

**MINUTES**  
**FINANCE COMMITTEE**  
**May 21, 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 April 16, 2013 minutes were approved  
by Councilmember Schwing

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

**DEPARTMENT REPORTS:**

The Accounts Payable Warrant Registers for May 7 and 21, 2013 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 58704 – AT & T: The committee members wanted to know why there was a difference between one account being charged for \$3,130.48 and another account for \$1,523.74. Staff informed the members that the higher amount is probably the account for the general account.
- Check No. 58812 – IRV Seaver Motorcycles: The committee members wanted to know what type of services was performed since these were new vehicles. They also wanted to know why some were higher than the others and what the mileage was on these motorcycles. Staff provided the detail description of each invoice which was mostly tire repairs and also provided the mileage on each of the vehicles.
- Check No. 58708 – ATI: The committee members wanted to know the nature of this payment and staff informed them that it was for a suicidal clean up costs. Staff also informed the members that these types of payments would normally go directly to the OCSD and then pass through the contract as Service & Supplies expenditures.

- Check No. 58714 – Bank of New York: The committee members wanted to know the nature of this payment and staff informed them that this payment was for quarterly custody fees for City’s investments.
- Check No. 58726 – City of Brea: The committee members wanted to know the nature of this payment and staff informed them that this was a payment relating the leftovers of comptime and court time billed by the City of Brea.
- Check No. 58788 – Govt Staffing Services I: The committee members wanted to know the nature of this payment and staff informed them that this payment was for a temporary personnel currently filling for a vacant Accounts Clerk position under Parks & Recreation Admin.
- Check No. 58808 – Impact Sciences: The committee members wanted to know the nature of this payment and staff informed them that this was a payment relating to the Housing Element update.
- Check No. 58887 – Rockey Murata Landscape: The committee members wanted to know whether staff goes out to bid for this service and staff responded that this probably went out for bids.
- Check No. 58935 – West Coast Arborists Inc: The committee members wanted to know if staff was aware of a “Migrated Bird Act” which prohibits tree trimmings during spring and early summer and staff informed them that we have not heard of it but will check further on this matter.
- Check No. 58977 – Bank of America: The committee members asked about one of the charges made on the credit card for a book for councilman whether Mayor Pro Tem needs to re-cuse himself from this item. Staff informed them that there was no need since this was actually a replacement for a book that was taken to China by Mayor Pro Tem from the City Manager’s office.
- Check No. 58988 – Cab Match LLC: The committee members asked about the nature of this payment and staff informed them that this was a payment for maintenance fee for some kind of iPhone/Android App and that staff was unsure as to the what types of apps it is but will follow up with the I.T. division to get further detail.
- Check No. 58998 – New Millenia Inc: The committee members wanted to know why this vendor was out of alphabetical order on this report and staff informed the members that this company name is a DBA to the parent company name of Communications Support Group.

- Check No. 59086 – Public Employee Retirement: The committee members wanted to confirm that this payment included the retiree health premium and staff confirmed that it was.
- Check No. 59107 – Specialized Cleaning Con: The committee members asked whether staff tracks graffiti activities and how do we select the contractor. The committee member also mentioned about these being done by another contractor in the past. Staff responded that currently we do not track graffiti and that departments probably have a list of vendors they can use.
- Check No. 59124 – VR Mason, Inc: The committee member wanted to know the nature of this payment and staff informed them that this was part of the CDBG/Hist Pres/Comm Rehab of the Yorba Linda Hardware Store.
- 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 100<sup>th</sup> 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.