Core Service Budget Programs

2023-2024 Budgeted Amount and Budgeted FTEs

Homeless Outreach and Case Management	\$63,145,168	14.00 FTEs
Joint Encampment Response Team	\$265,482	1.50 FTEs
Tenant Based Rental Assistance and Rapid Rehousing	\$12,170,295	1.50 FTEs
Apartment Rent Ordinance Administration	\$3,107,258	16.77 FTEs
Mobilehome Rent Ordinance Administration	\$227,078	1.30 FTEs
Affordable Housing Development Loans	\$76,874,644	12.80 FTEs
Inclusionary Housing	\$342,888	2.00 FTEs

Sub-Total	\$156,132,813	49.87 FTEs
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Key Initiatives

- Eviction prevention help center and diversion programs
- Affordable housing projects (four)
- Homelessness Support Programs
- Mobilehome Park zoning protections

3, 4) Emergency Housing (Housing, PW)

Interim Supportive Housing Development	\$15,401,842	1.00 FTEs
Housing Other Departmental – Citywide	\$106,481,600	8.75 FTEs
Non-Profit Service Grants to Support Housing and Community Development Needs	\$28,240,843	0.43 FTEs
Housing Emergency Response and Recovery	\$24,127,245	0 FTEs

Sub-Total	\$174,251,530	10.11 FTEs
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- Quick-build shelter expansion
- New safe parking capacity
- Interim solutions

TOTAL	\$330,384,343	59.98 FTEs
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Reducing Unsheltered Homelessness

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1, 2) Homelessness Prevention and Support (Housing)

Q1 Key Accomplishments

- Opened the Arena Hotel which reached capacity (89 units) in 30 days.
- Maintained full capacity (96 units) at Guadalupe Emergency Interim Housing program.
- Secured County partnership and space at 50 E. St. John for a new collaborative downtown pilot (The Collab).
- Released RFP for a redesigned homeless outreach program (Targeted Engagement Services).
- Finalized EIH study recommendations and direction.

Q1 Key Dependencies, Issues, and Risks

- Encampment Resolution Funding-2 application not awarded; Administration will strategize on the approach for Encampment Resolution Funding-3 .
- Multiple pending policy items related to encampments at specific locations (e.g. schools/licensed child care facilities), citywide approaches to oversized vehicles, and issues with illegally “leased” RVs for on-street usage.
- Design of EIH operational approaches to maximize cost-effectiveness, including integrating with County Coordinated Entry System, associated trade-offs in control.
- Need to address additional prevention .

3, 4) Emergency Housing (Housing, PW)

- Opened the Santa Teresa RV Safe Parking site.
- Issued RFP for Rue Ferrari expansion to short-listed design-build firms.

- Land and site availability for EIH.
- Santa Teresa RV Safe Parking program slow to ramp up due to direction to target specific areas, challenges with insurance requirements, operator and CAC communication; these lessons learned will inform Berryessa site implementation.



Cleaning Up Our Neighborhoods

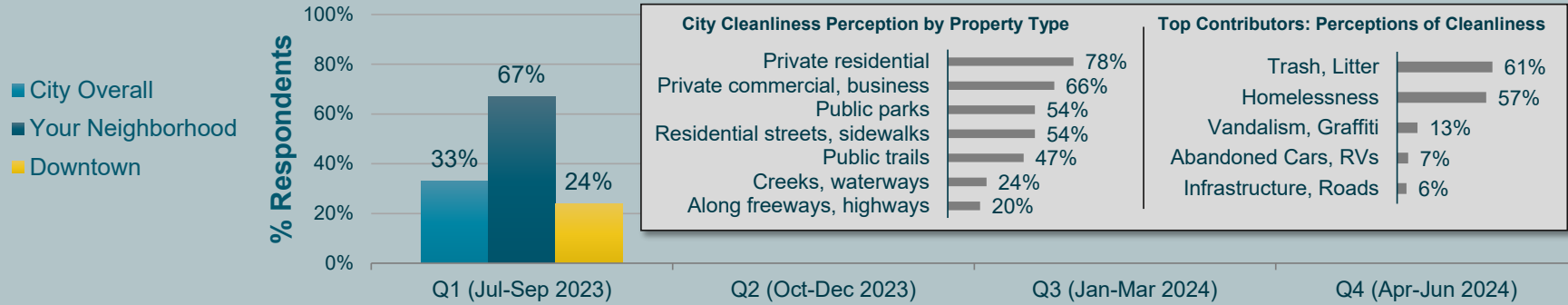
City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

Outcome

City Cleanliness Perception. % of residents rating San José as “very clean” or “somewhat clean”

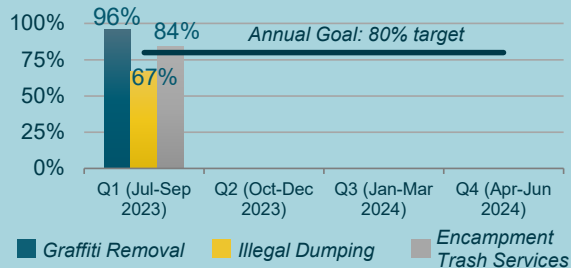


Performance

1) BeautifySJ Blight Response Times

(Source: App Order, SJ311, Survey123)

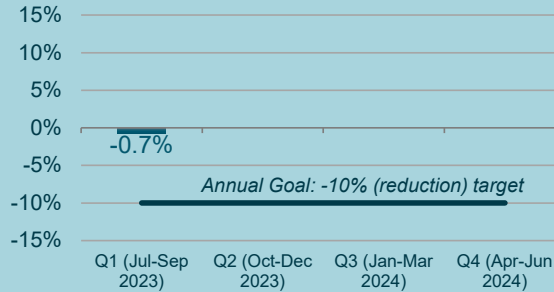
% of graffiti removal, illegal dumping, and encampment trash services inquiries responded to within response time targets (respectively, 3 business days, 5 business days, weekly)



2) Code Enforcement Case Backlog

(Source: PBCE)

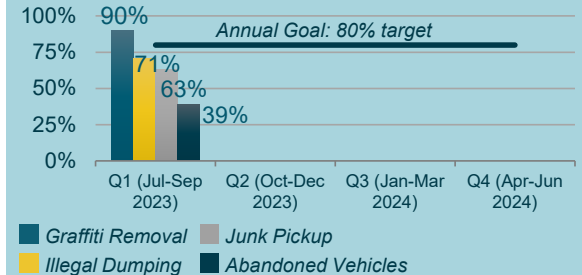
% of change in code enforcement case backlog



