

MINUTES

FINANCE COMMITTEE

AUGUST 20, 2013

CALL TO ORDER: 5:15 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 August 6, 2013 minutes were moved for approval by Councilmember Schwing after inquiring about the recovery rate for damages to City property due to car accidents. (Check No. 59980 – Rockey Murata Landscape Maint.)

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for August 20, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 60200 – Bank of America: The Committee members inquired about the use of credit cards and wanted to know how many cards the City has. Staff responded that currently only the City Manager has a credit card issued in his name and everyone else has to check out one of the four generic cards from the Finance Department. Most of the purchases made were for expenses relating to travel, emergency supplies or online purchases. In addition, staff recently set up 4 Cal-Cards to be used by the Public Safety department mainly for fuel purchases.

The Committee members also commented that Vector Control had recently banned the use of Cal-Cards due to not being able to seek reimbursements on fraudulent charges.

- Check No. 60222 – Coast Recreation Inc.: The Committee members commented on this payment for vandalism repair and questioned whether there has been an increase in vandalism. Staff responded that there were no indications of any increases in vandalism.
- Check No. 60283 – Warner/Karen Ann.: The Committee members made a comment about the account number still reflecting RDA on the warrant register. Staff responded that even though redevelopment agency has been dissolved, not all of the accounts in the system have been changed.
- Check No. 60333 – Quick Crete Products: The Committee members pointed out this check as another payment for vandalism repairs.
- Check No. 60341 – Robertson Industries Inc.: The Committee members inquired about whether or not this payment was for a scheduled repair. Staff responded that this was for a necessary repair using funds reserved in the FY12/13 capital improvement budget for miscellaneous park improvements.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:26 p.m.