

**MINUTES  
FINANCE COMMISSION  
REGULAR MEETING  
November 4, 2013**

City Council Chamber  
One Civic Center Plaza  
Irvine, CA 92606

**CALL TO ORDER – 5:35 p.m.**

**ROLL CALL**

PRESENT: 3	Commissioner:	Bartlett
	Commissioner:	King
	Chair:	Duong
ABSENT: 2	Vice Chair:	Bollard
	Commissioner:	Wong

**PLEDGE OF ALLEGIANCE**

Commissioner King led the Pledge of Allegiance.

**INTRODUCTIONS**

There were no introductions.

**PRESENTATIONS**

There were no presentations.

**COMMITTEE REPORTS**

There were no committee reports.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC COMMENTS**

There were no public comments.

## **CONSENT CALENDAR**

The consent calendar consisted of items 1 through 3.

**ACTION: Moved by Commissioner Bartlett, seconded by Commissioner King, and unanimously carried by those members present, to approve Consent Calendar Items 1 through 3.**

### **1. MINUTES**

#### **ACTION:**

Approved the minutes of a regular meeting of the Finance Commission held on October 21, 2013.

### **2. SINGLE AUDIT OF FEDERALLY ASSISTED GRANT PROGRAMS FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

#### **RECOMMENDED ACTION:**

Recommended the City Council receive and file.

### **3. AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

#### **RECOMMENDED ACTION:**

Recommended the City Council receive and file.

## **COMMISSION BUSINESS**

### **4. FISCAL YEAR 2012-13 GENERAL FUND YEAR-END REPORT**

Kalesha Kennedy, Budget Officer, presented the staff report and answered questions. Barbara Arenado, Senior Accountant, and Peter Hong, Management Analyst II, were also present and available to answer questions.

Commission discussion included: contingency reserve fund levels; percentage of self-insurance reserve fund; OCFA update; infrastructure and rehabilitation fund balance; outstanding encumbrances and open purchase orders; unallocated funds to contingency; progress update on unfunded pension liability; and vacant positions by department.

**RECOMMENDED ACTION: Moved by Chair Duong, seconded by Commissioner Bartlett and unanimously carried by those members present to:**

- 1) Recommend that the City Council receive and file the Budget Update Report for the Fiscal Year Ended June 30, 2013.
- 2) Recommend that the City Council approve a Budget Adjustment for Prior City Council Actions/Direction allocating \$24,750 in expenditures for specific projects/programs previously approved by the City Council in FY 2012-13 that were not completed by the end of the fiscal year.
- 3) Recommend that the City Council approve a Budget Adjustment allocating \$370,249 of year-end General Fund balance for outstanding encumbrances and Purchase Orders.
- 4) Recommend that the City Council approve a Budget Adjustment increasing allocations and transfers by \$4,300,000 for other programs and projects recommended by the City Manager.

As amended:

Recommend that the City Council transfer the General Fund unallocated year-end balance of \$461,463 to the Contingency Reserve Fund.

**5. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2013 AND AUDITORS' COMMUNICATION**

Teri Washle, Finance Administrator, presented the staff report and answered questions. Robin Chuang, Senior Accountant, and Debbie Harper, Partner, Lance, Soll, and Lunghard, were also present and available to answer questions.

Commission discussion included: online availability of the CAFR.

**RECOMMENDED ACTION: Moved by Commissioner Bartlett, seconded by Commissioner King and unanimously carried by those members present to:**

Recommend the City Council receive and file.

**6. FISCAL YEAR 2012-2013 CAPITAL IMPROVEMENT AND SPECIAL FUNDS YEAR END REPORT**

Teri Washle, Finance Administrator, presented the staff report and answered questions. Andy Do, Senior Accountant, was also present and available to answer questions.

Commission discussion included: year-end accounting practices; allocating surplus; Plaza Park rehabilitation project; scope of facilities master plan and rehabilitation; date of last playground ADA assessment; and estimated length of playground priorities study with public approval process through the Community Services Commission.