3) SJ311 Customer Satisfaction

(Source: SJ311)

% of customer satisfaction scores by service types (graffiti, illegal dumping, junk pickup, vehicle blight)





Cleaning Up Our Neighborhoods

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1) BeautifySJ Neighborhood Blight and Encampment Management (PRNS)

Core Service Budget Programs	2023-2024 Budgeted Amount and Budgeted FTEs	
Anti-Graffiti and Anti-Litter	\$6,605,403	25.75 FTEs
Illegal Dumping and Homeless Encampment Trash Collection and Abatement	\$23,927,736	64.00 FTEs
Sub-Total	\$30,533,139	89.75 FTEs

Key Initiatives

- Illegal Dumping Removal (RAPID)
- Neighborhood Litter Program
- Public Property Graffiti Removal Program
- Downtown and Equity Corridor Gateway and Deterrents Services Pilot
- BSJ Grant Program
- Encampment Trash Services
- Cash for Trash
- Encampment Abatement
- Interagency Encampment Services
- Waterways Trash Services
- RV Pollution Prevention Program
- Beautify Your Block Pilot
- Customer Service Neighborhoods Association Engagement Model

2) Code Enforcement (PBCE)

Community Code Enforcement	\$7,033,194	38.24 FTEs
Multiple Housing Code Enforcement	\$4,595,675	23.50 FTEs
Sub-Total	\$11,628,869	61.74 FTEs

- Enhanced Vacant Building Enforcement Downtown
- Proactive Blight Fast Program
- Code Enforcement Software System Procurement

3) SJ311 (IT)

City Customer Contact Center	\$3,373,658	18.00 FTEs
Sub-Total	\$3,373,658	18.00 FTEs

- Abandoned Vehicle Abatement Program Expansion
- SJ311 system upgrades
- Lived-in Vehicle Program

TOTAL	\$45,535,666	169.49 FTEs
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Cleaning Up Our Neighborhoods

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1) BeautifySJ Neighborhood Blight and Encampment Management (PRNS)

Q1 Key Accomplishments

- Launched Beautify Your Block pilot.
- Initiate expansion of Cash for Trash to 700 participants.
- Installed vehicle deterrents at Cape Horn Drive (D4) into Penitencia Creek to prevent cars from entering the creek bed.
- Installed deterrents at Rinehart Drive (D5) to prevent re-encampment.
- Completed phase 1 of Valley Water Coyote Creek flood control contract obligations.

Q1 Key Dependencies, Issues, and Risks

- Graffiti located on private property and inter-jurisdictional partners.
- Illegal dumping equipment challenges.
- Challenges hiring staff for two new pilot programs.

2) Code Enforcement (PBCE)

- Initiated workplan development for the enhanced vacant building enforcement downtown program.
- Developed an outreach plan for the FAST pilot program.
- Selected a vendor for code enforcement software system updates.

- Reallocation of resources to support inspection services for FAST and Enhanced Vacant Building Downtown may impact progress on code enforcement case backlog reduction.
- Staff to workload ratio continues to be a factor, alongside competing priorities and timelines; especially with Division Manager vacancy.

3) SJ311 (IT)

- Completed functional design for the new 'Vehicle Concerns' service.
- Negotiated development vendor contract and started developed work for the new 'Vehicle Concerns' service.
- Developed a language translation model for improved Vietnamese translations for SJ311.

- New programs, processes, and systems among vehicle blight departments.
- The success of the program relies on the successful deployment and integration between new systems.
- Minimize risk through closer collaboration than usual with all Development teams.



Attracting Investment in Jobs and Housing

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

Outcome

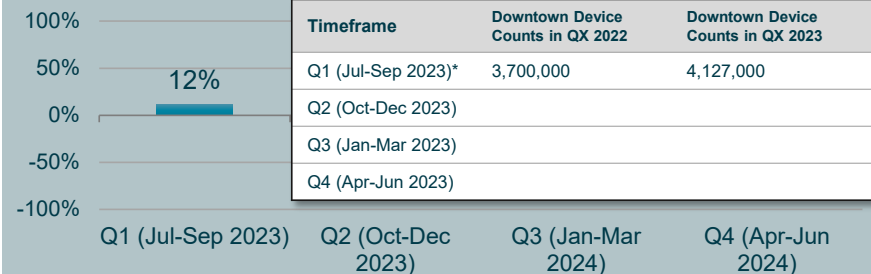
Jobs and Housing Start Rates (Source: EDD, OEDCA, PBCE, Housing)

- % change year-over-year in new jobs added citywide
- % quarterly change year-over-year of residential units entitled



Downtown Activity Rates (Device Location Counts) (Source: CityData)

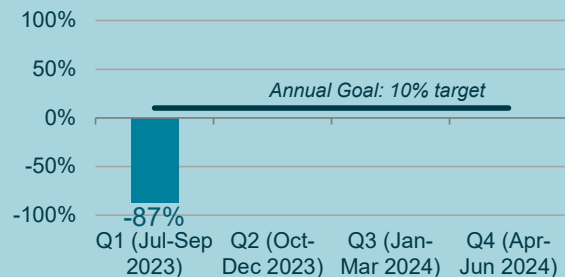
% quarterly change year-over-year in downtown visitation as measured through cell phone data



Performance

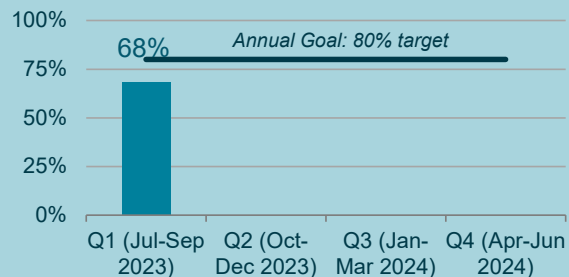
1) Housing Units Added in City (Source: PBCE)

% change year-over-year of housing units with certificate of occupancy or final inspection



