



THE CITY OF
NOVATO
CALIFORNIA

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

Thursday, August 25, 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 June 23, 2016 Meeting Minutes

D-2: Approval of May 26, 2016 Meeting Minutes

D-3: Approval of April 28, 2016 Meeting Minutes

D-4: Approval of March 24, 2016 Meeting Minutes

D-5: Election of Committee Vice-Chair

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>
60 minutes	E-1: Review of Draft Fiscal Year 2015/16 Annual Report on Measure F <i>Attachments: Draft of report text and data table will be uploaded to the Committee website by 12 noon, Tuesday, August 23, 2016.</i>	<i>Information and discussion.</i>

F. Committee / Staff Comments

G. Adjournment/Future Meetings – next regular meeting is September 15, 2016

Attachments

1. June 23, 2016 Meeting Minutes
2. May 26, 2016 Meeting Minutes
3. April 28, 2016 Meeting Minutes
4. March 24, 2016 Meeting Minutes
5. Item E-1 attachments to be uploaded at a later date

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on August 19, 2016, I caused to be posted the agenda of the Thursday, August 25, 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, June 23, 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, David Bentley, Don Bibeault, Caitrin Devine (arrived at 7:41am), Tim O'Connor. City Staff: Brian Cochran, Maureen Chapman and Jessica Deakne. Members of the Public: Hutch Turner.*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes:4 (MacKenzie, Bentley, O'Connor, Bibeault), Noes: 0. Absent: 3 (Scott, Chassman, Devine).*

C. Public Comment
None.

D. Committee Organizational Items

D-1: Approval of May 26, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-2: Approval of April 28, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-3: Approval of March 24, 2016 Meeting Minutes
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>20 minutes</i>	E-1: Priority Conservation Area Grant Applications and Possible Commitment of Measure F Funds	<i>Information and discussion.</i>
<p><i>Brian Cochran, Finance Manager presented information on grant applications submitted to One Bay Area. The City is applying for two grants which require the City to identify current funds to complete the project before One Bay Area potentially approves grant funding.</i></p> <p><i>Committee requested an opportunity to weigh in on the grant funding. B. Cochran will return when/if City is awarded the funding to request a recommendation from the Committee about commitment of funds.</i></p>		

40 minutes	<p>E-2: Accounting Options for Measure C Revenues and Expenditures</p> <p>Attachments: Staff report and PowerPoint Presentation</p>	<p><i>For discussion and possible Committee action.</i></p>
<p><i>B. Cochran presented Measure C Accounting Options and expressed the City's interest is in ease and accuracy of accounting.</i></p> <p><i>B. Cochran fielded questions about Measure C staffing expenditures, oversight and the core function of the Committee.</i></p> <p><i>Public Comment from Hutch Turner: Question about core staffing Committee facing existential question about their purpose</i></p> <p><i>D. Bentley made a motion to use same accounting for Measure C as we did for F (Option 2). The motion was seconded by O'Connor. 3 noes – MacKenzie, Devin, Bibeault</i></p> <p><i>D. Bibeault made a motion to adopt Option 1. The motion was seconded by C. Devine. 2 noes – Bentley, O'Connor Abstain – MacKenzie</i></p> <p><i>T. O'Connor commented that he was comfortable supporting Option 1 if it included a clear and easy way to track expenditures.</i></p> <p><i>B. Cochran noted that Option 4 brings revenue in general fund and will allow definition of programs what council wants to fund and track in program accounts.</i></p> <p><i>C. MacKenzie suggested crafting language off-line to ask council to consider redefining the scope and purpose of the Measure F/C Committee to include budget oversight including annual reporting of Measure F and Measure C.</i></p> <p><i>Staff will draft language for the committee to comment on that will redefine their purpose, with the intent to recommend their redefinition to council before the next scheduled committee meeting in July. All members of the committee concurred on the concept.</i></p>		
20 minutes	<p>E-3: Committee Comments on 2016/2017 Operating and Capital Budgets</p> <p>City Council June 14, 2016 budget agenda item: http://cms6ftp.visioninternet.com/novato/agendas/pdf/staff-reports/cc061416_H-9.pdf</p>	<p><i>For discussion and possible Committee action.</i></p>
<p><i>Committee asked questions related to the Operating & Capital Budgets and made clarifications and asked questions aimed at clarity.</i></p>		

F. Committee / Staff Comments

Josh Chassman, Vice Chair of the committee, has resigned. MacKenzie requested that we add election of a Vice Chair to the July agenda.

Staff will confirm the next committee meeting date via email in early July to ensure we have a quorum; if we do not have a quorum, we will work with the committee to suggest an alternative meeting date.

The meeting was adjourned at 9:09am.

G. Adjournment/Future Meetings – next regular meeting is July 21, 2016

Attachments

1. May 26, 2016 Meeting Minutes
2. April 28, 2016 Meeting Minutes
3. March 24, 2016 Meeting Minutes
4. Item E-2 Staff Report and PowerPoint Presentation



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**MINUTES
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COMMITTEE**

Thursday, May 19, 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, David Bentley, Josh Chassman, Don Bibeault. City Staff: Brian Cochran, Maureen Chapman and Jessica Deakne. Members of the Public: Hutch Turner.*

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

C. Public Comment

Hutch Turner spent his allotted time discussing the City’s economic development efforts in recruiting life science businesses to move to Novato and about artificial turf.

D. Committee Organizational Items

D-1: Approval of April 28, 2016 Meeting Minutes: *Unable to approve due to committee member absence.*

D-2: Approval of March 24, 2016 Meeting Minutes: *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 Proposed 2016/2017 Operating and Capital Budgets City Council May 17, 2016 budget agenda item: http://cms6ftp.visioninternet.com/novato/agendas/pdfstaff/reports/cc051716_I-12.pdf	<i>For discussion and possible Committee action.</i>
<i>B. Cochran discussed slight changes to the proposed budget based on City Council direction on May 17, 2016 including changes to positions requested in the budget to support critical City services in the context of public priorities. The committee asked questions based on B. Cochran’s presentation with some additional discussion on recruitment and retention of limited term positions, turnover rates and unfunded pension liabilities. The committee requested additional information to better understand the budget proposal in lieu of taking action and proposing formal recommendations from the committee.</i>		

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment/Future Meetings

The next regularly scheduled meeting of the Committee is scheduled for June 16, 2016 but committee member schedules have led to a proposal to move the meeting to June 23, 2016. The meeting was adjourned at 9:09am.

Attachments

None.



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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.)

Time	Item/Attachments	Purpose and Actions
45 minutes	E-1: Review of Proposed 2016/2017 Capital Improvement Program Budget <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	E-2: Further Review & Feedback of 2016/2017 Proposed Operating Budget. <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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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.