



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 10/09/2023

ITEM NO: 9

DATE: September 29, 2023
TO: Finance Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss the Finance Commission Meeting Dates and Times for the Remainder of 2023 and Start the Preliminary Discussion for 2024

RECOMMENDATION:

Staff recommends that the Finance Commission discuss the Finance Commission meeting dates and times for the remainder of 2023 and start the preliminary discussion for 2024.

BACKGROUND:

On January 10, 2023, the Commission approved regular meetings on the second Monday of each month at 5 p.m. The Finance Commission is required to meet quarterly.

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. Regular meetings for July and August were removed from the work plan ahead of time in recognition of Commissioners' travel plans.

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. On March 10, 2023, the Commission confirmed special meeting dates April 17, April 24, and May 1, for the Budget discussion and December 4 for the ACFR review.

PREPARED BY: Gitta Ungvari
Finance Director

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

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SUBJECT: Finance Commission Meeting Dates

DATE: September 29, 2023

DISCUSSION:

Staff recommends confirming the already scheduled regular and special meetings for the remainder of calendar year 2023.

Based on the January and March discussion, meetings are scheduled for the rest of the Calendar Year 2023 are scheduled as follows:

Meeting Date and Time	Meeting Type
November 13, 2023 - 5 p.m.	Regular Meeting
December 4, 2023 - 5 p.m.	Special Meeting
December 11, 2023 - 5 p.m.	Regular Meeting

The Chair also requested to start a preliminary discussion regarding the 2024 meeting dates. The dates are usually set at the first meeting of the Calendar year to accommodate any new Commissioner(s). There will be one Commissioner term expiring at the end of December 2023.

Based on the Commission discussion, staff will bring back a preliminary schedule for 2024. The Finance Commission would then reconfirm the 2024 schedule in January 2024.

Attachment 1 contains a tentative schedule for 2024.

Attachment:

1. Tentative Finance Commission Schedule for 2024