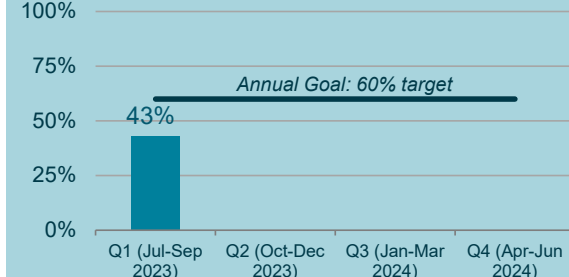
2) Speed of Housing Permit Reviews** (Source: PBCE)

% residential projects completed within plan check time targets



3) Downtown Vibrancy Rating (Source: Focus Area Community Survey)

% of residents rating downtown as a vibrant place



*Q1 downtown activity rates include only device count data for July and August due to data reporting lags

**This number is for general permit data for this quarter; PBCE is working towards reporting on housing permit-specific data for next quarter



Attracting Investment in Jobs and Housing

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1, 2) Development Services (PBCE, PW, Fire, OEDCA)

Core Service Budget Programs	2023-2024 Budgeted Amount and Budgeted FTEs	
Building Development Services (PBCE)	\$31,777,697	150.61 FTEs
Planning Development Services (PBCE)	\$5,897,767	33.00 FTEs
Development Services Administration (PBCE)	\$2,353,814	9.14 FTEs
Public Works Development Services (PW)	\$16,556,997	82.00 FTEs
Fire Development Services (Fire)	\$8,463,860	34.35 FTEs
Business Outreach and Assistance (OEDCA)	\$7,538,637	8.32 FTEs
Development Attracting and Facilitation (OEDCA)	\$638,869	3.00 FTEs
Economic Policy Analysis and Communications (OEDCA)	\$671,859	2.68 FTEs
Workforce Development Services (OEDCA)	\$11,529,660	17.80 FTEs
Sub-Total	\$85,429,160	340.90 FTEs

3) Downtown Management (OEDCA, PD, Housing, PBCE)

Business District Management	\$1,569,964	3.00 FTEs
Arts and Cultural Development Administration	\$936,431	2.75 FTEs
Convention and Visitors Bureau	\$6,072,000	0 FTEs
Cultural Grants	\$6,439,105	0 FTEs
Cultural Facilities Operations and Maintenance	\$21,736,022	1.25 FTEs
Outdoor Events	\$786,039	4.00 FTEs
Public Art / Placemaking	\$870,138	4.00 FTEs
Sub-Total	\$38,419,699	15.00 FTEs

TOTAL	\$123,848,859	355.90 FTEs
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Key Initiatives

- Housing Element Adoption
- Market Ready Urban Village
- SJ Permits Website Process Updates
- Building Electronic Plan Review
- Environmental Review Process Support
- Management System Upgrades
- Online Permit Fee Estimator Tool
- Planning Fellowship Program
- Best Prepared Designer Program

- Storefront Activation Program
- Downtown programming and marketing
- Arts and cultural sector support
- Convention Center and cultural facilities activation
- Community Service Officer Deployment
- Code Enforcement Focus Area Service Team (FAST)
- Case Conferencing Storefront Collaboration
- San Pedro Street Pedestrian Mall and Post Street closure pilot
- Downtown Vibrancy Event Pilot
- Artistic lighting interventions
- SJSU Co-Branding Initiative



Attracting Investment in Jobs and Housing

City Council Focus Area Scorecard

Q1 2023-2024

Jul – Sep 2023

1, 2) Development Services (PBCE, PW, Fire, OEDCA)

Q1 Key Accomplishments

- Completed coordination with HCD on Housing Element questions for adoption.
- Council approved Housing Catalyst Work Plan.
- Committee approved Market Ready Urban Village work and opportunity site (Saratoga Combined).
- Completed work with City Auditor on Residential Building Permits audit.
- Completed 5 permits with 965 units for Destination Home Affordable Housing Projects.
- Completed analysis work on Evergreen/East Hills Development Policy.
- Completed Best Prepared Designer launch.
- Completed SJ Permits Self-Start Development and Solar/Battery Online Issuance.

Q1 Key Dependencies, Issues, and Risks

- Market conditions and interest rates impacting development and job growth.
- State Department of Housing and Community Development's acceptance of third revision to Housing Element.
- Recent activity has fallen; Housing start and finish activity is inconsistent by period.
- Cost of Development work coming to Council in October 2023.

3) Downtown Management (OEDCA, PD, Housing, PBCE)

- Developed an ordinance for San Pedro Street Closure (Pedestrian Mall Act) through extensive community outreach and support.
- Technical assistance provided to businesses on sidewalk seating and operations for Pedestrian Mall Act.
- Established a community-based framework for permitting and special events will Post Street 4-day-a-week closure pilot extension.
- Hosted first Downtown Vibrancy Event Pilot (Pilot Free Zone), Little Italy Block Party.
- Selected artists to produce first artistic lighting interventions along 2nd Street.

Initiatives reported in other Focus Areas:

- *FAST Program*
- *Vacant Buildings Enforcement Program*
- *The Collab*

- Downtown Community Services Officer Detail contingent on recruitment increasing above current staffing level.
- Property owners affected by San Pedro Street Closure may submit a claim for damages as a result of removing vehicular traffic from the street.
- Post Street 4-day-a-week street closure not universally supported by the businesses on the street.
- Receive feedback from Permit Free Zone that the program is too restrictive and that event organizers would like to include more parking and alcohol; the Administration is exploring options.

Next Steps: Execution as Learning

1. Cabinets and Execution Teams
2. Scorecard Data Labeling and Visualization
3. Identification of Most Impactful Budget Programs/Key Initiatives
4. Key Accomplishments Rigor
5. Key Accomplishments Planned Next Quarter
6. Budget Tracking and Reporting
7. Dashboard Functionality and Usability

City Council Focus Areas Quarterly Status Report

October 31, 2023

Lee Wilcox	Assistant City Manager, <i>Increasing Community Safety</i> Executive Sponsor
Dolan Beckel	Chief of Staff for the City Manager
Omar Passons	Deputy City Manager, <i>Reducing Unsheltered Homelessness</i> Executive Sponsor
Angel Rios	Deputy City Manager, <i>Cleaning Up our Neighborhoods</i> Executive Sponsor
Rob Lloyd	Deputy City Manager, <i>Attracting Investment in Jobs and Housing</i> Executive Sponsor
Erik Jensen	Assistant to the City Manager

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [REDACTED]
Subject: Re: Finance Commission Draft Work Plan and Meeting Schedule
Date: Thursday, January 18, 2024 1:54:21 PM
Attachments: [inky-injection-inliner-209b06d63f3139b7bbda7129634c80da.png](#)
[inky-injection-inliner-6f42d488d348cfd86bff9497caf9f6a.png](#)
[inky-injection-inliner-6f42d488d348cfd86bff9497caf9f6a.png](#)
[inky-injection-inliner-209b06d63f3139b7bbda7129634c80da.png](#)
[Finance Commission Tentative Schedule 2024.docx](#)
[Finance Commission Draft 2024 Workplan.xlsx](#)

[EXTERNAL SENDER]

One quick comment can you rearrange the projects so the most important ones are at the top of the work plan. Perhaps we could separate into two groups and then sort by importance.

