

## MINUTES

### FINANCE COMMITTEE

MAY 6, 2014

**CALL TO ORDER:** 5:00 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  
Parks and Recreation Director Calkins  
Public Works Director Wolfe  
Financial Services Manager Leung

**PUBLIC PRESENT:** None

**APPROVAL OF MINUTES:** The April 15, 2014 minutes were moved for approval by Councilmember Schwing.

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

#### DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for May 6, 2014 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 63427 – Fuscoe Engineering Inc.: The Committee members wanted to know why March's invoice was still high based on the response from last Finance Committee meeting and what was purchased as office equipment. Staff responded that savings from the recent hire of an Assistant Engineer has not been recognized yet due to a crossover period and the office equipment purchased was for an aerial exhibit.
- Check No. 63443 – Hartzog & Crabill Inc.: The Committee members wanted to know whether this was the typical amount and Staff responded that a review of past invoices will be made.

- Check No. 63572 – Wolfe Engineering & Design Inc.: The Committee members wanted to know if this vendor was related to the City's Public Works Director and Staff responded that there is no relation.

Assistant City Manager/Finance Director Christian presented the CIP Amortization and Funding Analysis report to the Finance Committee. Staff plans to present this report at a regular Council meeting in the future after incorporating suggestions made by the Finance Committee members.

In addition, staff provided a year to date expenditure report on legal services and followed up on the following items from the previous Finance Committee meeting:

- Check No. 63227 – Evergreen Villas, L.P.: The Committee members wanted to know whether this should have been approved by Council ahead of time and staff responded that back in April 2011, Council approved a third amendment of the agreement with Evergreen Villas for roughly \$9 million.
- Check No. 63278 – Nieves Landscaping Inc.: The Committee members wanted further description of services on Main Street and staff responded that the services was actually performed at LMAD Zone areas and that Main Street was just the billing address that the vendor used on their invoices as services description.
- Check No. 63298 – Richard Fisher Associates: The Committee members wanted to know the locations for these landscape inspection services and staff responded that these were for multiple tracts paid by the developers.
- Check No. 63129 - Rutan & Tucker: The committee members wanted to know what services were performed under Community Development Department and why there was a spike in the Library department. Staff responded that services performed under the Community Development Department were issues related to massage ordinances, Fresh Market and planning commission. For the Library Department, services were related to the video surveillance and records retention schedule.

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

The Finance Committee meeting adjourned at 5:31 p.m.