



Finance and Investment Committee Meeting
ZOOM Teleconference call - instructions below
Monday, February 8, 2021 4:00 p.m.
Special Meeting Agenda

NOTICE OF TELECONFERENCED MEETING

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), Committee Members may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

Topic: February Special FIC meeting

Time: February 8, 2021 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87936891648>

Meeting ID: 879 3689 1648

1. Roll call (introduction of guests in audience, if any)
2. [Approval of minutes – Meeting, Monday, December 7, 2020](#) (Link)
3. [Review Mid-Year Budget vs Actual](#) – Sarina Revillar (Revised Link)
4. [Investment Portfolio Charts](#) (Link), [Quarterly PFM](#) (Link); [FIC Quarterly Report](#) (Link) – [Town Staff Cash and Investment Summary](#) (Link) – Sarina Revillar
5. Cash Flow Analysis – Sarina Revillar and Nate Blair
6. [Update Reserve Policy](#) – Sarina Revillar and Roddy Sloss (Link)
7. Extend Audit Services for 5 Years with Maze & Associates – Sarina Revillar
8. [Sewer Fund Reimbursement](#) - Sarina Revillar (Link)
9. Report on recent Council activities of interest – Kavita Tanka / George Tyson (Town Hall addition, ad hoc Committee re: Audit planning, Ad Hoc Undergrounding Committee, Fire District consolidation, Associate Committee member status, Town Council Election Results, Council Meeting Agenda Items)
10. Next meeting: March 1, 2021 Town Hall Addition, Insurance Review, Non-recurring topics TBD
11. Topics for future meetings include: Earthquake quote, Cyber review, and Workers comp rates; Review of long-term capital plans and related policies; review Finance Department quarterly report on financial controls; policy and procedure staff manual review, sewer allocation overhead adjustments – prior periods.
12. Presentations from the floor
13. Adjournment

Notice to the Public

Any writings or documents provided to the Finance and Investment Committee regarding any item on the open session portion of the agenda will be made available for public inspection at the Town Clerk's office, 26379 Fremont Road, Los Altos Hills during normal business hours.

Distribution:

Public posting by Deborah Padovan

Email distribution by Deborah Padovan to Committee members and other invited attendees: Kavita Tanka (Mayor), George Tyson (Vice Mayor), Carl Cahill, (Town Manager), Committee Members: Nathan Blair, Allan Epstein, Cheryl Evans, Kjell Karlsson (Associate Member), Jim Lai (Associate Member), Frank Lloyd (Associate Member), Susan Mason, Christopher Nam, Stan Mok, Medha Rishi, Roddy Sloss, and Chris Welborn.

Attachments:

[Draft minutes from December 7, 2020](#)

[Mid-Year Presentation \(Revised\)](#)

[FIC Quarterly Report on Financial Controls](#)

[Investment Portfolio Charts for December 31, 2020](#)

[Quarterly PFM for December 31, 2020](#)

[Quarterly Cash and Investment Summary for December 31, 2020](#)

[Reserve Policy](#) [Fund Balance \(Added\)](#)

[Sewer Fund Information](#)