The first group would be strategic projects and the second group are all the required projects under the statute.

Organizing the work plan starting with the strategic projects sends a message.

Let me know if you have any questions.

I am still reviewing and might have a few more thoughts.

Phil
Sent from my iPhone

On Jan 18, 2024, at 10:59 AM, Gitta Ungvari <GUngvari@losgatosca.gov> wrote:

External (gungvari@losgatosca.gov)

Phil and Linda,

Thank you so much for your time and contribution on our follow up meeting yesterday. Attached are the updated Draft Workplan and the Draft Meeting Dates for your confirmation.

I have also noted that Linda will Chair March 11, 2024 and October 14, 2024 regular meetings.

Below are the Tentative Agenda for the 2/12/2024 Regular Meeting:

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023

3. Receive Final Financial Transaction Report for Submittal to the State Controller
4. Receive Finance Commission Schedule

Other Business:

5. Discuss Assumptions for the Five-Year Forecast
6. Review and Make Recommendations on the Mid Year Report
7. Review Finance Commission Draft 2024 Workplan
8. Commission/Managers Matters

Please let me know if I have captured all your recommendations and confirm the agenda.

Thanks,

Gitta

Items	Projects	Assignments	Frequency	Finance Commission Target Date(s)	Notes
1	Five-Year Forecast	Discuss Assumptions for the Five-Year Forecast	Annually	2/12/2024; 3/11/2024 Report Back on Council Action	
2	Five-Year Capital Plan	Discuss Fully Funded Five-Year Capital Plan	Annually	3/11/2023; 10/14/2024 2nd Review	
3	Unfunded Pension Liability/CalPERS Pension Study	Receive Actuarial Presentation on CalPERS Actuarial Analysis for the Miscellaneous and Safety Plan. Recommend to Town Council a plan to reduce unfunded Miscellaneous and Safety Plan Pension Liabilities	Annually	5/13/2024	Hold a Joint Study Session with the Pension and OPEB Trusts Oversight Committee Tentative, Pending Mayor Approval
4	Key Performance Indicators	Discuss Potential Revisions to Key Performance Indicators to Include Operational Measures	Quarterly	5/13/2024, 9/9/2024; 12/9/2024	Iterative Process During the Year, Starting 5/13/2024
5	Operating and Capital Budget	Review and Make Recommendations on the Proposed Annual Budgets	Annually	4/29/2024; 5/6/2024; 5/13/2024 (Published on 4/22/2024 - No Meeting)	
6	Mid-Year Budget	Review and Make Recommendation on the Mid-Year Report	Annually	2/12/2024	
7	Audit Plan Review	Pre-Audit Meeting	Annually	9/9/2024	
8	Management Discussion and Analysis (MD&A)-ACFR	Review and Make Recommendations on the MD&A Format		10/14/2024	
9	Annual Comprehensive Financial Report	Review and Make Recommendations on the Draft Annual Comprehensive Financial Report	Annually	12/2/2024; 12/9/2024	
10	State Controller Financial Transaction Report	Review and Make Recommendations on the Town Draft Financial Transaction Report	Annually	1/8/2024	
11	Measure G Revenue and Expenditure Report	Receive Measure G Revenue and Expenditure Report	Annually	3/11/2024	
12	Single Audit Report	Receive Single Audit Report if applicable	Annually	3/11/2024	
13	Financial Policies	Review and Make Recommendations on the Investment Policy	Annually	3/11/2024	Consent Item
14	Financial Policies	Review and Make Recommendation on the General Fund Reserve Policy	As Needed	5/13/2024	
15	Investment Performance	Receive Monthly Financial and Investment Report	Monthly	1/8/2024; 2/12/2024; 3/11/2024; 4/8/2024; 5/13/2024; 9/9/2024; 10/14/2024; 11/11/2024; 12/9/2024	Consent Item
16	Pension and OPEB Trust Funds Performance	Receive Performance and Account Summary Reports for CERBT and CEPPT	Quarterly	3/11/2024; 9/9/2024; 12/9/2024	Consent Item
17	CalPERS Actuarial Reports	Receive CalPERS Annual Actuarial Reports	Annually	10/9/2024	Consent Item
18	OPEB Actuarial Analysis	Receive OPEB Actuarial Analysis	Every Two Year	9/9/2024	
19	CalPERS Performance	Receive CalPERS Public Employees' Retirement Fund (PERF) Preliminary Performance Report	Annually	12/9/2024	Consent Item



FINANCE COMMISSION TENTATIVE MEETING SCHEDULE 2024

January 8, 2024 5 p.m.	Regular Finance Commission Meeting
February 12, 2024 5 p.m.	Regular Finance Commission Meeting
March 11, 2024 5 p.m.	Regular Finance Commission Meeting
April 8, 2024 5 p.m.	Regular Finance Commission Meeting
April 29, 2024 5 p.m.	Special Finance Commission Meeting
May 6 2024 5 p.m.	Special Finance Commission Meeting
May 13, 2024 5 p.m.	Regular Finance Commission Meeting
June 10, 2024	Regular Finance Commission Meeting CANCELLED
July 8, 2024	Regular Finance Commission Meeting CANCELLED
August 12, 2024	Regular Finance Commission Meeting CANCELLED
September 9, 2024 5 p.m.	Regular Finance Commission Meeting
October 14, 2024 5 p.m.	Regular Finance Commission Meeting
November 11, 2024 5 p.m.	Regular Finance Commission Meeting
December 2, 2024 5 p.m.	Special Finance Commission Meeting
December 9, 2024 5 p.m.	Regular Finance Commission Meeting

From: [Phil Koen](#)
To: [Gitta Ungvari](#); [Linda Reiners](#)
Subject: revised work plan
Date: Tuesday, January 23, 2024 9:41:13 AM
Attachments: [Copy of Finance Commission Draft 2024 Workplan.xlsx](#)

[EXTERNAL SENDER]

Gitta and Linda,

I have made some revisions to the draft work plan that Gitta circulated. Please review and let me know your thoughts.

