

**FINANCE COMMITTEE**  
**Tuesday September 13, 2011**  
**3:30 pm**  
**Council Chambers**

**MEMBERS PRESENT:**

Mayor Alfonso E. Ortiz Jr., Chairman  
Ms. Kathy Tapia, Vice Chair

Mr. Gilbert Vallejos, Member

**MEMBERS ABSENT:**

Ms. Christine Ludi, Member  
Councilor Andrew Feldman

Mr. Ernesto Salazar, Member

**OTHERS PRESENT:**

Ms. Pamela Marrujo, Interim Finance Director

Mr. Timothy Dodge, City Manager

**AGENDA ITEM #1 - CALL MEETING TO ORDER:**

Mayor Alfonso E. Ortiz, Chairman called the Finance Committee Meeting to order at 3:31 p.m.

**AGENDA ITEM #2 - ROLL CALL**

Roll call was taken by Ms. Pamela Marrujo, Interim Finance Director. A quorum was established.

**AGENDA ITEM #3 - APPROVAL OF THE AGENDA**

Mayor Alfonso E. Ortiz, Chairman entertained a motion to approve the agenda of September 13, 2011. Ms. Kathy Tapia entered the motion which was seconded by Mr. Gilbert Vallejos. Motion carried by unanimous vote.

**AGENDA ITEM #4 – APPROVAL OF MINUTES – August 16, 2011**

Mayor Alfonso E. Ortiz Jr., Chairman entertained a motion to approve the minutes for August 16, 2011. Mr. Gilbert Vallejos entered the motion which was seconded by Ms. Kathy Tapia, Vice Chair. Motion carried by unanimous vote.

**AGENDA ITEM #5 – Interim Finance Director's Report**

Pamela Marrujo started by announcing that the City received DFA approval on the 2012 Budget and next month's finance report will reflect any and all budgeted transfers. She went on to go over the revenues for the General Fund. Explaining that at 17% of the way through the year, General Fund had collected 13%. Ms. Marrujo pointed out that Property tax was down due to the timing of the distributions. Franchise tax is currently down because transfers of franchise fees from gas and water had not been done at this time. The General Fund expenditures are currently at 15%. The departments over at this point in time are Public works and that is attributed to the 4<sup>th</sup> of July line item being fully expended and General Services had encumbered the entire Superior Ambulance contract. Ms. Marrujo did not flag any areas at this time. Being only two months into the Fiscal Year, it is too early to tell if there are any problem areas. Next month's reports that reflect the transfers and administrative fees should give a better financial picture.

Mayor Alfonso E. Ortiz Jr. Chairman brought up a report that he had asked the Finance Director to provide regarding cash balances. He would like to provide it on a flyer. He went on to discuss Water and the issues facing the City. He mentioned that a 500% increase would bring the price of water that the city is charging from 4/10<sup>th</sup>s of a penny per gallon to \$.02/per gallon. Discussion

ensued on the water issues.

Ms. Marrujo moved on to the Enterprise Funds where she explained that the Waste Water had collected 15% of their revenues and expended 5% of expenditures. Natural Gas had collected 6% of their revenues and expended 3% of expenditures. This is low due to the fact we have not purchased as much gas being that it is still warm. Solid Waste has collected 17% of their budgeted revenues and expended 9% of expenditures. Water has collected 16% of its revenues and expended 7% of expenditures. Overall the Enterprise funds have collected 12% of its revenues and expended 6%.

Ms. Marrujo moved on to the Recreation Department. The Recreation department has only collected 5% of revenues and that is due to the fact that the General Fund has not done its transfer. The General Fund will transfer \$477,000 to the Recreation center this year. That is \$23,000 less than last year. The department has expended 21% of expenditures. One time expenditures and encumbrances all attribute to the expenditures being higher than the 17% expected. Discussion ensued on the Recreation department and the cost of keeping the facility running as well as lockers being used for personal use. Ideas of renting lockers came up as well as renting out baskets to keep clothes from getting wet in the locker rooms.

Ms. Marrujo explained that the Finance department held a training for supervisors and managers on how to read their finance revenue and expenditure reports. Educating staff is important.

The Housing Department has collected 17% of their revenues and expended 14% of expenditures.

Ms. Marrujo explained that the Cash Balance Report was not included in the packet due to the meeting being a week earlier. The department was still awaiting some bank statements in order to finalize the report. The report would be available at the next meeting.

Ms. Marrujo gave an update on the FY 2010 Audit and mentioned that it was completed and the exit conference was held last Tuesday. We are hoping that it will be released within the next couple of weeks. The FY 2011 audit will begin in December despite our December 1<sup>st</sup> deadline. Unfortunately our audit firm is unable to work on our audit until December due to their staffing issues. Mr. Dodge mentioned that the State Auditor is aware of the issue and is aware that it will be late but is willing to work with us. Mr. Dodge went on to discuss that two years ago when he came in, the city had around 34 audit findings. The main ones have since been resolved including the landfill closure and fixed assets. Discussion ensued.

Another discussion regarding Water came up. Mr. Dodge explained that the City of Las Vegas is getting attention because of the water issues. The Governor is informed of the issue and is aware that we are seeking funding for projects.

#### **AGENDA ITEM #6 – OLD BUSINESS**

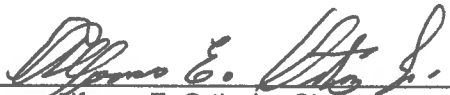
No old business.

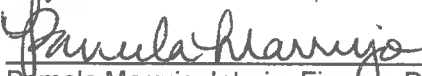
#### **AGENDA ITEM #7- NEW BUSINESS**

No new business.

#### **AGENDA ITEM #8 - ADJOURN**

Mayor Alfonso E. Ortiz Jr., Chairman entertained a motion to adjourn the Finance Committee meeting of September 13, 2011. Ms. Kathy Tapia entered the motion to adjourn at 4:11pm. Motion was seconded by Mr. Gilbert Vallejos. Motion carried by unanimous vote.

  
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Mayor Alfonso E. Ortiz Jr., Chairman  
Date 10/18/11

  
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Pamela Marrujo, Interim Finance Director  
Date 10/18/11

**\*\*\*Note: This version of the minutes is summarized, for a full copy of the recording please see the Finance Department. \*\*\*\***