



**MEETING MINUTES**  
**CITY OF HUNTINGTON BEACH**  
**FINANCE BOARD**  
**WEDNESDAY, MAY 9, 2007 AT 6:00PM**  
**CIVIC CENTER, LOWER LEVEL, ROOM B-8**

- 1) **CALL TO ORDER:** At 6:17 PM, Chair Falzon called the meeting to order.  
Chair Falzon, Vice Chair Geddes, Members: Garcia, Kovacs, Lograsso  
Absent: Members Jones and King  
Present: Dan Villella, Finance Director, Jennifer Lampman, Sr. Administrative Analyst, Carrie Gonzales, Acting Administrative Assistant  
Citizens Present: Gary Puissegur
- 2) **PUBLIC COMMENTS:**  
Gary Puissegur asked if he could receive a copy of the Mid-Year PowerPoint presentation given by the Finance Department at the May 7, 2007 Council meeting. Chair Falzon asked that the PowerPoint be e-mailed to the Board members and a copy sent in the mail to Gary Puissegur.
- 3) **APPROVAL OF MEETING MINUTES:**  
April 11, 2007 – Member Lograsso made a motion to approve the minutes as amended, seconded by Member Garcia. (5-0-2, Members Jones and King absent)
- 4) **STAFF REPORTS/BUSINESS ITEMS:**

**a) Chairman's Update**

Chair Falzon mentioned he had spoken to Dan Villella and Rick Amadril, Central Services Manager regarding the status of the Long Term Financial Plan since the April 11 meeting.

**b) Long Term Financial Plan**

Dan Villella informed the Board that a meeting has been scheduled with The PFM Group on Monday, May 14 at 9:00am. Chair Falzon, Rick Amadril, and Dan Villella will be attending the meeting. Dan informed the Board that Penny Culbreth-Graft, City Administrator would like to have this contract for the Long Term Financial Plan approve in June 2007.

The Board discussed the following items regarding the Long Term Financial Plan:

- Who will be managing the contract to see that PFM provides everything in their proposal?
- Will Staff give the Board updates?
- Will Staff handle issue resolutions?
- Will the Board handle increases and decreases in the scope of work?
- Will a model be shown to the Board?
- Will the Board be informed of deliverables?

***Member Garcia made a motion to have Chair Falzon be the liaison for the Board regarding the Long Term Financial Plan, seconded by Member Lograsso. The motion was approved 5-0-2, Members Jones and King absent.***

**c) Equipment/Vehicle Replacement Administrative Regulation**

The Board discussed the draft version of the administrative regulation and requested the following changes be made:

- Heading – change sections 1 – 6 to 1 – 7
- – delete “policy and procedures” and replace with “a regulation”
- 7.7 – delete to “ensure accuracy” and replace with “by the Finance Department”

***Member Garcia made a motion to approve the Equipment/Vehicle Replacement Administrative Regulation as amended, seconded by Member Kovacs. The motion was approved 5-0-2, Members Jones and King absent.***



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**d) FY 2006/07 Capital Improvement Projects (CIP) Budget**

The Board would like to keep this item on the agenda for possible further discussion.

**e) Neighborhood Improvement Districts**

No further discussion, Paul Emery has been invited to attend the June 13 Board meeting to discuss the Park Huntington project.

**f) The Brown Act**

Chair Falzon discussed the handout regarding the Brown Act that was sent in the Boards packets and recommended this be reviewed every January for any new Board Members.

**g) Comprehensive Annual Financial Report (CAFR)**

The Board discussed the current CAFR. Dan Villella informed the Board Members the City would be having a new auditor, Diehl, Evans and Company. He stated the City rotates auditors approximately every 3 years.

**h) Revenue Manual**

Dan Villella discussed the revenue manual. He explained this manual has been updated from years past and the Finance Department will continually monitor and update the manual. He stated this is a good tool to use with the budget.

**5) OPEN ITEM LIST**

No changes to the current list.

**6) COMMENTS FROM BOARD MEMBERS**

The Board discussed the RCA dated April 16, 2007 on the Strategic Plan Update for 2007. Chair Falzon asked how will Administration keep the Strategic Plan current and stated this RCA is very confusing.

*Vice Chair Geddes made a motion recommending that staff create a brief summary, by list of projects, of the Strategic Plan updates that summarizes expenditures to date vs. projected costs and schedule changes in target completion dates, seconded by Member Kovacs. The motion was approved 5-0-2, Members Jones and King absent.*

**ADJOURNMENT**

Member Lograsso made a motion at 8:50 pm to adjourn the meeting to Wednesday, June 13, 2007 at 6:00 p.m., seconded by Member Garcia. The motion was approved 5-0-2, Members Jones and King absent.

**Respectfully submitted by:**  
**Dan T. Villella, Finance Director**  
**Secretary to the Finance Board**