Regarding item #4 – Council Score Card, I think the only way to tackle this is with a subcommittee that can work on this throughout the year. Linda I was hoping you could chair that sub-committee.

It is going to take time and we will need to work very closely with Staff and the Town Council to produce something that is useful. The model that I am thinking about is what SJ is attempting to do.

Looking forward to finalizing this.

Phil

Items	Projects	Assignments	Frequency	Finance Commission Target Date(s)	Notes
1	Five-Year Forecast	Develop a Five Year Financial forecast based on most likely assumptions, and develop reasonable alternative scenarios to stress test financial flexibility. If funding gap is projected, develop corrective actions for Councils consideration and action.	Annually	2/12/2024; 3/11/2024 Report Back on Council Action	
2	Five-Year Capital Plan	Develop Fully Funded Five-Year Capital Plan which time phases capital spending and funding sources. Analyze probability of funding to risk adjust capital plan to avoid stranding capital.	Annually	3/11/2023; 10/14/2024 2nd Review	
3	Unfunded Pension Liability/CalPERS Pension Study	Review Foster and Foster actuarial analysis of CalPERS Actuarial Report for the Miscellaneous and Safety Plan. Develop recommendations to reduce unfunded Miscellaneous and Safety Plan Pension Liabilities for the Town Councils consideration and action.	Annually	5/13/2024	Hold a Joint Study Session with the Pension and OPEB Trusts Oversight Committee Tentative, Pending Mayor Approval
4	Council Priority Score Card	Commence development of a governance level tool for reporting outcome and performance measures in addition to execution progress to help drive continuous improvement. Outcomes and performance measures would be collected quarterly. The Council priority scorecard would provide a snapshot into the most important measures for the top 4 Town Council's Priorities 2024 - 2026. At the highest level the score card should answer "how are we doing" and "how do we know" for each of the top 4 Council priorities.	Quarterly	5/13/2024, 9/9/2024; 12/9/2024	Iterative Process During the Year, Starting 5/13/2024
5	Annual Operating and Capital Budget	Review and Make Recommendations on the Proposed Annual Budgets	Annually	4/29/2024; 5/6/2024; 5/13/2024 (Published on 4/22/2024 - No Meeting)	
6	Mid-Year Budget	Review and Make Recommendation on the Mid-Year Report	Annually	2/12/2024	
7	Audit Plan Review	Review auditors work plan and discuss audit risks	Annually	9/9/2024	
8	Management Discussion and Analysis (MD&A)-ACFR	Review and Make Recommendations on the MD&A Format		10/14/2024	
9	Annual Comprehensive Financial Report	Review and Make Recommendations on the Draft Annual Comprehensive Financial Report	Annually	12/2/2024; 12/9/2024	
10	State Controller Financial Transaction Report	Review and Make Recommendations on the Town Draft Financial Transaction Report	Annually	1/8/2024	
11	Measure G Revenue and Expenditure Report	Receive Measure G Revenue and Expenditure Report	Annually	3/11/2024	
12	Single Audit Report	Receive Single Audit Report if applicable	Annually	3/11/2024	
13	Financial Policies	Review and Make Recommendations on the Investment Policy	Annually	3/11/2024	Consent Item
14	Financial Policies	Review and Make Recommendation on the General Fund Reserve Policy	As Needed	5/13/2024	
15	Investment Performance	Receive Monthly Financial and Investment Report	Monthly	1/8/2024; 2/12/2024; 3/11/2024; 4/8/2024; 5/13/2024; 9/9/2024; 10/14/2024; 11/11/2024; 12/9/2024	Consent Item
16	Pension and OPEB Trust Funds Performance	Receive Performance and Account Summary Reports for CERBT and CEPPT	Quarterly	3/11/2024; 9/9/2024; 12/9/2024	Consent Item

17	CalPERS Actuarial Reports	Receive CalPERS Annual Actuarial Reports	Annually	10/9/2024	Consent Item
18	OPEB Actuarial Analysis	Receive OPEB Actuarial Analysis	Every Two Year	9/9/2024	
19	CalPERS Performance	Receive CalPERS Public Employees' Retirement Fund (PERF) Preliminary Performance Report	Annually	12/9/2024	Consent Item

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#)
Subject: Re: revised work plan
Date: Wednesday, January 24, 2024 9:56:02 PM
Attachments: [inlky:injection:inliner-209b06d63f31139b7bbda7129634cd0da.png](#)
[inlky:injection:inliner-6f42d488d348cf086b0f9497caf9f6a.png](#)
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[inlky:injection:inliner-209b06d63f31139b7bbda7129634cd0da.png](#)

[EXTERNAL SENDER]

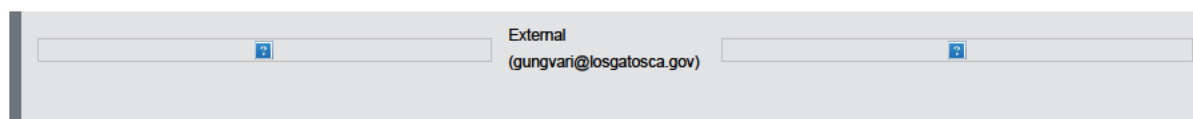
Gitta,

Could Linda and I meet with you on Feb 6 to discuss your thoughts on the 5 year revenue model I forwarded to you? We thought it would be good to review our prior to the FC meeting on Feb 12.

Thanks,

Phil

On Jan 24, 2024, at 5:31 PM, Gitta Ungvari <GUngvari@losgatosca.gov> wrote:



Phil and Linda,

Thank you for the updated workplan. Staff will include the information provided for Commissioner's discussion. Linda, please let me know if you have any recommended changes.

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Tuesday, January 23, 2024 9:41 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>; Linda Reiners [REDACTED]
Subject: revised work plan

[EXTERNAL SENDER]

Gitta and Linda,

I have made some revisions to the draft work plan that Gitta circulated. Please review and let me know your thoughts.

