

**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON MONDAY, JANUARY 27, 2025,
AT 6:00 P.M. HELD AT 97 HILLVIEW AVENUE, LOS ALTOS,
CALIFORNIA 94022**

ROLL CALL

PRESENT: Chair Richmond, Commissioners Claras, Fowler, Jain, Ottoes, Zhang

ABSENT: None

PLEDGE OF ALLEGIANCE

Chair Richmond led the Pledge of Allegiance.

Staff announced the resignation of Vice Chair Kalbach from the Commission and introduced new Council Liaison Sally Meadows and new Finance Director Jessie Kim.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

1. Commission minutes: Approve the minutes of the October 21, 2024 Financial Commission meeting

Action: Upon a motion by Commissioner Claras, seconded by Commissioner Ottoes, the Commission unanimously approved the minutes of the October 21, 2024 Financial Commission.

2. Election of Chair and Vice Chair: Nominate and elect members to serve as Chair and Vice Chair

Action: Upon a nomination by Commissioner Claras, the Commission unanimously elected Scott Ottoes to serve as Chair.

Action: Upon a nomination by Commissioner Claras, the Commission unanimously elected Tony Richmond to serve as Vice Chair.

3. Tyler ERP Project Implementation update: Receive an update on the Financial Enterprise System implementation

Staff provided an update on the implementation of the new Financial Enterprise System. Commissioners requested an update on

4. Preliminary Audit Results: Receive an update and preliminary report of audit results

Staff provided a brief update on the preliminary results of the audit. The draft audit report will be presented on February 10, 2025.

5. Annual Commission Training: Receive the 2025 Commission Update Training

Staff provided the 2025 Annual Commission Training.

6. Commission Work Plan: Review and update the Commission Work Plan and form subcommittees as needed to accomplish the various tasks of the Commission

The Commission reviewed the Work Plan and requested the work plan be placed on the next agenda with the opportunity to provide direction to the Chair for the joint meeting with City Council.

7. 2025 Commission Meeting Schedule: Approve the 2025 Meeting Schedule

Staff presented and the Commission reviewed the 2025 Commission meeting schedule.

POTENTIAL FUTURE AGENDA ITEMS

The Commission requested a future agenda item at the February 10, 2025 meeting to receive an update from the Key Performance Indicators subcommittee.

ADJOURNMENT

Chair Ottoes adjourned the meeting at 7:24 p.m.