

MINUTES

FINANCE COMMITTEE

JANUARY 7, 2014

CALL TO ORDER: 5:15 P.M.

City Hall Reception Area Conference Room
4845 Casa Loma Avenue

ROLL CALL PRESENT: Mayor 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 December 3, 2013 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for December 17, 2013 and January 7, 2014 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 61732 – BPR Concepts: The Committee members inquired about the nature of this payment and staff responded that this was for a user fee study approved in the prior fiscal year.
- Check No. 61747 – Community Lock & Safe Svc. Inc.: The Committee members wanted to know why there was an increase in the number of keys or locks purchased and staff responded that some of them related to the new Public Safety Sub-Station and the rest were from other departments. A follow up will be made with the other departments.

- Check No. 61770 – Fuscoe Engineering Inc.: The Committee members inquired about the nature of this payment and whether this service can be performed in-house. Staff responded that this payment was for monthly services relating to NPDES stormwater and will be part of a discussion with the Public Works Director on whether this can be done in-house in the future since currently there are some vacant positions.
- Check No. 61792 – J & S Construction: The Committee members inquired about the location for this project and whether this contract came to council for approval. Staff responded that this was approved by Council and will follow up with the department on the location of this project.
- Check No. 61843 – Professional Mobile Remodeling: The Committee members inquired about the nature of this payment and staff responded that this was for the installation of a new roof funded under the Senior/Disable CDBG Grant Program.
- Check No. 61851 – Richard Fisher Associates: The Committee members inquired about whether the City can perform this work in-house instead of using an outside consultant. Staff responded that currently the City does not have an in-house certified arborists or a landscape architect.
- Check No. 61892 – Rutan & Tucker – The Committee members wanted to know why General charges increased so significantly over prior month. Staff will review the backup to determine the cause of increase under General charges.
- Check No. 61907 – Black Gold Golf Club: The Committee members commented that there should be positive cash now that the loan is paid off. Staff responded that even though the loan is paid off all of the revenues collected are deposited directly into City's account and not their operating account therefore there is still a need to replenish their operating account.
- Check No. 61975 – J & S Construction: The Committee members inquired about the location for this project. Staff responded that a follow up will be made with the department on the location of this project.
- Check No. 61994 – Michael Brandman Assoc. Inc.: The Committee members inquired about the nature and location of this project. Staff responded that this was for design review paid with deposits collected from the developer. A follow up will be made with the department on the location of this project.
- Check No. 62065 – Wicketts International: The Committee members inquired about the nature of this payment and staff responded that this for the repair of water leak that had occurred at the Community Center.

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

- Check No. 61589 – Diamond Environmental Services: The Committee members wanted to know whether this was for an event and staff responded that it was not for any event. The City has been providing these portable restroom rentals at Jean Woodard Park because there is no restroom building at this park.
- Check No. 61650 – Paragon Partners LTD: The Committee members also wanted to know what kind of work was being done on Bastanchury road and staff responded that these were negotiation services for right of way acquisition relating to the road widening project.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:27 p.m.