

## MINUTES

### FINANCE COMMITTEE

AUGUST 6, 2013

**CALL TO ORDER:** 5:29 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 Pulone  
Assistant City Manager/Finance Director Christian  
Financial Services Manager Leung

**PUBLIC PRESENT:** None

**APPROVAL OF MINUTES:** The July 16, 2013 minutes were moved for approval  
By Councilmember Schwing

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

#### DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for August 6, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 59933 – CSUF: The Committee members commented that they have not seen this type of payment before and questioned whether this could have been performed by the Sheriff's Department. Staff responded that these were for the recreation instructors' fingerprinting costs performed at Cal State Fullerton. Staff will check if instructors can be sent to the Sheriff's station for fingerprinting in the future instead of sending them to Cal State Fullerton.
- Check No. 59956 – Jacobsen West: The Committee members inquired about the nature of this payment and staff responded that this was for the purchase of maintenance equipment to be replaced at the Black Gold Golf Club. Staff also mentioned that the total amount purchased will be funded through an internal loan from the City's general fund to the golf course operating fund.

- Check No. 59964 – Mity-Lite Inc.: The Committee members inquired about the nature of this payment and whether this was a budgeted item. Staff responded that this was for the purchase of multiple chairs at the Community Center which was included in the FY 2012-2013 capital improvement project budget.
- Check No. 59980 – Rockey Murata Landscape Maint.: The Committee members wanted to know if the City performs any cost recovery measures when there are damages to City properties due to car accidents. Staff responded that in the event of damages caused by car accidents, the Risk Management division will file a claim with the respective insurance companies seeking reimbursements.
- Check No. 60150 – Selectron Technologies Inc.: The Committee members inquired about the nature of this payment and staff responded that this payment was for the renewal of the City's current IVR and InspecTrac system which are used to track building permit inspection activities.

In addition, staff followed up on several items from the previous Finance Committee meeting regarding payments to the following vendors.

- Check No. 59701 – Animal Pest Management Svc. Inc.: The County's vector control does get called out to the site however if it's on City properties or for pest such as field mice, they have indicated that they will not get involved.
- Check No. 59762 & 59764 – Imperial Sprinkler Inc. & John Deere Landscape: The controllers purchased from these two vendors were for different locations requiring different standards for these controllers.
- Check No. 59819 – Specialized Cleaning Contr. Inc.: The Public Works department has indicated that graffiti markings are tracked and that the proper authorities are notified.
- Check No. 59857 – CA Insurance Pool Authority: Staff verified that the acronym "EPL" stands for Employment Practices Liability. It provides protections against claims of discrimination, wrongful termination of employment, sexual harassment, and other employment-related allegations.

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

The Finance Committee meeting adjourned at 5:41 p.m.