

MINUTES

FINANCE COMMITTEE

JULY 21, 2015

CALL TO ORDER: 4:15 P.M.

City Hall Reception Area Conference Room
4845 Casa Loma Avenue

ROLL CALL PRESENT: Councilmember Schwing
Councilmember Young

STAFF PRESENT: City Manager Pulone
Assistant City Manager/Finance Director Christian
Financial Services Manager Leung

PUBLIC PRESENT: None

APPROVAL OF MINUTES: The June 16, 2015 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for July 7, 2015 and July 21, 2015 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 68815 – Bank of America: The Committee members wanted to know the detail of a room fee charge and staff responded that a follow up will be made with the department.
- Check No. 68818 – Gene E. Gran and Gail Gran: The Committee members wanted to know the nature of this payment and staff responded that this was for purchase of right-of-way on Bastanchury Road as part of an approved capital improvement project.
- Check No. 68822 – Accela Inc.: The Committee members wanted to know the nature of this payment and staff responded that this was for travel costs of consultants assisting with the implementation of the new building permitting system.
- Check No. 68917 – Interwest Consulting Group: The Committee members wanted to know the nature of this payment and staff responded that this was for contract inspection services used to fill in the vacancies of in-house inspectors.

- Check No. 68995 – Specialized Cleaning Contr. Inc.: The Committee members wanted to know why this payment was high and how often the vehicles are washed. Staff responded that the vehicles are washed every two weeks and this payment covered three billings and also included graffiti removal.
- Check No. 69029 – Y Kim Painting Service: The Committee members wanted to know the nature of this payment and staff responded that this was for painting services of residential properties that qualified under the Senior/Disable/Rehab. CDBG grant program.
- Check No. 69092 – Bank of America: The Committee members wanted to know the detail pertaining to the toner charges and why there were multiple entries with small amounts. Staff responded that these were purchases of printer toners and the reason for the multiple entries and small amount were due to the allocation of costs to 40 plus zones within the Landscape Maintenance Assessment District.
- Check No. 69100 – Bullet Guard Corp.: The Committee members wanted to know the nature of this payment and staff responded that this was for the installation of a bullet proof window at the receptionist area of the police sub-station.
- Check No. 69109 – Commercial Interior Resources: The Committee members wanted to know the nature of this payment and staff responded that this was for the Community Center carpet renovation previously approved as one of the capital improvement projects.
- Check No. 69147 – Moon Valley Nursery Inc.: The Committee members wanted to know the nature of this payment and staff responded that this was for the installation of a large palm tree damaged in a traffic accident. The Committee members then asked why a large tree was planted instead of a small one and staff responded that a follow up will be made with the department.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 4:30 p.m.