



City of Villa Park
17855 Santiago Boulevard
Villa Park, California 92861
(714) 998-1500

BUDGET & FINANCE COMMITTEE

Agenda

Tuesday, July 26, 2016

6:15 p.m.

The Budget and Finance Committee of the City of Villa Park welcomes you to this meeting. We encourage your participation. This agenda contains a brief description of each item to be considered.

If you wish to speak on an item contained on the agenda, please approach the podium at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer.

All supporting information is available for public review in the City Hall offices.

Please Note: In compliance with the Americans with Disabilities Act, the City of Villa Park will make every reasonable attempt to accommodate attendees or participants at this meeting who need special assistance beyond what is normally provided. Please contact the City Hall at (714) 998-1500 at least 48 hours prior to this meeting to inform us of particular needs and to determine if accommodation is feasible. Please advise us at the time of your call if special assistance is required to attend or participate in meetings on a regular basis.

ORDER OF BUSINESS

1. Call To Order
2. Roll Call

Bill Nelson, Chair
Councilmember Diana Fascenelli
3. Public Comment
4. Document approved/revised January Minutes.
5. Review of February Minutes.
6. Discuss Investment Advisory Committee (IAC) interview and appointment.
5. Adjourn



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BUDGET & FINANCE MEETING

Minutes - Regular Meeting

January 15, 2016

1. CALL TO ORDER

The meeting was called to order at 9:11 AM by Chair Nelson.

2. ROLL CALL

The following members and attendees were present:

*Bill Nelson, Chair
Diana Fascenelli, Councilmember
Michelle Danaher, Finance Director
Jarad Hildenbrand, City Manager*

The following members and attendees were absent:

3. PUBLIC COMMENT

No public comment.

4. DISCUSSION ITEMS

a) Reviewed October 19, 2015 minutes.

Councilmember Fascenelli requested that Councilmember Collacott be added as a guest attendee on the minutes. With the change added, Councilmember Fascenelli moved approval for the October 19, 2015 minutes, seconded by Chair Nelson. Motion carried.

b) Presentation of purchasing new financial software.

Finance Director Danaher presented the analysis performed on which new financial software should be purchased by the City Council. Discussion ensued with all members in attendance. Staff recommended purchasing the Blackbaud-Financial Edge software, the committee was in agreement. Councilmember Fascenelli requested that staff add a 10% contingency to the final cost, along with directing staff to obtain a quote for 10 years of historical information not just four. Councilmember Fascenelli moved to recommend to City Council to purchase the Blackbaud-Financial Edge software inclusive of the 10% contingency and recommending Council to look at obtaining 10 years of history, seconded by Chair Nelson. Motion carried.

c) Finance Director Danaher noted to the Committee that due to the early meeting date requested to cover the Financial Software presentation, there was not enough time to prepare the routine Mid-Year Budget Adjustment report for this meeting. Finance Director informed the Committee that the Mid-Year Budget Adjustment Report would be presented at the January 26, 2016 City Council Meeting.

5. ADJOURNMENT

The meeting was adjourned at 9:50 AM.



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BUDGET & FINANCE MEETING
Minutes - Regular Meeting
February 17, 2016

1. CALL TO ORDER

The meeting was called to order at 9:01 AM by Chair Nelson.

2. ROLL CALL

The following members and attendees were present:

*Bill Nelson, Chair
Diana Fascenelli, Councilmember
Michelle Danaher, Finance Director*

*The following members and attendees were absent:
Jarad Hildenbrand, City Manager*

3. PUBLIC COMMENT

No public comment.

4. DISCUSSION ITEMS

a) Reviewed revised October 19, 2015 and January 15, 2016 minutes.

Chair Nelson requested that "Chair Fascenelli" be added to item 4. a) at the end of the sentence after "seconded by". Councilmember Fascenelli moved approval for the revised October 19, 2015 minutes, seconded by Chair Nelson. Motion carried.

Councilmember Fascenelli requested that a comment be included on the fact that the Finance Director noted at the meeting that there was not enough time to present the Mid-Year Budget Adjustment Report at this meeting and that the information will be brought to the Council meeting on January 26, 2016. Councilmember Fascenelli moved approval for the revised January 15, 2016 minutes, seconded by Chair Nelson. Motion carried.

b) Presentation of Mid-Year Budget Review and Budget Adjustments.

