



MONDAY, OCTOBER 16, 2006

5:30 P.M. – REGULAR CITIZEN’S FINANCIAL ADVISORY COMMITTEE (CFAC) AGENDA  
Hillview Room A  
97 Hillview Avenue, Los Altos, California

**Roll Call** Members Donald Korn, Chairperson, Paul Van Buren, Jay Cohan, Frank Emery, Joseph Nemeth, Ellen Saliba, Kevin Thompson and Council members David Casas and Kurt Colehower.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Members of the audience may bring to the Committee’s attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the staff. Speakers are generally given two or three minutes, at the discretion of the Chair. State law prohibits the Committee from acting on items that do not appear on the agenda.

**DISCUSSION ITEMS**

1. **Minutes**  
Approval of minutes –Regular Meeting of July 17, 2006  
Special Meeting Minutes September 25, 2006  
Regular Meeting of September 25, 2006
  
2. **Special Zoning Analysis Project**  
The purpose of this item is to provide further discussion following up on the September 25<sup>th</sup> special meeting and regular meeting.  
  
**Recommendation:** Discuss proposed revisions. Determine whether work is complete and preferred approach to presenting the conclusions to City Council.
  
3. **Skill Inventory**  
Based on the input received at the September 25<sup>th</sup> meeting, CFAC Member Frank Emery has revised the skill inventory memo, a copy of which is provided as Attachment 5.  
  
**Recommendation:** Approve proposed memo regarding skill inventory, subject to any further modifications.
  
4. **Preliminary Annual Work Plan**  
Staff has composed a preliminary work plan based on the 2006 calendar. The purpose of this item is to provide members an opportunity to discuss the different work assignments to add or subtract as desired. Once completed the plan will be submitted to the City Council for approval.  
  
**Recommendation:** Review draft work plan and revise as desired.

5. **Commission Handbook:**

The City Clerk has prepared a Commission Handbook for all Commissioners. The new Handbook was included in the September 25<sup>th</sup> packet as Attachment 4. Committee members need to bring their copy of the pamphlet for this discussion. This item provides an opportunity for Commission members to review and discuss the new handbook.

**Recommendation:** Discuss and comment as appropriate.

6. **Extension of Audit Contract**

Vavrinek, Trine, Day & Co. Inc (VTD) is completing the third year of performing the independent audit of the City's financial statements. VTD's proposal provides for up to a two-year extension. Staff is currently in the process of selecting a new financial system to replace the system installed in 1992-93. We anticipate that once a system is selected that the timing of the implementation will require approximately eighteen months. To ensure a smooth transition, staff recommends extending the contract for two years.

**Recommendation:** Recommend a two-year extension on the audit contract to City Council.

**COMMITTEE REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**\*Action on these items is required at this meeting.**

In compliance with the Americans with Disabilities Act, the City 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 72 hours prior to the meeting at (650) 947-2720. A sound enhancement system is available. You may check out headsets, which boost the public address signal during the meeting. Please ask for assistance at the staff's desk PRIOR to the start of the meeting or during a break in the meeting.

Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

**Attachments:**

- Attachment 1 July 17, 2006 Minutes
- Attachment 2: September 25<sup>th</sup> Special Meeting Minutes
- Attachment 3: September 25<sup>th</sup> Regular Meeting Minutes
- Attachment 4 Revised Memo on Special Zoning Project – Availability Pending
- Attachment 5: Revised Skill Inventory Memo
- Attachment 6: Draft Work Plan for 2007