




# Staff Report

## City of Manhattan Beach

**TO:** Members of the Finance Subcommittee

**FROM:** Bruce Moe, Finance Director 

**DATE:** July 3, 2013

**SUBJECT:** Discussion on Schedule of Future Finance Subcommittee Meetings

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**RECOMMENDATION:**

Staff recommends that the Finance Subcommittee discuss setting a schedule for future Finance Subcommittee meetings.

**DISCUSSION:**

Currently, Finance Subcommittee meetings are scheduled as needed, but usually at least quarterly. Typical agenda topics include a review of the investment portfolio and financial reports, accounts receivable information, other financial topics, and items referred to the Subcommittee by the City Council (for example, taxicab franchise negotiations, refuse hauler contract, etc.). This as-needed approach was the result of the challenges of scheduling Subcommittee member attendance on anything other than a short lead time basis.

With the change in membership on the Subcommittee, staff recommends that the Subcommittee discuss setting regular meetings for consistency and planning purposes. Options include monthly meetings (which was the previous practice), bi-monthly meetings (every other month) or quarterly with special meetings being called as needed.