



CITY OF NOVATO
CALIFORNIA

Novato Citizens Finance Advisory/Oversight Committee

Meeting Agenda

Thursday, November 18, 2021 – 7:30 AM

Teleconference Only

Chair

Rafelina Maglio

Vice Chair

Vacant

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 AB 361, 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. 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.

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/5bfhsw8w>

or

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

Meeting ID: 883 4877 1521

Password: 1960

Should the links above not work, please go to 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: 883 4877 1521

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 October 21, 2021

E. UNFINISHED AND OTHER BUSINESS

E.1. Discuss and Appoint 2022 Committee Chair and Vice Chair

E.2. Discuss June 2022 Meeting Date

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 January 20, 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 November 18, 2021 the agenda was posted on the City Community Service Board at 922 Machin and on the City's website at novato.org in Novato, California.

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



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CITY OF NOVATO
CALIFORNIA

Novato Citizens Finance Advisory/Oversight Committee

DRAFT Minutes

Thursday, October 21, 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, Andy Zmyslowski, Vice Chair Mark Milberg, Chair Rafelina Maglio

Committee Members Absent: Tim O'Connor

Staff Present: Finance Director Amy Cunningham, Senior Office Assistant Jean Holzgang de Buren

B. APPROVAL OF FINAL AGENDA

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

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

Noes: None

Abstain: None

Absent: O'Connor

Motion Carried

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve the Meeting Minutes from September 16, 2021

Committee Action: Upon a motion by Committee Member Bianucci Rus and seconded by Committee Member Zmyslowski, the Committee voted 4-0-2-1 to approve the Meeting Minutes from September 16, 2021.

Ayes: Bianucci Rus, Devine, Zmyslowski, Maglio

Noes: None

Abstain: MacKenzie, Milberg

Absent: O'Connor

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

E.1. Receive an Update and Review of the Measure F Report from Staff Liaison Amy Cunningham

Staff Liaison Cunningham shared that she is finalizing the annual report from the presentation in September. Additionally, Accountant I Natalie Moline is analyzing the information from Measure F for FY 19/20 and estimates that 5-6 more months are needed to have the most reliable information to finalize the report.

Staff Liaison Cunningham and Chair Maglio expressed gratitude to Committee Member Bianucci Russ for her work on the presentation, which was well received and appreciated.

E.2. Discuss 2022 Meeting Schedule

Committee Action: Upon a motion by Committee Member Bianucci Rus and seconded by Committee Member MacKenzie, the Committee voted 6-0-0-1 to:

- Cancel the December 16, 2021 meeting.
- Move the March-June 2022 meetings to the first Thursday of the month instead of the third Thursday of the month at 7:30 AM to accommodate the FY22/23 budget development calendar.
- Keep the January, February, and July-December 2022 meetings on the third Thursday of the month at 7:30 AM.
- Reassess the current schedule should in-person meetings return to ensure that the needs of the Committee and the community are being met.

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

Noes: None

Abstain: None

Absent: O'Connor

F. GENERAL BUSINESS

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

The Committee continues to compare benchmarks from other local communities with the City of Novato.

Committee Member Bianucci Russ provided an update on economic activity research, which included a review of the City's 2014 Fiscal Sustainability Plan and the 2013 Retail Market Analysis. These reports were shared with the Novato Downtown Business Association and City Staff Member Will Morat. Staff and Committee members are looking for ways to increase revenue and to ease roadblocks with the City to make economic activity easier.

Committee Member Zmyslowski presented information from the City of San Francisco Parks and Recreation Department's Fiscal Sustainability Planning Tool and asset lifecycle management software. Staff Liaison Cunningham shared that the City of Novato's Public Works Department is implementing similar software. A Committee Member asked if a presentation on the software could be a future agenda item.

Vice Chair Milberg shared that he is in the beginning stages of his Full-Time Equivalent comparison and shared similarities and outlier information; a more detailed breakdown report will be provided at the next meeting. A Committee Member commented on the need for a statistical base and a co-efficiency to understand the staffing of each city to have a context for the numbers provided.

A Committee Member asked for an update on the City's commitments and the financial contributions made to the Novato Theater. An update will be provided.

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

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

Staff Liaison Cunningham provided multiple updates:

FY19/20 Audit: For FY 19/20 year-end close, the auditor is scheduling the first review of the books for mid-February. The audit may be completed by the summer or fall of 2022, depending on the outcome of the February review and the auditor's schedule.

Capital Improvement Program: A consultant has been engaged to analyze the record keeping process, reconcile the capital program for FY19/20 and FY20/21, restructure the way the funds are distributed in the financial system, and to track revenue sources into fund 301 to have more instantaneous reporting data available.

Comprehensive User Fee Study: The study will be considered by the City Council on November 9, 2021. Extensive community outreach will be completed prior to the hearing. If approved, the new fees will become effective in 60 days.

Federal American Rescue Plan Dollars: Still waiting for feedback from Treasury to provide more specific details about the revenue loss calculation. Assuming the City can demonstrate a revenue loss for identified periods, use of federal funds as approved in the FY21/22 budget will not need to be reallocated. A Committee Member asked about the agreement requiring the City to provide a fenced camping area with amenities for the homeless population at Lee Gerner Park. City staff are still working through the design and estimated costs for the project. Homeless support and services are eligible expenditures for the federal funding, as such staff anticipates most if not all costs will be funded through the federal dollars.

Recruitment Update: The payroll technician has started, interviews for the accounts payable position are scheduled, and staff have moved forward with using an outside recruiter to fill the Deputy Director of Finance position.

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

All Committee Members whose terms are up have agreed to stay on the Committee through the recent appointment extension period.

G.2. Committee Member Reports

None.

G.3. The next meeting is scheduled for November 18, 2021 at 7:30 AM via Zoom.

H. ADJOURNMENT

The meeting was adjourned at 8:53 AM.

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, Senior Office Assistant



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STAFF REPORT

MEETING

DATE: November 18, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

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

REQUEST

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

DISCUSSION

At the September 16, 2021, meeting the subcommittee reported that they have decided to review revenue and expense sources, staffing and economic activity of Novato, Petaluma, and San Rafael. The subcommittee will share an update on their research with the Committee.



STAFF REPORT

MEETING

DATE: November 18, 2021

TO: Citizens Finance Oversight/Advisory Committee

FROM: Amy Cunningham, Finance Director

SUBJECT: Update on Finance Department Activities

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
- Capital Improvement Program Project
- Comprehensive User Fee Study
- Recruitment Update
- Other Updates

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