

**MINUTES
SARATOGA CITY COUNCIL FINANCE COMMITTEE
MEETING
FEBRUARY 7, 2023**

CALL TO ORDER

The meeting was called to order at 4:10 p.m.

ROLL CALL

Present: Mayor Kookie Fitzsimmons, Council Member Page, Council Member Walia
Also Present: James Lindsay, City Manager
Nick Pegueros, Administrative Services Director
Agnes Pabis, Finance Manager
Gina Scott, Administrative Analyst

REPORT ON POSTING OF THE AGENDA

The Administrative Analyst reported the agenda for this meeting was properly posted on January 31, 2023.

AGENDA ITEMS

1. Finance Committee Minutes

Recommended Action:

Approve the minutes for the January 10, 2023, Finance Committee Meeting.

PAGE/FITZSIMMONS MOVED TO **APPROVE THE MINUTES FOR THE JANUARY 10, 2023 FINANCE COMMITTEE MEETING.** MOTION PASSED BY VERBAL ROLL CALL. AYES: PAGE/FITZSIMMONS NOES: NONE. ABSTAIN: NONE.

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.

Gina Scott, Administrative Analyst, presented a brief overview of the Fee Study project and introduced Matrix Consulting Staff to provide a presentation of the Fee Study results.

Finance Committee directed staff to return with additional fee analysis demonstrating the cumulative impact of increased fees, at various recovery levels and up-to full cost recovery, with any additional fees imposed by other agencies at building permit issuance.

DIRECTION PROVIDED TO STAFF. NO VOTE TAKEN.

3. Request for Proposals for Independent Auditing Services

Recommended Action:

Approve the request for proposal (RFP) for independent auditing services for the fiscal year ending June 30, 2023.

Agnes Pabis, Finance Manager, presented an overview of the RFP for Auditing Services. Staff confirmed that the RFP requires the selected firm to provide independent audit services to West Valley Clean Water Authority, upon the Authority's request, and under separate professional services contract with the Authority. Staff also highlighted that the independent auditor is selected by the City Council and requested that the Finance Committee designate two Councilmembers to serve on the RFP screening committee.

PAGE/FITZSIMMONS MOVED TO **APPROVE THE REQUEST FOR PROPOSAL FOR INDEPENDENT AUDITING SERVICES AND DESIGNATE COUNCIL MEMBER PAGE AND MAYOR FITZSIMMONS TO SERVE ON THE AUDITOR SCREENING COMMITTEE.** MOTION PASSED BY VERBAL ROLL CALL. AYES: PAGE/FITZSIMMONS NOES: NONE. ABSTAIN: NONE.

4. November Finance Committee Meeting

Recommended Action:

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

Nick Pegueros, Administrative Services Director, identified a scheduling conflict with the November 28th regular meeting and requested an alternative meeting date on the week of November 27th.

Committee Consensus

Cancel the November 28, 2023 meeting, and schedule a special meeting on November 27, 2023, at 4:00 p.m., to receive the independent auditor's report on the fiscal year ended June 30, 2023.

CONSENSUS DIRECTION TO STAFF. NO VOTE TAKEN.

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

Recommended Action:

Receive report on the annual Financial Policies for fiscal year 2023-24 and request changes or updates to the policies as well as completing a review of the City's reserve policies.

Nick Pegueros, Administrative Services Director, provided the committee with the City Council Financial Policies and the General Financial Operating Policies.

James Lindsay, City Manager, proposed the idea of adding a Community Grant Reserve Policy.

Consensus Direction

Return with draft policy to provide greater certainty to community grant recipients through a new General Fund reserve policy.

CONSENSUS DIRECTION TO STAFF. NO VOTE TAKEN.

ADJOURNMENT

PAGE/FITZSIMMONS MOVED **TO ADJOURN THE MEETING AT 5:11 PM.** MOTION PASSED BY VERBAL ROLL CALL. AYES: PAGE/FITZSIMMONS. NOES: NONE. ABSTAIN: NONE.

Minutes respectfully submitted:

Gina Scott, Administrative Analyst
City of Saratoga