



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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<https://www.townofbarnstable.us/boardscommittees/cfac/>

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CFAC Committee:

Chair:

John Schoenherr

Members:

Lillian Woo, Secretary
Robert Ciolek, Vice Chair
Ralph Krau
Hector Guenther
Joseph Mladinich
Melanie Powers

Staff Liaison:

Mark Milne

Councilor Liaison:

Paula Schnepf

ANNUAL REPORT FY 2019

The Comprehensive Financial Advisory Committee (CFAC) is an appointed committee authorized to consist of nine members. As of June 30, 2019 there were seven appointed members and two vacancies. CFAC's responsibilities are expressly declared in the Town of Barnstable's Administrative Code, Chapter 241, Section 18. This code requires CFAC to provide financial advice:

- to the Town Council on the yearly operating budgets for all Town agencies, which includes the school budget as adopted by the School Committee,
- to the Town Council and the Town Manager on matters of long-range financial planning, and
- to the Town Manager on the annual preparation of the Town's Capital Improvement Plan. CFAC also prepares a report to the Town Council on the Capital Improvement Plan and participates in public hearings for the review of the CIP.

In FY 2019, CFAC conducted regularly scheduled meetings and several additional subcommittee meetings in providing the Town Manager and Town Council with financial advice and guidance on the required areas as well as additional analyses and recommendations as requested by the Town Council or Town Manager.

HIGHLIGHTS OF THE YEAR'S ACTIVITY INCLUDE THE FOLLOWING:

- CFAC was briefed by Mark Milne on the financial plans for the Comprehensive Water Management Plan
- CFAC was briefed by Mark Milne on the financial plans for the redevelopment of Cape Town Plaza
- CFAC had a representative present at the first round of meetings held by Town Manager to develop the Capital Improvement Plan
- CFAC organized subcommittees, such as the CIP Subcommittee and the Municipal and School Operating Budget Subcommittee, to accomplish its required work under the Administrative Code.
- September 2018 – March 2019 – met with various department managers to review their operating and capital plans to gain an understanding of what their priorities are for the coming year.
- A member of CFAC represented the committee at the FY 2019 Capital Improvements Plan Taskforce Workshop.
- CFAC presented its FY 2020 Capital Improvement Plan report to the Town Council in April 2018, highlighting projects reviewed by the CFAC sub-committee.
- CFAC presented its FY 2020 Municipal Operating Budget report to the Town Council in May 2018.
- Updated the *Financial Overview* brochure to include FY 2019. The brochure was distributed locally through our libraries, post offices, real estate offices, Town Hall, and website.

CFAC is most grateful to Mark Milne and Nathan Empey, Staff Liaison to CFAC, who have unselfishly given our committee valuable support and guidance. The committee is also most appreciative of the involvement of Paula Schnepf, Councilor Liaison to CFAC. Her input has helped us to align our efforts closely with the interests of Town Council.

Respectfully submitted

Comprehensive Financial Advisory Committee