



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING

MINUTES

MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, APRIL 18, 2013: 7:30AM – 9:00AM
75 ROWLAND WAY #200
ATHERTON CONFERENCE ROOM

A. Call to Order

The meeting was called to order at 7:30 A.M. In attendance were:

Committee members: Cris MacKenzie, David Bentley, Caitrin Devine, Al Berson, Robert Jordan and Bob Scott.

Committee Member Absent: Bob Ratto.

City Staff: Cathy Capriola, Jason Nutt, Brian Cochran, Maureen Chapman and Carla Hansen

B. Approval of Final Agenda

The agenda was approved unanimously as submitted.

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.)

There was no public comment.

D. Committee / Staff Comments

Committee member D. Bentley expressed concerns about the attendance rate of Committee members at the past few meetings and asked how the Committee could help staff better manage meeting schedules to ensure a quorum. Committee member Scott said getting back to the regular meeting schedule (third Thursday of each month) would help members schedule their attendance.. Chair MacKenzie said once the Fiscal Sustainability Plan is approved the meeting schedule should get back to normal and mentioned since summer time is approaching Committee members might want to share vacations dates with staff to help planning process..

Committee member Jordan commented on the vagueness of the meeting minutes from the last two meetings. C.Capriola responded that there is not staff capacity to take verbatim meeting minutes and staff is attempting to strike a balance between capturing both details and overall high-level discussion in the meeting minutes. Chair MacKenzie told the Committee that she and Committee member Bentley will be reviewing the minutes prior to the next meetings.

E. Committee Organizational Items

D – 1: Approval of April 05, 2013 Meeting Minutes

The minutes were approved unanimously.

D – 2: Approval of April 11, 2013 Meeting Minutes

The minutes were approved unanimously.

F. 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.)

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
60 minutes	<p>E-1: Infrastructure Fiscal Sustainability Work Session Presentation Continued from April 5, 2013 Meeting</p> <p>Presentation by Jason Nutt, Public Works Director</p> <p>Link provided on City of Novato website - Infrastructure Presentation</p>	<p><i>Educational session on City's infrastructure; provide thoughts and feedback to staff</i></p>
<p><i>J. Nutt continued (from April 5, 2013) the Fiscal Sustainability Work Session on Infrastructure and presented information on the conditions of traffic signals and street lights, bridges and retaining walls. Overall, these areas of the City's infrastructure are in good working condition. A study inventorying the conditions of the City-owned retaining walls is needed to understand the requirements for future capital investment. Committee members asked questions and provided feedback on the presentation. J. Nutt stated that the projected deficit in the five-year forecast does not include infrastructure investment needs. Options around how much the City should be investing will be a part of the Fiscal Sustainability Tool.</i></p>		
15 minutes	<p>E-2: Fiscal Sustainability Workshop #10 Core Staffing</p> <p>Updated draft presentation provided prior to the meeting</p>	<p><i>Provide feedback on Core Staffing draft presentation and Options Tool concepts for Core Staffing presentation. Feedback to staff for communication to Council.</i></p>
<p><i>C. Capriola talked through updates to the Core Staffing presentation. Staff provided additional information on the number of grant and Measure F funded staff positions from FY 07/08-FY 13/14. Highlighting the non-General Fund funded positions paints a more accurate picture of core staffing levels. Committee members offered ideas and feedback on the presentation. Chair MacKenzie mentioned the current staff seem low. Committee member Jordan said the City should think outside the box and consider contracting out certain services. Committee Member Scott suggested staff attach how each core staffing addition could improve the City's operations as this might help the public identify their values with the recommendations. Committee Member Bentley suggested staff offer an option of reducing staff positions to eliminate the projected \$1.8 million structural deficit. B. Cochran responded that the first priority of Measure F funding is to prevent additional staffing cuts. C. Capriola also responded that with past staffing reductions, additional cuts would have a direct affect on services provided to the community. C. Capriola advised that staff would consider the committee's comments.</i></p>		
5 minutes	<p>E-3: Update on Fiscal Sustainability Work Plan and Timeline</p> <p>Updated Work Plan provided at meeting</p>	<p><i>Update on overall work plan and dates for Council and Measure F Committee.</i></p> <p><i>Informational and general update; no action required.</i></p>

10 minutes	E-4: Set Next Meetings	<p><i>Finalize extended evening work session on Options Tool and Measure F. Discussion and direction regarding meeting dates to staff.</i></p> <p><i>Tentative-Monday, April 29th</i> Joint Measure F Oversight and Economic Development Meeting 4:00-6:30pm-to hear presentation on Retail Sales Tax Leakage Study</p> <p><i>Tuesday, April 30</i> Evening Meeting 6:30-9:30 pm.-Options Tool Preview and Measure F Options</p> <p><i>Thursday, May 16</i>-extended regular meeting, 7:30-9:30 a.m.-Fiscal Sustainability Options and OPEB Trust</p> <p><i>Tentative May 30-</i> Draft Plan Discussion – Evening Session Proposed</p>
<p><i>Items E-3 and E-4 were combined due to meeting time constraints. C. Capriola walked through the calendar of meetings for the next month (dates listed above) while explaining the tight timeline between presenting information to the Committee and the Council. Committee members expressed desire to have advanced notice of non-regular meetings and for staff to “Doodle” any future evening meeting dates as soon as possible</i></p>		

G. Adjournment

The meeting was adjourned at 9:15 A.M.

Attachments:

None