



CITY OF NOVATO
CALIFORNIA

Finance Advisory Commission

APPROVED Minutes

Thursday, March 7, 2024 – 7:30 AM

A. CALL TO ORDER AND ROLL CALL

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

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

Staff Present: Interim City Manager Amy Cunningham, Finance Director Carla Carvalho-DeGraff, Management Analyst I Stacey Hoggan, Principal Management Analyst Jennifer Maldonado, Parks, Recreation, Director of Parks, Recreation, and Community Services Katie Gauntlett.

B. APPROVAL OF FINAL AGENDA

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

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

Noes: None

Abstain: None

Absent: None

Motion Carried

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

D.1. Approve Meeting Minutes of February 22, 2024

D.2. Approve Meeting Minutes from Joint Meeting of February 14, 2024

D.3. Fiscal Year 2023/2024 Quarter 2 Report

Commission Action: Upon motion by Vice Chair McMillan, and seconded by Commissioner Bianucci Rus, the Commission Voted 5-0-1-0 to approve items on consent, with Commissioner Zmyslowski abstaining from item D.1.

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

Noes: None

Abstain: Zmyslowski

Absent: None

Motion Carried

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

F.1 Receive a Presentation on the Draft Parks Master Plan by BerryDunn Consultants Jeff Milkes and Art Thatcher, Provide Feedback and Consider Providing a Recommendation to City Council to Approve the Draft Parks Master Plan

Commissioners received a presentation of the Draft Parks Master Plan from Director Gauntlett and consultants Jeff Milkes and Art Thatcher with BerryDunn. The plan is intended to provide a “roadmap” to be used in conjunction with the City’s General and Strategic Plans that will support the PRCS department over the next 10-15 years. This plan is specific to the City’s outdoor parks and recreational facilities. Numerous tools were used to engage the public to assess the most important needs and desires of the community. Findings from community outreach, along with ADA findings and a needs assessment were used to develop the draft plan.

Commissioners received the plan and provided feedback to staff.

F.2. Receive a Presentation on the Draft Parks Master Plan’s Proposed Project List and Priority Timelines by Parks, Recreation and Community Services Director Katie Gauntlett, Provide Feedback and Consider Providing a Recommendation to City Council to Approve the Proposed List as Outlined in the Draft Parks Master Plan

Staff and consultants presented Commissioners with the suggested project list related to the Draft Parks Master Plan. The project list was developed based on the Draft Parks Master Plan, feedback from community engagement, the ADA Access Study, the community needs assessment survey, and the level of service analysis. The proposed list is grouped into 48 park improvement projects, categorized into short-term (0-5 years), mid-term (6-10 years), and long-term (11+ years) based on specific criteria. The plan acknowledges the City’s

current financial limitations and the need to identify funding sources for project implementation.

Commissioners received the project list and provided feedback to staff.

Commission Action: Upon a motion by Chair Thomas, and seconded by Commissioner Maglio, the Commission voted 5-0-0-1 to recommend the Draft Parks Master Plan and the Draft Parks Master Plan project list with priority timelines to City Council and request that Council consider the following items:

- a. Prioritization to ADA compliance to mitigate risks and liabilities.
- b. Examination of impact on unhoused community due to camping regulations and how it impacts budgetary considerations around dealing with homeless encampments in the parks.
- c. Specific financial funding plans that investigate alternate funding sources beyond the General Fund which may include boosters/sponsorships/donations and exploration of one-time funding through sale of surplus properties, designating the funds of any park property sales to be used solely for parks.
- d. Articulate community's desire for increased maintenance, addressing the importance of finding ongoing sources of funding to address these issues, for example, and increase in sales tax.

Ayes: MacKenzie, Maglio, McMillan, Thomas, Zmyslowski

Noes: None

Abstain: None

Absent: Bianucci Rus (left at 9:05 A.M.)

Motion Carried

F.3. Fiscal Year 2023/2024 Mid-Year Budget Report

Staff presented Commissioners with the FY 2023/24 Mid-Year Budget Report. This Mid-Year Budget Report assists in the development of the FY 2024/25 Budget that staff are currently working on. Commissioners received report.

F.4. Consider Creation of Comprehensive Policies and Procedures for City's Lease Agreements

Commissioners would like the City to develop policies and procedures on administering lease agreements. Commissioners recommend that staff add an item to the April 4, 2024 Finance Advisory Commission agenda, considering the creation of an Ad Hoc City Lease Study Committee to help identify criteria and decision points used for evaluations when the City enters into or updates lease agreements.

Commission Action: Upon a motion by Chair Thomas and seconded by Commissioner Maglio, the Commission voted 5-0-0-1 to agendize the creation of an Ad Hoc Committee examining the evaluation criteria for leases.

Ayes: MacKenzie, Maglio, McMillan, Thomas, Zmyslowski
Noes: None
Abstain: None
Absent: Bianucci Rus (left at 9:05 A.M.)

F.5. Update on Finance Department Activities

Staff provided an update to Commissioners on the audit work for FY 2021/22. All requested items have been turned in and staff are waiting for a timeline from the audit firm for finalization of the Annual Comprehensive Financial Report (ACFR).

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Updates

None

G.2. Commission Member Reports

None

H. ADJOURNMENT

The meeting was adjourned at 9:34 AM.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Finance Advisory Commission Meeting of April 4, 2024.

/ Stacey Hoggan /
Stacey Hoggan, Management Analyst I