

**MINUTES**  
**TUESDAY, APRIL 17, 2018**  
**SARATOGA CITY COUNCIL SPECIAL MEETING**

Mayor Bernald called the Special Meeting to order at 6:07 p.m. in the City Hall Administrative Conference Room at 13777 Fruitvale Avenue in Saratoga.

**ROLL CALL**

**PRESENT:** Mayor Mary-Lynne Bernald, Vice Mayor Manny Cappello,  
Council Members, Howard Miller, Emily Lo, Rishi Kumar

**ABSENT:** None

**ALSO PRESENT:** James Lindsay, City Manager  
Crystal Bothelio, Deputy City Manager  
John Cherbone, Public Works Director  
Mary Furey, Finance & Administrative Services Director  
Michael Taylor, Recreation and Facilities Director  
Nora Pimentel, City Clerk  
Debbie Pedro, Community Development Director  
Lauren Pettipiece, Administrative Analyst

**AGENDA ITEMS**

Review of the draft FY 2018/19 proposed General Fund Operating Budget, proposed Capital Improvement Project funding, and proposed updates to the City's Fiscal Policies.

**Recommended Action:**

Council to review and provide consensus direction to staff on:

- 1) Draft Proposed FY 2018/19 Operating Budget
- 2) Proposed Fiscal Policy Changes
- 3) Proposed FY 2018/19 Capital Project Funding Allocations

Finance and Administrative Services Director Mary Furey introduced the item and provided a summary of the General Fund, including current fiscal year budget, year-end estimates, and next year's proposed budget. She explained the rationale for projections and notable changes in proposed budget expenditures. She shared information about changes to the Unfunded Accrued Liability (UAL) as well as changes to law enforcement costs projected in the future. Following Council discussion and deliberation, the Council unanimously agreed to increase the UAL payment from \$750,000 to \$1,000,000 in Fiscal Year (FY) 2018/19.

Crystal Bothelio, Deputy City Manager, shared information on Language Tools and translation services. Following Council discussion and deliberation, the Council unanimously agreed to allocate \$10,000 for translation services and have documents translated from English to traditional Chinese by September 2018 in time for back to school night.

James Lindsay, City Manager, engaged the Council in a follow up discussion from the April 4, 2018 City Council Meeting on a request from West Valley Community Services to increase funding for the organization by \$20,000. Following Council discussion and deliberation, the Council unanimously agreed to fund the request and directed the City Manager to report back on services provided.

James Lindsay, City Manager, shared information about employee about retention opportunities. He reported that employees expressed a desire to have more access to fitness facilities. Following Council discussion and deliberation the Council unanimously agreed to add \$20,000 to the budget for an employee fitness and welfare program and increases the social event budget by \$5,000. The City Council further directed the City Manager to report back on the employee welfare/fitness program through newsletter or Council report on what such a program would entail.

James Lindsay, City Manager, then presented a proposal to increase the Street Closure Grant by an additional \$15,000 for a total of \$35,000. The Council unanimously agreed to increase the Street Closure Event budget.

Finance and Administrative Services Director Mary Furey provided a summary of the Total Fund Activity and described different fund reserves and the status of those funds.

Finance and Administrative Services Director Mary Furey provided a summary of the Fiscal Policy revisions, including policies related to the Development Reserve, Capital Improvement Plan Process (CIP) Policy, and Water Access Policy. The Council unanimously agreed to move forward with the policy revisions.

Finance and Administrative Services Director Mary Furey provided an overview of the prioritization of capital projects at the Council's CIP study session. She noted that there is \$48,000 that has become available and can go towards funding the Bocce Ball Court in the Unfunded CIP. The Council unanimously agreed to move the Bocce Ball Court project from Unfunded to Funded in the Fiscal Year 2018/19 budget.

## **ADJOURNMENT**

Mayor Bernald adjourned the meeting at 7:42 p.m.

Minutes respectfully submitted:

Nora Pimentel, City Clerk  
City of Saratoga