

**MINUTES OF THE SPECIAL MEETING OF THE FINANCIAL COMMISSION OF  
THE CITY OF LOS ALTOS, HELD ON THURSDAY, FEBRUARY 27, 2020, AT 6:00  
P.M. AT NEUTRA HOUSE CONFERENCE CENTER, ONE EIGHTY ONE  
HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Chair Kalkat, Commissioners Frey, Kalbach, Martin, Richmond, and Roat

ABSENT: Vice Chair McClatchie

**PUBLIC COMMENTS**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. Approve Minutes of the Special Meeting of January 21,2020

Action: Upon a motion by Commissioner Frey seconded by Commissioner Roat, the Commission approved the minutes of the special meeting of January 21, 2020 by the following vote: AYES: Kalkat, Kalbach, Martin, and Richmond; NOES: None; ABSTAIN: None  
ABSENT: McClatchie.

2. Review the City's Draft Comprehensive Annual Financial Report-Presentation by Maze and Associates.

Katherine Yuen from Maze and Associates presented the draft Comprehensive Annual Financial Report. The City of Los Altos received the GFOA Award for 2018/2019. Key finding from Ms. Yuen is that the City has a very healthy net position. Katherine Yuen will be presenting the Comprehensive Annual Financial Report FY 18/19 to Council on March 10<sup>th</sup>.

Public Comment

No members of the public were present.

**INFORMATIONAL ITEMS**

3. Mid-Year Report for March 10, 2020

Sharif Etman, Administrative Director will present the Mid-Year Report during the March 10<sup>th</sup> Council Meeting.

4. Discussion of Chair Kalkat's Email to Council-Joint Meeting with Council April 28<sup>th</sup> at 7pm

There will be a joint Financial Commission and City Council meeting on April 28<sup>th</sup>. The Council is considering having a subcommittee to prepare for this meeting. Chair Kalkat received multiple responses from Council including one from Mayor Pepper agreeing with all the points Chair Kalkat referenced in his email. Councilmember Bruins also responded that she will be attending more Financial Commission meetings in the future.

5. Discussion of Financing Options/Bank Loan Options for Community Center-March Meeting

Sharif Etman would like the Financial Commission's recommendation on banks with the best loan terms. Commissioner Martin will begin communicating to his bank contacts regarding their best terms. Finance staff will be responsible for performing administrative duties for applying for these loans.

6. CalPERS Payment Options Update

Sharif Etman in mid-February attended the California State Municipal Finance Officers (CSMFO) conference and met with our CalPERS actuary to discuss our unfunded liability. The main finding is that the City of Los Altos is in a good position to make a large payment from the \$5M CalPERS Reserve, but we may not want to pay it all back right away. Sharif will present more updates during the March 16 Financial Commission meeting.

7. Other Updates from Staff

Finance staff currently is very busy due to the CAFR, Mid-Year Report, 10-year plan, and Financial Enterprise upgrade. Along with several staffing changes since the beginning of the fiscal year, staff is also completing multiple projects and receiving training for the new financial system upgrade.

8. Upcoming Meeting-March 16<sup>th</sup>, 2020

## ADJOURNMENT

Chair Kalkat adjourned the meeting at 7:32 p.m.

### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.