

MINUTES
FINANCE COMMITTEE
July 2, 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: Assistant City Manager/Finance Director Christian
Financial Services Manager Leung

PUBLIC PRESENT: None

APPROVAL OF MINUTES: The June 18, 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 18, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 59552 – Community Senior Services: The Committee members inquired about the nature of this payment and how it is different than the payment made on check number 59656 to Western Transit Systems Inc. since they both relate to Senior transportation for the month of May. Staff responded that a follow up will be made with the Parks and Recreation Director on the details of this payment.
- Check No. 59567 – Friends of the Library: The Committee members inquired about the nature of this payment and staff responded that this was a reimbursement to the Friends of the Library for a donation check that was deposited into the City's account in error.
- Check No. 59575 – Golden Star Technology: The Committee members inquired about the nature of this payment and staff responded that this was part of the Capital Improvement Projects for the replacement of computer server systems.
- Check Nos. 59583 & 59672 – Home Depot: The Committee members asked whether these purchases could have been made from the local hardware store and staff responded that much of the purchases were lumber & building supplies for the Adventure Playground. Other purchases may have been made out of

convenience depending on where certain staff were in the City at the time they needed hardware supplies.

- Check No. 59635 – Specialized Cleaning Contractors: The Committee members wanted to know why these payments for car washes seem higher than the payments made to a vendor on a previous warrant register. Staff responded that the previous payment was related to car washes for the Sheriff's vehicles which were negotiated between the sheriff's department and the car wash company at \$4.00 per vehicle. The current payment is related to City owned vehicles where the vendor comes onsite to wash cars at \$6.75 per vehicle.
- Check No. 59689 – SIRSIDYNIX: The Committee members inquired about the nature of this payment and staff informed them that this was for the software renewal related to the automated circulation control system at the Library.
- Check No. 59694 – Xerox Corp.: The Committee members inquired about the nature of this payment and staff responded that this was for the annual support of the City's financial software modules.

In addition, staff followed up on an item from the previous Finance Committee meeting regarding a payment to Civil Works Engineers for the narrowing of Rose Drive. The work performed was design work for the potential narrowing of Rose Drive and no actual construction work has been performed.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:28 p.m.