



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 02/12/2024

ITEM NO: 7

DATE: February 8, 2024
TO: Finance Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review and Adopt the Finance Commission 2024 Workplan, Meeting Dates and Establish Subcommittees for Selected Projects

RECOMMENDATION:

Review and adopt the Finance Commission 2024 Workplan, meeting dates and establish subcommittees for selected projects.

REMARKS:

Per Measure A, the Finance Commission has mandatory actions and other financial related areas for Commission consideration and review throughout the year (Attachment 1).

The Finance Commission has started discussing priorities and reviewing the workplan at its January 8, 2024 meeting.

Attachment 2 provides a draft 2024 Finance Commission workplan for Commission consideration and discussion based on priorities provided at the January Finance Commission and agenda setting meeting with the Chair and Vice-Chair. The draft workplan focuses on the requisite Measure A requirements and the priorities identified. Attachment 3 includes the Finance Commission 2024 Meeting Schedule.

The Chair suggested more detailed descriptions of the items and these have been included as Attachment 4 for the full Commission's discussion and consideration.

This item affords Commissioners an opportunity to further discuss other areas of potential interest in the coming year given staff capacity.

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Town Manager, Town Attorney, and Assistant Town Manger

REMARKS (continued):

The Chair requested the subject of the agenda item include subcommittees. There are two types of subcommittees, an ad hoc subcommittee and a standing subcommittee. Standing subcommittees are subject to the Brown Act and ad hoc subcommittees are not. Ad hoc subcommittees are temporary advisory committees composed solely of less than a quorum of the legislative body that serve a limited or single purpose, are not perpetual, and will be dissolved once their specific task is completed. Standing committees are longer-term committees created by formal action and are subject to the Brown Act. Staff does not have the capacity to support additional standing subcommittees.

If a subcommittee is desired, an ad hoc subcommittee would be the best option. An ad hoc subcommittee would include only the ad hoc subcommittee members and no members of the public. Its work would be outside of regular Commission meetings and then then it would report back to the full Commission during a regular meeting.

Attachment 5 contains Commissioners' correspondence regarding workplan items.

Attachments:

1. Measure A
2. Draft 2024 Commission Workplan
3. Finance Commission 2024 Meeting Schedule
4. Draft 2024 Commission Workplan- Additional Details from Chair
5. Commissioners Communications