

## MINUTES

### FINANCE COMMITTEE

JUNE 17, 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 May 20, 2014 minutes were moved for approval by Councilmember Schwing.

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

#### DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for June 3, 2014 and June 17, 2014 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 63808 – California Hazardous Svc. Inc.: The Committee members wanted to know the nature of this payment and staff responded that this was for repairs of gas pump with the costs distributed among various departments.
- Check No. 63814 – David Christian: The Committee members wanted to know the nature of this payment and staff responded that this was a reimbursement for a computer purchased under the employee computer loan program where payments for this loan coming from the employee's payroll deductions.
- Check No. 63836 – Eagle Aerial Imaging: The Committee members wanted to know whether this has gone through council approval and staff responded that this was approved as part of the FY13-14 Adopted Budget for \$200,000 however the actual costs came in much lower at roughly \$27,000 to be funded by AQMD Funds.

- Check No. 63882 – Paragon Partners LTD: The Committee members wanted to know the nature of this payment and staff responded that this was for right of way acquisitions of seven parcels on Bastanchury Road as part of the Bastanchury widening project.
- Check No. 63955 – Robert Blackwell: The Committee members wanted to know the nature of this payment and what the threshold amount is for bringing claim for damages to Council for approval. Staff responded that this was payment of a claim for damages to their roof caused by a City tree branch and will follow up with department on what the threshold amount is for taking claims to Council.
- Check No. 63975 – Robin A. Cowan: The Committee members wanted to know the nature of this payment and whether all other departments use this same vendor. Staff responded that the Public Works Department uses this vendor for the LMAD zones while Parks and Recreation Department uses another vendor who will remove the bees at no charge in exchange for the honey extracted. Staff is working to consolidate all bee removal services to the Parks and Recreation vendor.
- Check No. 64017 – Innovative Interface, Inc.: The Committee members wanted to know why the City was paying finance charges and staff responded that research has been initiated and a response is pending from the Acting Library Director.
- Check No. 64072 – Public Employee Retirement Sys.: The Committee members questioned the multiple line entries for rounding. Staff responded that this payment covered reports of multiple pay periods that were not submitted to CALPERS due to a delay at CALPERS and that some minor rounding was necessary to balance the reports and bring them current.
- Check No. 64075 – Pyro Spectaculars, Inc.: The Committee members wanted to know how the fund raising is going and whether the cost of the fireworks will be covered. Staff responded that the funding comes from cell tower lease payments; tree lot rental and other donations received which will cover the cost of the fireworks with minimal amount from the General Fund for staff time.
- Check No. 64127 – West Coast Arborists, Inc.: The Committee members commented on the high number of repairs made due to wind damages.

In addition, staff went over the investment policy for Fiscal Year 2014-2015 and provided a year to date expenditure report on legal services.

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

The Finance Committee meeting adjourned at 5:28 p.m.