

**City of Menifee  
Finance Committee  
29714 Haun Road  
Menifee, CA 92586  
December 12, 2013  
3:00 p.m.**

## **Agenda**

- 1. Call to order and roll call**
- 2. Public Comments**
- 3. Approval of Minutes of November 19, 2013**
- 4. Conference call with Deborah Harper of Lance, Soll & Lunghard to discuss audit**
- 5. Discuss FY 2012-13 Audit Results**
- 6. Discuss preliminary mid-year budget outlook**
- 7. City Manager Comments**
- 8. Committee Members Comments**
- 9. Adjournment**

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### 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  
November 19, 2013**

**1. Call to order and roll call**

Chair Scott Mann Called the meeting to order at 4:00 p.m. Present were: Chairman Scott Mann, Committee member Wallace Edgerton, Interim City Manager Robert Johnson, Finance Director Terri Willoughby, Accounting Manager Wendy Welch, Ted Piorkowski and Mia Corral of Chandler Asset Management, City Clerk Kathy Bennett and no members of the public.

**2. Public Comments**

None.

**3. Approval of Minutes of July 25, 2013, 2013**

Minutes approved as presented.

**4. Presentation by Chandler Asset Management**

Chandler Asset Management representative Ted Piorkowski and Mia Corral presented an annual review of the asset management plan for the City, including the Portfolio characteristics and holdings and Menifee specific information. The Committee asked various clarifying questions. The Committee thanked the consultant for the work done.

**5. Review of Proposed Finance Policies**

- a. Unclaimed Check Policy**
- b. Credit Card Acceptance Policy**

Director Willoughby reviewed the proposed policies with the Committee noting that the unclaimed check policy has come from current need where checks are not cashed and now need to be entered into the system as unclaimed checks. The committee noted no concerns with the policy and suggested it move forward to the December 4, 2013 agenda for Council approval.

Director Willoughby noted the credit card policy came out of a concern of the large amounts of charges that are incurred by the City on large credit card transactions that are not able to be recouped by the City. She noted the City Attorney is looking for ways to handle the recoup of charges but this policy needs to be refined and taken to Council when the Attorney has completed the necessary research. The Committee thanked her for the good work on this policy and authorized it to come to Council when ready following City Attorney research.

**6. Update on Status of RFP for Audit Firms**

Director Willoughby noted the request for proposal are received and the firm chosen to handle the audit is RAMS and the proposal will be presented to Council in the near future.

**7. City Manager Comments**

Interim Manager Johnson noted that Station 76 is the last station in the City to work without a paramedic on the engine. He asked for and received consensus under his authority to increase staff level to include the paramedics at a cost estimated to be some \$25,000 per year.

**8. Committee Members Comments**

Committee member Edgerton thanked staff for their continuous diligent work and Chair Mann echoed the comments.

**9. Adjournment**

Chairman Mann adjourned the meeting at 4:00 p.m.

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Kathy Bennett, City Clerk