

**City of Menifee Finance Committee
Meeting Minutes
March 30, 2010**

1. Call to order and roll call

Chairman Scott Mann called the meeting to order at 4:33 p.m. Present were Chairman Scott Mann, Committee member Wallace Edgerton, City Manager George Wentz, City Clerk Kathy Bennett, Senior Accountant Wendy Welch and one member of the public arrived at 4:55 p.m.

2. Public Comments

None.

3. Approval of Minutes of February 22, 2010 Finance Committee

Committee approved the minutes of February 22, 2010.

4. Purchases/Contracts over \$10,000

a. Survey Agreement for Interim Add-On to RBF Agreement NTE \$25,000

b. Software for Business License and discussion of fee setting process for business licenses – report on progress

City Manager Wentz noted that the current agreement with RBF needed to be amended to continue the plan review services. He agreed to keep this billing under \$25,000 while an RFP is being developed for those services in the future. These services are reimbursable through permit fees and deposits from developers and applicants. Committee agreed to that modification

City Clerk Bennett reported she will be sending RFP for business license software and support and hopes to have it returned in order to report to the committee (by the April 19, 2010 meeting) and get approval through Council if needed by the May meeting or sooner for implementation before the July deadline.

5. Review City Attorney Billing Statement

City Manager Wentz noted this is a routine item, but there is no billing this cycle for review.

6. Warrant Register Review

Chairman Mann asked about the billing to Reliance Standard Insurance and Accountant Welch reported it is insurance paid out of employee personal benefits on their behalf. Chairman Mann asked about the City Manager's insurance coverage and the Accountant noted it is paid by him and reimbursable to him from the City as per his agreement with the City.

Chairman Mann stated that the Credit Card bill seemed high and staff noted there are several homebuyer incentive cards on this bill and some one time code enforcement expenditures.

Committee member Edgerton noted the Animal Control billings are up and asked for explanation on how they are handled. The Accountant noted how the billings were handled.

Chairman Mann asked for a breakdown of the Planning Center billings to date. The accountant will prepare and return to next meeting.

7. Discussion and Review of Social Security Coverage for City Council and Other Part Time Seasonal or Temporary (PST) Workers

Held to the April meeting when the City Attorney is present to report on findings.

8. Committee Members Comments

Chairman Mann asked if the audit report would be on the April 6, 2010 Council meeting. Staff did not know the timing of the audit report. Chairman Mann asked for a report on whether the property tax had been booked by the April 19, 2010 Finance Committee meeting.

Chairman Mann asked if the six month reserve funds were found at the County and recovered to the City. The City Manager agreed to look into the funds and report back. Chairman Mann asked for consideration to lower the reserve planned for the QV CSA as it is high due to County standards and he feels it is not necessary to meet those standards.

9. City Manager Comments

City Manager Wentz gave an anticipated Budget schedule noting it would be ready for presentation at the April 19, 2010 Finance Committee meeting. City Manager Wentz explained a bill paid for the Explorer post for uniforms, etc.

Auditor Manno joined the meeting to explain the Treasurer's Report and noted he will be signing the report so it may be placed on the April 6, 2010 City Council agenda for approval.

Chairman Mann asked to have a closed session considered for addition to the agenda on addition of an item that required action prior to the next meeting of the committee and came up after the posting of the agenda. The committee voted 2-0 to add the item to the agenda as item 9a. The committee recessed to closed session at 5:40 p.m. and reconvened at 6:20 p.m. with the following report. The Chair asked that the update on the Audit be agendized for April 20, 2010 City Council agenda.

10. Adjournment

Chairman Mann adjourned the meeting at 6:21 p.m.



Kathy Bennett, City Clerk