



THE CITY OF
NOVATO
CALIFORNIA

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

to be held at

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

City Administrative Offices
Womack Conference Room
922 Machin Ave

September 19th, 2019
7:30 AM

Chair

Regina Bianucci Rus

Vice Chair

Rafelina Maglio

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Mark Milberg

Tim O'Conner

AGENDA

A. CALL TO ORDER

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three-minute time limit.

7:35 A.M. *(Time is approximate.)*

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVAL OF JUNE 20TH, 2019 MINUTES

D-2: APPROVAL OF AUGUST 15TH, 2019 MINUTES

E. GENERAL BUSINESS

Anyone wishing to speak on agenda items will be recognized after the Committee has concluded their initial discussions. There is a three-minute time limit for public comment per item.

7:50 A.M. *(Time is approximate.)*

E-1 ACTIONABLE ITEMS:

E-1.1: DISCUSS AND POSSIBLY TAKE ACTION ON THE DEVELOPMENT OF COMMITTEE GOALS FOR FY 19/20

E-1.2: DISCUSS AND POTENTIALLY TAKE ACTION REGARDING THE CREATION OF AN AD-HOC COMMITTEE ON THE CITY'S BUDGET AND FINANCE POLICIES, PROCEDURES AND COMMUNICATION RESOURCES

E-2 DISCUSSION ITEMS:

**E-2.1: DISCUSS AND PROVIDE FEEDBACK ON
“BUDGET-IN-BRIEF” TEMPLATES, FORMATS
AND INFORMATION**

F. COMMITTEE / STAFF COMMENTS

G. FUTURE MEETINGS

G-1. Thursday, October 17, 2019 @7:30 a.m.

H. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Michael L. Antwine II, certify that on September 12th, 2019, I caused to be posted the agenda of the September 19th, 2019 meeting of the Novato Citizens Finance Advisory/Oversight Committee meeting of the City of Novato, California, on the Police Department bulletin board, and on the City’s website at www.novato.org.

/Michael L. Antwine II/
Assistant City Manager



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June 20th, 2019
7:30 AM

Chair

Regina Bianucci Rus

Vice Chair

Rafelina Maglio

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Mark Milberg

Tim O'Connor

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:32am. Committee Members: Regina Bianucci Rus, David Bentley (Absent), Rafelina Maglio, Caitrin Devine (Arrived 7:35), Cris MacKenzie, Mark Milberg, Tim O'Connor. Staff Members: City Manager Regan Candelario (Absent), Assistant City Manager Michael Antwine (Arrived 7:45), Management Analyst II Bryan Lopez, Finance Consultant Mark Moses, Finance Consultant Rickey Manbahal. Council Members: Mayor Eric Lucan, Pam Drew (Arrived 8:02).

B. APPROVAL OF FINAL AGENDA

Regina Motioned to approve agenda.: Motion to Approve, seconded. Approved. Ayes: 5 (Bianucci Rus, O'Connor, Maglio, Milberg, MacKenzie) Noes: 0, Abstain 0, Absent 2 (Devine, Bentley)

C. PUBLIC COMMENT

No Public Comment; Sylvia, Eric, and Pam provided responses and feedback to Committee questions regarding section E-1.1

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVAL OF APRIL 30TH, 2019 MINUTES

Motion to approve as-is, seconded.: Ayes: 5, Abstain 0, Absent 2.

D-2: APPROVAL OF MAY 16TH, 2019 MINUTES

Motion to approve as-is, seconded.: Ayes: 5, Abstain 1, Absent 1.

E. GENERAL BUSINESS

E-1: ACTIONABLE ITEMS:

E-1.1: DISCUSSION ON POTENTIAL REVENUE OPTIONS

A) Property Tax (Split Roll)

Recommendation to explore taxing property owners for vacancies.

B) Sales Tax

Cannabis Business Tax. Increase of sales tax by ¼ cent. Request to explore options to make taxes succeed.

