



Tuesday, January 15, 2008

5:30 P.M. –CITIZEN'S FINANCIAL ADVISORY COMMITTEE (CFAC) AGENDA  
Hillview Room 2  
97 Hillview Avenue, Los Altos, California

**ROLL CALL** Members, Paul Van Buren, Chairperson, Jay Cohan, Frank Emery, Donald Korn, Joseph Nemeth, Ellen Saliba, Vice-Chair, Kevin Thompson and Council Finance Subcommittee members Ron Packard and Megan Satterlee.

**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 for the November 28, 2007 meeting.

2. **Prioritization of the Capital Improvement Program**

Community Development has developed an updated prioritization of capital projects, provided as Attachment 2. City Council reviewed the listing at a December 11, 2007 special meeting, subject to review and consideration by all City Commissions and Committees.

The purpose of this agenda item is to provide CFAC an opportunity to comment on the currently proposed prioritization including suggesting reprioritization of projects to City Council as suitable.

**Recommendation:** Review the draft Capital Improvement Program project prioritization worksheets and recommend any changes for final City Council consideration.

3. **Debrief on the economic feasibility of an After School Enrichment Program (ASEP).**

The final report was presented to City Council at the December 11 Council meeting. All parties expressed their appreciation for the great work done by CFAC. This item provides an opportunity for members and the subcommittee to debrief on what worked well on the project and areas that did not work as smoothly (if any), as well as any insights on the best approaches for future projects.

**Recommendation:** Congratulations to all participants on a great job! and discuss any approaches/issues/outcomes of interest.

4. **Request for a CFAC Volunteer to Participate on the Civic Center Task Force**

City Council has formed a Civic Center Task Force. The Council is looking for a volunteer from CFAC to participate on the Task Force. The CFAC designee will be a participant but will not be "representing" CFAC. A copy of the current Vision and Work Statement is provided as Attachment 3 to provide background on the purpose of the Task Force. Meetings are currently being held on Friday mornings at 7:30 am.

**Recommendation:** Appoint a volunteer to serve on the Civic Center Task Force.

5. **Discussion of Recruitment Opportunities for Future Vacancies on CFAC**

All Commission and Committee vacancies are filled in February of each year. CFAC has one member, who has completed two full terms, and is therefore not eligible to remain on CFAC. Four other positions are eligible for reappointment – although it is not yet known if the incumbents will reapply. The purpose of this item is to begin a discussion of the role current CFAC members can play in identifying and recruiting possible candidates for CFAC. Traditionally incumbents remain on CFAC until replacements are appointed.

**Recommendation:** Review work plan and revise as appropriate.

6. **Election of Chair and Vice-Chair**

The Committee is scheduled to elect a chair and vice chair at the first meeting of each Calendar year.

**Recommendation:** Elect a Chair and Vice-Chair.

7. **Preliminary Annual Work Plan**

Update the work plan as appropriate, provided as Attachment 4.

**Recommendation:** Review work plan and revise as appropriate.

**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: October 22, 2007 Minutes.
- Attachment 2: Capital Improvement Program Memo with CIP worksheets and cashflow
- Attachment 3: Vision and Statement of Work 11.09.07
- Attachment 4: Annual Work Plan and Calendar for 2007