



THE CITY OF  
NOVATO  
CALIFORNIA

## NOVATO CITIZENS FINANCE ADVISORY/ OVERSIGHT COMMITTEE MEETING

held at

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

City Administrative Offices  
Womack Conference Room  
922 Machin Ave

November 15<sup>th</sup>, 2018  
7:30 AM

Chair

Tim O'Connor

Vice Chair

Regina Bianucci Rus

Commissioners

Caitrin Devine  
David Bentley  
Cris MacKenzie  
Rafelina Maglio  
Mark Milberg

### MINUTES

#### **A. CALL TO ORDER**

Meeting called to order at 7:31am. Committee Members: Tim O'Connor, Regina Bianucci Rus, David Bentley, Cris MacKenzie, Rafelina Maglio, Mark Milberg. Staff Members: City Manager Candelario, Assistant City Manager Michael Antwine, Finance Manager Tony Clark, Management Analyst II Bryan Lopez, Finance Consultant Mark Moses. Council Members: Pat Eklund, Pam Drew.

#### **B. APPROVAL OF FINAL AGENDA**

Bianucci Rus motioned to approve with order change moving E4 to end, David Bentley seconded motion. Approved unanimously. Ayes: 6 (O'Connor, Bianucci Rus-Brown, Bentley, MacKenzie, Maglio, Milberg, Devine) Noes: 0

#### **C. PUBLIC COMMENT**

One commenter, Hutch Turner. Requested format change to public payments report and that committee review Novato Theater plan prior to any financial decision.

#### **D. COMMITTEE ORGANIZATIONAL ITEMS**

##### **D-1: APPROVAL OF AUGUST 16<sup>TH</sup>, 2018 MINUTES**

Approved with edits. Clarify paragraph: no minutes available due to not enough committee members present at June 7th meeting should actually read "No Meeting". Direction provided to staff to change minutes to 'action minutes' instead of detailed summary.

#### **E. GENERAL BUSINESS**

##### **E-1: DISCUSSION OF COMMITTEE ROLES & GOALS**

Staff discussion of Roles & Goals.  
Committee asked clarifying questions

**E-2: DISCUSSION OF MEASURE F 2017/2018 ANNUAL FISCAL SUMMARY**

Staff presentation on Annual Fiscal Summary  
Committee asked clarifying questions  
Staff to provide final draft at a later date

**E-3: RECEIVE FEEDBACK FROM THE COMMITTEE ON MEASURE F 2017/2018 ANNUAL REPORT NARRATIVE**

Committee provided general comments and corrections of a non-substantive nature  
Staff to provide final draft at a later date

**E-5: DISCUSSION OF FY 18-19 MID-YEAR BUDGET SCHEDULE**

Staff presentation on Mid-Year Budget schedule

**E-6: DISCUSSION OF FY 19-20 ANNUAL BUDGET SCHEDULE & PROCESS**

Staff presentation on Annual Budget schedule  
Committee recommended providing additional time for budget process.

**E-7: DISCUSSION OF STAFFING CHANGES WITHIN THE CITY'S FINANCE DIVISION**

Staff discussion regarding staffing changes within the Finance department

**E-4: DISCUSSION OF 1<sup>ST</sup> QUARTER REPORT ON PAYMENT REGISTER, PURCHASE ORDER REPORTS, AND TRAVEL/TRAINING REPORTS FOR FY2018-19**

O'Connor Motioned to move E-4 to next regular meeting. Seconded by Bianucci Rus Approved unanimously. Ayes: 6 (O'Connor, Bianucci Rus, Bentley, MacKenzie, Maglio, Milberg, Devine) Noes: 0

**F. COMMITTEE / STAFF COMMENTS**

Request by O'Connor to receive all documentation at least one week in advance.

**G. FUTURE MEETINGS**

Next meeting scheduled for December 20<sup>th</sup> 2018 at 7:30am  
Special meeting scheduled for January 10<sup>th</sup>, 2019 at 7:30am

**H. ADJOURNMENT**

Meeting adjourned at 9:07am