



THE CITY OF
NOVATO
CALIFORNIA

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

Thursday, April 28, 2016: 7:30AM – 9:00AM
922 Machin Ave
City Administrative Offices - 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 21, 2016 Meeting Minutes

D-2: Approval of March 24, 2016 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>
45 minutes	E-1: Review of Proposed 2016/2017 Capital Improvement Program Budget <i>Attachment: None.</i>	<i>For discussion and possible action.</i>
45 minutes	E-2: Further Review & Feedback of 2016/2017 Proposed Operating Budget. <i>Attachment: None.</i>	<i>For discussion and possible action.</i>

F. Committee / Staff Comments

G. Adjournment/Future Meetings

Attachments

1. January 21, 2016 Meeting Minutes
2. March 24, 2016 Meeting Minutes

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on April 21, 2016, I caused to be posted the agenda of the Thursday, April 28, 2016 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.

/Brian Cochran/
Finance Manager



THE CITY OF
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**MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE**

Thursday, January 21, 2016: 7:30AM – 9:00AM

922 Machin Ave

City Administrative Offices - Womack Conference Room

A. Call to Order: *The meeting was called to order at 7:34am. Committee members: Cris MacKenzie, Bob Scott, Robert Jordan (arrived at 7:55am), Bob Ratto, Josh Chassman. Caitrin Devine was absent. City Staff: Brian Cochran, Maureen Chapman, and Jessica Deakyne. Members of the Public: Hutch Turner and Donald Wilhelm.*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes:5 (MacKenzie, Scott, Jordan, Chassman, Bentley), Noes: 0. Absent: 1 (Devine).*

C. Public Comment
None

D. Committee Organizational Items

D-1: Approval of November 19, 2015 Meeting Minutes: *The meeting minutes for November 19, 2015 were approved unanimously – Ayes:5 (MacKenzie, Scott, Jordan, Chassman, Bentley), Noes: 0. Absent: 1 (Devine).*

D-2: Approval of December 17, 2015 Meeting Minutes: *The committee moved this item to the end of the meeting in order to achieve quorum. After two suggested spelling issues for committee member names, the meeting minutes for December 17, 2015 were approved unanimously – Ayes: 5(MacKenzie, Scott, Jordan, Chassman, Bentley), Noes: 0. Absent: 1 (Devine).*

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: Novato Comprehensive Annual Financial Report for Fiscal Year 2014/15 <i>Attachment: None. CAFR can be accessed online at www.novato.org/finance</i>	<i>Information only. No action.</i>
<i>B. Cochran notified the committee that the 2014/15 CAFR is available online. The report, which won GFOA awards the last two years includes new pension reporting requirements.</i> <i>The committee asked questions related to the City's total net position, reporting of Measure F funds, cash balances reported and carryover of funds. The committee recommended a 1-2 page summary document for the CAFR due to its length and complexity, suggesting that it'd be easier for the public to understand our financial report.</i>		
60 minutes	E-2: Information about Potential Downtown SMART Station	<i>Information and possible action / recommendation by the Committee.</i>

	<p><i>Attachments: Staff Report and City Council staff report from January 12, 2016 City Council meeting</i></p>	
<p><i>B. Cochran presented slides from the SMART feasibility study prepared by Novato’s Public Works Director and outlined the three options presented to Council. Committee members asked questions related to the train’s route and prevalence in other cities, projected ridership, frequency of trains arriving and departing the station and some technical/engineering questions related to construction of a Downtown station.</i></p> <p><i>The committee heard public comments from Hutch Turner and Donald Wilhelm who were opposed to the station being built in Downtown Novato.</i></p> <p><i>B. Scott made a motion to recommend to the City, As the Citizen’s Oversight Committee, that they do not recommend any funds be used and that measure F and C funds not be used in particular for paying for a Downtown SMART train station. This motion was approved unanimously – Ayes: 5(MacKenzie, Scott, Jordan, Chassman, Bentley), Noes: 0. Absent: 1 (Devine).</i></p>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

Staff stated that the next regularly scheduled meeting of the Committee is scheduled for February 18, 2016 but the committee suggested that the meeting be moved to Thursday, February 25, 2016. B. Cochran will contact the Committee to confirm this change or revise the Committee date. The meeting was adjourned at 8:53am.

Attachments

1. Staff report and attachments for item E-2



THE CITY OF
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**MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE**

Thursday, March 24, 2016: 7:30AM – 9:00AM
922 Machin Ave
City Administrative Offices - Womack Conference Room

A. Call to Order: *The meeting was called to order at 7:37am. Committee members: Cris MacKenzie, Bob Scott, David Bentley, Caitrin Devine. City Staff: Brian Cochran, Cathy Capriola, Mike Fuson and Jessica Deakyne. Members of the Public: Hutch Turner. City Council Member: Pam Drew.*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes:4 (MacKenzie, Scott, Bentley, Devine), Noes: 0. Absent: 1 (Chassman).*

C. Public Comment
None.

D. Committee Organizational Items

D-1: Approval of January 21, 2016 Meeting Minutes: *The committee requested two corrections to the last set of meeting minutes (D. Bentley and J. Chassman were missing). Unable to approve due to committee member absence.*

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>75 Minutes</i>	E-1: Review of Preliminary City Manager Recommended Operating Budget Additions for Fiscal Year 2016/17 <i>Attachment: None.</i>	<i>Information only. No action.</i>
<i>B. Cochran notified the Committee that the budget process for the City is underway. Cathy Capriola, Interim City Manager, provided information about her budget recommendations, including staffing recommendations to correct “deep cuts” made to some City departments and fielded questions from the Committee. A preliminary budget document was presented to the Committee.</i>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

Staff stated that the next regularly scheduled meeting of the Committee is scheduled for April 21, 2016 but the committee suggested that the meeting be moved to Thursday, April 28, 2016. B. Cochran will contact the Committee to confirm this change or revise the Committee date. The meeting was adjourned at 9:04am.

Attachments
None.