



# CITY OF SARATOGA

## COUNCIL FINANCE COMMITTEE

### ACTION MINUTES

**DATE:** February 19, 2016  
**TIME:** 8:30 a.m.  
**LOCATION:** Administration 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. January 22, 2016 Minutes approved

**2. Oral & Written Communications:**

A. N/A

**3. Old Business**

A. Finance Committee Agenda Planner

- Action Item – *Update Finance Committee agenda to include TOT Outreach sometime this fiscal year, Auditor update in October, and ABAG Insurance Review in Potential/Future Items.*
- Action Item – *Add Security Policy (i.e. camera installations and video retention guidelines) to list of Administrative Policies.*

**4. New Business**

A. Council Retreat Finance Review

- Action Item – *Finance Policies: Suggested revisions to be included in policies.*
- Action Item - *CIP Allocations: No changes to project direction worksheet. Traffic Safety Commission Funding to be brought back to Budget Study Session, to include: Fehr & Peer expense history, list of outstanding Council & TSC approved projects, and list of potential projects.*

B. FY 2016/17 Budget Preparations

- Action Item – *Scheduled next two Finance Committee meetings to review/discuss budget proceedings for April 1<sup>st</sup> and May 5<sup>th</sup>.*

C. Committee Items

- Action Item – *none*

D. Next FC meeting date

- Action Item - *Next meeting date set for Friday, April 1, 2016 at 8:30 am*

**5. Adjournment**