

MINUTES
FINANCE COMMITTEE
April 16, 2013

CALL TO ORDER: 5:08 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
Financial Services Manager Leung

PUBLIC PRESENT: None

APPROVAL OF MINUTES: The March 19, 2013 minutes were approved
by Councilmember Schwing

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for April 2 and 16, 2013 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 58391 – Harris & Associates, Inc.: The Committee members asked if this payment was for project management services and if so, why it couldn't be performed in-house by City staff. Staff informed the Committee that the larger payment related to the slurry seal work was for design and construction services and that performing in-house project management had been looked at in the past with the conclusion that outside consultants were better situated to do this work since they were already out in the field at multiple locations.
- Check No. 58394 – Diversified Risk Ins. Brokers: The Committee members wanted to know if this insurance was for a specific event and what the face value of the policy was. Staff informed them that this invoice included insurance for various events and contract instructors that took place in the month of February and the face value of the policy is usually in the amount of one million dollars.
- Check No. 58447 – Rutan & Tucker, LLP: The Committee members wanted to know the difference between charges classified as "Administrative" and "Community Development" and also whether these amounts were normal. Staff responded that legal fees are broken down by specific departments and anything of a general nature will fall under Administrative. Staff also provided members with a spreadsheet recapping year to date payments to Rutan & Tucker, LLP broken down by department and/or case.

- Check No. 58492 – YLHS Grad Night 2013: The Committee members inquired about the nature of this payment and staff informed them that payment was made to Yorba Linda High School for their 2013 Grad Night based on an approved Council policy. Contributions are based on number of students at the rate of \$7 each.
- Check No. 58520 – Bank of America: The Committee members asked about one of the credit card charges for centennial polo shirts and staff informed them that these shirts were purchased for the upcoming celebration of the Library's 100th anniversary event.
- Check No. 58526 – Boz Enterprises, Inc.: The Committee members wanted to know the nature of this payment and staff informed them that it was for an annual review of the City's park in lieu fee.
- Check No. 58537 – Cashier Department of Conservation: The Committee members wanted to know the nature of this payment and staff informed them that it was a pass thru payment to the Department of Conservation for their Strong Motion Instrumentation and Seismic Hazard Mapping fees collected from January to March.
- Check No. 58585 – Infobase Publishing: The Committee members wanted to know the nature of this payment and staff informed them that it was for an annual subscription renewal materials at the Library.
- Check No. 58680 – Western Alta Construction: The Committee members wanted to know if the kitchen remodeling is on time and within budget and staff informed them that the project may be a bit behind schedule but will get further information about this project from the Parks and Recreation Director.
- Check No. 58681 – WH Baker Contractors: The Committee members wanted to know which property this invoice related to and staff informed them that the invoice did not indicate the location but will research that information for them.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:34 p.m.