

MINUTES
FINANCE COMMITTEE
March 5, 2013

CALL TO ORDER: 5:19 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 February 5, 2013 minutes were approved
by Councilmember Schwing

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

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

- Check No. 57787 – AT&T: The Committee members asked why this payment was lower than the previous payment to AT&T and staff informed them that due to AT&T's billing practice, we have multiple accounts which are not all on the same billing cycle. Since we pay invoices only twice a month, our payment cycle will not always coincide with a vendor's billing cycle which may create uneven payments from one warrant register to the next.
- Check No. 57802 – Boz Enterprises, Inc.: The Committee members wanted to know if this payment for appraisal services was related to the Friend's Christian High School property and staff replied that it was.
- Check No. 57806 – Ca Property Specialists: The Committee members inquired about this payment related to property acquisition services and staff informed them that we use this vendor when the City needs to acquire right-of-way for street widening or other projects.
- Check No. 57820 – County of Orange: The Committee members asked if this quarterly payment for animal control services was correct and staff responded that it was, according to the services provided to Yorba Linda.
- Check No. 57823 – Croxton Electric: The Committee members were curious to know what vandalism had occurred that required repairs from an electrician and

staff informed them that the City has had problems with vandals stealing copper wire from sports lighting poles.

- Check No. 57831 – De Witt Petroleum, Inc.: The Committee members asked about the frequency of this purchase for fuel and staff informed them that fuel at the City yard was replenished on an as-needed basis.
- Check No. 57900 – Orange County Sanitation District: The Committee members inquired about this payment to the OCSD and specifically about the 5% collection fee that is netted out. Staff responded that the City collects a fee on behalf of the OCSD during the planning/building permit process and remits it to OCSD. Five percent of the fee is kept by the City to cover administrative costs.
- Check No. 57924 – Shelly Ann Saunders: The Committee members asked how often these payments are made to this contract class instructor and if the City should consider having this individual on the payroll. Staff responded that this particular instructor did not teach this class all year long and that an analysis had been performed in the past to look at the issue of hiring employees vs. independent instructors and it was determined that the current system would work best.
- Check No. 57996 – City of Brea: The Committee members inquired about this payment for final police services and staff informed them that it was for the period of January 1st through 4th, 2013 which were the final days the Brea PD patrolled Yorba Linda.
- Check No. 58005 – Canon Financial Services: The Committee members asked what this payment was for and staff responded that it was for the lease of copiers at City facilities.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:38 p.m.