



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

MEETING DATE: 03/11/2024

ITEM NO: 9

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DATE: February 28, 2024  
TO: Finance Commission  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Discuss and Establish Three Ad Hoc Subcommittees Comprised of Less Than a Quorum of the Commission's Citizen Appointees to Address the Five-Year Capital Plan, the Unfunded Pension Liability/CalPERS, and the Council Priority Score Card

**RECOMMENDATION:**

Discuss and establish three ad hoc subcommittees comprised of less than a quorum of the Commission's Citizen Appointees to address the Five-Year Capital Plan, the Unfunded Pension Liability/CalPERS, and the Council Priority Score Card.

**REMARKS:**

The Chair requested an agenda item to consider 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 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. An ad hoc subcommittee can only be comprised of less than a quorum (up to 2) of the Citizen Appointees to the Finance Commission and cannot have staff or Council Liaisons as

**PREPARED BY:** Gitta Ungvari  
Finance Director

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

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REMARKS (continued):

official members of the ad hoc subcommittee. However, Council Liaisons, staff, and anyone else may still attend ad hoc committee meetings. The work would be conducted outside of regular Commission meetings with only minor staff involvement. There is no staff capacity to create work products for the ad hoc subcommittees. The ad hoc subcommittee(s) would report back to the full Commission during regular meetings.

The first report out to the Finance Commission should be the ad hoc subcommittee's workplan and a description of the product(s) that the ad hoc subcommittee intends to complete. The Finance Commission should approve each ad hoc subcommittee workplan before the work begins. This is the Town's practice with its other Commissions that have ad hoc subcommittees.

Based on the workplan, the Chair is suggesting three subcommittees: Five-Year Capital Plan, the Unfunded Pension Liability/CalPERS, and the Council Priority Score Card.