

City of Menifee Finance Committee
April 4, 2014

1. Call to order and roll call

Chair Scott Mann called the meeting to order at 2:02 p.m. Present were: Chair Scott Mann, Committee member Wallace Edgerton, City Manager Robert Johnson, Finance Director Terri Willoughby, City Clerk Kathy Bennett, Accounting Manager Wendy Welch, Director of Public Works Jonathan Smith, Director of Community Services Robert Lennox and two members of the public.

2. Public Comments

None.

3. Approval of Minutes of January 29, 2014

Approved as presented.

4. Update on transition of District Administration

Director Willoughby noted the bids were received and evaluated and Webb has begun the transition of tax work on the CFDs, CSAs and L&LMDs and the transition has helped identify some funds possibly still at the County.

5. Public Works Staffing Plan

City Manager Johnson noted this plan is necessary due to the amounts of increased work and the desire to hire staff to replace currently working consultants. Director of Public Works Jonathan Smith covered the need for the staff and noted these are budgeted positions that are being phased in. He asked the committee for consensus to move forward with this plan. The committee members agreed to the transition and would recommend the plan to Council when presented and agreed to move the item to Council.

6. Community Services Staffing Plan

City Manager Johnson reported that the plan is needed now to begin the work the Council authorized in the take-over of the parks on the west side. Those positions need to be up and running in the near future. Community Services Director Lennox detailed the needed positions. The committee members agreed to the proposed plan and would recommend the plan to Council when presented.

7. Review and discussion of purchasing ordinance

Director Willoughby discussed the purchasing requirements with the committee members. She noted these requirements are in City Municipal Code. Committee requested that the Form 700 be mentioned in the Profession Services agreement if it is not currently. The committee also asked for ways to cap the total aggregate of professional service agreements and report to the committee. Committee Chair Mann

asked for presentation of a possible change to the code that would use an abbreviated version of purchasing procedures.

8. Update on 2014/15 Budget process

Director Willoughby updated the Council on the process and noted that the budgets are now submitted by each department and will be discussed with each department head, the City Manager and herself in the near future.

9. City Manager Comments

None.

10. Committee Members Comments

Committee members asked to return with an item of consideration for a fund set up for a future animal control facility/shelter to return as part of the fund balance policy review at year end beginning with \$120,000 a year for 10 years.

Chair Mann asked for an update on the acceptance of pass through fees such as TUMF on credit cards. The Finance Director noted that the City Attorney is working with both credit card processing companies. She noted at this time the City is still not accepting credit cards for pass-through fees. She noted that seems to be standard practice in many cities.

11. Adjournment

Chair Mann adjourned the meeting at 3:42 p.m.



Kathy Bennett, City Clerk