



**TOWN OF LOS GATOS
FINANCE COMMISSION SUB-COMMITTEE AGENDA
JUNE 30, 2021
110 EAST MAIN STREET
LOS GATOS, CA
4:00 PM**

*Loreen Huddleston, Chair
Stacey Dell, Commissioner
Matthew Hudes, Council Member*

**IMPORTANT NOTICE REGARDING THE JUNE 30, 2021
FINANCE COMMISSION SUB-COMMITTEE MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID- 19 pandemic. In accordance with Executive Order N-29- 20, the public may only view the meeting online and not in the Council Chamber.

PARTICIPATION

If you are interested in providing oral comments real-time during the meeting, you must join the Zoom webinar.

- Join from a PC, Mac, iPad, iPhone or Android device: click this link to join: .
[https://losgatosca-
gov.zoom.us/j/89300030756?pwd=ZjNQbGlaeXhjK1BsNTNrUTdVa3NDZz09](https://losgatosca.gov.zoom.us/j/89300030756?pwd=ZjNQbGlaeXhjK1BsNTNrUTdVa3NDZz09)
Passcode: 497476. You can also type in 893 0003 0756 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- Join by Telephone: Dial: 877-336-1829 US Toll-free or USA 636 651 0002 US Toll
- Conference code: 986172

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Commission meeting.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov with the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non Agenda Item.” Comments will be reviewed and distributed before the meeting if received by 11:00 a.m. on the day of the meeting. All comments received will become part of the record.

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JUNE 30, 2021
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REMOTE LOCATION PARTICIPANTS *(The following Committee Members are listed to permit them to appear electronically or telephonically at the Finance Commission Sub-Committee meeting: CHAIR LOREEN HUDDLESTON, COMMISSIONER STACEY DELL, AND COUNCIL MEMBER MATTHEW HUDES. All votes during the teleconferencing session will be conducted by roll call vote.)*

MEETING CALL TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Sub-Committee on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items by following the Participation Instructions on page 1 of this agenda.)*

- [1.](#) Appoint Vice Chair.
- [2.](#) Identify and Discuss Goal(s) of the Sub-Committee.
- [3.](#) Identify and Discuss the Potential Work Plan Items for the Sub-Committee.
- [4.](#) Identify and Discuss Sub-Committee Schedule and Other Operational Parameters.

ADJOURNMENT



**TOWN OF LOS GATOS
FINANCE COMMISSION
SUB-COMMITTEE REPORT**

MEETING DATE: 06/30/2021

ITEM NO: 1

Item 1.

DATE: June 23, 2021
TO: Finance Commission Sub-Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Appointment of Vice Chair of the Finance Commission Sub-Committee

RECOMMENDATION:

Appointment of Vice Chair of the Finance Commission Sub-Committee.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager



**TOWN OF LOS GATOS
FINANCE COMMISSION
SUB-COMMITTEE REPORT**

MEETING DATE: 06/30/2021

ITEM NO: 2

Item 2.

DATE: June 23, 2021
TO: Finance Commission Sub-Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify and Discuss the Goal(s) of the Finance Commission Sub-Committee

RECOMMENDATION:

Identify and Discuss the Goal(s) of the Finance Commission Sub-Committee.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager



**TOWN OF LOS GATOS
FINANCE COMMISSION
SUB-COMMITTEE REPORT**

MEETING DATE: 06/30/2021

ITEM NO: 3

Item 3.

DATE: June 23, 2021
TO: Finance Commission Sub-Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify and Discuss the Potential Work Plan Items for the Finance
Commission Sub-Committee

RECOMMENDATION:

Identify and Discuss the Potential Work Plan Items for the Finance Commission Sub-Committee.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Finance Commission Work Plan

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager

FINANCE COMMISSION WORKPLAN

Item 3.

	TOPICS	TOPICS	TOPICS
MARCH 2021	CIP Review & Funding Bartel Actuarial Presentation	2 nd Qtr Investment Report - Consent	State Controller Financial Transactions Report (FTR) - Consent
APRIL 2021	FY 2021/22 Initial Budget Discussion (possible add Mtg)	Revenue and Expense Review	
MAY 2021	FY 2021/22 Final Budget Discussion		Key Performance Indicators
JUNE 2021	Review Sales Tax Rev/Exp Draft Report	3 rd Qtr Investment Report	
JULY 2021	Council Revenue Enhancement Review		
AUGUST 2021			Key Performance Indicators
SEPTEMBER 2021	Pre-Audit Meeting	4 th Qtr Investment Report	
OCTOBER 2021			
NOVEMBER 2021	Preliminary CAFR Discussion		Key Performance Indicators
DECEMBER 2021	CAFR Review	1 st Qtr Investment Report	
JANUARY 2022	FTR Population Review	Discuss Five-Year Forecast Format	
FEBRUARY 2022	Mid-Year & Five-Year Forecast Review		Key Performance Indicators



**TOWN OF LOS GATOS
FINANCE COMMISSION
SUB-COMMITTEE REPORT**

MEETING DATE: 06/30/2021

ITEM NO: 3

ADDENDUM

Item 3.