Regarding item #4 – Council Score Card, I think the only way to tackle this is with a subcommittee that can work on this throughout the year. Linda I was hoping you could chair that sub-committee.

It is going to take time and we will need to work very closely with Staff and the Town Council to produce something that is useful. The model that I am thinking about is what SJ is attempting to do.

Looking forward to finalizing this.

Phil

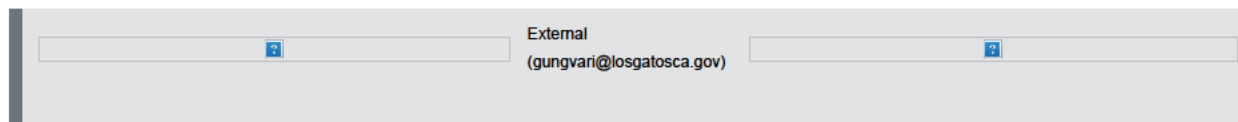
From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#)
Subject: Re: revised work plan
Date: Thursday, January 25, 2024 9:43:22 AM
Attachments: [injection-inliner-209b06d63f3139b7b0da7129634c80da.png](#)
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[injection-inliner-6f42d488d348cd86b0f9497cafb6ea.png](#)
[injection-inliner-209b06d63f3139b7b0da7129634c80da.png](#)

[EXTERNAL SENDER]

Could you please circulate the final draft to us. Thanks

Phil
Sent from my iPhone

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Looking forward to finalizing this.

Phil

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#)
Subject: Re: revised work plan
Date: Monday, January 29, 2024 9:53:13 PM
Attachments: [inly:injection:inliner-20990663f31139b7bbda7129634cd0da.png](#)
[inly:injection:inliner-6f42d488d348cf0868cf9497caf9fa.png](#)
[inly:injection:inliner-6f42d488d348cf0868cf9497caf9fa.png](#)
[inly:injection:inliner-20990663f31139b7bbda7129634cd0da.png](#)

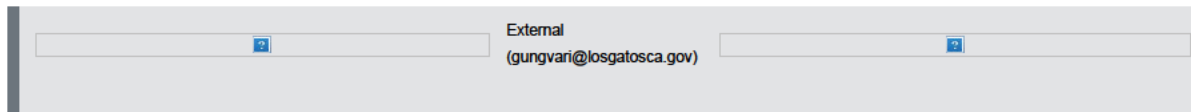
[EXTERNAL SENDER]

Hello Gitta,

Thank you for your response. I'll discuss with Linda and will revert back to you.

Phil Koen

On Jan 29, 2024, at 6:14 PM, Gitta Ungvari <GUngvari@losgatosca.gov> wrote:



Good evening Chair,

Thank you for your email. Regarding the key performance indicators/score card, after checking in with the Town Manager and Town Attorney, this initial discussion will need to be agendized, and at that time, next steps and best path forward can be determined by the full Commission. I know that it is currently scheduled for 5/13, but staff could prepare for the 3/11 or 4/8 Commission meeting in order to allow for the next steps to be determined earlier?

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Tuesday, January 23, 2024 9:41 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>; Linda Reiners [REDACTED]
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Looking forward to finalizing this.

Phil

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#); [Laurel Prevetti](#); [Wendy Wood](#); [Katy Nomura](#); [Mary Badame](#)
Subject: Draft Agenda for Feb 12 FC meeting
Date: Tuesday, January 30, 2024 10:54:27 AM

[EXTERNAL SENDER]

Hello Gitta,

Below is a first cut at a proposed agenda for the February 12 FC meeting for your review and comment. Please let me know if I need to make any changes. I am open to all comments/suggestions. Are there any other items for the consent calendar?

If you could put this in the proper format, I would greatly appreciate that. Since a formal workplan was never approved in 2023, I don't think it is necessary to discuss 2023. There is more important work to be done and I don't want to waste any time on 2023. It's history.

Please note that the time of the meeting will be from 5pm to 8 pm. If we finish early that will be great. As has been the custom, I would ask Staff to present initial comments for each agenda item to frame and guide the discussion and walk the FC through the Staff work.

Consent Items

- Approve Draft minutes from January FC meeting.
- Receive Monthly Investment Report
-

Receive FY 22 and FY 23 Cities Financial Transaction Reports as filed with the State of California

Other Business

- Review of the Five-Year Forecast (FY 25 – FY 30). Provide initial comments/findings and recommendations to close any forecasted operating deficits to the Town Council. This is first of two reviews.
- Review the Revenue Modeling Report prepared by NBS and make recommendations/findings to the Town Council on the need for any revenue tax ballot measure based on analysis of available financial information.
 - Please provide the Staff reports regarding this matter dated December 11, 2023, October 17, 2023 and June 8, 2023 along with the NBS report dated December 14, 2023
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 - Please provide the Statement of Revenues, Expenditures and Changes in Fund Balances for FY 22 and FY 23 from the ACFRs (only the statements)
 - Please provide the 5-year forecast that was relied upon and referenced in the NBS report.
- Review and provide recommendations/findings to the Town Council regarding mid-year FY 24 budget report.
- Review and approve the draft 2024 Workplan.

As part of the workplan, I would like to establish a sub-committee to work on the Council Priority Score Card. Ideally the subcommittee should be chaired by a FC citizen appointee, with participation from a council member appointee, and a member of the Staff. It would be terrific if perhaps Katy served as the Staff appointee since the score card is broader than just financial metrics. Katy would you be so kind as to take this on? What do I need to do to accomplish this ?

Lastly, I believe we will have two new members of the FC attending their first meeting on Feb 12. This is very exciting to have the FC fully staffed at the beginning of the year. I would like to formally welcome the new members and publicly acknowledge their amazing backgrounds and how lucky we are to have residents willing to serve. I want to also thank Council Members Moore and Hudes for making speedy appointments and acknowledge the importance of the FC providing independent advice to the TC as they weigh some difficult decisions. This is what was mandated by the vote of the people. I would like to open with this. How do I do this? Do I need a separate agenda item? Please advise.

