

**MINUTES
FINANCE COMMISSION
REGULAR MEETING
March 18, 2013**

City Council Chamber
One Civic Center Plaza
Irvine, CA 92606

CALL TO ORDER – 5:33 p.m.

ROLL CALL

Present:	4	Commissioner :	Bartlett
		Commissioner:	Ezzeldine
		Commissioner:	Wong
		Chair:	Duong
Absent	1	Vice Chair:	Bollard

PLEDGE OF ALLEGIANCE

Commissioner Bartlett led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

PRESENTATIONS

1. SYSTEMS DEVELOPMENT CHARGE REVENUE

Amy Roblyer, Senior Management Analyst, presented a description of the Systems Development Charge Revenue fund and answered questions.

Commission discussion included: 1 percent one-time fee; examples of circulation and non-circulation projects; landscaping around on/off ramps; other funding sources for Northwood Community Park; determining how project funds are used; building permit evaluation and formula; funds for new senior center; and timeline of circulation projects.

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

2. MINUTES

ACTION: Moved by Commissioner Bartlett, seconded by Commissioner Wong, and unanimously carried by those members present to:

Approve the minutes of a regular meeting of the Finance Commission held on March 4, 2013.

COMMISSION BUSINESS

3. FISCAL YEAR 2012-13 JANUARY BUDGET UPDATE

Kalesha Kennedy, Budget Officer, presented the staff report and answered questions. Ken Brown, Manager of Budget and Business Planning, was also present and answered questions.

Commission discussion included: Top Five section of report; documentary transfer tax; property transfers; and vacancy fluctuations.

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

Receive and file the Fiscal Year 2012-13 January Budget Update.

4. COST OF SERVICES ANALYSIS AND RELATED FEE RECOMMENDATIONS FOR CITY CLERK, PUBLIC SAFETY AND DEVELOPMENT-RELATED SERVICES

Ken Brown, Manager of Budget and Business Planning, presented the staff report and answered questions.

Commission discussion included: fees for services with direct beneficiaries; fee studies done every two to four years; last major increase was 2007/minor was 2009; City's fees vs. other Orange County cities; cost of service recovery fees; fees regulated by Government code; allocation of costs variation; feedback from stakeholders in community; effect of contract services on rates; cost of study; and impact on General Fund.

RECOMMENDED ACTION: Moved by Commission Ezzeldine, seconded by Commissioner Wong, to:

- 1) Recommend the City Council approve the proposed hourly rate calculation methodology for development-related, Public Safety, and City Clerk services.
- 2) Recommend the City Council adopt RESOLUTION NO. 13– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE REPLACING RESOLUTION 09-54 AND ESTABLISHING DEVELOPMENT PROCESSING AND INSPECTION FEES.
- 3) Recommend the City Council adopt RESOLUTION NO. 13– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE ESTABLISHING FEES FOR SERVICES RELATED TO THE CITY CLERK SECTION, replacing and superseding all previous resolutions that are inconsistent therewith.
- 4) Recommend the City Council adopt RESOLUTION NO. 13– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE ESTABLISHING FEES FOR SERVICES RELATED TO PUBLIC SAFETY, replacing and superseding all previous resolutions that are inconsistent therewith.

The motion carried as follows:

AYES:	3	COMMISSIONERS:	Duong, Ezzeldine and Wong
NOES:	1	COMMISSIONERS:	Bartlett
ABSENT:	1	COMMISSIONERS:	Bollard

5. BUDGET ADJUSTMENT TO CAPITAL IMPROVEMENT PROJECT 369030 FOR MODERNIZATION AND EXPANSION OF THE COMMUNITY CENTER AT NORTHWOOD COMMUNITY PARK

This item was continued from the March 4, 2013 Finance Commission meeting.

Meredith Reynolds, Environmental Programs Administrator, and Pat Castro, Facilities Construction Rehab Administrator, presented an overview of the original project, highlights and photos of the change orders, discussed structural issues and the scope of work, and answered questions.

Commission discussion included: design concept; construction modifications and additional change orders; contractor issues; bidding process; justification of change

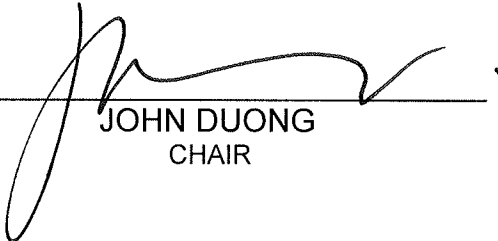
orders and the City's responsibility; construction plan drawings vs. design build; design build-fire sprinkler system and PV system; replacement of underground water supply and electrical transformer; revisions to the project design; line items in various change orders; anticipation of changes needed; timing of additional community feedback and Tai Chi and basketball court revisions; and the process for making changes in the plan vs. use of contingency. The Commission requested staff return to the Finance Commission after completion of the project to review policies and protocols related to the use of contingency funds.

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

Recommend the City Council approve a budget adjustment adding \$500,000 of Systems Development Charge (SDC) funding to the Northwood Community Park modernization and expansion project for additional project scope of \$180,000 and additional contingency of \$320,000 to address unexpected project discoveries.

ADJOURNMENT – 7:37 p.m.

By consensus, Chair Duong adjourned at 7:37 p.m.



JOHN DUONG
CHAIR



GARY BURTON
DIRECTOR OF ADMINISTRATIVE SERVICES



GAIL FRUEH
RECORDING SECRETARY

5-06-13
DATE APPROVED