



# SARATOGA CITY COUNCIL FINANCE COMMITTEE

FEBRUARY 7, 2023

---

## 4:00 P.M. REGULAR MEETING

---

### AMENDED AGENDA

- 02/07/2023 ITEM 2 FEE STUDY RESULTS PRESENTATION SLIDES ADDED

### Teleconference/Public Participation Information - Special Meeting

The Regular Meeting will be held in-person and by teleconference pursuant to amendments to the teleconference rules required by the Ralph M. Brown Act allowing teleconferencing during a proclaimed state of emergency when a local official has recommended social distancing. City Council Finance Committee members and the public may participate in person at the location listed below or via the Zoom platform using the information below.

Members of the public can view and participate in the meeting by:

1. Attending the meeting in person in the Linda Callon Conference Room located at 13777 Fruitvale Avenue, Saratoga CA 95070
2. Accessing the meeting through Zoom
  - \* Webinar URL <https://us02web.zoom.us/j/81997124594>
  - \* Webinar ID: 819 9712 4594
  - \* Calling 1.669.900.6833 or 1.408.638.0968 and pressing \*9 to raise their hand to speak on an agenda item when directed by the Chair

### Written Communication

Members of the public can send written comments prior to the meeting by commenting online at [www.saratoga.ca.us/fc](http://www.saratoga.ca.us/fc) prior to the start of the meeting. These emails will be provided to the City Council Finance Committee and will become part of the official record of the meeting.

### Public Comment

Members of the public may comment on any item for up to three (3) minutes. The amount of time for public comment may be reduced by the Chair.

### Meeting Recording Information

In accordance with the Saratoga City Council's Meeting Recording Policy, the City Council Finance Committee Meetings are recorded and made available to the public following the meeting on the City website.

## CALL TO ORDER

## ROLL CALL

Public Comment

## AGENDA ITEMS

1. Finance Committee Minutes

**Recommended Action:**

Review and approve the minutes for the January 10, 2023 meeting.

[Finance Committee Minutes](#)

2. Fee Study Results Review

**Recommended Action:**

Receive the 2022-23 Comprehensive Fee Study Project results and provide input on City staff's cost recovery recommendations.

[Memo - Fee Study Results Review](#)

[Fee Study Results Presentation Slides](#)

3. Request for Proposals for Independent Auditing Services

**Recommended Action:**

Approve the request for proposals for independent auditing services for the fiscal year ending June 30, 2023.

[Memo - 2023 Audit Services RFP](#)

[2023 Audit Services RFP](#)

4. November Finance Committee Meeting

**Recommended Action:**

Cancel the Finance Committee's November 28, 2023 regular meeting, schedule a special meeting the week of November 27<sup>th</sup>.

[Memo - November Meeting Cancellation](#)

5. City Council Financial Policies and General Financial Operating Policies Review

**Recommended Action:**

Receive report on the annual financial policies review and update for fiscal year 2023-24.

[Memo - City Council Financial Policies & General Financial Operating Policies Review](#)

[Attachment A Policy Summaries](#)

[Attachment B General Financial Policies](#)

[Attachment C Fund Balance Reserve Policy](#)

[Attachment D CIP Project Process Policy](#)

## ADJOURNMENT

**CERTIFICATE OF POSTING OF THE AGENDA, DISTRIBUTION OF THE AGENDA PACKET, COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

I, Gina Scott, Administrative Analyst for the City of Saratoga, declare that the foregoing agenda for the meeting of the City Council Finance Committee of the City of Saratoga was posted and available for public review on **January 31, 2023**, at the City of Saratoga, 13777 Fruitvale Ave., Saratoga, CA 95070, and on the City's website at [www.saratoga.ca.us](http://www.saratoga.ca.us).

Signed this **31<sup>st</sup> day of January 2023** at Saratoga, California.

Gina Scott, Administrative Analyst

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Committee by City staff in connection with this agenda, copies of materials distributed to the Committee concurrently with the posting of the agenda, and materials distributed to the Committee by staff after the posting of the agenda are available on the City website at [www.saratoga.ca.us](http://www.saratoga.ca.us) and are available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

In compliance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting, please contact the City Clerk at [bavrit@saratoga.ca.us](mailto:bavrit@saratoga.ca.us) or call 408.868.1216 as soon as possible before the meeting. The City will use its best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety.

[28 CFR 35.102-35.104 ADA title II]