



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

THE CITY OF  
NOVATO  
CALIFORNIA

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 21<sup>st</sup>, 2019  
7:30 AM**

Chair

Regina Bianucci Rus

Vice Chair

Rafelina Maglio

Commissioners

Caitrin Devine

Cris MacKenzie

Mark Milberg

Tim O'Connor

**MINUTES**

**A. CALL TO ORDER**

*Meeting called to order at 7:32 am. Committee Members: Regina Bianucci Rus, Rafelina Maglio, Caitrin Devine, Cris MacKenzie, Mark Milberg, Tim O'Connor (Absent). Staff Members: Assistant City Manager Jessica Deakyne, Interim Finance Director David Bentley, Accounting Supervisor Brook Kerrigan, Management Analyst II Bryan Lopez, Senior Management Analyst Nancy Andrews. Management Analyst II Sherin Olivero and City Manager Adam McGill arrived later. Council Members: Pat Eklund, Pam Drew.*

**B. APPROVAL OF FINAL AGENDA**

*Motion to approve agenda. Motion to Approve, seconded. Approved. Ayes: 5 (Bianucci Rus, Maglio, Milberg, MacKenzie, Devine) Noes: 0, Abstain 0, Absent 1 (O'Connor)*

**C. PUBLIC COMMENT**

*None*

**D. COMMITTEE ORGANIZATIONAL ITEMS**

**D-1: APPROVAL OF SEPTEMBER, 2019 MINUTES**

*Motion to approve minutes, seconded. Approved. Ayes: 5, Noes 0, Absent 1*

**D-2: APPROVAL OF OCTOBER, 2019 MINUTES**

*David Bentley's resignation from the committee leaves the minutes unable to be approved by the remaining 3 members in attendance as there is not a quorum.*

**E. GENERAL BUSINESS**

**E-1: ACTIONABLE ITEMS:**

**E-1.1: DISCUSS AND PROVIDE DIRECTION ON THE DRAFT "BUDGET IN BRIEF" DOCUMENT**

*Moved to item E-1.2:*

*Staff provided presentation on the draft "Budget in Brief".*

*Committee provided comments on design changes to the draft "Budget in Brief" document and requested staff to bring this item back at a later date.*

**E-1.2: DISCUSS AND POSSIBLY TAKE ACTION ON THE DEVELOPMENT OF COMMITTEE GOALS FOR FY 19/20 AND 20/21**

Committee discussed the note cards selected containing potential goals for the Committee. Five primary goals were selected.

- 19/20 - Develop "At a Glance" budget document such as the proposed "Budget in Brief" (see Item E-1.1).
- 19/20 - Commence quarterly meetings with the Economic Development Advisory Commission
- 20/21 - Commence quarterly review of City financial reports.
- Ongoing - Review long term fiscal sustainability.

The committee also requested staff to provide the members with a better understanding of the various City funds and particularly restricted funds

**E-2: DISCUSSION ITEMS:**

**E-2.1: NONE**

**F. COMMITTEE / STAFF COMMENTS**

Discussion between committee and staff occurred regarding the possible consolidation of the Administrative Services and Central Administration budgets in future reports to provide increased transparency.

**G. FUTURE MEETINGS**

Next meeting scheduled for December 19<sup>th</sup>, 2019 @ 7:30 a.m.

**H. ADJOURNMENT**

Meeting adjourned at 9:00am