



CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/SLPT-2021-11-18>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (669) 900-9128 and enter 876-0852-5721#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of November 4, 2021

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda.
Speakers are encouraged to limit comments to 3 minutes.

MATTERS BEFORE THE COMMITTEE

3. Review of the Draft Annual Report of the Special Library Parcel Tax Committee
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Notice

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in City Hall, 1400 Fifth Avenue. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



**San Rafael Library – 1100 E Street, San Rafael, CA
November 4, 2021 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=J66-XqkOQGY>

CALL TO ORDER

Acting Chair Brinckerhoff called the meeting to order at 6:02 P.M.

Roll Call

Present: Acting Chair Brinckerhoff
Member Grasso
Member Kellogg
Member Pruitt
Member Young

Absent: None

Also Present: Susan Andrade-Wax, Library & Recreation Director
Henry Bankhead, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of June 24, 2021

The minutes of June 24, 2021 were approved as submitted.

Member Kellogg moved, and Member Grasso seconded to approve the minutes of the June 24, 2021 meeting.

Ayes: Members: Grasso, Pruitt, & Acting Chair Brinckerhoff

Noes: Members: None

Absent: Members: None
Abstain: Members: Kellogg & Young
Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introduction of New Members

**Agenda item 2 occurred at the start of the meeting before agenda item 1.*

The Library Parcel Tax Committee members introduced themselves to the new member, Member Young.

Staff responded to questions from the Committee Members.

Acting Chair Brinckerhoff invited public comment; however, there was none.

Committee Members provided comments.

3. Public Comment from the audience regarding items not listed on the agenda

None

MATTERS BEFORE THE COMMITTEE

4. Review of FY 2020/2021 4th Quarter Annual Revenue and Expenditure Budget Report

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2020/2021 4th Quarter Annual Revenue and Expenditure Budget Report

Staff responded to questions from the Committee Members.

Acting Chair Brinckerhoff invited public comment; however, there was none.

Committee Members provided comments.

Acting Chair Brinckerhoff requested that the General Fund/Parcel Tax proportionality percentage for FY2020/2021 be included in the annual report for the City Council.

**Agenda Packet, Attachment 1, bottom left, under Other Budget Sources, the \$24,301 amount includes actual funding of \$10,501 and pledged funding of \$13,800. Therefore, this number will be changed to \$10,501 as that was the actual funding for FY2020/2021.*

5. Selection of Chair and Vice-Chair

The Library Parcel Tax Committee members nominated members for Chair and Vice-Chair. Member Kellogg was selected as the Chair and Member Young was selected as the Vice-Chair.

Staff responded to questions from the Committee Members.

Acting Chair Brinckerhoff invited public comment; however, there was none.

Committee Members provided comments.

Member Kellogg was selected as the Chair.

Acting Chair Brinckerhoff moved, and Member Young seconded the selection of Member Kellogg as the Chair.

Ayes: Members: Grasso, Kellogg, Pruitt, Young, & Acting Chair Brinckerhoff

Noes: Members: None

Absent: Members: None

Abstain: Members: None

Member Kellogg selected as the new Chair.

Member Young was selected as the Vice-Chair.

Member Pruitt moved, and Chair Kellogg seconded the selection of Member Young as the Vice-Chair.

Ayes: Members: Brinckerhoff, Grasso, Pruitt, Young, & Chair Kellogg

Noes: Members: None

Absent: Members: None

Abstain: Members: None

Member Young selected as the new Vice-Chair.

ADJOURNMENT

The meeting was adjourned at 6:51 P.M.

Tentative date for next meeting – TBD



**November 18, 2021
Item #3**

**TITLE: REVIEW OF THE DRAFT ANNUAL REPORT OF THE SPECIAL
LIBRARY PARCEL TAX COMMITTEE**

SUMMARY

Annually, the Special Library Parcel Tax Committee submits an annual report to the City Council at the end of the calendar year that reviews the expenditures of the revenues from the Special Library Services Parcel Tax for the previous fiscal year. This is to ensure the monies have been expended in accordance with the authorized purposes of Measure D.

RECOMMENDATION:

It is recommended that the Committee review the attached draft report for Fiscal Year 2020/21 to finalize the report for submittal to the City Council.

BACKGROUND:

The Committee's sole function is to review the expenditures of the revenues from the Special Library Services Parcel Tax, adopted by Measure D on June 7, 2016 (Measure D replaced Measure C which expired on June 30, 2017). This is to ensure the monies have been expended in accordance with the authorized purposes of Measure D. This review of the expenditures takes place after the end of every fiscal year and takes the form of a report submitted to the City Council at one of the last meetings of the calendar year.

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:

A handwritten signature in black ink, appearing to read 'Henry Bankhead', written in a cursive style.

Henry Bankhead
Assisant Library & Recreation Director / City Librarian

Attachment:

1. Draft City of San Rafael Special Parcel Committee Report FY 2020/2021

City of San Rafael Special Library Parcel Tax Committee Report FY 2020-2021

The Committee's sole function shall be to review the expenditures of the revenues from the Special Library Services Parcel Tax, adopted by Measure D on June 7, 2016 to ensure the monies have been expended in accordance with the authorized purposes of Measure D. Measure D replaced Measure C which expired on June 30, 2017.

In previous reports of Measures C and D, the committee listed as a task: "to ensure that the Library maintains its share of the general fund." This was listed because the text of Measure D states that the parcel tax would "provide a critical, consistent, locally-controlled source, augmenting current general fund allocations..."

When Measure D passed, the committee used the same method the City Attorney indicated upon passage of Measure C: the proportion of the Library of the General Fund Budget. In both cases, it was 4.4%. However, during the term of Measure C, the percentage was not and could not be maintained each year due to mandated expenses for specific departments. These were noted in the Measure C Committee's reports as acceptable variances.

At the July 2, 2019 Library Parcel Tax Committee Meeting, the committee agreed to the following:

"General agreement that the proportionality would remain at 4.4% but that it is a shared goal that is non-binding. It is the goal of the committee to be in alignment with the ongoing proportionality that has been established."

With the pandemic, it has not been possible for the Library to maintain 4.4% of the General Fund. The City has had to maintain Police, Fire, and city maintenance at higher levels while total revenue is down.

The proportion of the Library General Fund compared to the total General Fund Budget was 3.48% for Fiscal Year 2020-2021 which is less than the shared goal. This is due to lower than General Fund expenditures similar to FY 2019-2020 due to reduced staffing expenditures, lower utilities, no spending on Periodicals, lower Digital Branch Resources spending, lower expenditures for staff development, and directives for a "Bottom Line Budget".

Total expenditures budgeted for Measure D funds for FY 2020-2021 were \$1,097,531, which represents 30% of the total library budget of \$3,718,866. The amount actually spent was \$795,265.

With the recent establishment of the Library and Recreation department, which merges the previously independent Library and Community Services departments, the Committee continues to closely monitor the Measure D revenue and expenditures. The Finance Department has assured the Committee that Measure D funds will continue to be used only for the specific Library services for which it is authorized. The Committee, therefore, expects that there will be a way to identify and break out the Library's share of the General Fund.

The unaudited parcel tax fund balance for FY 2020-2021 is reported as \$730,531. The remaining balance of the Capital Set Aside (which was created from Measure C funds) as of November 4, 2021 was \$281,382.

Measure D funds are restricted from being used for facility improvement or replacement. The Committee will be monitoring the ongoing planning for the new and improved Library facilities to ensure that Measure D funds are used appropriately.