

MINUTES

FINANCE COMMITTEE

OCTOBER 15, 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 October 1, 2013 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for October 15, 2013 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 60941 – Accela Inc.: The Committee members inquired about the nature of this payment and staff responded that this was travel expenses for an on-site trainer to implement the new building permitting software.
- Check No. 60969 – Cashier Dept Conservation: The Committee members inquired about the nature of this payment and staff responded that this was for the quarterly Strong Motion Instrumentation and Seismic Hazard Mapping Fee collected from building permits on behalf of Department of Conservation.
- Check No. 61009 – The Gas Co.: The Committee members inquired about whether this payment was for all of the locations and staff responded that this was just for two of the locations and that each location is billed separately with different billing cycles.

- Check No. 61011 – GMF Sound Inc.: The Committee members inquired about the nature of this payment and staff responded that this was for the purchases of handheld microphones for the Community Center.
- Check No. 61023 – J & S Construction: The Committee members inquired about whether this contract has been brought forward to Council for approval and staff responded that the citywide contract has already been approved by Council and that these are payments for their individual jobs.
- Check No. 61028 – Kemper Sports Management.: The Committee members inquired about the nature of this payment and staff responded that this payment was to reimburse the Yorba Linda Catering Center account.
- Check No. 61072 – Specialized Cleaning Contractors Inc.: The Committee members wanted to know the frequency of car washes and staff responded that the car washes are done every other Monday and that this payment covers the period of July through September. Included on this payment was also the cost of graffiti removal.

A general comment was made by the Committee members regarding how the City has been tight on professional memberships and staff responded that certain memberships were added back provided that there was still a balanced budget.

In addition, staff followed up on the following items from the previous Finance Committee meeting:

- Check No. 60839 – Hillcrest Construction Company: The Committee members inquired the frequency of horse trail grading and staff responded that this was done annually.
- Check No. 60934 – Yorba Linda Disposal: The Committee members wanted to know whether the City would save money by having in-house staff picking up trash barrels from different locations and dropping them off at one location for the disposal company to pick up. Staff responded that there is a large bin in each of the locations where the small barrels are dumped into which can only be picked up by the disposal company.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:25 p.m.