



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 01/08/2024

ITEM NO: 5

DATE: January 3, 2024
TO: Finance Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Confirm the Finance Commission Meeting Dates and Times for 2024

RECOMMENDATION:

Staff recommends that the Finance Commission discuss and confirm the Finance Commission meeting dates and times for 2024.

REMARKS:

On January 10, 2023, the Commission approved regular meetings on the second Monday of each month at 5 p.m. The Finance Commission reconfirmed the day and time of the regular meetings at its October 18, 2024 meeting. The Finance Commission is required to meet quarterly. Attachment 1 contains a tentative schedule for 2024.

State law requires a quorum of voting members to be in attendance in person. For the Finance Commission, the quorum is three resident member Commissioners.

The Finance Commission is required to review the Annual Proposed Budget and the Annual Comprehensive Financial Report (ACFR) each year and provide comments and recommendations. To meet the deadlines for reviewing these documents, additional meetings are typically scheduled for the months of April, May, and December.

Regular meetings for July and August were removed in 2023. Commissioners should confirm if this practice should be continued in 2024.

Attachment:

1. Tentative Finance Commission Schedule for 2024

PREPARED BY: Gitta Ungvari
Finance Director

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