

**City of Menifee Finance Committee  
Meeting Minutes  
December 14, 2009**

**1. Call to order**

Chairman Mann called the meeting to order at 4:09 p.m. Present were: Chairman Scott Mann, Committee member Wallace Edgerton, City Manager George Wentz, Administrative Services Director Gary Thompson, Director of Community Development Carmen Cave, Senior Accountant Wendy Welch, Mia Corral and Kay Chandler of Chandler Asset Management and one member of the public.

**2. Public Comments**

None.

**3. Approval of Minutes of November 9, 2009 Finance Committee**

The minutes of November 9, 2009 were approved as presented.

**4. Chandler Asset Management Presentation**

Mia Corral, V.P. and Kay Chandler, President of Chandler Asset Management gave an overview of their services and asked the committee to consider such issues as risk tolerance level. Administrative Services Director Thompson explained to the committee that he would like input as to the amount of money to be transferred from LAIF to the custodial account to begin the investments through Chandler. Following the presentation and questions, the committee agreed with the staff recommendation to authorize approximately 33% of the City's reserve currently invested in LAIF to deposit to the custodial account for the investment portfolio.

**5. Discussion and Review of Policy for Community Support Funding**

Committee Chairman Mann asked for this item to be held over for one more meeting until the committee members could review the need for funding in the City. He asked if it would be possible to get an idea of the types of non-profit organizations in Menifee listed. It was agreed to place this on the next Finance Committee agenda.

**6. Discussion of VLF fees**

Director Thompson reported on the fact that the fees are not in for the year. After discussing with the League representative and others, it was determined necessary to re-engage lobbyist Jim Lites to follow this issue and report back on the City's behalf. The committee agreed that it was time to put a plan together and re-engage Mr. Lites.

**7. Approval of SLESF (COPS) Expenditure Plan for 2009-2010 Fiscal Year**

Director Thompson distributed the possible plans for use of the funds. The committee decided on plan 2 and with the balance left to put the funds toward the purchase of one motorcycle unit for use beginning in the next fiscal year.

## **8. Approval of Quail Valley Emergency Pumping Program**

### **a. Approve hiring federal lobbyist**

Under Item a. Chairman Mann stated that he has solicited a proposal from a lobbyist, for use on Line A and the Quail Valley Septic program, that he hopes the City Manager will approve. Chairman Mann agreed to report at Council meeting as needed and will await proposal.

### **b. Approve pumping program**

City Manager Wentz stated he did not intend to use any general fund money or gas tax for this project. He noted that CSA funds were able to be used and explained the use. He noted the expenditures were targeted for areas 4 and 9 in Quail Valley. Chairman Mann asked if this would be used for preventative measures or only in emergency and the City Manager agreed only for emergency use, not preventative.

Administrative Services Director Thompson agreed to an item on a future agenda for analysis of funding for all CSA's as to the acceptable reserve level.

## **9. Purchases/Contracts over \$10,000**

City Manager Wentz noted that per the new policy, all items of expenditure in excess of \$10,000 will first come to the Finance Committee for consideration and recommendation before being approved or going to the City Council.

### **a. Traffic Engineer**

City Manager Wentz reported that twelve responses were received to the Request for Proposals that went out. Following interviews two firms were selected. Primary firm selected was RBF and Hartog Krabel was selected as a back up proposal. He further noted that any possible perceived conflict due to a Planning Commissioner (Zimmerman) being employed by the firm was considered by the City Attorney and found to not be an issue or conflict and Chairman Mann asked the City Manager to state that fact at the Council meeting. Otherwise the committee agreed with the recommendation as presented.

### **b. Radios for Code and Emergency Purposes**

Community Development Director Cave reported on the need for and use of the radios. Chairman Mann asked her to verify the interoperability between emergency personnel and code enforcement personnel, etc. She agreed to follow that request and work with Michael Anderson on the issue. The funds would be split between emergency operations and code enforcement budget and were approved by the Finance Committee.

## **10. Budget Update – FY 2009-10 1<sup>st</sup> Quarter**

Director Thompson reported on the income and expenditures as compared to the budget and have an update on the early projections that should allow for an increase in reserves at the end of the fiscal year of \$930,000.

**11. Committee Members Comments**

Chairman Mann asked if during the community clean up day in Quail Valley it would be possible to do targeted animal control enforcement. He noted that this request is a result of attending the Quail Valley meeting where the animal control problem is a primary concern, specifically animals at large. The City Manager agreed to forward that request for consideration.

**12. City Manager Comments**

None further.

**13. Adjournment**

The meeting was adjourned at 6:06 p.m.

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Kathy Bennett, City Clerk