



# CITY OF SARATOGA

## COUNCIL FINANCE COMMITTEE

### ACTION MINUTES

**DATE:** February 27, 2014  
**TIME:** 8:00 a.m.  
**LOCATION:** Conference Room  
Saratoga City Hall  
13777 Fruitvale Avenue  
Saratoga, CA 95070

**ATTENDEES:** Miller, Lo

**ABSENT:**

**OTHERS IN ATTENDANCE:** Staff members Anderson, Furey, Babcock

**1. Approval of Prior Finance Committee Meeting Minutes:**

- *Action Items – January 22, 2014 Minutes approved*

**2. Oral & Written Communications:**

- *N/A*

**3. Old Business**

- None

**4. New Business**

**A. Proposed CIP Budget – Council Retreat Recap**

- *Action Item – Prepare revised CIP approval list (from Retreat) to move \$150,000 of Quarry ROW CIP funding to the El Camino Storm Drain CIP project and reduce the General Fund funding portion of the Quarry Master Plan Implementation CIP by the \$206,555 overall CIP funding shortfall.*
- *Action Item – Discrepancy in retreat minutes vs scribe notes to be discussed at Council Meeting*

**B. Service Grant Program Funding**

- *Action Item – Bring FC Recommendation to Budget Study Session: Keep Discretionary funding and allocations status quo (\$35,000 total: \$22,000 for Adult Daycare program; \$8,000 for WVCS; \$5,000 for Catholic Charities Ombudsman Program)*
- *Action Item – Move FireSafe Council fuel reduction funding from Emergency Preparedness program to Community Grant Services program*
- *Action Item – Add Destination Saratoga Funding (\$20,000 placeholder) to Community Grant Services program. Council to determine actual funding on March 19<sup>th</sup>.*
- *Action Item – Add \$10,000 to Community Event program for Annual Village Event - street closure funding*

**C. Finance Policies**

- *Action Item – Consolidate and clean-up three separate Finance Policy documents to reflect consistent structure, terminology, and minor wording changes.*

- Action Item - *Building Maintenance to prepare an updated and complete 5 year plan for AFIF policy discussion next year – i.e. operational vs capital and funding level.*
- D. Next Meeting Time/Date
- Action Item – *Send out meeting appointment for Friday, April 4<sup>th</sup> at 8am.*
  - Action Item - *Include the following agenda topics in next meeting:*
    - i. *Review Budget Study Session Agenda*
    - ii. *Review Budget Study Session Meeting Documents:*
      - 1. *CIP Policy Flowchart*
      - 2. *FC Recommendations for CIP Project Funding Worksheet*
      - 3. *Operating Budget Summary (one high-level page?)*
    - iii. *Budget Study Session Notable Talking/Discussion Points*
    - iv. *Revised (consolidated) Finance Policies*
    - v. *Fee Schedule*

## **5. Adjournment**