

**City of Menifee Finance Committee**  
**Meeting Minutes**  
**July 13, 2010**

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

Chairman Scott Mann called the meeting to order at 3:07 p.m. Present were: Chairman Scott Mann, Committee member Wallace Edgerton, Interim City Manager Steve Harding, City Clerk Kathy Bennett, City Attorney Karen Feld, Interim Finance Director Wendy Welch, and two members of the public (press) arrived late.

**2. Public Comments**

None.

**3. Approval of Minutes of June 22, 2010 Finance Committee**

The Minutes of June 22, 2010 were approved.

**4. Discussion of Possible Agenda Layout and Format Recommendations**

City Manager Harding noted that he is still reviewing the overall agenda format and that many of the items that appear on the agenda are going through a thorough review at staff level, especially with the new Finance Director coming on staff quickly. He noted this review should be sufficient and that items like the Warrant Review, contracts under the City Manager signing authority and review of the City Attorney billings would be handled routinely and there would be no need for them to appear on a Finance Committee agenda. He further noted that this committee structure might be best suited for primarily working on budget and investment issues and policies for recommendation to Council.

Chairman Mann asked for continue review of the Warrant Register by email from the Finance Department but found no need to keep the item on the Finance Committee Agenda itself.

Chairman Mann noted he agreed with the removal of Items regarding Purchase/Contracts over \$10,000; Review of City Attorney Billings, and Warrant Register Review, from future Finance Committee Agendas. He also asked for a report from Chandler Asset Management to the Committee on the City's investments. The Committee agreed with the new interim format for Finance Committee Agendas and thanked the City Manager for his input on these items.

Staff asked for consideration of using electronic signatures on the checks again and that was agreed to as appropriate.

**5. Purchases/Contracts over \$10,000**

None to report and item being removed from permanent agenda.

**6. Review City Attorney Billing Statement**

Item being removed from permanent agenda.

**7. Warrant Register Review**

Previously reviewed and item being removed from permanent agenda.

**8. Discussion of Review of Contracts not covered by RAMS Outside Engagement and plan to implement the review**

Interim City Manager Harding reported he has identified an Interim Finance Director he believes will be coming on staff quickly and will expect this process to be begun as one of the first items of business.

Interim Finance Director Welch noted she has a few of the remaining contracts that would be possible to review on an interim basis for accuracy, not-to-exceed figures and burn rate and could report that back as she originally began review of them in March of this year. The committee asked to have that report and a report on the review process as it progresses with the new Interim Finance Director.

**9. Discussion of Lobbyist Services and Recommendations from City Manager**

City Manager Harding advised the committee that keeping both lobbyists in these economic times is important. He also noted that he intended to do an RFP process for this service.

**10. Discussion of \$1.8 million from County Developments no longer in Existence and City Ability to use those funds**

City Manager Harding stated this money is a nexus situation as fees are on projects that were approved and now expired. Councilmember Mann stated he would like to see this money returned to the developer who paid it if possible. City Manager Harding noted he would ask staff to investigate the use of these funds.

**11. Committee Members Comments**

Committee member Edgerton asked when the issue of the Interim City Manager situation should be placed for discussion. The Interim City Manager noted he would like a few weeks to prepare for his recommendation, so will probably put on August agenda for discussion.

**12. City Manager Comments**

None.

**13. Adjournment**

Chairman Mann adjourned the committee at 4:16 p.m.



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Kathy Bennett, City Clerk