



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

February 7<sup>th</sup>, 2019  
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 7:32am. Committee Members: Tim O'Connor, Regina Bianucci Rus, David Bentley, Rafelina Maglio, Caitrin Devine, Mark Milberg. Staff Members: City Manager Candelario, Assistant City Manager Michael Antwine, Management Analyst II Bryan Lopez, Finance Consultant Mark Moses, Finance Consultant Rickey Manbahal. Council Members: Pat Eklund, Pam Drew.

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

Tim Motioned to approve agenda: Approved unanimously. Ayes: 6 (O'Connor, Bianucci Rus, Bentley, Maglio, Devine, Milberg) Noes: 0 Absent: 1.

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

One commenter, Hutch Turner. Requested a friendlier format, e.g., Excel as well as additional information, such as account numbers.

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

##### **D-1: APPROVAL OF NOVEMBER 15<sup>TH</sup>, 2018 MINUTES**

Tabled to next meeting - Requesting name changes and to be notified in the future once posted to internet.

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

##### **E-1: Discussion of committee meeting schedule**

Discussion of schedule – Staff provided explanation of recommendations for meeting frequency

Committee recommends Bi-Monthly meetings: Friday @ 7:30a and would like to bring this back for decision at the next scheduled meeting.

**E-2: 2<sup>nd</sup> QUARTER REPORT ON PAYMENT REGISTER, PURCHASE ORDER REPORTS, AND TRAVEL/TRAINING REPORTS FOR FY 2018-2019**

Staff provided information on the method and decisions around the method of reporting.

Committee would like recent annual fiscal summaries posted online.  
Committee would like cleaner and more descriptive data

**E-3: FY2018-2019 MID-YEAR BUDGET REPORT**

Staff provided information on the report and discussed methods and meaning of reporting

Committee asked clarifying questions

Committee Feedback: Requests cleaner and more descriptive data with a description of what the data means.

Committee requests current and prior year actuals covering the same period for comparisons.

**E-4: ROPS FY 2019-2020**

Staff provided information on ROPS and discussed the history that led from the Redevelopment Agency to the current role the City plays as Successor Agency.

Committee Requested to move this item for further discussion to February 21<sup>st</sup> meeting.

**E-5: FY 2019-2020 BUDGET CALENDAR**

Staff discussed the budget calendar.

Committee would like to provide feedback at next scheduled meeting

**E-6: SECTION 115 PENSION TRUST**

Committee would like to discuss at next scheduled meeting

**F. COMMITTEE / STAFF COMMENTS**

David Bentley departed at 8:31am

Chair and Vice chair elections overdue

Measure F report needed, would like to have at least one opportunity to review and update

**G. FUTURE MEETINGS**

Next meeting scheduled for February 21, 2019

**H. ADJOURNMENT**

Meeting adjourned at 9:01am