



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

January 18, 2018  
7:30 AM

Chair

Tim O'Connor

Vice Chair

Regina Bianucci Rus

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Rafelina Maglio

Robert J. Scott, Jr

### MINUTES

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

Meeting called to order at 7:32am. Committee Members: Tim O'Connor, Regina Bianucci Rus, Caitrin Devine, David Bentley, Cris MacKenzie, Rafelina Maglio, Robert Scott, Jr. Staff Members: Assistant City Manager Michael Antwine, Finance Supervisor Maureen Chapman, Accounting Technician Christina Soares.

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

Bentley motioned to approve, Scott seconded motion. Approved unanimously. Ayes: 7 (O'Connor, Bianucci Rus, Devine, Bentley, MacKenzie, Maglio, Scott, Jr. Noes: 0, Absent: 0

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

None

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

##### **D-1: APPROVAL OF NOVEMBER 16, 2017 MINUTES**

Approved on December 18, 2017

##### **D-2: APPROVAL OF DECEMBER 18, 2017 MINUTES**

Bianucci Rus motioned to approve, MacKenzie seconded. Approved unanimously. Ayes: 4 (Bianucci Rus, Bentley, MacKenzie, Maglio. Noes: 0, Abstain: 3: O'Connor, Devine & Scott

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

Bentley requested adding to the agenda a budget advisory sub-committee for fourth time. Bianucci Rus also expressed interest in sub-committee and would like a discussion. Maureen will also include CAFR discussion to agenda.

##### **E-1: REVIEW MID-YEAR FINANCIAL REPORT**

Maureen Chapman presented the mid-year General Fund financial report to the Committee for review. The report did not reflect mid-year payments received from the State and December's wire

transfers. Once the wire transfers have been posted, an updated report will be sent to the Committee. The Committee discussed the increase in property taxes and why the wire transfers were not posted. Business License renewals began in December and MTD about 1,500 licenses had already renewed at approximately \$500,000. Business License renewals and Accounts Receivable are processed by the same individual and is behind schedule due to busy renewal season. COLA built into renewal fees. Bentley noted sales tax revenue is down but Maureen noted the payment for December had not posted.

Chapman also noted the previous fiscal year detail was missing. ACM Antwine noted the chart of account detail had changed in New World and possibly part of the issue. Chapman suggested having a New World technician look into why account detail is not showing.

Bentley asked if gymnastics was a large part of the Park & Recreation numbers. Chapman added adult athletics and children's programs are very popular too. Once the revenue has been recorded, including investment earnings, an updated report will be sent to the Committee members.

Chapman then reviewed department expenditures with the Committee. Mid-year expenditures should be around 50%, anything above is usually due to a large payment. Bianucci Rus asked about Special Programs. Chapman noted they include payments for Chamber of Commerce but will check for others. O'Connor inquired about Special Events. Chapman noted Special Events includes Mutual Aid overtime for Sonoma fires that reached \$86,000.00 and working on a claim to FEMA for reimbursement. A FEMA claim for flooding a year ago is still pending reimbursement.

Bianucci Rus suggested over-funding Emergency Reserve. MacKenzie asked if appropriate to fund from Emergency Reserve. Antwine added Council would have to approve transfer of funds from Emergency Reserve to balance budget. Bentley asked about overtime costs and Multicultural Oversight Committee.

The Committee continued to discuss expenses in Community Development and Public Works. Parks and Recreation revenue is down due to slow time of year and more popular during summer months. Programs were cut back during recession and most Parks and Recreation staff are part-time. Community depends on programs and services offered. Antwine noted looking at fees charged for programs. Chapman also noted that there are minimal costs for low-income people as well as scholarships offered. Bentley asked about staffing in the PRCS department. Antwine explained the department restructuring.

The Committee discussed transfers out and how they occur monthly. CIP transfers occur on a quarterly basis. \$1.1million transfer in July to Pension Obligation Bond. Bianucci Rus noted % expended versus % remaining. Chapman will continue to work on refining report detail in New World..

**F. COMMITTEE / STAFF COMMENTS**  
*None*

**G. FUTURE MEETINGS**  
*Next meeting scheduled for February 15<sup>th</sup> 2018*

**H. ADJOURNMENT**  
*Meeting adjourned at 8:17am*