

MINUTES

FINANCE COMMITTEE

DECEMBER 15, 2015

CALL TO ORDER: 5:15 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 November 17, 2015 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

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

- Check No. 70807 – Bank of America: The Committee members wanted to know if staff have a good handle on credit card uses and staff responded that there are strict procedures on credit card purchases. Staff also added that credit cards are kept in a secured area and have to be check in and out.
- Check No. 70822 – City of Yorba Linda: The Committee members wanted to know the nature of this payment and staff responded that this was to replenish the Workers Compensation checking account where claims are handled and processed by a third party company.
- Check No. 70832 – Croxton Electric: The Committee members wanted to know the details for the replacement of motor starter kit and staff responded that a follow up will be made with the department.
- Check No. 70878 – David Knack: The Committee members commented on the recent volume of pool deposit refunds and staff responded that recently staff have been more proactive in closing out aging pool deposits as recommend by the auditors.

- Check No. 71008 – County of Orange, Treasurer-Tax Collector: The Committee members wanted to know the service period for this payment and staff responded that the service period was July through September 2015.
- Check No. 71060 – Lew Edwards Group: The Committee members wanted to know the nature of this payment and staff responded that this was for professional services relating to Prop 218 process.

In addition, staff provided a year to date expenditure report on legal services.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:30 p.m.