



THE CITY OF
NOVATO
CALIFORNIA

**AGENDA
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE**

Thursday, May 21, 2015: 7:30AM – 9:00AM
922 Machin Ave
City Administration Office
Womack Conference Room

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 January 15, 2015 Meeting Minutes
- D-2: Approval of February 26, 2015 Meeting Minutes
- D-3: Approval of April 23, 2015 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>30 minutes</i>	E-1: Economic Development Update <i>Presentation from Chris Stewart, Economic Development Manager</i>	<i>Discussion. No Action.</i>
<i>30 minutes</i>	E-2: Hamilton Base Reuse Update <i>Presentation from Scott Ward, Hamilton Base Reuse Director</i>	<i>Discussion. No Action.</i>
<i>10 minutes</i>	E-3: Recap of City Council FY 15/16 Budget Direction <i>Verbal report</i>	<i>Discussion. No Action.</i>

F. Committee / Staff Comments

G. Adjournment/Future Meetings

Attachments

1. January 15, 2015 Meeting Minutes
2. February 26, 2015 Meeting Minutes
3. April 23, 2015 Meeting Minutes

AFFIDAVIT OF POSTING

I, Carla Hansen certify that on May 15, 2015, I caused to be posted the agenda of the Thursday, May 21, 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, January 15, 2014: 7:30AM – 8:30AM
901 Sherman Avenue
City Council Chambers

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

<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>

B. Cochran updated the Committee on the City Council's feedback on the Local Preference Policy. The Council unanimously approved the policy with the following added language

*"Notwithstanding the provisions of section c.1 above, if the City Manager finds a local professional services vendor is equally responsive in meeting the needs of the City, including, but not limited to, price, qualifications, character, responsibility and fitness, he/she may give preference to a local professional services vendor, **recognizing the value of local knowledge and expertise.**"*

The agenda was approved unanimously- Ayes: 4 Caitrin Devine, Robert Jordan, Bob Scott, and Bob Ratto), Noes:0 Absent: 3 (Al Berson, David Bentley and Cris MacKenzie)

C. Public Comment

Hutch Turner

D. Committee Organizational Items D-1: Approval of November 20, 2014 Meeting Minutes

The minutes were approved unanimously- Ayes: 4 Caitrin Devine, Robert Jordan, Bob Scott, and Bob Ratto), Noes:0 Absent: 3 (Al Berson, David Bentley and Cris MacKenzie)

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>The policy goes into effective on February 27.</i>		
<i>10 minutes</i>	E-2: Banking RFP Update	<i>Discussion. No Action.</i>
<i>B. Cochran updated the Committee on the Banking RFP process. The City went out to bid for new banking services. The City has been with the same bank for 20 years. There were eight responses to the RFP. Three banks were interviewed. A final bank was chosen and the contract will be brought to the City Council on January 27.</i>		
<i>5 minutes</i>	E-3: <u>2013/2014 Comprehensive Annual Financial Report</u>	<i>Discussion. No Action.</i>
<i>The FY 13/14 Comprehensive Annual Financial Report (CAFR) is now online. The City Council will formally accept it on January 27.</i>		

<p>25 minutes</p>	<p>E-4: Budget Process Update</p> <p><u>Attachments:</u> Budget Process Handout</p>	<p><i>Discussion. No action.</i></p>
<p><i>The FY 15/16 budget process has started. The Committee will be reviewing a proposed operating budget at the end of March and a proposed Capital Improvement Program budget in early April. Staff will provide the Committee specific dates when finalized.</i></p>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

The next meeting will be Feb. 26. The meeting was adjourned at 8:45 a.m.



THE CITY OF
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SPECIAL MEETING

MINUTES MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, February 26, 2015: 7:30AM – 9:00AM
922 Machin Ave
City Administration Office
Womack Conference Room

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

B. Approval of Final Agenda

The agenda was approved unanimously- Ayes: 4 Robert Jordan, Cris MacKenzie Bob Scott, and David Bentley Bob Ratto), Noes:0 Absent: 3 (Al Berson, Bob Ratto, Caitrin Devine.)

C. Public Comment

Hutch Turner

D. Committee Organizational Items

D-1: Approval of January 15, 2015 Meeting Minutes

There was not a quorum of Committee members to approve the minutes.

E. General Business

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
45 minutes	E-1: Mid-Year General Fund Budget Update <u>Attachment</u> Mid-Year Budget Review Staff Report	<i>Discussion. No action.</i>
<p><i>B. Cochran provided the Committee with a mid-year FY 14/15 budget update on revenues and expenditures through December 2014. The revenue report included in the staff report includes data through January. Property tax revenue is 2% higher than expected. By year end, the City could surpass the budget by \$300,000. Sales tax revenue is lower than expected. Revenue has declined for three consecutive quarters. The last quarter's report was not negative and the sales tax report for the quarter including the holidays has not been received. Transient Occupancy Tax revenue is increasing and has been for four years. Expenditures for mid-year are as expected.</i></p>		

<p style="text-align: center;"><i>15 minutes</i></p>	<p>E-3: Purchasing Policy Update <i>Verbal update</i></p>	<p style="text-align: center;"><i>Discussion. No Action.</i></p>
<p><i>B.Cochran verbally provided an update on the review and update of the City's purchasing policy. The last time the policy was updated was the mid-1990s. Major changes will include bidding requirements of non-Public Works projects and expanding and clarifying the City surplus procedures. The City Council will review the proposed changes in late Spring.</i></p>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

The Committee will meet on March 26 to review the City Manager's Operating Budget recommendations.



THE CITY OF
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SPECIAL MEETING
MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE

Thursday, April 23, 2015: 7:30AM – 9:00AM
922 Machin Ave
City Administration Office
Womack Conference Room

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

B. Approval of Final Agenda

The agenda was approved unanimously- Ayes: 5 (Robert Jordan, Caitrin Devine, Bob Ratto, Al Berson, and David Bentley), Noes:0 Absent: 3 (Al Berson, Cris Mackenzie and Bob Scott)

C. Public Comment

Hutch Turner

D. Committee Organizational Items

- D-1: Approval of January 15, 2015 Meeting Minutes
- D-2: Approval of February 26, 2015 Meeting Minutes

There was not a quorum of Committee members to approve the minutes.

- D-3: Approval of March 26, 2015 Meeting Minutes

The minutes were approved unanimously- Ayes: 5 (Robert Jordan, Caitrin Devine, Bob Ratto, Al Berson and David Bentley), Noes:0 Absent: 2 (Cris Mackenzie and Bob Scott)

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>60 minutes</i>	E-1: City Manager’s FY 15/16 Capital Improvement Program (CIP) Budget Recommendations <i>Presentation from Parks, Recreation and Community Services Director Pam Shinault, Engineering Manager Julian Skinner, and Assistant City Manager, Cathy Capriola</i>	<i>Review and provide feedback to Council.</i>

	<u>Attachment</u> <i>FY 15/16 CIP staff report and budget recommendations provided to City Council on April 21, 2015</i>	
<i>Julian Skinner, Engineering Manager and Pam Shinault Parks and Recreation Director, Maureen Chapman Accounting Supervisor, presented FY 15/16 CIP Budget including new and existing projects requesting funding for the next year. Cathy Capriola presented the Technology and Organizational Efficiency Investments.</i>		
<i>The Committee was generally supportive of the proposed CIP budget.</i>		
<i>30 minutes</i>	E-2: Measure F Expenditures for FY 15/16 Budget and Operating Budget <i>Input to Council for final FY 15/16 budget and Measure F Expenditures.</i> <u>Attachment</u> <i>Staff report to be distributed on Monday, April 20, 2015</i>	<i>Review and provide feedback to Council.</i>
<i>Brian Cochran presented the FY 15/16 Measure F Expenditures and Operating Budget to the Committee. The proposed budget contains \$3.5 million in Measure F requests. Some Committee members expressed concerns that the proposed uses of Measure F funding may not be consistent with the uses listed in the ballot language but overall the Committee was generally supportive.</i>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

The meeting was adjourned at 9:10 a.m. The next meeting will be May 21.