



CITY OF SARATOGA COUNCIL FINANCE COMMITTEE ACTION MINUTES

DATE: June 23, 2015
TIME: 11:00 a.m.
LOCATION: Council Conference Room
Saratoga City Hall
13777 Fruitvale Avenue
Saratoga, CA 95070

ATTENDEES: Miller, Cappello

ABSENT:

OTHERS IN ATTENDANCE: Staff members: Lindsay, Furey, McFarlane,

1. Approval of Prior Finance Committee Meeting Minutes:

A. Action Items – *April 3, 2015 Minutes approved*

2. Oral & Written Communications:

A. N/A

3. Old Business

A. Finance Policies – Working Capital / Fiscal Stabilization Fund Balance Reserves

- Action Item – *Bring back graph illustrating monthly cash balances rather than fund balance. Mail graph to Finance Committee early so they can review.*
- Action Item – *Bring back Finance Policies in general, and Facility Replacement Reserve policy as New Business item separately.*

4. New Business

A. Business License Penalty Waiver Request

- Action Item – *Bring Waiver Requests to City Council at next meeting.*
- Action Item – *Contact Saratoga News to do Business License article, or put ad in paper each year.*
- Action Item – *Find out if code allows City to lien property (i.e. for outstanding development receivables).*

B. Business License Compliance Audit Agreement

- Action Item – *Bring agreement to City Council at next meeting.*

C. TOT Audit

- Action Item – *bring back audit proposals to next Finance Committee (FC) Meeting.*

D. Collection Agency Contract

- Action Item – *bring back outstanding AR information to next FC Meeting.*

E. Committee Items

- Action Item – *bring back EV Charging Station profit analysis to next FC Meeting*

- Action Item – *bring back Facility Replacement Reserve to further define purpose, long term goals, funding requirements, etc. to next FC Meeting*

F. Next FC meeting date

- Action Item – *schedule meeting for Thursday, August 20th at 12:00 noon.*

5. **Adjournment**