

**MINUTES**  
**FINANCE COMMITTEE**  
**June 4, 2013**

**CALL TO ORDER:** 5:14 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 May 21, 2013 minutes were moved for approval  
by Councilmember Schwing

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

**DEPARTMENT REPORTS:**

The Accounts Payable Warrant Register for June 4, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 59139 – AA Equipment Rentals Co: The committee members inquired about the nature of this payment and staff responded that this was part of the capital lease purchases of maintenance equipments for the Black Gold Golf Club.
- Check No. 59155 – Black Gold Golf Club: The committee members asked about this payment which was funded by donations, and wanted to know if the City had a donation policy. Staff responded that while we do not have a policy, we do utilize deposits accounts to keep track of certain donations which are to be used for specific programs.
- Check No. 59162 – Building Construction Specialties Inc: The committee members wanted to know why this monument cleaning service cannot be performed in-house. Staff responded that this required a specialized type of cleaning based on the type of material on the monument.
- Check No. 59176 – Country Estate Fence Co: The committee members inquired about the nature of this payment since it seem kind of high. Staff informed them that this was for fence repair with the majority of the cost relating to vandalism.

- Check No. 59181 – Croxton Electric: The committee members inquired about the nature of this payment and staff informed them that this was repair costs relating to the damages caused by theft at East Side Park. The committee members also commented on the possibility of getting a gate.
- Check No. 59209 – Home Depot Inc: The committee members inquired about whether staff considered the use of local hardware stores such as Orchard which recently opened in the City. Staff responded that the selection of a vendor is sometime based on the availability and the price. Staff will also look into setting up an account with Orchard now that they are opened here in the City. The committee members also wanted to know how we track the purchases of such items to ensure that they are not being used for personal purposes. Staff responded that the threshold for some of these items is too small to capitalize however the supervisors or department heads have the responsibility of tracking them and ensuring that the use is not being abused.
- Check No. 59241 – Motion Picture Licensing: The committee members wanted to know what typed of licensing this payment was for and staff informed them that this was licensing for the Parks and Recreation's Movies in the Park program.
- Check No. 59257 – Petty Cash: The committee members inquired about how the petty cash system works and staff informed them that petty cash is used to reimbursed employees for out of pocket expenditures relating to various items such as luncheons, workshops, seminars and other small ticket items.
- Check No. 59261 – Pyro Engineering Inc: The committee members inquired about whether funding came in from any sponsors yet and staff responding that the Director of Parks and Recreation is working on sending out letters requesting for sponsorships.
- Check No. 59250 – Outdoor Sign Systems: The committee members inquired about the number of military banners this included and staff informed them that this payment included 70 banners plus the cost of installation and artwork set up.
- Check No. 59288 – Trend Offset Printing Service Inc: The committee members wanted to know which departments this was for and how much of it is offset by revenues. Staff responded that this was for Parks & Recreation department and the Library and that a good portion is offset by advertising revenues.

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- Check No. 59298 – Willdan: The committee members wanted to know why we are still doing work at San Antonio Road since the City sold the property. Staff responded that this was for work performed relating to the slope landscape and irrigation system improvement plans for the area behind the lot at San Antonio Road which was not taken over by the owner of the property.

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

The Finance Committee meeting adjourned at 5:33 p.m.