

# CITY OF DANA POINT

## FINANCIAL REVIEW COMMITTEE MEETING



**TUESDAY  
NOVEMBER 28, 2017  
4:00 P.M.**

## ACTION MINUTES

**Location: Public Works Conference Room, 33282 Golden Lantern, Suite 212, 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 Vice Chair Hill at 4:00 p.m. in the Dana Point Public Works Conference Room, 33282 Golden Lantern, Suite 212, Dana Point, California 92629

### ROLL CALL OF FINANCIAL REVIEW COMMITTEE MEMBERS:

Brian Porter, Chair (*Arrived at 6:26 p.m.*)  
Buck Hill, Vice-Chair  
Joseph Jaeger, Committee Member  
Larry Rolapp, Committee Member  
Greg Wall, Committee Member

**STAFF PRESENT:** Mike Killebrew, Assistant City Manager; Matt Sinacori, Director of Public Works and Engineering; Mike Rose, Director of General Services; Kate Lasso, Management Analyst; Robin Harnish, Accountant; DyAnne Weamire, Assistant Administrative Analyst; Yolanda Brenes, Sr. Administrative Assistant.

### PUBLIC COMMENTS

Tatia Benkonvich discussed underground power lines

IT WAS MOVED BY VICE-CHAIR HILL AND SECONDED BY MEMBER ROLAPP THAT STAFF PROVIDE MORE INFORMATION REGARDING UNDERGROUND POWERLINES POLICY AND PROCEDURES, PRIOR ACTIVITIES AND ASSESSMENT DISTRICTS AND TO AGENDIZE THE ITEM ON THE NEXT FINANCIAL REVIEW COMMITTEE AGENDA FOR DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL.

The motion carried by the following vote:

AYES: Member Jaeger, Member Rolapp, Member Wall, Vice-Chair Hill

NOES: None

ABSENT: Chair Porter

## **NEW BUSINESS**

### **1. MINUTES OF THE FINANCIAL REVIEW COMMITTEE MEETING, OCTOBER 26, 2017**

Vice-Chair Hill stated that he wants handouts that are provided in meetings to be included in the minutes.

IT WAS MOVED BY VICE-CHAIR HILL AND SECONDED BY MEMBER JAEGER THAT THE MINUTES OF OCTOBER 26, 2017 BE APPROVED AS MODIFIED AND TO FORWARD TO CITY COUNCIL WITH THE RECOMMENDATION TO RECEIVE AND FILE.

The motion carried by the following vote:

AYES: Member Jaeger, Member Wall, Vice-Chair Hill

NOES: None

ABSENT: Chair Porter

ABSTAIN: Member Rolapp

### **2. FINANCIAL POLICY UPDATE**

#### **a. Asset Management Policy**

Staff Member Killebrew provided a staff report which was followed by various questions and comments from the Financial Review Committee members.

IT WAS MOVED BY VICE-CHAIR HILL AND SECONDED BY MEMBER ROLAPP THAT THE DRAFT ASSET MANAGEMENT POLICY BE AMENDED AS DISCUSSED BY THE FINANCIAL REVIEW COMMITTEE AND AGENDIZED AS A FIRST READING AT THE NEXT REGULARLY SCHEDULED MEETING, TUESDAY, JANUARY 23, 2018 FOR RECOMMENDATION TO THE CITY COUNCIL AT ITS FIRST MEETING IN FEBRUARY 2018.

The motion carried by the following vote:

AYES: Member Jaeger, Member Rolapp, Member Wall, Vice-Chair Hill

NOES: None

ABSENT: Chair Porter

### **3. UPDATE ON OPEN ASSIGNMENTS**

#### **a. Financial Review Committee meeting protocols (Rolapp) (No Handouts)**

Member Rolapp led a discussion with regards to how the Financial Review Committee should operate during meetings, and how items should be requested to be placed on the agenda, and open items for future discussion.

IT WAS MOVED BY MEMBER ROLAPP AND SECONDED BY VICE-CHAIR HILL THAT THE FINANCIAL REVIEW COMMITTEE CONTINUE TO HAVE AN ITEM ON THE AGENDA ENTITLED "OPEN ASSIGNMENTS", AND AN ITEM ENTITLED "ITEMS FOR DISCUSSION" TO INCLUDE ITEMS THE COMMITTEE WILL CONSIDER FOR DISCUSSION IN FUTURE AGENDAS.

The motion carried by the following vote:

AYES: Member Jaeger, Member Rolapp, Member Wall, Vice-Chair Hill

NOES: None

ABSENT: Chair Porter

IT WAS MOVED BY MEMBER ROLAPP AND SECONDED BY VICE-CHAIR HILL THAT A NEW LINE ITEM BE PLACED ON FUTURE AGENDAS ENTITLED "SETTING THE AGENDA FOR FUTURE MEETINGS"

The motion carried by the following vote:

AYES: Member Jaeger, Member Rolapp, Member Wall, Vice-Chair Hill

NOES: None

ABSENT: Chair Porter

b. Quarterly Financial Report

Discussion followed among Financial Review Committee members and Staff Member Killebrew.

Member Rolapp left the meeting at 6:10 p.m. and did not return.

**4. OTHER ITEMS FOR DISCUSSION**

a. Rule 20A (Rolapp)

Earlier under the Public Comments section, discussion regarding the item occurred, and the committee members reiterated the motion made requesting staff to provide more information on this matter.

b. Deferred Maintenance Projects - FY18 Budget Page 272 (Jaeger) (No Handouts)

Discussion between the Financial Review Committee and Staff Member Killebrew followed.

c. Financial Reporting Format including Executive Summaries, prior year comparisons, exclusion of account codes, monthly budgets and accrual basis. (Jaeger) (No Handouts)

Discussion between the Financial Review Committee and Staff Member Killebrew followed. Killebrew stated he would enhance discussion in future Quarterly Financial Reports in regards to year-to-date

performance versus budgets and would look into whether the accounting system can produce pre-programmed financial reports that do not include the account numbers. He also stated he would add a Capital Project Program report to the Quarterly Financial Statements. Also, he will distribute updates to page 105 of the budget and look into the level of effort required to update pages 96 and 97.

## **5. FUTURE SCHEDULED MEETINGS**

IT WAS MOVED BY VICE-CHAIR HILL AND SECONDED BY MEMBER JAEGER THAT THE DECEMBER 26, 2017 FINANCIAL REVIEW COMMITTEE MEETING BE CANCELLED AND THAT THE NEXT REGULARLY SCHEDULED MEETING OF THE COMMITTEE BE HELD JANUARY 23, 2018 AT 4:00 PM.

The motion carried by the following vote:

AYES: Member Jaeger, Member Wall, Vice-Chair Hill, Chair Porter

NOES: None

ABSENT: Member Rolapp

## **UNFINISHED BUSINESS**

Items to be included in the next meeting agenda includes: Rule 20A, Operating Budget Policy and Facilities Policy and possibly a first draft of the Long Term Financial Planning Policy and an update on the Sheriff's Department Efficiency Study.

## **STAFF REPORTS**

## **FINANCIAL REVIEW COMMITTEE MEMBER REPORTS**

## **ADJOURNMENT**

There being no further business before the Financial Review Committee at this session, Vice-Chair adjourned the meeting at 7:11 p.m.

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DYANNE C. WEAMIRE, ASST. ADMIN ANALYST

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DATE