



**CITY OF NOVATO**  
CALIFORNIA

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Chair  
Rafelina Maglio

Vice Chair  
Mark Milberg

Committee Members  
Regina Bianucci Rus  
Caitrin Devine  
Cris MacKenzie  
Tim O'Connor

City Manager  
Adam McGill

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

**Agenda**  
**Thursday, January 21, 2021**  
**7:30 A.M.**

**Teleconference Only**

**Chair**  
Rafaelina Maglio

**Vice Chair**  
Mark Milberg

**Committee Members**  
Regina Bianucci Rus  
Caitrin Devine  
Cris MacKenzie  
Tim O'Connor

**Staff Liaison**  
Amy Cunningham

Zoom Webinar:

Direct Link:

<https://zoom.us/j/96254745019?pwd=NmdraloySzlNMEN3aDVTcm5UekdGZz09>

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Join at [zoom.com](https://zoom.us)

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**Password:** 1960

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Committee may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

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- **Written public comments** may be submitted by email to [acunningham@novato.com](mailto:acunningham@novato.com). Written public comments received more than 3 hours before the start of the meeting will be distributed to the Committee prior to the meeting. Written public comment received after the three-hour cut-off, including during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.

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or

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- a. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you when it is your turn to speak.
  - b. When the Chair calls for public comment on the item on which you wish to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom of your screen to notify the Host that you would like to speak.
  - c. The host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
  - d. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.
2. Join the meeting via telephone by calling **(669) 900-6833**.

**Meeting ID:** 962 5474 5019

**Password:** 1960

- a. When the Chair calls for public comment on the item on which you wish to speak, **press \*9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- c. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

## **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 OCTOBER 15, 2020 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.

7:40 A.M. *(Time is approximate.)*

### **E-2: DISCUSSION ITEMS:**

#### **E-2.1: UPDATE ON FINANCE DEPARTMENT ACTIVITIES**

#### **E-2.2: REVIEW AND DISCUSS FY 2021/22 BUDGET SCHEDULE AND OPTIONS FOR COMMUNITY INPUT**

### **F. COMMITTEE / STAFF COMMENTS**

**G. FUTURE MEETINGS**

**G-1. FEBRUARY 19, 2021 @ 7:30 A.M.**

**H. ADJOURNMENT**

*If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting by Friday at 5:00 p.m., the week before the meeting.*

*Materials, that are submitted to members of the City Council after the distribution of the agenda packet will be made available on the City of Novato website at [novato.org](http://novato.org) when practical and provided that City staff is able to post those documents prior to the meeting. When non-confidential written materials are distributed to members of the City Council during a public meeting by staff or a member of the City Council, it shall be made available online following that meeting.*

**AFFIDAVIT OF POSTING**

I, Amy Cunningham, certify that January 15<sup>th</sup>, 2021, I caused to be posted the agenda of the January 21<sup>st</sup>, 2020 meeting of the Novato Citizens Finance Advisory/Oversight Committee meeting of the City of Novato, California, on the City Community Service Board at 922 Machin Ave and on the City's website at [www.novato.org](http://www.novato.org).

Amy Cunningham  
Finance Director



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Tim O'Connor

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

held by

**TELECONFERENCE MEETING**

October 15, 2020  
7:30 AM

**MINUTES**

**A. CALL TO ORDER**

Meeting called to order at 7:33 a.m.

Committee Members Present:

Chair Rafaelina Maglio, Vice Chair Mark Milberg  
Committee members: Regina Bianucci Rus, Caitrin Devine,

Committee Members Absent:

Committee members: Cris MacKenzie, Tim O'Connor

Staff Members Present:

Finance Director Amy Cunningham,  
Sr. Accounting Assistant Susanna Castillo

**B. APPROVAL OF FINAL AGENDA**

Motion to approve agenda. Motion to Approve, seconded.  
Approved. Ayes: 4, Noes: 0, Absent: 2

**C. PUBLIC COMMENT – NO PUBLIC COMMENT**

**D. APPROVAL OF SEPTEMBER 17, 2020 MINUTES**

Motion to approve the minutes. Motion seconded.  
Ayes: 4, Noes: 0, Absent: 2

**E. GENERAL BUSINESS – NO PUBLIC COMMENT**

**E-2: DISCUSSION ITEMS:**

**E-2.1: FINANCE ACTIVITIES UPDATE – Finance Director  
Amy Cunningham**

- **FY 18/19 CAFR STATUS** – The independent auditors are in the final stages of reviewing the City's financial information and asking follow up questions. The audit report is being compiled and the auditors expect to deliver a draft report for staff review by the end of the year. Fund balance information will be available soon after that.
- **FINANCE DEPARTMENT RECRUITMENTS** – Currently 5 of the 7 approved Finance positions are vacant. Council

approved conversion of the existing Accounting Supervisor position to a Senior Accountant position and the existing Financial Analyst/Accountant position to Accountant I/II on September 22, 2020. These classification changes better align with current industry practices and are expected to assist with recruiting qualified applicants. The recruitment for the Senior Accountant position is already open. The Payroll Technician interview is scheduled for later today.

