



**Novato Citizens Finance Advisory/Oversight Committee
Meeting Minutes**

Thursday, June 17, 2021 – 7:30 AM

Teleconference Only

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Maglio at 7:33 A.M.

Committee Members Present: Regina Bianucci Rus, Caitrin Devine, Cris MacKenzie, Tim O'Connor, Andrew Zmyslowski, Vice Chair Mark Milberg, Chair Rafelina Maglio

Staff Present: Finance Director Amy Cunningham, Office Assistant Jean Holzgang de Buren

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Committee Member O'Connor, and seconded by Committee Member Bianucci Rus, the Committee voted 7-0-0-0 to approve the final agenda.

Ayes: Bianucci Rus, Devine, MacKenzie, O'Connor, Zmyslowski, Milberg, Maglio

Noes: None

Abstain: None

Absent: None

Motion Carried

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve the Meeting minutes from May 20, 2021

Approval of the meeting minutes moved to the July 15, 2021 meeting.

E. UNFINISHED AND OTHER BUSINESS

E.1. Introduction of New Committee Member Andrew Zmyslowski

Committee Member Andy Zmyslowski was introduced and welcomed by the Committee.

F. GENERAL BUSINESS

F.1 Update on Finance Department Activities by Staff Liaison, Amy Cunningham

Staff Liaison Cunningham provided an update on the 2019/2020 year-end close, stating that the accounts payable, payroll, disbursements accounts are reconciled through June 30, 2020 for the primary bank. Additionally, the Operating account is reconciled through February 2020. The Auditor's field visit is scheduled for August 24, 2021 and staff are focused on completing the remaining bank reconciliations and asset depreciation schedules.

A Committee Member asked if the auditors are aiding with developing standard procedures. Staff Liaison Cunningham explained that the auditors are providing direction and are assisting with the development of basic foundational resources including a schedule of bank accounts and financial institutions as well as a staff reference for debt service.

A Committee Member asked for an explanation of the scope of work for the consultants. Staff Liaison Cunningham shared that the consultants act as City staff and are taking the lead on preparing for the audit; their focus is on the schedules and reconciliations and working through the general ledger and the trial balances.

A Committee Member asked if there is a goal to consolidate the various accounts into a few different loans. Staff Liaison Cunningham explained that some of the accounts have debt restrictions and no options for consolidation. Staff are looking for ways to streamline and continue to document, reconcile, organize, and will revisit consolidation when ready.

Budget Update: Staff Liaison Cunningham shared that the Council received the report and held the budget hearing on June 8, 2021. The operating deficit is projected at just over \$200,000. This does not include any cost assumptions for new labor agreements; all existing agreements expire on June 30, 2021.

Additionally, it was explained that the staff report listed one-time fund uses. Council approved the addition of funding for a homeless initiative to expand the number of case workers and housing vouchers. The cost is an additional \$240,000 from federal funds.

Staff Liaison Cunningham discussed the Federal American Rescue Plan Dollars and stated that there is no final guidance yet on the method to calculate loss of revenues due to the pandemic.

A Committee member proposed that interested members do research to learn how other cities are creating revenue. Staff Liaison Cunningham will agendize this proposal at the July meeting and discuss an ad-hoc committee at that time.

Comprehensive Fee Study Status: Staff Liaison Cunningham stated that the comprehensive fee study is in the finishing stages. The consultants will be invited to attend this Committee in August to present their results and findings and to request input in August, before taking the study to Council in September.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

Staff Liaison Cunningham provided an update on hiring and training. The budget analyst position is still vacant; recruitment will be reopened next week. The Deputy Director position will be opened at the end of this week; this is a continuous recruitment looking for municipal finance experience. The recruitment for the new/additional accountant will start later.

It is anticipated that the consultants will minimally be needed for another year.

H. Committee Member Reports

A Committee Member requested to finalize the measure F Report; this will be agendized for the July meeting.

The next meeting is scheduled for July 15, 2021 at 7:30 AM via Zoom.

ADJOURNMENT

The meeting was adjourned at 8:51 AM.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Novato Citizens Finance Advisory/Oversight Committee Meeting of July 15, 2021.

/ Jean Holzgang de Buren /
Jean Holzgang de Buren, Office Assistant