

CITY OF DANA POINT

FINANCIAL REVIEW COMMITTEE MEETING



WEDNESDAY
SEPTEMBER 27, 2017
4:00 P.M.

MINUTES

Location: City Council Chamber, 33282 Golden Lantern, Suite 210, Dana Point, California 92629

CALL TO ORDER

The meeting of the Financial Review Committee of the City of Dana Point, California, was called to order by Chair Porter at 4:01 p.m. in the Dana Point City Council Chamber, 33282 Golden Lantern, Suite 210, Dana Point, California 92629

ROLL CALL OF FINANCIAL REVIEW COMMITTEE MEMBERS:

MEMBERS PRESENT: Brian Porter, Chair, Buck Hill, Vice-Chair; Larry Rolapp, Member; Greg Wall, Member.

MEMBERS ABSENT: Toni Nelson, Member [Resigned September 21, 2017]

STAFF PRESENT: Mark Denny, City Manager; Mike Killebrew, Assistant City Manager; Ursula Luna-Reynosa, Director of Community Development; Matt Sinacori, Director of Public Works and Engineering; Matt Schneider, Planning Manager; Beverly Brion, Accounting Supervisor; Kate Lasso, Management Analyst; Eric Haghani, Sr. Structural Engineer; Chris Lea, Chief Building Inspector; Bobbi Ogan, Deputy City Clerk; Robin Harnish, Accountant; DyAnne Weamire, Assistant Administrative Analyst.

PUBLIC COMMENTS

Joe Jaeger introduced himself to the Financial Review Committee and explained that he would be joining the Financial Review Committee as a member at its next meeting. He reserved the right to speak on particular items as they arose during the meeting. Mr. Jaeger subsequently spoke on four occasions throughout the course of the meeting.

NEW BUSINESS

1. MINUTES OF THE FINANCIAL REVIEW COMMITTEE MEETING, AUGUST 29, 2017

IT WAS MOVED BY MEMBER ROLAPP, SECONDED BY VICE-CHAIR HILL THAT THE FINANCIAL REVIEW COMMITTEE APPROVE THE MINUTES OF AUGUST 29, 2017 AND FORWARD TO THE CITY COUNCIL WITH A RECOMMENDATION TO RECEIVE AND FILE.

The motion carried by the following vote:

AYES: Chair Porter, Vice-Chair Hill, Member Rolapp and Member Wall

NOES: None
ABSENT: None

2. MINUTES OF THE JOINT CITY COUNCIL AND FINANCIAL REVIEW COMMITTEE WORKSHOP, SEPTEMBER 12, 2017

IT WAS MOVED BY MEMBER ROLAPP, SECONDED BY VICE-CHAIR HILL THAT THE FINANCIAL REVIEW COMMITTEE APPROVE THE MINUTES OF SEPTEMBER 12, 2017 AND FORWARD TO THE CITY COUNCIL WITH A RECOMMENDATION TO RECEIVE AND FILE.

The motion carried by the following vote:

AYES: Chair Porter, Vice-Chair Hill, Member Rolapp and Member Wall
NOES: None
ABSENT: None

3. USER FEES STUDY PRESENTATION BY WOHLFORD CONSULTING

Chad Wohlford of Wohlford Consulting provided a PowerPoint Presentation of the 2016-17 Cost of Services Study (User Fees) along with a question and answer session between committee members and the Consultant.

4. UPDATE ON OPEN ASSIGNMENTS

- a. Transient Occupancy Tax Historic Information on other Cities Ballot Measures

Assistant City Manager Killebrew provided the Financial Review Committee with a Staff Report.

- b. Quarterly Financial Report, June 2017

Assistant City Manager Killebrew provided the Financial Review Committee with a Staff Report.

- c. Referral from City Council: City Attorney Services Model (Update – No Handouts)

Assistant City Manager Killebrew provided the Financial Review Committee with an update of the City Attorney Services Model.

- d. Financial Policies Development Project (Update – No Handouts)

Assistant City Manager Killebrew provided the Financial Review Committee with an update of the Financial Policies Development Project.

UNFINISHED BUSINESS

There is no Unfinished Business

STAFF REPORTS

There were no Staff Reports

FINANCIAL REVIEW COMMITTEE MEMBERS REPORTS

Vice-Chair Hill asked the Committee to consider adding various agenda items for the next Financial Review Committee meeting, including 1) re-baseline the FY18 and FY19 budgets to include the FY17 Actuals and Trends indicated; 2) Complete the analysis and recommend actions to control and reduce legal costs; 3) Study an approach to adopt monthly accrual accounting bookkeeping to allow City Staff and City Council understanding of monthly actual results with reports available within 3 weeks of the end of each month; 4) Spread the actual budgets out by month for FY18 and FY19 to allow monthly analysis of actual versus budget performance and facilitate delegation of authority to department managers to achieve budget.

ADJOURNMENT

There being no further business before the Financial Review Committee at this session, Chair Porter adjourned the meeting at 6:39 p.m.

DYANNE C. WEAMIRE
ASSIST. ADMIN. ANALYST