

Subject: FINANCE MANAGEMENT MEETING MINUTES

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Meeting Minutes 2-10-15.doc

**MEETING MINUTES
FINANCE MANAGERS & SUPERVISORS MEETING
FEBRUARY 10, 2015**

Reviewed the City Council, Housing, Sanitary & Successor Agency agenda items for 2/10/15 meeting.

A City Council Retreat is planned for mid-March for the Council to share their vision and goals for 2015 and for the Directors to discuss their current departmental priorities.

Henry Chao – New Sr. Accountant, introduced himself to the group.

A general Finance Department Staff meeting is tentatively scheduled for Friday, February 27th. Additional information will follow.

DIVISION UPDATES

Risk Management

- Ann is working with the City Attorney on the Fireworks Ordinance and will be taking this item to Council on March 24.
- Ann is working on the Master Fee Schedule update.
- Insurance renewals are done.

Economic Development

- Jim is focusing on ROPS.
- The waterpark project construction has started to install the slides. Construction remains on track and is looking at opening one year from now.

Purchasing

- Jim continues to assist in the warehouse.
- A Strawberry Festival meeting is scheduled for today.
- Sandy is working with Public Works staff on Uniforms Bid.
- Sandy is working with PD staff on the Transcribing Services RFP.

Accounting

- Ellis is working with Henry on month end close.
- Ellis and Henry are working on the ROPS with Jim & Grace.
- Ellis is working with Alanna from Community Development on the Fire station developer impact fees.
- Staff is working on the State Controllers report. Deadline is the end of March.
- Staff is revisiting procedures manual to streamline the process for Payroll and A/P.

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Revenue

- Monica is working on the Investment Policy and will be taking it to Council on the 24th of February.
- Staff is working on cleaning up some water meter accounts as a new process and a smartphone software for meter reading is being launched soon.
- Staff, working with IT, has implemented a new credit card processing platform for utility payments that should help reduce some of the processing fees.
- Sewer billing on exempt properties is complete.
- Staff continues to work on educating and informing customers of the benefits of the auto-pay feature.
- Human Resources is waiting on the results of the fingerprints process for the Sr. Account Specialist.
- Business License staff is working on the Tet Festival Requests.
- The contract with Revenue Experts is now finalized.
- Staff is working on the Massage Ordinance revision.
- Fireworks permit requests have started to come in.

Budget

- Staff will be going to Central Management on Feb. 11th to present the FY 2015-16 Admin. Service Charge and Fringe Rates.
- Staff is reviewing the labor allocation information sheets that departments submitted.
- Janet completed the housing authority drawdown process.
- Staff is working on the Monthly Capital Assets.
- Auditors are currently reviewing the REAC Annual Housing Report before Janet submits it to HUD.