Thank you,

Phil Koen

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#); [Laurel Prevetti](#); [Wendy Wood](#); [Katy Nomura](#); [Mary Badame](#)
Subject: RE: Draft Agenda for Feb 12 FC meeting - final version
Date: Monday, February 5, 2024 7:17:50 AM
Attachments: [image001.png](#)
[image002.png](#)

[EXTERNAL SENDER]

Gitta,

Here is the final agenda for our upcoming Feb meeting. There is a fair amount of supporting material that needs to be sent with the agenda as background reading. Can you provide me with a list of items that you would include for my review?

Please make sure that for agenda item 7 the NBS report, the Staff reports dated December 11 and June 20, 2023, as well as the 5-year Forecast that NBS relied upon which was mentioned in their report are all distributed. Also, since the topic includes discussing polling, perhaps we should include the poll that was done a few years ago in support of the sales tax increase so the FC has clarity as to what a poll is. I have that if you don't. Let's discuss.

Thanks,

Phil

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting

2. Receive Monthly Financial and Investment Report for December 2023
3. Receive FY 2022 and FY 2023 Final Financial Transaction Reports Previously Submitted to the State Controller

Other Business:

6. Review and make a recommendation to the Town Council to accept as presented or accept with modification the FY 24 Five-Year Forecast and supporting work product
7. Consider NBS Revenue Modeling Report and make Recommendations to the Town Council regarding budget balancing strategies including any revenue ballot measures and polling of any revenue ballot measures
8. Review and Make Recommendation to the Town Council to accept as presented or accept with modifications the FY 24 Mid-Year Report and supporting work product
9. Review and adopt the Finance Commission 2024 Workplan, meeting dates and establish subcommittees for selected projects.

Given the amount of work, I have eliminated the review of the investment policy. We can do this later since we only need to do this annually. I did this just in case someone wanted to have a more in-depth discussion, I didn't want to put pressure on the rest of the agenda.

Let me know if you have any questions.

Phil

From: Gitta Ungvari <GUngvari@losgatosca.gov>
Sent: Tuesday, January 30, 2024 12:14 PM
To: Phil Koen [REDACTED]
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: RE: Draft Agenda for Feb 12 FC meeting



External (gungvari@losgatosca.gov)



Good afternoon Chair,

It is appropriate to introduce the new members at the start of the meeting.

Below is the tentative agenda based on our agenda setting meeting discussion and additional correspondence.

Tentative Agenda for the Finance Commission February 12, 2024 Regular Meeting

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023
3. Receive FY 2022 and FY 2023 Final Financial Transaction Reports Submitted to the State Controller
4. Receive Finance Commission Schedule
5. Review the Investment Policy and Recommend No Changes

Other Business:

6. Discuss Assumptions for the Five-Year Forecast
 7. Review Revenue Modeling Report Prepared by NBS and Make Recommendations Regarding Budget Balancing Strategies
 8. Review and Make Recommendations on the Mid Year Report
 9. Review and Discuss the Finance Commission 2024 Workplan
 10. Commission/Managers Matters
- Please confirm the order of the items.

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Tuesday, January 30, 2024 10:54 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: Draft Agenda for Feb 12 FC meeting

[EXTERNAL SENDER]

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Consent Items

- Approve Draft minutes from January FC meeting.
- Receive Monthly Investment Report
- Receive FY 22 and FY 23 Cities Financial Transaction Reports as filed with the State of California

Other Business

- Review of the Five-Year Forecast (FY 25 – FY 30). Provide initial comments/findings and recommendations to close any forecasted operating deficits to the Town Council. This is first of two reviews.
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- Review and approve the draft 2024 Workplan.
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Thank you,

Phil Koen

From: [Phil Koen](#)
To: [Gitta Ungvari](#)
Cc: [Linda Reiners](#); [Laurel Prevetti](#); [Wendy Wood](#); [Katy Nomura](#); [Mary Badame](#)
Subject: RE: Draft Agenda for Feb 12 FC meeting - final version
Date: Tuesday, February 6, 2024 12:51:50 PM
Attachments: [image001.png](#)
[image002.png](#)

[EXTERNAL SENDER]

Gitta,

In addition to my earlier email, please make the changes to the agenda, shown in green

Thanks

Phil

From: Gitta Ungvari <GUngvari@losgatosca.gov>
Sent: Tuesday, February 6, 2024 12:39 PM
To: Phil Koen [REDACTED]
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: RE: Draft Agenda for Feb 12 FC meeting - final version



External (gungvari@losgatosca.gov)



Good afternoon Chair,

Thank you for sending the agenda.
Please see my revision based on prior communications.

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023

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8. Review and Make Recommendation to the Town Council to accept as presented or accept with modifications the FY 24 Mid-Year Report and supporting work product
9. Review and adopt the Finance Commission 2024 Workplan, meeting dates and establish [subcommittees for selected projects](#).

I will place the Investment Policy Review on the March meeting agenda.

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Monday, February 5, 2024 7:18 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
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Subject: RE: Draft Agenda for Feb 12 FC meeting - final version
Date: Tuesday, February 6, 2024 12:45:50 PM
Attachments: [image001.png](#)
[image002.png](#)

[EXTERNAL SENDER]

Hi Gitta,

Thank you for your email. However, we may wish to establish other ad hoc or sub-committees. Therefore, please use my earlier language which will give us the flexibility to establish more sub-committees if the FC so determines. Also, is it appropriate to call this group an ad hoc or a subcommittee? What is the difference? Can an ad hoc committee have people on it that are not members of the FC? I assume a sub-committee can only be members of the FC on it.

Please advise.

Thanks,

Phil Koen

From: Gitta Ungvari <GUngvari@losgatosca.gov>
Sent: Tuesday, February 6, 2024 12:39 PM
To: Phil Koen [REDACTED]
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: RE: Draft Agenda for Feb 12 FC meeting - final version



External (gungvari@losgatosca.gov)



Good afternoon Chair,

Thank you for sending the agenda.

Please see my revision based on prior communications.

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023
3. Receive FY 2022 and FY 2023 Final Financial Transaction Reports Previously Submitted to the State Controller

Other Business:

6. Review and make a recommendation to the Town Council to accept as presented or accept with modification the FY 24 Five-Year Forecast and supporting work product
7. Consider NBS Revenue Modeling Report and make Recommendations to the Town Council regarding budget balancing strategies including any revenue ballot measures and polling of any revenue ballot measures
8. Review and Make Recommendation to the Town Council to accept as presented or accept with modifications the FY 24 Mid-Year Report and supporting work product
9. Review and adopt the Finance Commission 2024 Workplan, meeting dates and establish **Council Priority Scorecard Ad Hoc.**

I will place the Investment Policy Review on the March meeting agenda.

