

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
FINANCE COMMITTEE  
MEETING MINUTES  
May 2, 2014**

**Committee Members Attending:**

Bob Grassilli (City of San Carlos)  
Art Kiesel (City of Foster City)  
Jay Benton (Town of Hillsborough) – call in  
Mary Ann Nihart (City of Pacifica) – call in  
Kirsten Keith (City of Menlo Park) – call in

**Guests or Staff Attending:**

Sandy Wong, Jean Higaki, John Hoang - C/CAG Staff  
Tracy Kwok - San Carlos Financial Services Manager

**1. Call to order**

At 12:10 P.M. Sandy Wong called the Finance Committee meeting to order.

**2. Public comment on related items not on the agenda.**

None

**3. Approval of minutes of February 7, 2014 meeting (Action)**

Member Kiesel moved and member Benton seconded approval of the minutes. Member Keith abstained.

**4. Receive copies of monthly investment statements for January, February, and March 2013. (Information)**

Member Kiesel noted that the description of expenditures on page 3 did not fully account for the full amount transferred out of the portfolio. Staff noted that only large expenditure descriptions were captured on this particular report. A better explanation of the full portfolio decrease was explained later on page 15.

**5. Review the C/CAG Quarterly Investment Report as of March 31, 2014. (Action)**

Committee received the quarterly investment report and did not take any further action.

**6. Recommend modifications to the C/CAG investment portfolio as needed. (Action)**

Member Kiesel requested that, since normal operation revenues and expenditures appeared to highly influence the portfolio ratio, staff should monitor the portfolio ratio between LAIF and County Pool to ensure that the percentage range, adopted by the board, stays in check. Member Kiesel moved and member Grassilli seconded no modification to the target allocation. Motioned passed unanimously.

**7. Review and comment on the DRAFT C/CAG 2014/2015 Program Budget and Member Fees. (Action)**

Member Kiesel, Nihart, and Grasilli had questions regarding the reserve balance. Questions included what drives the need for the reserve, if the reserve need is specific to each fund, and if there is a policy in place regarding the reserve. Staff will research this issue further.

Member Kiesel asked what the normal steady level of funding is without large projects like the Smart Corridors. Staff will look into historical account balances. Member Kiesel also suggested to footnote explanations of any large fluctuations (normal fluctuations range between 5%-10%) between FY 13/14 and FY 14/15 and to footnote that expenditures and revenues for FY 13/14 are actual through March and projected through June.

Chair Nihart moved that the suggested amendments be made and sent to the full board. Member Grassilli seconded. Questions arose whether or not this was really an action item, given that the board would not approve the budget at this next meeting.

**8. Adjournment**

The meeting adjourned at approximately 1:10 P.M.