

**MINUTES OF THE CITY OF COSTA MESA
FINANCE ADVISORY COMMITTEE
MAY 26, 2015
3:30PM**

CALL TO ORDER

The meeting was called to order by the Mr. Shaw at 3:30 p.m. in Conference Room 1A at Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, California.

ROLL CALL

Members Present: Chair Terry Shaw, Members: Jeff Arthur, Howard Hull, Robert Juneman, Tom Pollitt, Richard Riva, Mayor's Designee-Katrina Foley

Staff Present: Interim Finance Director Stephen Dunivent, Assistant Finance Director Colleen O'Donoghue, Revenue Supervisor Jennifer King, Executive Secretary Kathy Ulrich

Members Absent: Vice-Chair Jim Fidler, Members: Christopher Graham, Colin Smith, CEO Tom Hatch

PUBLIC COMMENTS

There were no public comments.

MEMBER'S REPORTS, COMMENTS, AND SUGGESTIONS

There were no member comments.

APPROVAL OF MINUTES

1. Meeting of April 28, 2015 –
Moved/Second: Richard Riva/Jeff Arthur
The motion carried, by the following roll call vote:
Ayes: Terry Shaw, Jeff Arthur, Howard Hull, Bob Juneman, Tom Pollitt, Richard Riva
Nays: None
Absent: Jim Fidler, Christopher Graham, Colin Smith, Tom Hatch
Abstain: Katrina Foley
Motion carried: 6-0-1

OLD BUSINESS –

a) BUSINESS LICENSE UPDATE

Ms. King updated the Committee on the status of business licenses – applications and on-line renewals, as well as the Franchise Tax Board (FTB) data sharing

program. The Committee has asked Staff for estimated costs associated with the Business License program, to include mailings and staff time.

NEW BUSINESS -

- a) **INTRODUCE NEW FINANCE DEPARTMENT PERSONNEL**
Mr. Dunivent introduced new Treasury Management staff; Melynda Shank, Matt Schmelzel and Jon Kondo, and Budget staff: Anna Baca and Dustin Birn.
- b) **FILLED & VACANT REGULAR FULL-TIME POSITION UPDATE**
Mr. Dunivent updated the Committee with a chart indicating filled & vacant full-time employees, but will be updated to reflect part-time employees too.
- c) **CAPITAL ASSET IMPROVEMENT ORDINANCE**
Mr. Dunivent reviewed the draft ordinance, followed by discussion. A motion was made by Mr. Pollitt, seconded by Mr. Riva to accept the draft as written.
The motion carried, by the following roll call vote:
Ayes: Jeff Arthur, Howard Hull, Tom Pollitt, Richard Riva
Nays: Terry Shaw, Bob Juneman
Absent: Jim Fisler, Christopher Graham, Colin Smith, Tom Hatch
Abstain: Katrina Foley
Motion carried: 4-2-1
The ordinance is scheduled to go to Council at the June 16th Council meeting.
- d) **THE MILLS ACT**
Mr. Dunivent and Mr. Shaw explained the concept of the Mills Act, which is sometimes difficult to qualify for and homeowners have to maintain and rehabilitate their structures if necessary.
- e) **FY 15-16 PRELIMINARY BUDGET UPDATE**
Mr. Dunivent updated the Committee on the upcoming budget adoption, scheduled to go to Council at the June 16th Council meeting.

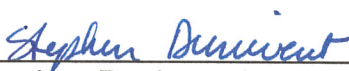
OPEN DISCUSSION / FUTURE AGENDA ITEMS

- Business License Updates
- Business Development
- Dashboard request on the City website for the FAC
- Meet new Finance personnel

ADJOURNMENT - The meeting was adjourned at 5:00 p.m. to the regular meeting on June 30 at 3:30 p.m.



Terry Shaw, Chair



Stephen Dunivent, Interim Finance Director