



**CITY OF NOVATO**  
**CALIFORNIA**

**Novato Citizens Finance Advisory/Oversight Committee**

**Agenda**

**Thursday, September 16, 2021 – 7:30 AM**

**Teleconference Only**

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**Chair**

**Rafelina Maglio**

**Vice Chair**

**Mark Milberg**

**Members**

**Regina Bianucci Rus, Caitrin Devine, Cris MacKenzie, Tim O'Connor, Andrew Zmyslowski**

**Staff Liaison**

**Amy Cunningham**

The Novato Citizens Finance Advisory/Oversight Committee welcomes you to attend its meetings which are regularly scheduled the third Thursday every month. Your interest is encouraged and appreciated.

Pursuant to the provisions of the California Governor's Executive Order N-08-20, 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 Novato Citizens Finance Advisory/Oversight 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.

**Public Participation/Comment Instructions**

Members of the Public may participate and provide public comments to teleconference meetings as follows:

- **Written public comments** may be submitted by email to [acunningham@novato.org](mailto:acunningham@novato.org). Written public comments received more than 3 hours before the start of the meeting will be distributed to the Committee. 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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## Closed Captions

Live closed captions are available. To access closed captions during the meeting, click on the CC icon available through Zoom.

**Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Committee orally, please read and follow the following instructions carefully:

Join the meeting at: <https://tinyurl.com/4938xxvz>

or

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

**Meeting ID:** 868 8845 5666

**Password:** 1960

Should the links above not work, please go to [www.novato.org/agendas](http://www.novato.org/agendas) for updated information.

- 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.

1. Join the meeting via telephone by calling **669-900-6833**

**Meeting ID:** 868 8845 5666

**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.

**A. CALL TO ORDER AND ROLL CALL**

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

*All members of the public wishing to address the Novato Citizens Finance Advisory/Oversight Committee are requested to submit a speaker card in advance to the Staff Liaison. (Please remember that all comment cards are PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize persons from the audience who wish to address the Board, Committee, Commission on a particular agenda item at the time that item is considered.*

*There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.*

*For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Board, Committee, Commission may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.*

**D. CONSENT ITEM**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the Committee. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Committee Member may remove an item from the Consent Calendar and place it under General Business for discussion.*

**D.1. Approve the meeting minutes of August 19, 2021**

**E. UNFINISHED AND OTHER BUSINESS**

**E.1. Discussion of Vice Chair Appointment**

**E.2. Receive an Update and Review of the Measure F Report from Staff Liaison Amy Cunningham and Accountant 1 Natalie Moline**

**F. GENERAL BUSINESS**

*These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Novato Citizens Finance Advisory/Oversight Committee. They will be enacted upon by a separate vote.*

**F.1. Update from the Ad Hoc Committee for Fiscal Sustainability**

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

**G. COMMITTEE AND LIAISON REPORTS**

*This section is used for Committee Members and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.*

**G.1. Staff Updates**

**G.2. Committee Member Reports**

**G.3. The next meeting is scheduled for October 21, 2021, at 7:30 AM via Zoom.**

**H. ADJOURNMENT**

***Materials, that are submitted to members of the Committee after the distribution of the meeting’s agenda packet will be available upon request. During the COVID-19 crisis, a binder of such distributed materials will not be available for public review.***

**AFFIDAVIT OF POSTING**

I, Jean Holzgang de Buren, certify that on the Thursday before the Novato Citizens Finance Advisory/Oversight Committee meeting of September 16, 2021 the agenda was posted on the City Community Service Board at 922 Machin and on the City’s website at [novato.org](http://novato.org) in Novato, California.

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



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**CITY OF NOVATO**  
CALIFORNIA

**Novato Citizens Finance Advisory/Oversight Committee**

**DRAFT Minutes**

**Thursday, August 19, 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, Andrew Zmyslowski, Vice Chair Mark Milberg, Chair Rafelina Maglio

**Committee Members Absent:** Tim O'Connor

**Staff Present:** Finance Director Amy Cunningham, Office Assistant Jean Holzgang de Buren, Accountant II Polo Lopez Carrasco

**B. APPROVAL OF FINAL AGENDA**

**Commission Action:** Upon motion by Committee Member Bianucci Rus, and seconded by Committee Member MacKenzie, the Committee voted 6-0-0-1 to approve the final agenda.

**Ayes:** Bianucci Rus, Devine, MacKenzie, Zmyslowski, Milberg, Maglio

**Noes:** None

**Abstain:** None

**Absent:** O'Connor

**Motion Carried**

**C. PUBLIC COMMENT**

None

## D. CONSENT ITEMS

### D.1. Approve the Meeting Minutes from July 15, 2021

**Committee Action:** Upon a motion by Committee Member Zymkowski and seconded by Vice Chair Milberg, the Committee voted 6-0-0-1 to approve the Meeting Minutes from July 15, 2021.

**Ayes:** Bianucci Rus, Devine, MacKenzie, Zymkowski, Milberg, Maglio

**Noes:** None

**Abstain:** None

**Absent:** O'Connor

**Motion Carried**

## E. UNFINISHED AND OTHER BUSINESS

### E.1. Committee Chair Rotation

**Committee Action:** Upon a motion by Committee Member Bianucci Rus and seconded by Committee Member MacKenzie, the Committee voted 4-0-2-1 to approve the recommendation that Chair Maglio serve as Chair through December 2021 and that Vice Chair Milberg assumes the responsibility of Chair in January 2022. A discussion about who will assume the role of Vice Chair will be agendaized to the September meeting.

