



**Town of Atherton
FINANCE COMMITTEE
DRAFT MINUTES**

May 10, 2016

2:00 PM

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

1. ROLL CALL

Bob Polito, Jim Massey, Jeffrey Lee, Kenneth Hausman, Gary Dillabough,
Elizabeth Lewis, Michael Lempres,

Present: Polito, Lewis, Massey, Hausman;

Excused: Lee, Dillabough, Lempres

2. PUBLIC COMMENT

(This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the Agenda that is within the subject matter jurisdiction of the Committee. State law prohibits the Committee from acting on items not listed on the Agenda in most circumstances. Each speaker is limited to three minutes.)

REGULAR AGENDA

3. Review and Approve Draft Minutes of January 19, 2016 Finance Committee
Motion by Massey; Seconded by Hausman; All in Favor
4. Review and Approve Draft Minutes of March 1, 2016 Finance Committee
No minutes to review
5. Review of FY 2016/17 Capital Improvement Program
Staff provided discussion and review of the FY 2016/17 CIP program looking feedback regarding proposed projects, programs and funding for the Capital Improvement Program (CIP). Staff discussed that nineteen (19) projects are categorized into three areas of responsibility: streets & transportation, drainage & Town buildings, park & facilities. Projects have been developed based on needs identified by City Council, residents, staff, and in adopted drainage, park and bike-pedestrian master plans. Standard operation policy is that the first year of the CIP is incorporated into the Town's current year operating budget as the current year Capital Improvement Program. Staff mentioned the remaining four years of the CIP reflect proposed projects and funding

needs. Staff reiterated that the projects are revised annually to reflect changes in Council direction community needs and funding. It was communicated that the City Council would review the Town Capital Improvement program at its regularly scheduled Council meeting. The 5 year CIP was brought to the Finance Committee for their review to provide input and should focus on broader objectives to be considered for future projects in the next four years of the capital improvement program. It was communicated that most of the CIP projects were derived from various Town master plans, health and safety needs for FY 2016-17 and immediate future. Capital projects within the CIP were based on available funding sources and this year's CIP recommends appropriations of \$6.2 Million. Total allocation for the 5-year period from FY 2016/17 through FY 2020/21 totals approximately nearly \$44 million, most of which is due to the Civic Center project. Staff communicated that any discussion and recommendations for future capital projects will be made in the CIP presentation discussion to the City Council for consideration. Staff discussed that in FY 2015/16 the Council appropriated \$2,309,041 for future unidentified capital projects and intended to appropriate approximately \$4.6 in FY 16/17 for future projects. Discussion ensued regarding programmed projects such as the Marsh retaining wall, hybrid pedestrian beacon were coming to fruition as they had been in the CIP program for in previous years. Road and street maintenance and park improvement projects continued to be embarked on. Discussion followed around the FY 2016/17 projects and the focus of the Civic Center, priority Bike and Pedestrian projects, El Camino complete streets, series street light replacement, road and drainage improvements as priority projects.

6. Discuss the Adhoc Finance Committee second quarter audit of Accounts Payable disbursements for purchasing policy.
Chair Polito gave a report on the second quarter audit of Accounts Payable disbursements. Discussed the number of check disbursements reviewed and the amounts. Discussed review of disbursements to the purchasing policy, mentioning backup and records were in detail order
5. Next Meeting Date, Future Agenda Items and Time-**July 12, 2016 was set as tentative date.**
6. **Adjourn-motion by Polito; seconded by Massey; All in favor. At 3pm**

☞ Please contact the City Clerk's office at (650) 752-0500 with any questions

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Park Program Manager at (650) 752-0534. Notification of 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)

Posted: