



## Novato Citizens Finance Advisory/Oversight Committee

### Minutes

Thursday, July 15, 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 Bianucci Russ, and seconded by Vice Chair Milberg, 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

**Committee Action:** Upon a motion by Vice Chair Milberg, and seconded by Committee Member MacKenzie, the Committee voted 7-0-0-0 to approve the Meeting Minutes from May 20, 2021.

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

**Noes:** None

**Abstain:** None

**Absent:** None

**Motion Carried**

### Approve the Meeting Minutes from June 17, 2021

**D.2. Committee Action:** Upon a motion by Committee Member Zmyslowski, and seconded by Committee Member Bianucci Rus, the Committee voted 7-0-0-0 to approve the Meeting Minutes from June 17, 2021.

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

**Noes:** None

**Abstain:** None

**Absent:** None

**Motion Carried**

## E. UNFINISHED AND OTHER BUSINESS

### E.1. Measure F Report FY 18-19.

Finance Director Cunningham provided an update on the Measure F Report and emphasized that the report is delayed because of staff, not because of the Committee. The 2018-2019 financial audit is complete and Measure F expenditures can now accurately be reported. Depending on how quickly staff is able to produce the Measure F accounting, the Committee will review the draft report at their August or September meeting, with a tentative date for the report to be presented to City Council on October 5, 2021.

The Committee discussed their future responsibility regarding Measure F reporting. City Council Resolution 2016-078 requires the Committee to report out on Measure F expenses until all funds have been spent.

## F. GENERAL BUSINESS

### F.1 Discussion on the Formation of Ad Hoc Committee for Fiscal Sustainability

The Committee Members discussed formation of an ad hoc committee to review fiscal sustainability efforts of comparable agencies. The Committee Members agreed to create an Ad Hoc Committee as well as conduct individual research into other local agencies finances to develop a standard template for comparing data points. Research will be discussed at the Committee's August meeting.

**Committee Action:** Upon a motion by Committee Member Bianucci Russ, and seconded by Chair Maglio, the Committee voted 7-0-0-0 to create an Ad Hoc Committee with Vice Chair Milberg and Committee Members Bianucci Rus and Zmyslowski. The Ad Hoc Committee will create a plan to study other local city metrics with the goal of identifying comparative financial/budget data for review and discussion by the Committee.

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

**Noes:** None

**Abstain:** None

**Absent:** None

**Motion Carried**

### F.2. Update on Finance Department Activities by Staff Liaison, Amy Cunningham

Staff Liaison Cunningham explained that the auditor's visit has been pushed out beyond the originally planned August 24<sup>th</sup> date; monthly conversations are continuing and when the auditors determine that the City is ready, the visit will be placed back on the calendar.

Staff Liaison Cunningham shared that the bank reconciliations for the primary bank are completed; all four accounts are reconciled, and the rolling adjustments are being examined; other routine schedules are also completed, or close to completion.

**Recruiting Update:** Staff Liaison Cunningham provided an update on hiring; four candidates for the Deputy Director of Finance have been identified and interviews are scheduled for July 29, 2021; the hope is to have a candidate identified by the end of August. Additionally, a time frame on recruitment for a budget analyst and an accountant will be identified and provided at the August meeting.

## **G. COMMITTEE AND LIAISON REPORTS**

### **G.1. Staff Updates**

None.

### **G.2. Committee Member Reports**

None.

The next meeting is scheduled for August 19, 2021 at 7:30 AM via Zoom. The September 16, 2021 meeting will be held in person.

## **H. ADJOURNMENT**

The meeting was adjourned at 8:45 AM.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Novato Citizens Finance Advisory/Oversight Committee Meeting of August 19, 2021.**

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