



Novato Citizens Finance Advisory Commission

Minutes

Thursday, February 16 – 7:30 AM

A. CALL TO ORDER AND ROLL CALL

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

Commissioners Present: Regina Bianucci Rus, Richard Johnson, Rafelina Maglio, Tina McMillan, Larisa Thomas

Commissioners Absent: Vice Chair Andy Zmyslowski

Staff Present: Administrative Services Director Amy Cunningham, Deputy Administrative Services Director Carla Carvalho-DeGraff, City Clerk Laura McDowall, Payroll/Accounting Technician Stacey Hoggan

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon a motion by Commissioner Johnson, and seconded by Commissioner Thomas, the Commission voted 5-0-0-1 to approve the final agenda.

Ayes: Bianucci Rus, Johnson, Maglio, McMillan, Thomas

Noes: None

Abstain: None

Absent: Zmyslowski

Motion Carried

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve the Meeting Minutes from January 17, 2023

Commission Action: Upon a motion by Commissioner Bianucci Rus, and seconded by Commissioner Johnson, the Commission voted 5-0-0-1 to approve the Meeting Minutes from January 19,2023.

Ayes: Bianucci Rus, Johnson, Maglio, McMillan, Thomas
Noes: None
Abstain: None
Absent: Zmyslowski

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

NONE

F. GENERAL BUSINESS

F.1. Brown Act Refresher by Laura McDowall City Clerk

City Clerk McDowall provided Brown Act training to Commissioners and Staff. The Brown Act was enacted to ensure transparency in local government with requiring that meetings be open to the public and that no actions be taken in secret. City Clerk McDowall covered different rules, regulations, and various violations of the Brown Act. She also responded to questions from Commissioners.

F.2. 2023 Finance Advisory Commission Meeting Calendar

Commissioners were provided with updated Finance Advisory Commission meeting dates to align with the Fiscal Year 2023/2024 budget development process. By changing the meeting dates, it would allow Commissioners more input on the annual budget development process. The proposed meeting date changes agreed upon by Staff and Commissioners are as follows:

Original FAC Date (3rd Thursday)	Updated Date
March 16	March 9
April 20	April 6
May 18	May 4

June 15	June 8
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F.3. Update on Finance Department Activities

Administrative Services Director Cunningham and Administrative Services Deputy Director Carvalho-Degraff provided an update regarding the Finance Department activities:

- The Fiscal Year 2019/2020 Audit is near completion and will be presented to City Council at the February 28th Council meeting. The audit contained a clean opinion and many findings. The findings and recommendations will be attached to the final report that will go to Council. The report will be reviewed by the FAC at the March meeting.
- Staff is starting preparation for the Fiscal Year 2020/2021 audit process. Staff is waiting for the auditors to provide a timeframe to get this audit finalized.
- Staff are also starting to prepare for the Fiscal Year 2021/2022 audit, in parallel with the FY 2020/2021 audit. One major update for FY 2021/2022 was the leaser/lease standards. The City is using Debt Book software to help with long-term lease standardization implementation.
- The Fiscal Year 2023/2024 Budget preparation is underway. Staff has been internally preparing and initial meetings with labor groups have begun.
- Many policies are in process of updates. The Credit Card and Purchase Order policies are being reviewed and updated, and upon completion, will address several of the FY 2019/2020 audit findings.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

None

G.2. Commission Reports

Commissioner provided report to Staff.

G.3. Next Meeting Date

The next meeting is scheduled for Thursday, March 9, 2023, at 7:30 AM in the Womack Conference Room, located at 922 Machin Avenue.

H. ADJOURNMENT

The meeting was adjourned at 8:58 AM.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Novato Citizens Finance Advisory/Oversight Committee Meeting of _____ , 2022.

/ Stacey Hoggan /
Stacey Hoggan, Payroll/Accounting Technician