C) Transient Occupancy Tax

Would like staff to explore an AirBnB, VRBO, and other short-term rental tax/fee revenue options. An additional recommendation was provided to reach out to the existing hotels to determine if they have done studies on the impact of short-term rentals.

D) Business License & Permits

Landlord Permit Fee/Tax

E) City-Wide Fee Study

Request to explore fees billed to service districts where activities negatively impact City property and services.

F) Community Sponsors and Booster Club

Request to explore partnerships, and community sponsorship, or booster club, to revitalize the Hamilton Pool. Propose revising agreement of the Hamilton Pool with San Rafael

Committee discussed several options including: Paid Parking in the Downtown area and other City Properties. Revitalizing vacant or non-revenue generating properties to become revenue generating. Committee is curious what is being done to bring business and people to Novato to increase potential revenue. Proposal to bring more youth activity centers such as Scandia, Rebounderz, or others. Committee overwhelmingly requested that the City determine "Who we are" and market the vision for buy-in. The lack of vision is believed to be the cause of a lack of revenue and growth.

F. COMMITTEE / STAFF COMMENTS

Committee stated that the meeting was very productive and requests a continuation of these meetings. O'Conner provided additional recommendation to remain focused on the numbers and avoid other political items that may be outside the purview of the committee. Committee stated a willingness to take on responsibilities to create and prepare finance documents such as a "Budget Brief".

G. FUTURE MEETINGS

Next meeting scheduled for July 18th, 2019

H. ADJOURNMENT

Motion to adjourn, seconded; Meeting adjourned at 9:04am



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August 15th, 2019
7:30 AM

Chair

Regina Bianucci Rus

Vice Chair

Rafelina Maglio

Commissioners

Caitrin Devine
David Bentley
Cris MacKenzie
Mark Milberg
Tim O'Connor

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:31am. Committee Members: Regina Bianucci Rus, David Bentley, Rafelina Maglio, Caitrin Devine, Cris MacKenzie (Arrived 7:33), Mark Milberg, Tim O'Connor (Absent). Staff Members: City Manager Regan Candelario, Assistant City Manager Michael L. Antwine II, Accounting Supervisor Brook Kerrigan, Management Analyst II Bryan Lopez. Council Members: None.

B. APPROVAL OF FINAL AGENDA

Motion to approve agenda with modifications. Motion to Approve, seconded. Approved. Ayes: 6 (Bianucci Rus, Bentley, Maglio, Devine, Milberg) Noes: 0, Abstain 0, Absent 1 (O'Connor, MacKenzie)

C. PUBLIC COMMENT

Public Comment: Hutch Turner voiced concern that the Finance Committee should provide an Annual Report directly to the City Council rather than going through staff first. Staff commented to clarify that the Finance committee annual report is a summary of all of the city's measure F related financial activities. Staff commented that the City's annual audit report (CAFR) is prepared by an impartial Accounting firm, then staff is provided with a copy of the report and submits the report to the Committee and City Council for receive and file. Staff commented that the selection of an Accounting firm is based on a competitive RFP process. Committee members indicated that they are interested in participating in the next selection process for accounting firm.

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVAL OF June 20TH, 2019 MINUTES
(Item moved to next committee meeting)

E. GENERAL BUSINESS

E-1: Update on Refunding of 2005, 2005A & 2011 RDA Tax Allocation Bonds:

(Item moved to E-3)
(Regina requested this item be moved to next committee meeting due to lack of time)

E-2: Update on Proposed new Revenue Options

(Item moved to E-2)

Staff discussed some identified revenue options that the City is desiring to move forward with. Committee provided several comments and clarifying questions on several of the proposed revenue options.

E-3: Overview of CAFR 2017/18

(Item moved to E-1)

Staff Presentation provided. Committee asked clarifying questions and provided some suggestions.

F. COMMITTEE / STAFF COMMENTS

Some closing staff comments provided regarding the status and conclusion of labor negotiation.

G. FUTURE MEETINGS

Next meeting scheduled for September 19th, 2019 @ 7:30 a.m.

H. ADJOURNMENT

Meeting adjourned at 9:02am