

**MINUTES**  
**FINANCE COMMITTEE**  
**February 5, 2013**

**CALL TO ORDER:** 5:18 p.m.

City Hall Reception Area Conference Room  
4845 Casa Loma Avenue

**ROLL CALL PRESENT:** Mayor Pro Tem Young  
Councilmember Schwing

**STAFF PRESENT:** City Manager Rudometkin  
Finance Director Christian

**PUBLIC PRESENT:** None

**APPROVAL OF MINUTES:** The January 15, 2013 minutes were approved  
by Councilmember Schwing

**PUBLIC COMMENT:** No comments from the Public

**DEPARTMENT REPORTS:**

The Accounts Payable Warrant Register for February 5, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 57558 – All City Management: The Committee members asked if this payment for school crossing guard services was reasonable and staff indicated that for the period being invoiced, it was a reasonable amount.
- Check No. 57560 – City of Anaheim: The Committee members inquired as to the nature of this payment for park maintenance and staff informed them that it was related to the ball fields at Yorba Regional Park that our City uses in exchange for paying a portion of the maintenance costs.
- Check No. 57567 – AT & T: The Committee members asked about two of the invoices being paid and why they were so much larger than the rest and staff responded that AT & T consolidates their invoices by City facility and that the largest invoice was probably for City Hall which has many individual lines associated with it.
- Check No. 57582 – Black Gold Golf Club: The Committee members wanted to know if this amount paid to Black Gold Golf Club was a monthly average and staff informed them that the amount paid to Black Gold each month is a reimbursement for their expenditures and could vary from month to month.

- Check No. 57584 – Brilliance Audio, Inc.: The Committee members asked about the nature of this purchase of compact discs and staff responded that they were audio materials for the Library.
- Check No. 57620 – Deanna Patterson Interiors: The Committee members inquired about this invoice for the purchase of furniture and staff confirmed that it was for the Community Center. The Committee members also asked about the change order charge being paid and staff responded that they would look into it and report back to the Committee at the next meeting.
- Check No. 57624 – Laura Deutsch: The Committee members asked about this payment to a recreation instructor and staff informed the Committee that the City hires independent contractors to conduct recreation classes and sends them an IRS Form 1099 to report their income at the end of the year.
- Check No. 57638 – Fuscoe Engineering, Inc.: The Committee members inquired about the services being paid for relating to “NPDES” and staff informed the Committee that this acronym stood for National Pollutant Discharge Elimination System and had to do with the monitoring of water run-off into sewers and storm drains.
- Check No. 57641 – Galvin Preservation Associates, Inc.: The Committee members asked about the nature of this payment and staff responded that it was for the City’s historic survey portion of the general plan.
- Check No. 57651 – Hardy & Harper, Inc.: The Committee members inquired about the nature of this payment and staff informed them it was for asphalt and sidewalk repairs.
- Check No. 57652 – Harris & Associates, Inc.: The Committee members asked about the nature of this payment and staff responded that it was for design work on the Town Center infrastructure project.
- Check No. 57662 – Interwest Consulting Group: The Committee members inquired about the nature of this payment and staff informed them it was for contract inspection and plan check services.
- Check No. 57664 – J & S Construction: The Committee members asked about the nature of this payment for sidewalk repairs and why the City has two contractors doing the same type of work. Staff responded that many times more than one contractor is used to perform similar work due to volume and timing issues.
- Check No. 57679 – Merchants Building Maintenance: The Committee members inquired as to what this payment was for and staff informed them that it was for janitorial and cleaning services at various City facilities.

- Check No. 57680 – Merchants Landscape Service: The Committee members wanted to know if this company was related to the previous vendor and if the services were different. Staff responded that it was a different company and that they provide landscape maintenance services for the landscape maintenance assessment district.
- Check No. 57685 – Nieves Landscape, Inc.: The Committee members asked about this payment to a vendor which seems to be providing landscape maintenance services similar to the previously mentioned vendor. Staff informed the Committee that different areas of the landscape maintenance assessment district are bid separately in order to maximize the efficiency of services and this vendor provides services to a specific portion of the district.
- Check No. 57718 – Richard Fisher Associates: The Committee members inquired about the nature of this payment and staff indicated that it was related to inspection services for tract maps and that the costs are paid for by developers.
- Check No. 57755 – Turf Star, Inc.: The Committee members asked about this payment and staff informed them that this equipment purchase was recently approved by the Council to replace existing maintenance equipment at Black Gold Golf Club.
- Check No. 57763 – VR Mason, Inc.: The Committee members inquired as to why the City was reimbursing architectural fees for a Main St. rehabilitation project and staff indicated that costs for this project at the former Yorba Linda Hardware site were eligible for reimbursement from Community Development Block Grant funds.
- Check No. 57779 – Yorba Linda Mobil Service: The Committee members asked why gasoline purchases were made by the Sheriff's Department when they should be fueling up at the City Yard. Staff informed the Committee that there were certain dates near the start of the Sheriff's contract where the Yard was not accessible by the Sheriff's vehicles and that the motorcycles required premium fuel which was not available at the Yard.

The Payroll Report for the year ended December 2012 was also reviewed by the Committee with comments and questions about overtime within certain departments. Staff responded with information about overtime for specific positions which addressed the Committee's concerns.

**MATTERS PRESENTED BY THE COMMITTEE:** None.

The Finance Committee meeting adjourned at 5:30 p.m.