



**TOWN OF LOS GATOS
FINANCE COMMISSION REPORT**

MEETING DATE: 4/8/2024

ITEM NO: 3

DATE: April 1, 2024
TO: Finance Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discussion of Content and Timeline for Ad Hoc Subcommittee Work Plans –
“Plan the Plan”

RECOMMENDATION:

Discuss the content and timeline for ad hoc subcommittee work plans.

BACKGROUND:

At the March 11, 2024 Finance Commission meeting, the Commission established three ad hoc subcommittees: Five-Year Capital Plan, the Unfunded Pension Liability/CalPERS, and the Council Priority Score Card.

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. An ad hoc subcommittee includes 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 official members of the ad hoc subcommittee. However, Council Liaisons, staff, and anyone else may still attend ad hoc committee meetings. The work will 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.

PREPARED BY: Gitta Ungvari
Finance Director

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

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SUBJECT: Ad Hoc Subcommittees Work Plans

DATE: April 1, 2024

DISCUSSION:

This item provides an opportunity to the Finance Commission discuss the ad hoc subcommittees' work plans, including a description of the product(s) that the ad hoc subcommittee intends to complete. The Finance Commission should approve each ad hoc subcommittee work plan before the work begins. This is the Town's practice with its other Commissions that have ad hoc subcommittees.