



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING

AGENDA MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, January 15, 2014: 7:30AM – 8:30AM
901 Sherman Avenue
City Council Chambers

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.)

D. Committee Organizational Items

D-1: Approval of November 20, 2014 Meeting 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.)

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
<i>15 minutes</i>	E-1: City Council Feedback on Local Preference Policy	<i>Discussion. No action.</i>
<i>10 minutes</i>	E-2: Banking RFP Update	<i>Discussion. No Action.</i>
<i>5 minutes</i>	E-3: 2013/2014 Comprehensive Annual Financial Report	<i>Discussion. No Action.</i>
<i>25 minutes</i>	E-4: Budget Process Update <i>Attachments:</i> <i>Budget Process Handout</i>	<i>Discussion. No action.</i>

F. Committee / Staff Comments

G. Adjournment/Future Meetings

Attachments

1. November 20, 2014 Meeting Minutes
2. Budget Process Handout

AFFIDAVIT OF POSTING

I, Carla Hansen certify that on January 9, 2015, I caused to be posted the agenda of the Thursday, January 15, 2015 meeting of the Measure F Oversight/Citizens Finance Committee of the City of Novato, California, on the City of Novato Community Service Boards in City Hall and the Police Department.

/Carla Hansen/
Management Analyst



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING

MINUTES MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, November 20, 2014: 7:30AM – 9:00AM
922 Machin Avenue
Womack Conference Room - 2nd Floor

A. Call to Order- *The meeting was called to order at 7:35 a.m. In attendance: Committee members: David Bentley Caitrin Devine, Robert Jordan, Bob Scott and Cris MacKenzie and Bob Ratto. Al Berson was absent. City Staff: Cathy Capriola, Brian Cochran, Maureen Chapman and Carla Hansen*

B. Approval of Final Agenda

The agenda was approved unanimously- Ayes: 6 David Bentley Caitrin Devine, Robert Jordan, Bob Scott, Cris MacKenzie and Bob Ratto), Noes:0 Absent:1 (Al Berson)

C. Public Comment

1. Hutch Turner

D. Committee Organizational Items

D-1: Approval of October 23, 2014 Meeting Minutes

The minutes were approved unanimously- Ayes: 5 David Bentley Caitrin Devine, Robert Jordan, Bob Scott and Cris MacKenzie), Noes:0 Absent:1 (Al Berson) Abstention: 1 (Bob Ratto)

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.)

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
<i>10 minutes</i>	E-1: Selection of new Chair and Vice-Chair <i><u>Attachments:</u> Committee Reorganization Staff Report</i>	<i>Select new Chair and Vice-Chair.</i>
<i>The Committee elected Rob Jordan as Chair and Bob Scott as Vice-Chair unanimously. Ayes: 6 David Bentley Caitrin Devine, Robert Jordan, Bob Scott, Cris MacKenzie and Bob Ratto), Noes:0 Absent:1 (Al Berson)</i>		
<i>40 minutes</i>	E-2: Draft General Fund Forecast and Budget Update	<i>Discussion. No action.</i>

	<u>Attachments:</u> <i>Draft Five-Year Forecast</i>	
<i>B. Cochran presented the draft general fund forecast and budget update to the Committee. Updates to the forecast include-CalPERS rates, sales tax decrease in quarter 3 2014 due growing retail North and South of Novato, and excess ERAF funds from the County-\$300k. The Committee discussed whether the potential revenue from a November 2015 ballot measure should be shown in the forecast.</i>		
<i>20 minutes</i>	E-3: Local Preference Policy <u>Attachments:</u> <i>Draft local preference policy presentation</i>	<i>Discussion. No action.</i>
<i>C. Hansen presented the local preference policy. The Committee was generally supportive of the policy and discussed whether or not to include professional services and purchases below \$5,000.</i>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

The Committee will not meet in December.

BUDGET PROCESS OVERVIEW

FY 15/16 Budget Development – January through June 2015

- Late January – Kick-off meeting with departments; flat supplies budgets; CPI adjustments to be requested in a separate queue
- February – Departments entering budgets and developing add'l requests
- March – Departments review budgets with City Manager; CM develops proposed budget
- Early April – Initial operating budget presentations to City Council
- Late April – Initial CIP budget presentation to City Council
- Early May – Council gives conceptual direction / feedback on budget
- Throughout May – After Council direction, Finance produces Proposed Budget document
- June – Budget hearing and budget adoption (2 Council meetings)



BUDGET REMINDERS AND CONTEXT

- Budgets for 10/11 and 11/12 consisted of the 2-year reduction package
- Budgets for 12/13 and 13/14 were mostly status quo – research, development and adoption of the Fiscal Sustainability Plan
- 14/15 Budget implemented most of the programs and decisions in the Fiscal Sustainability Plan
 - Council created several reserves / buckets for future decisions
- Labor negotiations concluded this summer – 2 year agreements that end June 30, 2016
- Revenue measure anticipated for November 2015
- If successful, revenue from that measure would begin flowing to the City April – June 2016
- Measure F tax ends March 2016