



THE CITY OF  
NOVATO  
CALIFORNIA

**NOVATO CITIZENS FINANCE ADVISORY/  
OVERSIGHT COMMITTEE **SPECIAL** MEETING**

to be 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**

**July 31<sup>st</sup>, 2018  
7:30 AM**

Chair

Tim O'Conner

Vice Chair

Regina Bianucci Rus

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Rafelina Maglio

Robert J. Scott, Jr

**MINUTES**

**A. CALL TO ORDER**

*Members Present:*

*Cris Mackenzie, Rafelina Maglio, Regina Bianucci Rus, Tim O'Connor and Bob Scott,*

*Also Present: Michael Antwine, Tony Clark, & Council Member Drew*

*Meeting called to order at 7:35 AM*

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

No Public Comment

**D. COMMITTEE ORGANIZATIONAL ITEMS**

*-April 19 and May 17 minutes approved.*

*-June 7 minutes not approved since there were not enough members present for official minutes.*

**E. GENERAL BUSINESS**

**E-1: DISCUSS THE FY17/18 MEASURE F ANNUAL REPORT**

*Tony began with discussion of what the Measure F scope and goals would be for the coming year.*

**E-2: DISCUSS THE DEVELOPMENT OF A "BUDGET IN BRIEF" CITY FISCAL PAMPHLET**

*Tony handed out an example of a budget briefing document which would summarize the city's finances. The document was*

*a quick snapshot of the city's staffing, revenues and expenditures. Tony stated that central administration would be completing a budget brief leaflet and that plan was to issue a budget briefing to the public in the next few weeks. Cris Mackenzie mentioned that a similar document to the one Tony handed out was completed by the city and issued to the public approximately 10 years ago, she felt it was a very good idea to resume this practice. Rafelina suggested that the document should itemize where the funds originated from, (i.e. different funding sources) communicating that information to the city's citizens. Cris felt that any more detail would only confuse the average citizen. Most members stated that some finance document should be issued to the public approximately every 6 months. Cris made the suggestion that additional financial information listing specific funding sources (i.e. measure F) etc. be listed. Perhaps have a similar document (budget briefing) specific for Measure F funding (history of years and amount of each specific usage of funds).*

### **E-3: DISCUSS HOW THE COMMITTEE CAN DISSEMINATE CITY FINANCIAL INFORMATION AND PROVIDE IT TO CITIZENS IN A MORE LAYMEN FORMAT**

*Tony indicated that the newly implemented (July 2017) New World ERP system there is a transparency option where non-employees could login and view financial data. Tony communicated that once fully set up that all financial information including CIP & PW projects, benchmarks, expenditures, overall revenue could then be viewed by the public. Perhaps a more interactive tool linked to the city's finances would benefit the public more than issuing a budget briefing document. Cris stated that a similar plan was in progress of being implemented by former city Finance Manager Brian Cochran allowing the use of such a tool that would list expenses and estimates of what items the city could purchase from additional revenue (say a tax increase, various percentage tax increases), however Brian departed prior to the implementation and the process has not been followed up on since his departure. Tony stated that in addition to the budget brief document perhaps adding website information listing historical information, city finances, etc. is also an option going forward.*

*Regina stated her preference would be to improve citizen notification of any information located on the city's website. Bob stated that many of his friends are unaware of the information available on the city's website and that the need to better strategize and inform citizens on how to navigate to the city's website for information would benefit many individuals. Most*

*committee members felt that a majority of citizens would not be interested in excessive and/or complicated financial data either on a website portal or on a budget briefing document, rather a high level “fact sheet” would be the much more effective avenue of listing finance documents (including pie charts and pictures). Regina suggested and Michael agreed that a link to the city’s website where more specific financial data could be added. Cris stated that a visual listing of the revenue should be detailed and would be more beneficial. Rafelina stated finance should issue a monthly fact sheet and that perhaps the city should issue a summary of the city’s CAFR, which would be more easily understandable.*

**E-4: DISCUSS THE CAFR**

*Due to time constraints and the need for several members to leave at 9 AM, Bob asked that items E-4 and E-5 be placed on the next meeting agenda scheduled for August 16.*

**E-5: DISCUSS THE FY18/19 ADOPTED BUDGET**

*This item was not discussed and will be placed on the next meeting agenda.*

**E-6 DISCUSS AND PRIORITIZE COMMITTEE GOALS FOR FY18/19**

*Michael began the discussion stating that the committee's responsibilities for the coming year should include:*

- *Providing feedback related to financial position/ budgeting/ standing etc.*
- *Use of Measure F and C tax funds*
- *Advisory capacity of the committee*
- *Fund balances, etc.*

*Pam Drew stated that the finance committee’s assistance to the city council should be as follows:*

- *She felt that at times discussions and agendas are not consistently forwarded to the council, she stated that she does not completely understand the committee’s stance on various items including the entire budget process. Many items from city council meetings aren’t being discussed at the finance meeting and vice versa, she would like to see better communication from the finance committee. All members felt that information discussed at the finance meetings should be forwarded to council to ensure that council’s decision making would be more informative based.*

*Bob suggested that better communication between the finance committee and the council should be an agenda item at a future finance meeting and that the city council should be notified in advance in order for them to plan to attend that meeting.*

*Michael spoke about at a new strategic plan regarding increasing city revenues, returns on investment planning and how to become a more efficient organization. Michael stated that Parks and Recreation in particular is a very expensive outlay of funds and that maintaining all of the city's parks was extremely costly. In addition to these issues he stated that the city owns many properties but is not generating revenue due to the properties sitting vacant and that these issues were extremely important and needed further strategizing. Cris stated that there really needs to be better communication and feedback between the committees (example finance and economic development) and that currently there is little or no information being passed among them. Rafelina made a suggestion that going forward various committee chairs should meet with one another and then return the information to their respective committees.*

#### **F. FUTURE MEETINGS**

*Next meeting scheduled for August 16<sup>th</sup>, 2018*

#### **G. ADJOURNMENT**

*Meeting adjourned at 9:00 AM*