



**FINANCIAL COMMISSION  
MEETING MINUTES**

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**5:30 P.M., February 23, 2011  
Los Altos Council Chambers City Hall  
One North San Antonio Road Los Altos, California**

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**Call to Order**

The meeting was called to order at 5:37 P.M.

**Roll Call**

**Commission members present:** Chair Kevin Thompson, Vice Chair Al Hubbard, David Byrne, John Dixon, Donald Korn, Paul Van Buren

**Commission members absent:** Frank Emery, with prior notice

**Staff Present:** Russell Morreale, Staff Liaison

**Pledge of Allegiance**

Chair Thompson called for the Pledge to the Flag

**Public Comment**

None

**Consent Items:**

The minutes of both December 20, 2010 and January 19, 2011 were reviewed and unanimously approved with a motion from Commissioner Hubbard and a second from Commissioner Byrne.

**Discussion**

1. Update on the June 30, 2010 Comprehensive Annual Financial Report (CAFR)

Liaison Morreale informed all members that the June 30, 2010 CAFR was presented to and received by Council in good form. Council was pleased with the results and favorably commented on the product and the work of the Commission and staff.

2. Planning for the Joint Council Meeting – Tuesday March 29, 2011

Chair Thompson led the discussion of planning for the upcoming joint City Council meeting. Highlights of the discussion included setting the next regular meeting for early afternoon of the 29<sup>th</sup> to precede the joint City Council meeting, obtaining a portfolio update on that evening, prompt Council to affirm the priorities of the forward looking goals and set deliverable dates. Liaison Morreale also advised that the Commission reorganization should also take place at the March 29<sup>th</sup> regular meeting. All concurred and Chair Thompson moved to set the next meeting for 5:30PM on March 29<sup>th</sup> with a second from Commissioner Dixon. The motion was unanimously approved.

3. City Debt Capacity Project

Liaison Morreale presented the initial draft of a debt capacity forecast/analysis as a basis for prompting comments, questions and direction from all members. All agreed that this was a good start and agreed to follow up this analysis with further discussions at the next two meetings noting to make sure to consider several key data elements including – Reserve Levels – Revenue Assumptions – Pension Rates – Staffing levels and vacancies. The Commission also concurred on a 10 year horizon supported by historical data. Liaison Morreale also informed the group that he would invite the City's financial advisor – Craig Hill. All welcomed that suggestion

4. Portfolio Update

This item was deferred to the next meeting.

**Commission Reports:**

None

**Adjournment**

The meeting was adjourned per general agreement at approximately 7 P.M. per Commissioner Korn's motion and a second from Commissioner Hubbard

Respectfully Submitted,

Russell J. Morreale  
Staff Liaison to the Financial Commission