**Ayes:** Bianucci Rus, Devine, MacKenzie, Zymkowski

**Noes:** None

**Abstain:** Maglio, Milberg

**Absent:** O'Connor

**Motion Carried**

## F. GENERAL BUSINESS

### F.1. Receive a Review of the Comprehensive Fee Study from Polo Lopez Carrasco, City of Novato Accountant II and Terry Madsen, ClearSource Financial Consulting

Accountant II Lopez Carrasco provided an overview and explained that the 2019 fee study started in response to the City Council's recommendation that user and regulatory fees be periodically updated and reviewed to ensure that the City's fiscal goals are being met. The study was significantly delayed due to the pandemic, staff turnover, and other priority projects that needed to be addressed. The last Comprehensive Fee Study for the City of Novato was completed almost ten years ago.

Financial Consultant Madsen provided background information on the approach to user and regulatory fee studies, detailing cost of service methods and examples of potential user fee and cost recovery policies. The findings presented included a focus on the City's current cost recovery performance and general comparison of the City's existing and proposed fees with other Cities in the region, as well as variables to consider when making comparisons.

Financial Consultant Madsen shared the overall recommendations and requested action specific to departmental fees including Public Works engineering, Community Development planning/building fees, as well as recreation and facility rental rates and other administrative fees.

**Committee Action:** Upon a motion by Vice Chair Milberg and seconded by Committee Member Devine, the Committee voted 6-0-0-1 to support the Comprehensive Fee Study methodology of 100% full cost recovery where feasible, including a periodic inflationary adjustment.

**Ayes:** Bianucci Rus, Devine, MacKenzie, Maglio, Milberg, Zmyslowski

**Noes:** None

**Abstain:** None

**Absent:** O'Connor

### **Motion Carried**

### **F.2. Update from the Ad Hoc Committee for Fiscal Sustainability**

The Ad Hoc Committee reported that they will focus on comparing a specific service provided by the City of Novato with the same service provided in both Petaluma and San Rafael. By comparing individual pieces of each City's expenses, patterns will be identified and used to put together a big picture analysis. The Ad Hoc Committee also proposed scheduling a review and discussion of the City's 2014 Fiscal Sustainability Plan at the September meeting.

The Ad Hoc Committee will continue to provide updates at future meetings.

### **F.3. Update on Finance Department Activities by Staff Liaison, Amy Cunningham**

Staff Liaison Cunningham provided multiple updates.

**Measure F:** The department is halfway through collecting the data; once completed, the data will be embedded into the presentation and reviewed by the Committee at the September 16<sup>th</sup> meeting. The report is scheduled for presentation at the October 5<sup>th</sup> City Council Meeting.

**Account Reconciliation:** Two of the City's main bank accounts are reconciled to June 21, 2021.

**Staffing:** Personnel changes and transitions continue; an analyst will begin work with the department next week.

**G. COMMITTEE AND LIAISON REPORTS**

**G.1. Staff Updates**

None.

**G.2. Committee Member Reports**

None.

The next meeting is scheduled for September 16, 2021 at 7:30 AM via Zoom.

**H. ADJOURNMENT**

The meeting was adjourned at 9:00 AM.

DRY

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Novato Citizens Finance Advisory/Oversight Committee Meeting of \_\_\_\_\_.**

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





**STAFF REPORT**

MEETING

DATE: September 16, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

**SUBJECT: Measure F Report Update and Review**

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**REQUEST**

Review and discuss Fiscal Year 2018/19 Measure F presentation to City Council.

**DISCUSSION**

A responsibility of the Novato Citizens Finance Advisory/Oversight Committee is to annually review and report on Measure F expenditures. Finance staff have completed an analysis of audited Measure F expenditures for Fiscal Year 2018/19; total annual expenditures were \$1,804,847, with \$998,121 of expense in the operating budget and \$806,726 in capital programs. The Committee will review and discuss the draft presentation and provide feedback in order to finalize the report for presentation to the City Council on October 5, 2021.



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## **STAFF REPORT**

### MEETING

DATE: September 16, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

**SUBJECT: Ad Hoc Subcommittee on Fiscal Sustainability**

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### **REQUEST**

The Ad Hoc Subcommittee (subcommittee) of the Citizens Finance Oversight/Advisory Committee (Committee) will report and discuss the status of their fiscal sustainability research to date.

### **DISCUSSION**

At their August 19, 2021, meeting the subcommittee reported that they will focus on comparing the cost of specific services provided by the City of Novato to the cost of providing the same services in Petaluma and San Rafael. The subcommittee will share their initial research with the Committee.

The subcommittee will also review and discuss City's 2014 Fiscal Sustainability Plan with the Committee:

<https://www.novato.org/home/showpublisheddocument/13554/635774142357330000>



**STAFF REPORT**

MEETING

DATE: September 16, 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:

- FY19/20 Year End Close Status
- Bank Reconciliations
- Recruitment Update
- Other Updates

Staff recommends the Committee receive the report and provide any feedback on the above areas.