

MINUTES
FINANCE COMMITTEE
March 19, 2013

CALL TO ORDER: 5:16 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 March 5, 2013 minutes were approved
by Councilmember Schwing

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for March 19, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 58151 – Bank of America: The Committee members asked about one of the credit card charges for an out-of-town lodging expense and staff informed them that all out-of-town travel costs are reviewed by both the City Manager and Finance Director.
- Check No. 58154 – Black Gold Golf Club: The Committee members wanted to know why the City was paying Black Gold and how the City receives funds from the golf course. Staff explained that all golf course revenues are deposited into a separate bank account which are then drawn down and transferred to the City's operating account once a month. A reimbursement request is then submitted to the City twice a month by the golf course to cover its operating expenses.
- Check No. 58162 – Cannon Financial Services: The Committee members asked if an analysis had ever been performed comparing leasing and purchasing of copiers. Staff indicated they weren't sure if this had been done but agreed that the lease agreements should be reviewed to ensure the City is getting the best deal.
- Check No. 58173 – County of Orange: The Committee members inquired about this payment for services related to the 2012 presidential election and staff explained that this was our costs for the Yorba Linda election.

- Check No. 58174 – County of Orange: The Committee members asked if this payment was related to police services and staff informed them that it was related to our share of costs for the national pollution discharge elimination system.
- Check No. 58195 – Foothill Eastern Transportation Corridor: The Committee members asked about the nature of this payment and staff informed them that it was a pass through payment of fees collected by the City on behalf of the Transportation Corridor Agency.
- Check No. 58252 – Montecito Outdoor Design: The Committee members asked about the nature of this payment and staff explained that it was returning a deposit collected for the construction of a swimming pool.
- Check No. 58305 – Trend Offset Printing: The Committee members inquired about this payment for printing services and staff responded that it was for the quarterly recreation activity guide. Staff also mentioned that some of the cost is offset through selling advertising.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:31 p.m.