



THE CITY OF  
NOVATO  
CALIFORNIA

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

**Thursday, May 19, 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 April 28, 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>
75 minutes	<p><b>E-1: Review of Proposed 2016/2017 Operating and Capital Budgets</b></p> <p>City Council May 17, 2016 budget agenda item:  <a href="http://cms6ftp.visioninternet.com/novato/agendas/pdf/staff/reports/cc051716_I-12.pdf">http://cms6ftp.visioninternet.com/novato/agendas/pdf/staff/reports/cc051716_I-12.pdf</a></p>	<p><i>For discussion and possible Committee action.</i></p>

F. Committee / Staff Comments

G. Adjournment/Future Meetings

Attachments

1. April 28, 2016 Meeting Minutes
2. March 24, 2016 Meeting Minutes

**AFFIDAVIT OF POSTING**

I, Brian Cochran, certify that on May 13, 2016, I caused to be posted the agenda of the Thursday, May 19, 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, April 28, 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 7:35am. Committee members: Bob Scott, Caitrin Devine, Josh Chassman, Tim O'Connor, Don Bibeault. City Staff: Brian Cochran, Julian Skinner, Maureen Chapman. City Council Member: Pam Drew.*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes: 5 (Scott, Devine, Chassman, O'Connor, Bibeault), Noes: 0. Absent: 2 (Bentley, MacKenzie).*

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.)*

*None.*

D. Committee Organizational Items

D-1: Approval of January 21, 2016 Meeting Minutes: *Unable to approve for lack of a quorum.*

D-2: Approval of March 24, 2016 Meeting Minutes: *Unable to approve for lack of a quorum.*

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.)*

<b>Time</b>	<b>Item/Attachments</b>	<b>Purpose and Actions</b>
45 minutes	<b>E-1: Review of Proposed 2016/2017 Capital Improvement Program Budget</b>  <i>Attachment: None.</i>	<i>For discussion and possible action.</i>
<i>J. Skinner presented the proposed Capital Improvement Program budget for 2016/17. Committee members asked questions of staff and discussed various projects. A significant discussion occurred surrounding use of consultants vs. staff for engineering and design of capital projects.</i>		
45 minutes	<b>E-2: Further Review &amp; Feedback of 2016/2017 Proposed Operating Budget.</b>  <i>Attachment: None.</i>	<i>For discussion and possible action.</i>

*B. Cochran provided a brief overview of the upcoming budget process and dates, as well as a preview of forecast updates. Due to lack of time, the Committee did not provide any formal feedback at the meeting.*

F. Committee / Staff Comments

*None.*

G. Adjournment/Future Meetings

*May 19, 2016 was discussed as the next Committee meeting date. The meeting was adjourned at 9:05am.*



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**MINUTES  
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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>	<b>E-1: Review of Preliminary City Manager Recommended Operating Budget Additions for Fiscal Year 2016/17</b>  <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.*