



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](http://www.novato.org)

City Administrative Offices  
Womack Conference Room  
922 Machin Ave

June 20, 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 APRIL 30<sup>TH</sup>, 2019 MINUTES**

**D-2: APPROVAL OF MAY 16<sup>TH</sup>, 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: Discussion on Potential Revenue Options**

- A) Property Tax (Split Roll)**
- B) Sales Tax**
- C) Transient Occupancy Tax**
- D) Business License & Permits**
- E) City-Wide Fee Study**
- F) Community Sponsors and Booster Club**

**F. COMMITTEE / STAFF COMMENTS**

**G. FUTURE MEETINGS**

**H. ADJOURNMENT**

**AFFIDAVIT OF POSTING**

I, Michael L. Antwine II, certify that on June 13<sup>th</sup>, 2019, I caused to be posted the agenda of the June 20<sup>th</sup>, 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](http://www.novato.org).

/Michael L. Antwine II/  
Assistant City Manager



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April 30<sup>th</sup>, 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 7:34am. Committee Members: Regina Bianucci Rus, David Bentley, Rafelina Maglio, Caitrin Devine, Cris MacKenzie, Mark Milberg, Tim O'Connor. Staff Members: City Manager Regan Candelario, Assistant City Manager Michael Antwine, Management Analyst II Bryan Lopez (Absent), Finance Consultant Mark Moses (Absent), Finance Committee Rickey Manbahal. Council Members: Pat Eklund, Pam Drew.

#### **B. APPROVAL OF FINAL AGENDA**

Regina Motioned to approve agenda: Motion to Approve, seconded. Approved unanimously. Ayes: 7 (Bianucci Rus, Bentley, Maglio, Milberg, Devine, MacKenzie, O'Connor) Noes: 0, Abstain 0, Absent 0

#### **C. PUBLIC COMMENT**

Hutch Turner: 1) City vs. fire Department \$40,000 vs. \$30,000. The Fire District should see how they can reduce and add to the City. 2) Committee has a meeting it owns. 3) PD has done well with keeping 2 employees. Additionally A/C is needed for the building.

#### **D. COMMITTEE ORGANIZATIONAL ITEMS**

##### **D-1: APPROVAL OF March 21<sup>st</sup>, 2019 MINUTES**

Chair not ready to approve. Tabled to next meeting.

#### **E. GENERAL BUSINESS**

##### **E-1: ACTIONABLE ITEMS:**

###### **E-1.1: APPROVAL OF FY 2017/2018 ANNUAL REPORT**

Motion to approve with modifications, seconded. Ayes 7, Noes 0, Abstain 0, Absent 0.

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

**E-2.1: FY 19-20 OPERATING BUDGET PRESENTATION**

Staff provided presentation and answered clarifying questions.

**E-2.2: FY 19-20 CIP BUDGET PRESENTATION**

Staff provided presentation and answered clarifying questions.

**F. COMMITTEE / STAFF COMMENTS**

None

**G. FUTURE MEETINGS**

Next meeting scheduled for May 16<sup>th</sup>, 2019

**H. ADJOURNMENT**

Meeting adjourned at 9:01am



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May 16<sup>th</sup>, 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 7:33am. Committee Members: Regina Bianucci Rus, David Bentley, Rafelina Maglio, Caitrin Devine, Cris MacKenzie, Mark Milberg, Tim O'Connor (absent). Staff Members: City Manager Regan Candelario (Absent), Assistant City Manager Michael Antwine, Management Analyst II Bryan Lopez, Finance Consultant Mark Moses (Absent) Finance Committee Rickey Manbahal. Council Members: Pat Eklund, Pam Drew.

#### **B. APPROVAL OF FINAL AGENDA**

Regina Motioned to approve agenda with one modification to move Public Comment to end of the agenda to accommodate all agenda items.: Motion to Approve, seconded. Approved unanimously. Ayes: 6 (Bianucci Rus, Bentley, Maglio, Milberg, Devine, MacKenzie) Noes: 0, Abstain 0, Absent 1 (O'Connor)

#### **C. PUBLIC COMMENT**

Council Member Drew commented that she was concerned about balancing budget using one-time funds and that the draft budget language stated it was balanced without using one-time funds.

#### **D. COMMITTEE ORGANIZATIONAL ITEMS**

##### **D-1: APPROVAL OF March 21<sup>st</sup>, 2019 MINUTES**

Motion to approve, seconded. Approved with minor corrections: Ayes: 6, Abstain 0, Absent 1.

#### **E. GENERAL BUSINESS**

##### **E-1: ACTIONABLE ITEMS:**

##### **E-1.1: DISCUSSION AND FEEDBACK ON THE PROPOSED 2005/2011 RDA TAX ALLOCATION BOND (TAB'S) REFUNDING**

Consultant Presentation – Robert Larkin, Raymond James, Underwriter. Consultant and Staff answered clarifying

questions. David recommended negotiation of distribution of benefits resulting from the refunding of the bond.

**E-1.2: Review, Discussion and Feedback on proposals for Citywide Comprehensive Fee Study, Cost Allocation Plan and Development Impact Fee**

[Staff Requested this item moved to E-1.2 due to availability of Finance Consultant. Chair Agreed to move item]

Staff discussed fee study and answered clarifying questions and received comments about the fee study. Cris mentioned that PRCS has updated their user fees within the last few years, so it may be better to indicate that “a comprehensive” study hasn’t been completed, but some fees have been reviewed independently.

**E-1.3: Discussion and Feedback on the draft FY 2019-20 Operating Budget and Review and Provide recommendations on the proposed Measure F funding requests**

Staff discussed and answered clarifying questions. Regina suggested that item 8 may not apply to Measure F. David recommended looking at staffing levels and CalPERS as a way to reduce expenditures. Staff responded by informing the committee that a reduction of staff will only increase CalPERS costs due to reduced staff contributions to the CalPERS system offsetting the City’s costs.

Regina Motioned to approve items 1-7 but not 8, Caitrin seconded; Ayes 2, Noes 2, Abstain 2, Absent 1. Motion Failed.

**E-1.4: Discussion and Feedback on proposed funding sources and strategy for the Section 115 Trust**

Staff discussed and answered clarifying questions on funding sources and strategy for the Section 115 Trust. David voiced concern over using funds from the \$3 million Measure F reserve fund to fund the Section 115 Trust as it is irrevocable and prevents the City from drawing on those funds if required

**F. COMMITTEE / STAFF COMMENTS**

None

**G. FUTURE MEETINGS**

Next meeting scheduled for June 20<sup>th</sup>, 2019

**H. ADJOURNMENT**

Meeting adjourned at 9:02am