



# CITY OF NEWPORT BEACH FINANCE COMMITTEE AGENDA - Final

100 Civic Center Drive - Crystal Cove Conference Room, Bay 2D

Thursday, October 14, 2021 - 3:00 PM

***Finance Committee Members:***

**Will O'Neill, Chair**  
**Brad Avery, Mayor**  
**Noah Blom, Council Member**  
**William Collopy, Committee Member**  
**John Reed, Committee Member**  
**Nancy Scarbrough, Committee Member**  
**Joe Stapleton, Committee Member**

**Staff Members:**

**Grace K. Leung, City Manager**  
**Scott Catlett, Finance Director/Treasurer**  
**Steve Montano, Deputy Director, Finance**  
**Marlene Burns, Administrative Specialist to the Finance Director**

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Finance Director/Treasurer 24 hours prior to the scheduled Finance Committee meeting.

**NOTICE REGARDING PUBLIC PARTICIPATION**

Questions and comments may also be submitted in writing for the Finance Committee's consideration by sending them to Scott Catlett Finance Director/Treasurer, at [scatlett@newportbeachca.gov](mailto:scatlett@newportbeachca.gov). To give the Finance Committee adequate time to review your questions and comments, please submit your written comments by no later than 5 p.m. the day prior to the Finance Committee meeting. All correspondence will be made part of the record.

**NOTICE TO THE PUBLIC**

The Finance Committee meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Finance Committee agenda be posted at least seventy two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Committee and items not on the agenda but are within the subject matter jurisdiction of the Finance Committee. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3127 or [scatlett@newportbeachca.gov](mailto:scatlett@newportbeachca.gov).

I. **CALL MEETING TO ORDER**

II. **ROLL CALL**

III. **PUBLIC COMMENTS**

*Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Finance Committee. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Finance Committee has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

IV. **CONSENT CALENDAR**

A. **MINUTES OF SEPTEMBER 16, 2021**

**Recommended Action:**

Approve and file.

[DRAFT MINUTES 09162021](#)

V. **CURRENT BUSINESS**

A. **YEAR-END BUDGET RESULTS**

**Summary:**

Staff will provide a presentation regarding the year-end budget results for FY 2020-21.

**Recommended Action:**

Receive and file.

[STAFF REPORT](#)

B. **FOLLOW-UP HARBOR DEPARTMENT OPERATING BUDGET**

**Summary:**

Per the Committee's request, staff will provide additional information regarding the Harbor Department's budget.

**Recommended Action:**

Receive and file.

**C. CREDIT CARD FEES DISCUSSION**

**Summary:**

Staff will provide the Committee with an overview of the costs associated with processing credit card transactions, as well as the various types of payments for which the City currently accepts credit cards. The purpose of this item is to receive the Committee's feedback on whether it would make sense to recommend to the City Council that the City collect a service fee for any or all credit card transactions.

**Recommended Action:**

Receive and file.

**D. REVENUE AUDIT PROGRAM UPDATE**

**Summary:**

Staff will provide an update on audits conducted by the Revenue Division to verify transient occupancy tax (hotels, agents and residential owners), charter boat company, waste hauler, etc. revenue collections.

**Recommended Action:**

Receive and file.

[STAFF REPORT](#)

**E. BUDGET AMENDMENTS FOR QUARTER ENDING SEPTEMBER 30, 2021**

**Summary:**

Staff will report on the budget amendments from the prior quarter.

**Recommended Action:**

Receive and file.

[STAFF REPORT](#)

[ATTACHMENT A](#)

**F. WORK PLAN REVIEW**

**Summary:**

Staff and Finance Committee to review the proposed work plan and identify matters that members would like placed on a future Agenda for discussion, action, or report.

**Recommended Action:**

Receive and file.

[ATTACHMENT A](#)

**VI. ADJOURNMENT**