**RECOMMENDED ACTION: Moved by Commissioner Bartlett, seconded by Commissioner King, and unanimously carried by**

**those members present to:**

- 1) Recommend the City Council approve the continuation of 101 City and 218 Special District capital projects with budgets of \$71.3 million and \$100.1 million, respectively, for a total of \$171.4 million to Fiscal Year 2013-14.
- 2) Recommend the City Council approve the closure of 46 completed City and Special District projects, with \$41.7 million in expenditures.
- 3) Recommend the City Council appropriate \$0.3 million from existing CIP project closeouts to a new capital improvement project for the design and construction of a left-turn pocket on Alton Parkway into the south entrance of the Civic Center.
- 4) Recommend the City Council appropriate \$0.4 million in Infrastructure and Rehabilitation funds to expand the scope of the Irvine Facility Master Plan Evaluation project (CIP 391201) to include a reassessment of citywide park and facilities priorities, playground ADA evaluation, and any required environmental review.
- 5) Recommend the City Council approve a modification to the project scope for the FY 2013-14 Streetscape Rehabilitation project (CIP 351401), to include streetscape rehabilitation to portions of Irvine Center Drive between Harvard and Culver.
- 6) Recommend the City Council approve the adjustment of inter-fund transfers for capital projects among the General, Infrastructure and Rehabilitation, Measure M Turnback, Gas Tax, Fees and Exactions, System Development Charge, Renewed Measure M2 Fairshare, Community Facility District, and Fleet Service Funds for the fiscal year beginning July 1, 2013.
- 7) Recommend the City Council approve funding for outstanding purchase orders and continuing activities in the Special Funds totaling \$3.6 million.

**7. FISCAL YEAR 2013-14 COMMUNITY DEVELOPMENT AND PUBLIC WORKS  
MID YEAR BUDGET ADJUSTMENT**

Susan Wheelock, Senior Management Analyst, presented the staff report and answered questions.

Commission discussion included: start date of approved projects; average number of projects in plan check; and the turnaround time for a plan check.


**RECOMMENDED ACTION: Moved by Commissioner Bartlett,  
seconded by Commissioner King, and unanimously carried by  
those members present to:**

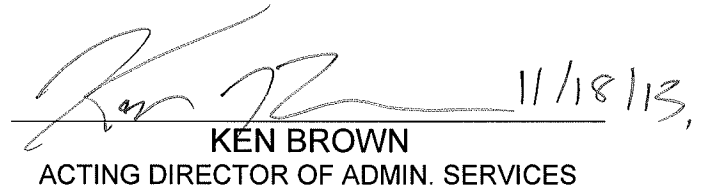
- 1) Recommend City Council approve a Budget Adjustment to increase Developer Deposit Fund (005) revenues by \$300,000 and Developer Deposit expenditures by \$259,500.

- 2) Recommend City Council approve a Budget Adjustment to increase Building and Safety Fund (024) revenues by \$1,155,000 and Building and Safety expenditures by \$1,000,000.
- 3) Recommend City Council approve a Budget Adjustment to increase Development Engineering Fund (027) revenues by \$312,300 and Development Engineering expenditures by \$249,840.
- 4) Recommend City Council approve a Budget Adjustment to increase General Fund revenues and expenditures by \$40,000 and transfers to the General Fund of \$257,960 from the Developer Deposit, Building and Safety and Development Engineering Funds.

**ADJOURNMENT**

By consensus, Chair Duong adjourned at 6:47 p.m.

  
\_\_\_\_\_  
JOHN DUONG  
CHAIR

  
\_\_\_\_\_  
KEN BROWN  
ACTING DIRECTOR OF ADMIN. SERVICES

  
\_\_\_\_\_  
MELINDA NEUMANN  
RECORDING SECRETARY

  
\_\_\_\_\_  
DATE APPROVED

