

**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF THE CITY
OF LOS ALTOS, HELD ON MONDAY, NOVEMBER 15, 2018, AT 6:00 P.M. AT
COMMUNITY MEETING CHAMBERS, 1 NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Chair Kalkat, Vice Chair McClatchie (Arrived 6:19 PM), Commissioners Martin, Kalbach, Richmond, and Roat

ABSENT: Commissioners Marek

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Approved minutes of the regular meeting of October 15, 2018

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Kalkat the Commission approved the minutes of the meeting of October 15, 2018 by the following vote:
AYES: Kalkat, Martin, Kalbach, Richmond, and Roat; NOES: None; ABSTAIN: None;
ABSENT: McClatchie & Marek

2. Review the City's Comprehensive Annual Financial Report

Katherine Yuen, CPA from Maze & Associates provided a presentation on the City's Comprehensive Annual Financial Report

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Martin the Commission accepted the CAFR by the following vote:
AYES: Kalkat, McClatchie, Martin, Kalbach, Richmond, and Roat; NOES: None; ABSTAIN: None; ABSENT: Marek

3. Review the City's Popular Annual Financial Report

Financial Services Manager Revillar provided an overview of the City's Popular Annual Financial Report.

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Martin the Commission accepted the CAFR by the following vote:
AYES: Kalkat, McClatchie, Martin, Kalbach, Richmond, and Roat; NOES: None; ABSTAIN: None; ABSENT: Marek

4. Review the Investment Performance as of September 30, 2018

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Richmond the Commission accepted the Quarterly Investment Report by the following vote:

AYES: Kalkat, McClatchie, Martin, Kalbach, Richmond, and Roat; NOES: None; ABSTAIN: None; ABSENT: Marek

INFORMATIONAL ITEMS

5. Receive update on Cost Allocation Plan and User Fee Study

The company originally selected to provide the City with a Cost Allocation Plan and User Fee Study was unable to satisfy the City's insurance requirements. As a result, the City has entered into a contract with the RFP Review Committee's second highest scoring proposal; Willdan Financial Services at a cost of \$38,805. The Financial Commission's role will be to review the draft report prior to the CAP & User Fee going to City Council in March/April 2019. Since it has been more than four years since the last study was conducted, there may be dramatic change in some fees. Council will have discretion of whether to alter the City's fees for the next Fiscal Year. Revised fees will be incorporated July 1, 2019.

6. Superion software demo scheduled January 29th, 2019

Financial Services Manager Revillar notified the Commission a representative from Superion has been scheduled to attend the January 29th Financial Commission meeting.

7. Confirm 2019 Meeting Locations

Since some Commissioners were absent at the last meeting, Staff Liaison Etman wanted to remind the commission that due to upcoming holidays the Financial Commission will need to alter the dates of future meetings. The following meetings have been rescheduled to alternate dates:

January 2019 Meeting: Tuesday, January 29th at 6 PM – Community Chambers

February 2019 Meeting: Tuesday, February 19th at 6 PM – Community Chambers

COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

The CalPERS Unfunded Liability Subcommittee: The subcommittee's goal will be to analyze the City's unfunded liability and determine an achievable amount to set aside annually to pay into a PERS reserve and determine which fund to pay down first. The subcommittee will meet as need and report back to City Council in the Winter of 2019.

December Financial Commission Meeting: The December meeting has been canceled.

ADJOURNMENT

Chair Kalkat adjourned the meeting at 7:45 PM.