Finance Director Danaher presented the analysis performed on the Mid-Year Budget Review and Budget Adjustment Report. Discussion ensued with all members in attendance. Chair Nelson recommended that staff look into revising the budget adjustment policies to be more precise and state that adjustments within a fund from Capital to Operating should be approved by Council. Councilmember Fascenelli agreed that this should be addressed in the FY16-17 budget process. Chair Nelson moved for approval of the Mid-Year Budget Review and Budget Adjustment Report and making the recommendation to City Council on revising the budget adjustment policy, seconded by Councilmember Fascenelli. Motion carried.

c) Discussion of Business License Procedures.

Councilmember Fascenelli discussed the desire for the business license procedures to be streamlined. Discussion ensued and two recommendations to staff were made:

- *Change business licenses to be effective annually on a calendar basis. That would entail prorating each new business license the first year, until they were slated on the calendar year renewal process.*
- *Install the option for residents to pay via credit card.*

Staff will implement these new processes upon direction of the City Manager.

5. ADJOURNMENT

The meeting was adjourned at 9:26 AM.



City of Villa Park

RECEIVED
MAY 13 2016
CITY OF VILLA PARK

Committee/Commission Application

The City has a number of boards, commissions, and committees which allow citizens an opportunity to play an integral role in City government by advising the City Council on important issues. To be eligible for appointment, a person must be a resident of the City of Villa Park, unless otherwise noted.

GENERAL INFORMATION		
Applicant: Harold Hewitt	Date: May 11, 2016	
Address: [REDACTED]		
Years as VP Resident: 4	Phone: [REDACTED]	Work Phone: [REDACTED]
I WOULD LIKE TO BE CONSIDERED FOR APPOINTMENT TO THE		
<input type="checkbox"/> Villa Park Community Services Foundation	<input type="checkbox"/> City Treasurer	
<input checked="" type="checkbox"/> Investment Advisory Committee	<input type="checkbox"/> Other:	
ORGANIZATIONS / ACTIVITIES / COMMUNITY INVOLVEMENT		
Please list in order of importance to you, the community, civic, professional, business, religious, social, athletic, and other organizations of which you have been a member. Please describe the nature of your participation, responsibilities and accomplishments. (If necessary, attach additional pages to the application.)		
Organization:	Dates:	Position:
See attached bio.		
Organization:	Dates:	Position:



City of Villa Park

Committee/Commission Application

Please state briefly why you are interested in serving in the position for which you are submitting this application and why you feel you are qualified.

I'm interested in serving on the Investment Advisory Committee because Lynne Doti suggested that I might be helpful. My entire professional career has been as a financial manager of public benefit corporations in a fiduciary capacity, similar to the role of members serving this Committee. Given that Villa Park has become home to me and my family, I would be honored to help in this small way should I be selected.

NOTICE TO APPLICANTS

Supplemental Application Required

The information you give us about yourself is needed to identify you and assist in determining your suitability for the positions for which you are applying. The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting City business and as otherwise provided for by law.

I hereby certify that the facts within the foregoing application are true and correct to the best of my knowledge.


Applicants Signature

5/11/16
Date

Return application to:
City of Villa Park
17855 Santiago Boulevard
Villa Park, California 92861

Harold Hewitt, Jr. has served as Executive Vice President and Chief Operating Officer for Chapman University in Orange, California since 2007. His prior service includes: CFO for the Los Angeles Philharmonic Association, VP and CFO of Occidental College in Los Angeles, and VP and CFO of Whittier College. Harold's current responsibilities include the management of Chapman's Financial Services and Budgeting, Information Technology, Legal Affairs, Human Resources, Facilities Management, Public Safety, Risk Management, Internal Audit, Dining Services, and Bookstore Operations. He is primary staff to the Chapman University Board of Trustees' Finance and Budget Committee, Investment Committee, and Audit Committee. He is a past president of WACUBO, is a past member of the NACUBO Board of Directors, and was Chair of the Western Association of Schools and Colleges' Senior College and University Commission, the regional accreditor for California and Hawaii 4-year and graduate institutions. He recently joined the Board of the Lingnan Foundation, a foundation that awards scholarships to Chinese students who want to study at U.S. universities.