



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING

Minutes MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, February 27, 2014: 7:30AM – 9:00AM
922 Machin Ave
Womack Conference Room-2nd Floor

A. Call to Order Call to Order- *The meeting was called to order at 7:32 a.m. In attendance were: Committee members: David Bentley, Cris MacKenzie, Caitrin Devine, Bob Scott and Bob Ratto. Al Berson and Robert Jordan were absent.*
City Staff: Cathy Capriola, Jim Berg, Brian Cochran, Maureen Chapman and Carla Hansen

B. Approval of Final Agenda

The final agenda was approved with minor changes unanimously (5-0). D. Bentley asked that henceforth staff reports concerning agenda items where a vote of the Committee is requested be provided in advance of the meeting with the agenda, or else the item be deferred.

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 Organizational Items

There were no committee organizational items.

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>
40 minutes	<p>E-1: Fiscal Sustainability – Council Direction, Cash Flow Model, Measure F, and Next Steps</p> <p><i>Attachments - Cash Flow Model to be distributed at meeting.</i></p>	<i>Discussion. No action.</i>
<p><i>Staff provided three handouts at the meeting:</i></p> <ul style="list-style-type: none"> • <i>Draft Measure F Programming Process</i> • <i>Future Measure F Cash Flow</i> • <i>Measure F Funding Pie Chart</i> <p><i>B. Cochran discussed the projected cash flow of Measure F funds through FY 18/19 including the approved expenditure items (approved prior to FY 14/15), deficit infusion and the infrastructure and one-time investments outlined in the Fiscal Sustainability Plan. The Committee pointed out that the City's challenge in moving forward with a programming process to allocate surplus Measure F funds while simultaneously pursuing a revenue option</i></p>		

<p><i>requesting voters to approve an additional sales tax due to the City's deficit position. There was public comment from Pamela Drew, Randy Stemmer and Hutch Turner.</i></p>		
<p>20 minutes</p>	<p>E-2: Use of Measure F Funds Management Analyst for the Novato Response Team – extend for 2 years in alignment with NRT</p> <p><i>Attachments - Staff report will be provided Monday before the meeting.</i></p>	<p><i>Recommend use of Measure F Funds.</i></p>
<p><i>Staff provided a staff report for the agenda item at the meeting. Chief of Police, Jim Berg requested Measure F funding to extend the Management Analyst position within the Novato Response Team (NRT) for an additional two years. The cost of extending the position would be \$99,000 in FY 14/15 and \$102,500 in FY 15/16. This cost includes the cost of living adjustment (COLA) 2.5% built into the five-year forecast. Chief Berg handed out a summary of the typical NRT Management Analyst duties and the summary of the Senior Management Analyst job description. The position is temporarily being filled by a Management Intern and the City will conduct a full recruitment for a Senior Management Analyst in the summer. The Committee voted to approve the use of Measure F funds to extend the Management Analyst position for two years. Ayes-5 (Committee members Bentley, Scott, Ratto, Mackenzie and Devine). Noes-0, Absent-Committee members Berson and Jordan.</i></p>		
<p>30 minutes</p>	<p>E-3: FY 14/15 Budget Calendar & January Forecast Update</p> <p><i>Attachments – January Forecast</i></p> <p><u>Key Dates:</u> April 1 – Operating Budget Council Work Session April 15 – Capital Improvement Budget Council Work Session</p>	<p><i>Discussion. No Action.</i></p>
<p><i>C.Capriola discussed the overall FY14/15 Budget Cycle and process including upcoming City Council meetings and actions, Measure F Committee meeting dates and actions and outlined the Measure F programming process.</i></p>		

C. Committee / Staff Comments

There were no additional staff or committee comments.

D. Adjournment

The meeting was adjourned at 9:00 a.m.