

MINUTES

FINANCE COMMITTEE

OCTOBER 20, 2015

CALL TO ORDER: 5:00 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 August 24, 2015 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Registers for September 1, 2015, September 15, 2015, October 6, 2015 and October 20, 2015 were reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 69720 – Civilsource: The Committee members wanted to know what BNSF stands for and staff responded that a follow up will be made with the department.
- Check No. 69855 – YMCA: The Committee members inquired about the nature of this payment and staff responded that this payment was for various aquatics services such as pool manager, lifeguards and instructors covering the periods of July 27 through August 6.
- Check No. 69885 – Brainfuse Inc.: The Committee members wanted to know the nature of this payment and staff responded that this was the annual payment of an online tutoring services program for the Library department.
- Check No. 70032 – VPLS Solutions, LLC.: The Committee members wanted to know the nature of this payment and staff responded that this was for the upgrade of current phone systems as part of an approved capital improvement projects.

- Check No. 70057 – ACME Bag Company: The Committee members commented about the numerous entries for sandbags and staff responded that the multiple entries are due to the allocation of each invoices into 40 plus zones within the Landscape Maintenance Assessment District Fund.
- Check No. 70256 – Utility Cost Management LLC.: The Committee members wanted to know the nature of this payment and staff responded that this was a portion of the savings due to the consultant from their recent review of the City's current electric services.

Staff also provided information on some available software programs that can capture vendor data history and the Committee members showed an interest in seeing a demo. Staff responded that a follow up will be made with the software companies on setting up a demo for the Committee members.

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

- Check No. 69306 – David Evans and Assoc. Inc.: The Committee members wanted to know the location of where the school zone traffic and safety studies were performed and staff provided the Committee members with a listing of various sites of where the studies were performed at.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:23 p.m.