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Monday, February 5, 2024 7:18 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: RE: Draft Agenda for Feb 12 FC meeting - final version

[EXTERNAL SENDER]

Gitta,

Here is the final agenda for our upcoming Feb meeting. There is a fair amount of supporting material that needs to be sent with the agenda as background reading. Can you provide me with a list of items that you would include for my review?

Please make sure that for agenda item 7 the NBS report, the Staff reports dated December 11 and June 20, 2023, as well as the 5-year Forecast that NBS relied upon which was mentioned in their report are all distributed. Also, since the topic includes discussing polling, perhaps we should include the poll that was done a few years ago in support of the sales tax increase so the FC has clarity as to what a poll is. I have that if you don't. Let's discuss.

Thanks,

Phil

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023
3. Receive FY 2022 and FY 2023 Final Financial Transaction Reports Previously Submitted to the State Controller

Other Business:

6. Review and make a recommendation to the Town Council to accept as presented or accept with modification the FY 24 Five-Year Forecast and supporting work product
7. Consider NBS Revenue Modeling Report and make Recommendations to the Town Council regarding budget balancing strategies including any revenue ballot measures and polling of any revenue ballot measures
8. Review and Make Recommendation to the Town Council to accept as presented or accept with modifications the FY 24 Mid-Year Report and supporting work product
9. Review and adopt the Finance Commission 2024 Workplan, meeting dates and establish subcommittees for selected projects.

Given the amount of work, I have eliminated the review of the investment policy. We can do this later since we only need to do this annually. I did this just in case someone wanted to have a more in-depth discussion, I didn't want to put pressure on the rest of the agenda.

Let me know if you have any questions.

Phil

From: Gitta Ungvari <GUngvari@losgatosca.gov>

Sent: Tuesday, January 30, 2024 12:14 PM

To: Phil Koen [REDACTED]
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame <MBadame@losgatosca.gov>
Subject: RE: Draft Agenda for Feb 12 FC meeting



External (gungvari@losgatosca.gov)



Good afternoon Chair,

It is appropriate to introduce the new members at the start of the meeting.

Below is the tentative agenda based on our agenda setting meeting discussion and additional correspondence.

Tentative Agenda for the Finance Commission February 12, 2024 Regular Meeting

Consent Items:

1. Approve the Minutes of the January 8, 2024 Finance Commission Regular Meeting
2. Receive Monthly Financial and Investment Report for December 2023
3. Receive FY 2022 and FY 2023 Final Financial Transaction Reports Submitted to the State Controller
4. Receive Finance Commission Schedule
5. Review the Investment Policy and Recommend No Changes

Other Business:

6. Discuss Assumptions for the Five-Year Forecast
7. Review Revenue Modeling Report Prepared by NBS and Make Recommendations Regarding Budget Balancing Strategies
8. Review and Make Recommendations on the Mid Year Report
9. Review and Discuss the Finance Commission 2024 Workplan
10. Commission/Managers Matters

Please confirm the order of the items.

Thanks,

Gitta

From: Phil Koen [REDACTED]
Sent: Tuesday, January 30, 2024 10:54 AM
To: Gitta Ungvari <GUngvari@losgatosca.gov>
Cc: Linda Reiners [REDACTED]; Laurel Prevetti <LPrevetti@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Katy Nomura <KNomura@losgatosca.gov>; Mary Badame

<MBadame@losgatosca.gov>

Subject: Draft Agenda for Feb 12 FC meeting

[EXTERNAL SENDER]

Hello Gitta,

Below is a first cut at a proposed agenda for the February 12 FC meeting for your review and comment. Please let me know if I need to make any changes. I am open to all comments/suggestions. Are there any other items for the consent calendar?

If you could put this in the proper format, I would greatly appreciate that. Since a formal workplan was never approved in 2023, I don't think it is necessary to discuss 2023. There is more important work to be done and I don't want to waste any time on 2023. It's history.

Please note that the time of the meeting will be from 5pm to 8 pm. If we finish early that will be great. As has been the custom, I would ask Staff to present initial comments for each agenda item to frame and guide the discussion and walk the FC through the Staff work.

Consent Items

- Approve Draft minutes from January FC meeting.
- Receive Monthly Investment Report
- Receive FY 22 and FY 23 Cities Financial Transaction Reports as filed with the State of California

Other Business

- Review of the Five-Year Forecast (FY 25 – FY 30). Provide initial comments/findings and recommendations to close any forecasted operating deficits to the Town Council. This is first of two reviews.
- Review the Revenue Modeling Report prepared by NBS and make recommendations/findings to the Town Council on the need for any revenue tax ballot measure based on analysis of available financial information.
 - Please provide the Staff reports regarding this matter dated December 11, 2023, October 17, 2023 and June 8, 2023 along with the NBS report dated December 14, 2023
 - Please provide the GF budget vs actual (GAAP) statements from the FY 22 and FY 23 from the ACFR (only the statements)
 - Please provide the Statement of Revenues, Expenditures and Changes in Fund Balances for FY 22 and FY 23 from the ACFRs (only the statements)
 - Please provide the 5-year forecast that was relied upon and referenced in the NBS report.
- Review and provide recommendations/findings to the Town Council regarding mid-year FY 24 budget report.
- Review and approve the draft 2024 Workplan.
 - As part of the workplan, I would like to establish a sub-committee to work on the Council Priority

Score Card. Ideally the subcommittee should be chaired by a FC citizen appointee, with participation from a council member appointee, and a member of the Staff. It would be terrific if perhaps Katy served as the Staff appointee since the score card is broader than just financial metrics. Katy would you be so kind as to take this on? What do I need to do to accomplish this ?

Lastly, I believe we will have two new members of the FC attending their first meeting on Feb 12. This is very exciting to have the FC fully staffed at the beginning of the year. I would like to formally welcome the new members and publicly acknowledge their amazing backgrounds and how lucky we are to have residents willing to serve. I want to also thank Council Members Moore and Hudes for making speedy appointments and acknowledge the importance of the FC providing independent advice to the TC as they weigh some difficult decisions. This is what was mandated by the vote of the people. I would like to open with this. How do I do this? Do I need a separate agenda item? Please advise.

Thank you,

Phil Koen