



CITY OF SARATOGA ACTION MINUTES

COUNCIL FINANCE COMMITTEE APRIL 30, 2020

TIME 1:00 p.m.

LOCATION Linda Callon Administration Conference Room
Saratoga City Hall
13777 Fruitvale Avenue
Saratoga, CA 95070

PRESENT Council Members: Miller, Bernald

ALSO PRESENT Staff Members: Lindsay, Furey, Jaw, Cherbone, Bothelio, Pedro,
Pettipiece, Nakamoto

1. APPROVAL OF PRIOR FINANCE COMMITTEE MEETING MINUTES

A. March 12, 2020 Meeting Minutes – approved

2. ORAL & WRITTEN COMMUNICATIONS

A. None

3. OLD BUSINESS

A. None

4. NEW BUSINESS

A. FY 2019/20 Revenue Status Review

- Action Item – Mayor Miller requested staff to review/revise Sales Tax shortfall estimate as needed prior to Budget Study Session.

B. Community Services Support Funding Requests

- Action Item – Finance Committee recommends staff bring forward recommendation to fund requests from Council Discretionary account:
 1. \$20,000 to West Valley Community Services for increased service needs
 2. \$20,000 to SASCC for Outlook newsletter mailing
 3. \$20,000 to Hakone Gardens for operational funding needs
- Action Item – Finance Committee recommends SASCC quarterly payment be made in lump sum at beginning of FY 2020/21 to assist with cash flow needs.
- Action Item – Finance Committee recommends Chamber of Commerce FY 2020/21 Car Show grant funding of \$10,000 be repurposed to operational grant due to cancellation of Chambers' car show event.

- C. Wildfire Task Force funding request
 - Action Item – Staff to revisit funding request at following Task Force meeting and bring back to Budget Study Session for Council discussion.
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- D. Families First Coronavirus Response Act (FFCRA or Act)
 - Action Item – none
- E. Fee Schedule
 - Action Item – Staff to bring Fee Revisions to Council Meeting as presented.
- F. FY 2020/21 Budget Preview
 - Action Item – Staff to continue to revise budget projections and proposed appropriations for Budget Study Session.
 - Action Item – Staff to discuss core City values in the presentation, such as how the City has prepared to respond to recessionary times, that our values have led us to make these fiscal preparations, and the value the City puts on retaining Public Safety and employee services.
 - Action Item – Staff to explain Proposed Budget addresses options and choices, including the decision to not use Fiscal Reserves in this initial recession year, and to work to retain reserves for the purposes they are intended.
 - Action Item – Staff to emphasize the uncertainty of next year’s proposed budget, and the availability of solution with many options.
 - Action Item – Staff to prepare City Manager’s Budget Letter with emphasis on how the City has prepared for a financial recession, highlight that we’ve done what we needed to do, and that although the future remains uncertain, we have numerous options available to address the City’s financial needs.
- G. CIP Funding Reallocation recommendations:
 - Action Item – Staff to bring recommendation to the Budget Study Session to reallocate Risk Management CIP funding to:
 1. \$25,000 for the Art Infrastructure CIP, with Art program operational expenses included in the Operating Budget.
 2. \$25,000 to the Parks, Trails, Grounds, Median Infrastructure Capital Maintenance Project.
 3. Utilize \$150,000 of the LLD Fund Savings for a Quito Neighborhood Improvement project
- H. Next Finance Committee meeting date
 - Scheduled for May 21, 2020 at 3:00 pm

5. ADJOURNMENT