

# CITY OF DANA POINT

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**FINANCIAL  
REVIEW  
COMMITTEE  
MEETING**



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**THURSDAY  
OCTOBER 26, 2017  
4:00 P.M.**

## **AGENDA**

**Location: Public Works Conference Room, 33282 Golden Lantern, Suite 212, Dana Point, California 92629**

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### **CALL TO ORDER**

### **ROLL CALL OF FINANCIAL REVIEW COMMITTEE MEMBERS:**

Brian Porter, Chair  
Buck Hill, Vice-Chair  
Joseph J. Jaeger, Member  
Larry Rolapp, Member  
Greg Wall, Member

### **PUBLIC COMMENTS**

### **NEW BUSINESS**

#### **1. MINUTES OF THE FINANCIAL REVIEW COMMITTEE MEETING, SEPTEMBER 27, 2017**

**RECOMMENDED ACTION:** That the Financial Review Committee approve the Minutes and forward to City Council with a recommendation to Receive and File.

#### **2. CONSIDERATION OF IN-HOUSE VS. CONTRACT CITY ATTORNEY SERVICES MODEL**

**RECOMMENDED ACTION:** That the Financial Review Committee provide advice to the City Council regarding the financial implications of changing to an in-house City Attorney Services model as compared to the current contract model.

#### **3. FINANCIAL POLICY UPDATE**

- a. User Fee Subsidy Policy
- b. General Fund Reserve Policy

**RECOMMENDED ACTION:** That the Financial Review Committee discuss the policies and provide input to Staff for consideration.

**4. OTHER ITEMS TO BE DISCUSSED:**

- a. User Fee Study (Member Jaeger) – No Handout
- b. Transient Occupancy Tax – information requested from September 27, 2017 meeting in regards to other cities tax rates and number of hotel rooms in local, coastal cities.
- c. City’s List of Deferred Maintenance Projects – Facilities Fund 12 (Jaeger) – No handouts
- d. Financial Reporting (Jaeger) – no handouts
  - i. All City financial reports prepared by Staff should include an Executive Summary
  - ii. All Monthly and Quarterly reports should include prior year data
  - iii. Account Code references should be eliminated from all City reports
  - iv. The Budget should be allocated by month and actual results compared to the appropriate time period
  - v. Quarterly reports should be prepared on a modified accrual basis
- e. TEFRA Hearing (Rolapp)

RECOMMENDED ACTION: Receive and File information regarding City Council’s October 17, 2017 Action in regards to a Tax and Equity and Fiscal Responsibility Act public hearing regarding conduit financing for the Caritas Corporation

**UNFINISHED BUSINESS**

There is no Unfinished Business

**STAFF REPORTS**

**FINANCIAL REVIEW COMMITTEE REPORTS**

**ADJOURNMENT**

**CERTIFICATION**

I, DyAnne C. Weamire, Assistant Administrative Analyst of the City of Dana Point, do hereby certify that a copy of the foregoing Agenda was posted at Dana Point City Hall, the Dana Point Post Office, the Capistrano Beach Post Office and the Dana Point Library, on or before Monday, October 23, 2017 in accordance with the law.

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DYANNE C. WEAMIRE, ASST. ADMIN ANALYST

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DATE

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PERSONS WITH A DISABILITY WHO REQUIRE A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, MAY REQUEST SUCH MODIFICATION OR ACCOMMODATION FROM THE CITY CLERK AT (949) 248-3500 (TELEPHONE) OR (949) 248-9920 (FACSIMILE). NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE

THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ASSURE ACCESSIBILITY TO THE MEETING.