

MINUTES

FINANCE COMMITTEE

SEPTEMBER 17, 2013

CALL TO ORDER: 5:17 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 20, 2013 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for September 3, 2013 and September 17, 2013 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 60394 – Advantec Consulting Engineers: The Committee members inquired about the nature of this payment and the use of an outside engineer instead of an in-house traffic engineer. Staff responded that this was for services performed at the location of Richfield/Buena Vista and will have to check with Public Works Department on their request for the use of an outside firm.
- Check No. 60421 – Califa Group: The Committee members inquired about the nature of this payment and staff responded that this payment was for an annual music subscription used at the City Library.
- Check No. 60431 – Citiwide Engineering Inc.: The Committee members inquired about the nature of this payment and whether this was for design or construction cost. Staff responded that this looks to be construction cost but will confirm with the department.

- Check No. 60444 – CSG Consultants Inc.: The Committee members inquired about this payment on whether this was for a contract building inspector and staff confirmed that this was for a contract building inspector.
- Check No. 60464 – The Gardener: The Committee members inquired about whether this amount seems normal. Staff responded that this payment was for weekly maintenance of the Library for the month of August 2013 and will check with the Library Department on previous costs.
- Check No. 60473 – Hardy & Harper, Inc.: The Committee members inquired about the nature of this payment. Staff responded that this was an emergency asphalt repair due to waterline breakage.
- Check No. 60501 – Libdata: The Committee members inquired about the nature of this payment and staff responded that this was for payment of site licenses for the City Library. Staff also responded that a follow up will be made with the department for further detail of this payment.
- Check No. 60508 – Main Street Signs: The Committee members inquired about the nature of this payment and staff responded that this was replacement of various signs. Staff also mentioned that there was a State mandate regarding sign replacement so the Committee members asked what the timeline was to complete this mandate and how much was spent on signs. Staff responded that a follow up with the Public Works Department will be made.
- Check No. 60524 – OC Treasurer – Tax Collector: The Committee members wanted to know if there was any updates on labor negotiation at the Orange County Sheriff's Department labor and staff responded that currently there are no updates have been received.
- Check No. 60549 – Richard Fisher Associates: The Committee members wanted to know why staff used a contractor instead of an internal staff. Staff responded that a follow up will be made with the Community Development Department.
- Check No. 60550 – Ricoh USA, Inc.: The Committee members commented that the description used on this warrant might be incorrect. Staff confirmed that it was incorrect and should have been for copier rental instead of janitorial service.
- Check No. 60535 – Placentia-YL Unified School District: The Committee members inquired about the nature of this check and staff responded that this was payment to the district for the use of their facilities covering June through August.

- Check No. 60567 – Specialized Cleaning Contr. Inc.: The Committee members inquired about the nature of this check and staff responded that this was payment for car washes of City vehicles at \$6.25 per vehicle.
- Check No. 59964 - Mity-Lite, Inc.: The Committee members inquired about the nature of this check and staff responded that this was a voided check which was later on re-issued.
- Check No. 60628 – Ceramic Tile Institute: The Committee members inquired about whether the City will be able to get reimbursement from the contractor that's performing the community center kitchen project and staff responded that it will come from the retention being withheld.
- Check No. 60621 – Brainfuse, Inc.: The Committee members inquired about the nature of this payment and staff responded that this payment was for annual online tutorial services used at the City Library.
- Check No. 60649 – Diamond Star Associates, Inc.: The Committee members inquired about the nature of this payment and staff responded that this was for the long range property management report as required by the Department of Finance due to the dissolution of redevelopment agencies.
- Check No. 60710 – Paetec Communications, Inc.: The Committee members inquired about the nature of this payment and staff responded that this was for long distance and internet services at the Library and long distance services at City Hall.

In addition, staff reviewed a year to date salary report with the Committee members. The Committee members commented on the title displayed for the Public Works Director position and inquired about why the landscape inspector positions are reflected in different department. Staff responded that the title for the Public Works Director will be corrected and that positions are reported based on where they budgeted in.

MATTERS PRESENTED BY THE COMMITTEE: None.

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