**TRANSIENT OCCUPANCY TAX - MEASURE Q -**

Educational information about the measure is being mailed to residents. A Measure Q web page is being developed with information about the initiative and answers to frequently asked questions. Voters will be asked to consider a 2% increase in the City's TOT rate on November 3, 2020. If approved, the measure is expected to generate an additional \$400,000 in General Fund revenue annually.

- **FY 20/21 BUDGET REVISIONS** – On September 29th, the City Council directed staff to reduce the City's FY20/21 \$5.7M deficit by \$3.26M, leaving a projected deficit of \$2.5M for the year. The reduction included approximately \$700,000 in operating expense reductions, with the balance of the reduction associated with personnel costs. Overall, 17 full-time equivalent positions were eliminated from the budget, in addition to reductions in part-time non-benefited employee hours (programs they support are not being offered), minor reductions in overtime, and a 5% reduction in City Council pay.
  
- **CITY COUNCIL PRIORITY REVENUE INITIATIVES** – At a prior meeting, the Committee requested a status update on the City Council Priority Revenue Initiatives. In February 2020, the Council voted to prioritize 5 initiatives, staff outlined the status of each item:
  - (1) Transient Occupancy Tax Measure – this item is on the November 2020 ballot for voter consideration.
  - (2) Sales Tax Measure – this item is pending, City Council prioritized this item prior to the pandemic.
  - (3) Hamilton Trust Utilization – this item is pending.
  - (4) Disposition of City-Owned Properties – Council considered this item at the September 22, 2020 meeting and directed staff to proceed with actions necessary to sell four properties.

(5) Solid Waste Franchise Fee – Council considered this item at the August 25, 2020 meeting and directed staff to proceed with the next steps necessary to study this issue.

Additionally, this month a RFP was issued for anyone interested in starting a Commercial Cannabis business in the City of Novato.

**PUBLIC COMMENT REGARDING FINANCE AND BUDGET UPDATE– NO PUBLIC COMMENT**

**E-2-2: REVIEW MEASURE F ANNUAL REPORT (No staff report)**

It has been difficult to track the rollovers for Capital projects due to the backlog of activities in Finance. The Finance Director Amy Cunningham will have an update for the next meeting.

**E-2-3: DISCUSS MEETING SCHEDULE FOR THE REMAINDER OF 2020.**

Chair Rafelina Maglio asked the committee if they would like to meet in November and December 2020 for a meeting. She also asked for their input on future meetings to see if they would still like to meet once per month for the same time. The committee decided that would like to meet in November and December 2020 if there is material to discuss. They also determined that they would like to keep the meetings once per month, scheduled for the same time of day.

**PUBLIC COMMENT REGARDING FUTURE MEETING SCHEDULE– NO PUBLIC COMMENT**

**F. COMMITTEE / STAFF COMMENTS**

The Committee thinks it would be beneficial to attend meetings of other City committees and get feedback from the other committees on finance items. They are also interested in having another joint meeting with the Economic Development Committee sometime in the future. Vice Chair Mark Milberg is willing to attend the Downtown Novato Committee meetings. Chair Rafelina Maglio is open to listening to other committees as well.

**G. FUTURE MEETINGS**

G-1. NOVEMBER 19, 2020 at 7:30 a.m.

**H. ADJOURNMENT**

Meeting adjourned at 8:39 a.m.



**STAFF REPORT**

MEETING

DATE: January 21, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

**SUBJECT: Review and Discuss FY2021/22 Budget Schedule and Options for Community Input**

**REQUEST**

Review and discuss FY2021/22 budget schedule and options for community input.

**DISCUSSION**

Staff has begun work on the FY2021/22 budget development process. Following are key public meeting target dates, this Committee’s meeting dates are also included to provide information about what budget topics could be discussed.

Meeting	Date	Budget Item
FC	February 18	-
CC	February 23	FY20/21 Mid-Year Budget Report
FC	March 18	-
CC	April 13	FY21/22 Budget Study Session (strategic)
FC	April 15	-
CC	May 11	FY21/22 Budget Workshop (financial details)
FC	May 20	-
CC	June 8	FY21/22 Budget Hearing
FC	June 17	-
CC	June 22	FY21/22 Budget Adoption
CC = City Council		
FC = Citizens Finance Oversight / Advisory Committee		

Due to the pandemic and associated public health orders, Staff anticipates that in-person gatherings will not be possible during most, if not all, of the FY21/22 budget development process. As such Staff is interested in obtaining feedback from the Committee on alternate methods to obtain public input. Options include expanded or additional online surveys, video meetings, etc. The proposed meeting dates and options for public input will be presented to Council in February.

Staff recommends the Committee receive the report and provide feedback.





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## **STAFF REPORT**

### MEETING

DATE: January 21, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

**SUBJECT: Update on Finance Department Activities**

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### **REQUEST**

Receive update on Finance Department activities.

### **DISCUSSION**

Staff will provide the Citizens Finance Oversight/Advisory Committee (Committee) with updates on current finance activities including:

- FY18/19 CAFR Status
- Finance Department Recruitments – 2 Open Positions
- Mandated Reporting Status
- Debt Reporting Status

Staff recommends the Committee receive the report and provide feedback.