



**CITIZENS' FINANCIAL ADVISORY COMMITTEE (CFAC)
MEETING MINUTES**

**5:30 P.M., March 12, 2007
Hillview Community Center, Room 17
97 Hillview Avenue, Los Altos, California 94022**

Call to Order

The meeting was called to order at 5:45 P.M.

Roll Call

CFAC Members Present: Jay Cohan, Ellen Saliba, Kevin Thompson, and Paul Van Buren.

CFAC Members Absent: Donald Korn, Chair, Frank Emery, and Joe Nemeth

Finance Subcommittee Present: Council member Ron Packard

Finance Subcommittee Absent: Council member Val Carpenter.

Staff Present: Starla Jerome-Robinson

Public Comment

No public comments were made.

Discussion

1. Minutes

Approval of minutes of the following meeting:

Van Buren/Cohan moved and seconded acceptance of the February 12, 2007 meeting minutes as amended.

2. **Special Project for City Council – Preparing an Analysis of the Economic Feasibility of an After School Enrichment Program**

CFAC members stated an interest in pursuing an economic feasibility study as a special project. Saliba moved, with a second from Thompson to direct staff to prepare a memo for City Council to obtain their authorization to proceed. Key areas that Commissioners are interested in focusing on are:

- Compiling a program budget to clarify the revenues and expenditures related to the program. Commissioners determined that the information supplied by the PARC subcommittee has sufficient information to make a first effort at a budget. Commissioners included that it would probably be helpful to create several budgets based on different assumptions to help scope the risk factors.
- Determination of key facts such as the number of student expected to participate at each school, the cost to rent school classrooms, the impact of overhead, the impact on staff.

3. **Discussion of Budget Suggestions and Requests for Consideration by Council**

CFAC discussed general ideas but did not wish to make any specific recommendations.

4. **Election of Committee Chair and Vice-Chair**

CFAC decided to continue this item at the next meeting.

5. **Evaluation of Meeting Place**

CFAC members were satisfied with the current meeting location and no changes were made.

6. **Preliminary Annual Work Plan**

The group proposed to use the April 9 CFAC meeting for the special project on the after school enrichment program if the scope of the project is approved by the City Council.

Adjournment

The meeting was adjourned at 6:50 P.M.

Respectfully Submitted,



Starla Jerome-Robinson/ Staff Liaison to CFAC