DATE: June 28, 2021
TO: Finance Commission Sub-Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify and Discuss the Potential Work Plan Items for the Finance Commission Sub-Committee

REMARKS:

Attachment 2 (Town Organizational Chart) is being provided for additional information.

Attachment Received with Staff Report:

1. Finance Commission Work Plan

Attachment Received with Addendum:

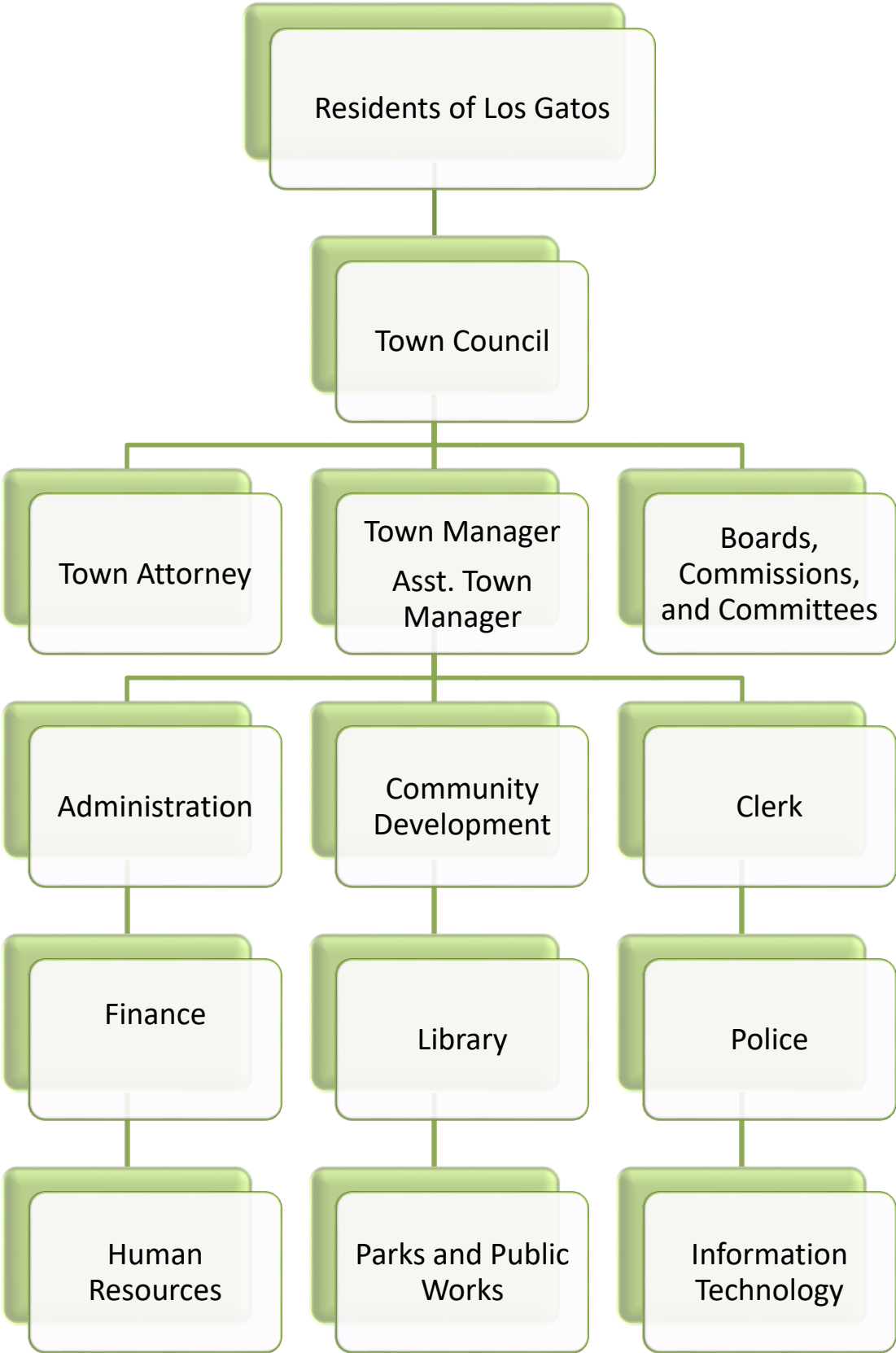
2. Town Organizational Chart

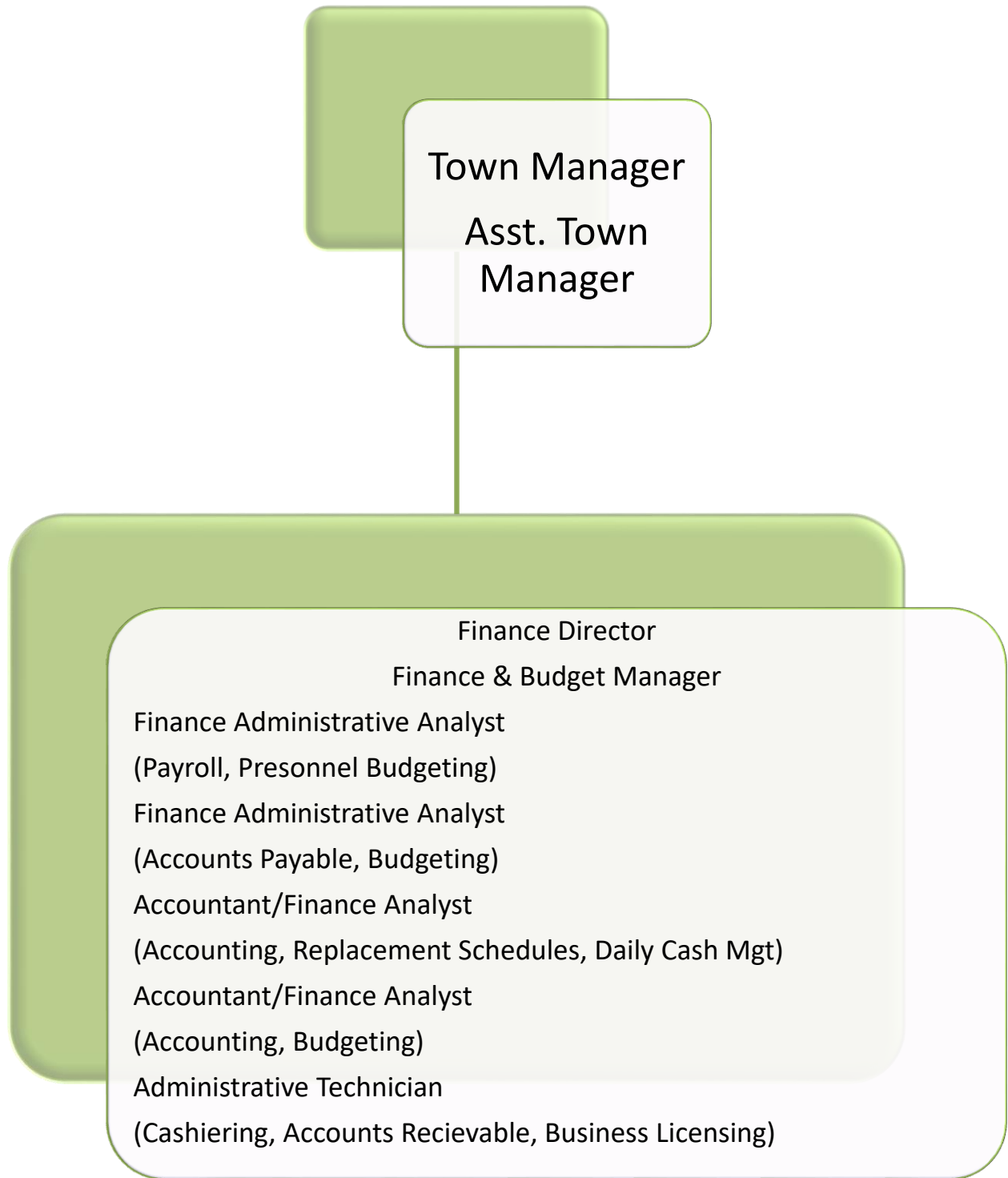
PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager

Town of Los Gatos Organizational Chart

Item 3.







**TOWN OF LOS GATOS
FINANCE COMMISSION
SUB-COMMITTEE REPORT**

MEETING DATE: 06/30/2021

ITEM NO: 4

Item 4.

DATE: June 23, 2021
TO: Finance Commission Sub-Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify and Discuss Finance Commission Sub-Committee Schedule and Other Operational Parameters

RECOMMENDATION:

Identify and Discuss Finance Commission Sub-Committee Schedule and Other Operational Parameters.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager