

### 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.)

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

- F. Committee / Staff Comments
- G. Adjournment/Future Meetings

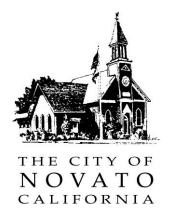
### Attachments

- 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



### SPECIAL MEETING

# MINUTES MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

### Thursday, November 20, 2014: 7:30AM – 9:00AM 922 Machin Avenue Womack Conference Room - 2<sup>nd</sup> 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.)

Time	Item/Attachments	Purpose and Actions
10 minutes	E-1: Selection of new Chair and Vice-Chair  Attachments: Committee Reorganization Staff Report	Select new Chair and Vice-Chair.

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)

40 minutes	E-2: Draft General Fund Forecast and Budget Update	Discussion. No action.
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	Attachments:			
	Draft Five-Year Forecast			
B. Cochran presented the draft general fund forecast and budget update to the Committee.				
Updates to t	he forecast include-CalPERS rates, sales tax decreas	e in quarter 3 2014 due		
	il North and South of Novato, and excess ERAF funds			
The Committee discussed whether the potential revenue from a November 2015 ballot measure				
should be shown in the forecast.				
20 minutes	E-3: Local Preference Policy			
		Discussion. No action.		
	Attachments: Draft local preference policy presentation			
	sented the local preference policy. The Committee we discussed whether or not to include professional serv \$5,000.			

### 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

