

City of Menifee Finance Committee
Meeting Minutes
April 26, 2010

1. Call to order and roll call

Chairman Scott Mann called the meeting to order at 4:31 p.m.

Present were: Chairman Scott Mann, Committee member Wallace Edgerton, City Manager George Wentz, Building Official Tony Elmo, City Clerk Kathy Bennett, Community Development Director Carmen Cave and two members of the public.

2. Public Comments

None.

3. Approval of Minutes of March 30, 2010 Finance Committee

The committee approved the Minutes of March 30, 2010 Finance Committee.

4. Purchases/Contracts over \$10,000

a. Business License Software and Support – Contract award recommendation

City Clerk Bennett explained that the implementation of the Business License program requires a software and support system that makes it possible to begin licensing businesses and that an RFP was sent out and the firm of HdL appears to have the best pricing and also the ability to work with the Sales Tax agreement that is already in place at the City with that firm. She noted the agreement would be on the agenda of May 4, 2010 for consideration by the Council.

b. Consideration of Extension to agreement with Maria Elena Kennedy

Chairman Mann noted he asked for this agreement to come back to Finance to determine if the agreement needs to be extended. The Committee asked the item to return to the June finance Committee meeting as a more comprehensive look at the amount needed will be available after the current invoices are received and compared to the amount spent earlier in the agreement when the heavy work load was needed due to emergency conditions.

c. Consideration of Stealth Cameras for Code Enforcement

Code Enforcement Supervisor O’Gara presented the quote for the stealth cameras noting they could not get competitive bidding as this particular product is made by very few vendors and it serves the purpose of graffiti control and control of illegal dumping very specifically as it reacts to movement, etc. and is stronger and more durable than other cameras of this type. The committee agreed that the equipment was within the purchasing authority of the City Manager and could move forward.

d. Agreement with Schiavo for services for HHWE and CIWMB

The committee agreed to allow Chairman Mann investigate the item with Analyst Rob Johnson and determine if the Committee could support the item on the May 4, 2010 Council agenda.

5. Review City Attorney Billing Statement

No billings to review.

6. Warrant Register Review

Reviewed during the email exchange earlier.

7. Review of Not-to-Exceed Contract Status

Accountant Wendy Welch explained the summary and detail reports she prepared and noted that she will continue to monitor and update these as invoices are paid against the contracts. Chairman Mann asked if all contracts should have a not-to-exceed figure and Scott Manno of RAMS noted it is probably applicable to most contracts. He asked to have the process continue and be refined as it grows.

8. Report Back from Finance on the Receipt of Property Tax Revenues and CSA Funds held by the County of Riverside

Chairman asked if the anticipated revenue from property tax has been received. Accountant Welch noted it has been received.

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

City Attorney Martyn explained that the previous accountant withheld Social Security when it could have been a comparable 457 plan. In January the error was detected and corrected. Committee member Edgerton questioned whether we can remove the City from the Social Security system. The attorney explained that those types of errors happen but can be corrected. Committee member Edgerton stated he would like to see further investigation and have the item re-agendized for June Finance Committee.

10. MOU with Perris for Division of Asset Forfeiture

City Attorney Martyn noted that she is unsure if an MOU is actually needed. She will investigate with the City of Perris and report back.

11. Presentation of Draft Budget for FY 2010-2011

a. Preliminary Discussion

b. Schedule follow up meeting with Finance Committee prior to City Council Workshop

City Manager Wentz went over the preliminary budget and noted the changes in staff recommended at this time and reviewed each of the proposed revenue and expenditures anticipated. The budget will be presented first at a workshop on May 4, 2010. He noted he will email the entire budget to the Council for consideration before the workshop.

12. Committee Members Comments

Chairman Mann asked for consideration of seed money of \$10,000 to go to the QV Environmental Coalition, a non-profit recently incorporated. He noted he is the Vice President of the new group. He asked if some of the funds planned for Maria Kennedy could be funneled into the group start.

The committee asked Senior Accountant Welch and Accountant Manno to look into the Teeter Plan for the City.

Chairman Mann asked to place the RAMS agreement on the May 4, 2010 agenda for consideration for extension.

Committee supported the concept of an accounting clerk moving forward as quickly as possible.

The committee asked to have the invoices of Winzler and Kelly and JAS Pacific held until further review has been accomplished.

13. City Manager Comments

None.

14. Adjournment

Chairman Mann adjourned the meeting at 6:43 p.m.



Kathy Bennett, City Clerk