

TOWN OF LOS GATOS  
AD HOC CITIZEN COMMITTEE  
February 4, 2016, 1:00 p.m.

110 E. Main Street  
Town Council Chambers  
Los Gatos, California

**MINUTES**

**Call to Order**

The Ad Hoc Citizen Committee meeting was called to order at 1:00 p.m.

**Members and Staff present:**

Vice Mayor Marico Sayoc  
Council Member Steve Leonardis  
Lee Fagot, Resident  
Mark Robinson, Resident  
Jak Van Nada, Resident  
Laurel Prevetti, Town Manager  
Jennifer Callaway, Assistant Town Manager  
Stephen Conaway, Finance Director  
Christina Gilmore, Assistant to the Town Manager  
Shelley Neis, Clerk Administrator  
Gitta Ungvari, Administrative Analyst

**Verbal Communications**

None

**Agenda Items**

**1. Welcome and Introductions**

The Committee and staff introduced themselves.

**2. Selection of Chair and Vice Chair**

The Committee unanimously approved Lee Fagot as Chair and Mark Robinson as Vice Chair.

### **3. Discuss the Committee Role, Scope, and Process**

The Committee reviewed and discussed the Committee Role, Scope, and Process as outlined in Attachment 1, including:

- Ad Hoc Citizen Committee scope of work
- Transient Occupancy Tax (TOT)
- Utility Use Tax (UUT)
- Committee Timeline

The Committee requested staff return at the next meeting with additional background materials and information on the Town's finances to assist the Committee in its continued discussion of a potential TOT or UUT ballot measure:

- FY 2015/16 Operating Budget
- General Fund Expenditures and Revenues for the last 10 to 12 years
- Capital Improvement Program Budget
- Unfunded CIP project list
- Police Services Analysis
- Matrix of other jurisdictions' TOT and UUT Revenues over time
- Background information about the Town's prior consideration to place a UUT tax on a ballot
- Report to the Finance Committee (January 2016) regarding unfunded pension liabilities for sworn and non-sworn employees
- Data from the League of California Cities or other sources regarding tax measure success for local governments
- Clarification regarding the Town's role in its own ballot measures

The Committee also requested that the staff begin to prepare information regarding the Town's cost saving measures and other fiscally prudent activities to demonstrate that the Town has taken actions to demonstrate responsible fiscal management. The Committee expressed interest in making sound arguments for a potential revenue source for capital projects.

### **4. Future Scheduling and Potential Topics**

The Committee set the following meeting dates in order to report on its progress to the Town Council in March:

- February 18, 2016  
1:00 P.M. -2:30 P.M.  
Town Council Chambers

- February 22, 2016  
1:00 P.M. -2:30 P.M.  
Town Council Chambers

Adjourned at 2:18 p.m.