

MINUTES
FINANCE COMMITTEE
March 20, 2012

CALL TO ORDER: 5:20 p.m.

City Hall Reception Area Conference Room
4845 Casa Loma Avenue

ROLL CALL PRESENT: Mayor Schwing
Mayor Pro-Tem Lindsey

STAFF PRESENT: City Manager Rudometkin
Finance Director Christian

PUBLIC PRESENT: None

APPROVAL OF MINUTES: The March 6, 2012 minutes were approved by Mayor Pro Tem Lindsey

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for March 20, 2012 was reviewed by the Committee with comments and/or inquiries about the following check(s):

- Check No. 53437 – Aramark: the Committee members asked if the employees working at the maintenance yard were contributing towards the purchase of coffee supplies the same as employees working at City Hall and staff informed them that they were.
- Check No. 53449 – Bank of America: the Committee members inquired about a payment made with the City credit card for training related to the new Successor Agency to the former Redevelopment Agency and if that information could be passed on to the Council. Staff confirmed that both the Finance Director and the Housing & Redevelopment Manager had attended a training seminar sponsored by the California Redevelopment Association and that information is being compiled in order to be presented to the newly formed Oversight Board in anticipation of its first meeting in the very near future.
- Check No. 53520 – Iteris: based on the abbreviated and truncated description in the warrant register for this payment, the Committee members asked if the City was utilizing a staffing agency for secretarial services. Staff informed the Committee that this vendor is a traffic signal consultant and the work they performed was associated a traffic signal at the intersection of Bastanchury Road and Secretariat Way.

- Check No. 53590 – Rutan & Tucker, LLP: the Committee members asked if the invoice being paid was related to the Steve Dear case and staff confirmed that it was.
- Check No. 53628 – YESCO: the Committee members inquired about this payment to our vendor installing the signs in Savi Ranch and whether the change orders being requested were included in the budget. Staff informed the Committee that the budget did include a contingency that has been sufficient so far in covering all the change orders received to date.

In addition, staff responded to the following items from the previous Finance Committee meeting:

- The Committee members had asked for an update on attorney costs and staff informed the Committee that a schedule is usually presented at the second meeting of each month. Staff distributed that schedule to the Committee.
- The Committee had inquired about the number of vehicles the City owned with a specific count of trucks and staff provided that information to the Committee. The Committee members then followed up by requesting information on the assignment of vehicles and staff responded that they would provide that information at the next meeting.

MATTERS PRESENTED BY THE COMMITTEE: None

The Finance Committee meeting adjourned at 5:37 p.m.