



CITY OF SARATOGA

COUNCIL FINANCE COMMITTEE

ACTION MINUTES

DATE: April 1, 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, Bothelio, Babcock, Taylor, Cherbone

1. Approval of Prior Finance Committee Meeting Minutes:

A. February 19, 2016 Minutes approved

2. Oral & Written Communications:

A. N/A

3. Old Business

A. None

4. New Business

A. Fee Schedule

- Action Items
 - i) Sign Retrieval fees – *bring forth to Council meeting as proposed*
 - ii) Facility Rental fees – *change proposed fee increase from \$70 per hour to \$75 per hour*

B. Boiler/Duct CIP & Infrastructure FFE Replacement Fund

- Action Item – *Bring proposal to closeout/move CIP project funding to Facility Infrastructure Replacement ISF to Budget Study Session.*
- Action Item – *Develop process to bring annual status update to Council of major/notable infrastructure replacements as a 5 Year replacement plan report. Include how much is being spent in each year, highlight noteworthy items.*

C. Covina and LLD Match CIP program

- Action Item – *Staff noted Engineering Firm failed to submit new district information to County therefore assessments were not put on tax bill. They will provide a 20% discount on next year's bill to compensate for their mistake. Staff to proceed with project using City's contribution prior to receiving next year's assessment funding.*

- Action Item – *Modify CIP project narrative to reflect “Match” refers to the City’s 50% match contribution toward initial improvements to be completed at the onset of the LLD (not ongoing maintenance costs). Also, that assessment funds are the LLD’s contribution, not an initial payment prior to assessments.*

D. Traffic Safety Committee project list

- Action Item – *Staff noted the 1st three projects on list would be completed with current and next fiscal year’s funding. Remaining projects on list to be completed in subsequent years.*

E. BAAQMD grant authority

- Action Item - *none*

F. Community Grants budget

- Action Item – *No changes to proposed grant amounts. Note the City’s \$22,000 contribution is the required match for County’s \$40,000 contribution. Call out additional \$6,000 to America in Bloom. James to follow up with United Way 211 Funding regarding funding. KSAR funding to change from direct billing per services into a monthly stipend with designated services to be provided.*

G. FY 2016/17 Budget Study Session

- Action Item – *Incorporate code enforcement direction from 4.6.16 Council meeting into proposed operating budget.*
- Action Item – *Identify Finance Committee’s direction for **proposed** CIP changes, including:*
 - defund \$25,000 Wildfire Plan CIP and shift \$15,000 to Website Project,*
 - Moving the remaining \$10,000 to a Traffic Study CIP with an additional \$40,000 transfer from Council’s Discretionary to CIP.*
 - Shift \$160,000 CIP funding from Inclusive Park CIP to El Quito Inclusive Park CIP. Move prior Inclusive Park project to Unfunded List.*
 - Shift the two \$90,000 CIP projects for duct work and boiler replacements and their funding to the FFE Replacement Internal Service Fund.*
- Action Item – *Point out noteworthy changes to Fiscal Statements & Policies*

H. Committee Items

- Transportation Solution – *Initial discussion related to City identifying/addressing Senior transportation needs morphed into a broader discussion that the entire West Valley Cities may want to partake in a regional study for all community. Proposed \$50,000 funding was identified as discussed in Budget Study Session above.*
- Ad Hoc Public Art Committee – *would like to include funding in budget for a Public Art piece to be located at the library. Budget funding needed for transportation/installation and rental of the art is approximately \$7,000.*
- Video Program – *A report is going to Council at the next meeting. Direction will be included in the FY 2016/17 operating budget.*

I. Next FC meeting date: *Thursday, May 5th 8:30am)*

5. Adjournment