

**City of Menifee
Finance Committee
29714 Haun Road
Menifee, CA 92586
Friday
April 4, 2014
2:00 p.m.**

Agenda

- 1. Call to order and roll call**
- 2. Public Comments**
- 3. Approval of Minutes of January 29, 2014**
- 4. Update on transition of District Administration (Finance Director)**
- 5. Public Works Staffing Plan (Jonathan Smith)**
- 6. Community Services Staffing Plan (Robert Lennox)**
- 7. Review and discussion of purchasing ordinance (Finance Director)**
- 8. Update on 2014/15 Budget process (Finance Director)**
- 9. City Manager Comments**
- 10. Committee Members Comments**
- 11. Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact Kathy Bennett, City Clerk at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Staff Reports

Materials related to an item on this Agenda, including those submitted to the Finance Committee after distribution of the agenda packet are available for public inspection by contacting Kathy Bennett, City Clerk, at (951) 672-6777 during normal business hours.

City of Menifee Finance Committee
Meeting Minutes
January 29, 2014

1. Call to order and roll call

Chair Scott Mann called the meeting to order at 3:09 p.m.

Present were: Chairman Scott Mann, Committee member Wallace Edgerton, Interim City Manager Robert Johnson, City Finance Director Terri Willoughby, City Accounting Manager Wendy Welch, City Clerk Kathy Bennett and no members of the public.

2. Public Comments

None.

3. Approval of Minutes of December 12, 2013

Approved.

4. Discuss mid-year budget update

Finance Director Willoughby detailed the Revenue adjustments to the budget noting a positive \$3 million due primarily to increase in development activity, and increased revenue from Code Enforcement. She detailed the request for General Fund expenditure adjustments for 2013/14 including reclassifications, restoring earlier across the board cuts and needed changes. The committee discussed using the percentages to current pay rates on the charts. Committee approved the presentation and will report during the Council meeting.

5. Review proposed amendment to City's Fund Balance policy

Director Willoughby presented the proposed revision to the Fund Balance policy which will address the Finance Committee's request for a mechanism to "sweep" any General Fund surplus to the City Hall Construction reserve. It was recommended that the policy be presented to the City Council at the time of the budget adoption.

6. Update on FY 14-15 budget process

Director Willoughby presented the budget process and timeline, including the City's Guide to Budget Preparation document. She noted she will continue to update the committee. Committee chair Mann asked her to send the information to the City Council for information.

7. City Manager Comments

None.

8. Committee Members Comments

None.

9. Adjournment

Mayor Mann adjourned the meeting at 4:14 p.m.

Kathy Bennett, City Clerk