

**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON MONDAY, SEPTEMBER 21 AT 6:00 P.M.  
TELECONFERENCE**

**ROLL CALL**

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

ABSENT: Vice Chair McClatchie

**PUBLIC COMMENTS**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. Approval of Meeting August 17, 2020 Commission Minutes

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Martin, the Commission approved the minutes of the special meeting of August 17, 2020, by the following vote: AYES: Chair Kalkat, Commissioner Frey, Richmond, Roat NOES: None; ABSTAIN: None; ABSENT: Vice Chair McClatchie

2. Approval of Quarterly Investment Report ending in March 31, 2020

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Roat, the Commission approved the Quarterly Investment Report ending in March 31, 2020, by the following vote: AYES: Chair Kalkat, Commissioner Frey, Martin, Richmond NOES: None; ABSTAIN: None; ABSENT: Vice Chair McClatchie

3. Approval of Quarterly Investment Report ending in June 30, 2020

Action: Upon a motion by Commissioner Kalbach seconded by Commissioner Frey, the Commission approved the Quarterly Investment Report ending in June 30, 2020 by the following vote: AYES: Chair Kalkat, Commissioner Martin, Richmond, Roat NOES: None; ABSTAIN: None; ABSENT: Vice Chair McClatchie

**INFORMATIONAL ITEMS**

4. Tax-Exempt Loan RFP

The RFP is officially posted on the City's website, the City Manager's newsletter and on the City's bid website. The RFP will be open for the next three weeks, closing on Wednesday, October 7th. Chair Kalkat, Commissioner Frey and Richmond serve on the subcommittee and will discuss the application after closing. A special Financial Commission meeting will be held on Thursday, October 8<sup>th</sup> to develop recommendations for the RFP. These recommendations will be presented to the Council during the Council meeting on Tuesday, October 13<sup>th</sup>.

5. Year End Close and Audit Updates

Finance staff is working with our consultants and auditors to complete our year end close and CAFR. There will be a note disclosure on our Financial Statement regarding the number of pending litigations involving the City.

6. October 13 Council Study Session - Financial Status Update

Finance Director, Mr. Sharif Etman will present to the Council the current budget and fiscal position of the City. Mr. Etman notes that the most pressing fiscal issue threatening the city's financial well-being are the ongoing litigations.

7. Other Staff Updates

Financial Services Manager, Ms. Thuyet Dang reports the new city-wide financial software, Financial Enterprise is an improvement from the City's previous software system. Ms. Dang and her staff are updating City policies and procedures to better serve this new system. Along with working with Financial Enterprise, her staff are working with vendors on the ETrakit system to improve online services for the City. Currently, the division has two open positions and one staff on leave.

## **COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS ADJOURNMENT**

Chair Kalkat adjourned the meeting at 7:19 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.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.