

**MINUTES**  
**FINANCE COMMITTEE**  
**February 1, 2011**

**CALL TO ORDER:** 5:50 p.m.

City Hall Reception Area Conference Room  
4845 Casa Loma Avenue

**ROLL CALL PRESENT:** Mayor Pro-Tem Schwing & Councilmember Anderson

**STAFF PRESENT:** City Manager Rudometkin & Finance Director Christian

**PUBLIC PRESENT:** None

**APPROVAL OF MINUTES:** The January 18, 2011 minutes were moved for approval by Councilmember Anderson

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

**DEPARTMENT REPORTS:**

The Accounts Payable Warrant Register for February 1, 2011 was presented and reviewed by the Committee. The Committee members commented and/or inquired about the following checks: Best Best & Krieger LLP – the Committee members inquired about the payment of invoices from April, May and June of 2010 and staff informed them that these invoices had apparently been misplaced as they were routed from the law firm to the City's third party claims adjuster and the City had just received them for payment; Planning Directors Association – the Committee asked if the annual membership dues payment was a budgeted item and how these costs were monitored, and staff responded that it was a budgeted item but that the individual expenditures within a budgeted line item are not always monitored as closely as the total dollar amount for that line item; Public Employee Retirement System – the Committee members asked about the multiple line items in the warrant register and the time period that this payment covered, and staff explained that the multiple line items are due to the breakdown that PERS requires as we report our contribution as well as our own accounting distribution to different funds of the City, and the time period covered is one pay period or two weeks; City of Tustin – the Committee members inquired about what "OCHRC Membership" was, and staff explained that this stood for Orange County Human Resources Consortium, and that the City of Tustin was simply the agency handling the administrative function of collecting the membership dues. The Accounts Payable Warrant Register was otherwise received and filed.

**MATTERS PRESENTED BY THE COMMITTEE:** None

The Finance Committee meeting adjourned at 6:02 p.m.