



Finance Advisory Commission

Minutes

Thursday, September 21, 2023 – 7:30 AM

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Zmyslowski at 7:30 A.M.

Commissioners Present: Regina Bianucci Rus, Rafelina Maglio, Cris MacKenzie, Tina McMillan, Larisa Thomas, Andy Zmyslowski

Arrived Late: Commissioner Richard Johnson arrived at 7:40

Staff Present: Deputy City Manager Amy Cunningham, Finance Director Carla Carvalho-DeGraff, Management Analyst I Stacey Hoggan, Jennifer Maldonado Principal Management Analyst

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon a motion by Commissioner Bianucci Rus, and seconded by Commissioner Maglio, the Commission voted 6-0-0-1 to approve the final agenda.

Ayes: Bianucci Rus, Maglio, MacKenzie, McMillan, Thomas, Zmyslowski

Noes: None

Abstain: None

Absent: Johnson

Motion Carried

C. PUBLIC COMMENT

None received

D. CONSENT ITEMS

D.1. Approve the Meeting Minutes from July 20, 2023

Commission Action: Upon a motion by Vice Chair Thomas, and seconded by Commissioner McMillan, the Commission voted 4-0-1-1 to approve the Meeting Minutes as amended to add public comment from Paul Shaw, Novato Police Officers Association.

Ayes: MacKenzie, Maglio, McMillan, Zmyslowski

Noes: None

Abstain: Bianucci Rus

Absent: Johnson

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1. Fiscal Model Updates

Staff are currently working on updating the fiscal model so that it reflects current numbers and will be easily accessible for use by the public when posted on the City website. Commissioners provided feedback to staff.

F.2. Measure F Annual Reports FY 2018/19 & FY 2019/20

When the Measure F sales and use tax increase was passed in 2010, it required annual reports on its revenue and spending. Commissioners were presented with Measure F reports for FY 2018/19 and FY 2019/20. These reports had been delayed in part due to staffing issues, including the pandemic, and the need to fully reconcile the Capital Improvement Project program. The FY 2018/19 Measure F report was presented to City Council by Commissioner Bianucci Rus in October 2021, but staff had not yet completed the written report.

Commissioners made initial recommendations to staff and will further review and submit any additional feedback prior to finalization of the reports. When complete, the FY 2018/19 report will be posted to the City's website, and the FY 2019/20 report will be presented to the City Council as an item on the consent agenda.

Regarding Item F.2: Public comment was taken at 922 Machin Ave.

1. *Howard Hertz*
2. *Pam Drew*

F.3. Finance Updates

- Finance Department Reorganization: City Council recently approved a reorganization to ensure that staff meet important goals that align with the strategic plan and commitments made following the recent grand jury report.

Amy Cunningham is now in the role of Deputy City Manager, while still responsible for overall Finance operations, she is also responsible for Human Resources, Risk Management, IT, and implementing key items on the City Council's Strategic Plan. Carla Carvahlo-DeGraff has been promoted to Finance Director and will directly oversee all finance functions.

Due to these organizational changes, a recruitment for the Deputy Finance Director position has been opened. This role will assist the Finance Director in continuing to drive the catch-up of financial activities and continue the training and development of staff.

- FY 2020/21 Audit Status: Auditors have committed to providing the draft audit report by the end of September so that staff can review, and both staff and auditors can finalize the report, and prepare to present the document and findings to the City Council on October 24th.

The Commissioners asked staff about the status of the bank reconciliation staff advised the bank reconciliations are current through August 2023 (payroll and accounts payable), June 2022 (disbursements and operating), though the consultants have moved to 2023 for the operating account.

- FY 2021/22 Close and Audit Preparation: Auditors are scheduled to start their field work in late February. Staff are already preparing for this upcoming audit.
- City Council 2023-2025 Adopted Strategic Plan: Staff reviewed the newly adopted Strategic Plan approved by City Council. This new Strategic Plan covers the period of July 1, 2023 – June 30, 2025. The plan includes items that will address the revenue issues that face the City, improvements to efficiency and prioritization of the City's workforce, and economic development efforts, among other items.
- FY 2023/24 Budget in Brief: The FY 2023/24 Budget in Brief is complete and has been posted on the City's website. Commissioners were also able to view the new "Budget 101" video created by Communications staff. The video shares information about how the budget process works.
- FY 2022/23 Quarter 4 Budget Report Status: The Q4 Budget Report is almost complete and will be presented at the upcoming Finance Advisory Commission meeting on October 19th.

- Commissioner Recruitment: Two of the existing Commissioners terms are set to expire, City Council appointments are scheduled for October 24th.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

None

G.2. Commission Member Reports

None

H. ADJOURNMENT

The meeting was adjourned at 9:03 AM.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Finance Advisory Commission Meeting of October 19, 2023.

/ Stacey Hoggan /
Stacey Hoggan, Management Analyst I