



THE CITY OF
NOVATO
CALIFORNIA

**AGENDA
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE – SPECIAL MEETING**

Thursday, October 27, 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 September 15, 2016 Meeting Minutes

D-2: Approval of August 25, 2016 Meeting Minutes

D-3: Approval of May 19, 2016 Meeting Minutes

D-4: Approval of April 28, 2016 Meeting Minutes

D-5: Approval of March 24, 2016 Meeting Minutes

D-6: Election of Committee Chair

D-7: 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> |
|--------------------|---|-----------------------------------|
| <i>50 minutes</i> | E-1: Overview Presentation on Draft Novato General Plan 2035 from Bob Brown, Community Development Director <i>Attachments: None.</i> | <i>Information and Discussion</i> |
| <i>20 minutes</i> | E-2: Discussion of Committee Roles and Responsibilities <i>Attachments: None.</i> | <i>Information and Discussion</i> |

F. Committee / Staff Comments

G. Adjournment/Future Meetings – next regular meeting is November 17, 2016

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on October 24, 2016, I caused to be posted the agenda of the October 27, 2016 special 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, September 15, 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: Cris MacKenzie, David Bentley, Don Bibeault, Caitrin Devine, Tim O'Connor, Regina Bianucci-Rus. City Staff: Brian Cochran, Jessica Deakyne. Members of the Public: Hutch Turner, Lynne Bibeault. Councilmembers: Pam Drew.*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes: 6 (MacKenzie, Bentley, O'Connor, Bibeault, Devine, Bianucci-Rus), Noes: 0. Absent: 1 (B. Scott).*

C. Public Comment
None.

D. Committee Organizational Items

D-1: Introduction of New Committee Member, Regina Bianucci Rus
The Committee welcomed the newest member, Regina Bianucci Rus to the Committee.

D-2: Approval of May 26, 2016 Meeting Minutes:
Unable to approve due to committee member absence.

D-3: Approval of April 28, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-4: Approval of March 24, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-5: Election of Committee Chair
B. Cochran was informed by our interim City Clerk that the Council has a policy that Committee Chairs must rotate every year and cannot serve as a Chair more than once within a 3-year period. B. Scott was elected Committee Chair in December 2015 and C. Devine was elected Vice Chair in August 2016. D. Bentley nominated C. Devine as Committee Chair for 2017, seconded by D. Bibeault. C. Devine was approved unanimously as the Measure F Oversight/Citizens Finance Committee Chair for 2017 – Ayes: 6 (MacKenzie, Bentley, O'Connor, Bibeault, Devine, Bianucci-Rus), Noes: 0. Absent: 1 (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: Review and Approval of Fiscal Year 2015/16 Annual Report on Measure F | <i>Discussion and Action.</i> |
| <p><i>Brian Cochran, Finance Manager, presented the drafted Fiscal Year 2015/16 Annual Report on Measure F. An executive summary was added this year per committee direction</i></p> <p><i>Committee members asked questions and provided feedback related to the content and design of the document. The Committee expressed interest in hearing about development plans for the City and requested a presentation by Bob Brown, Community Development Director and requested that our Public Communications Coordinator, Peggy Flynn, do a wording review on the document.</i></p> <p><i>The Committee approved the packet unanimously as presented with minor edits and a review by P. Flynn: Ayes: 6 (MacKenzie, Bentley, O'Connor, Bibeault, Devine, Bianucci-Rus), Noes: 0. Absent: 1 (Bob Scott).</i></p> <p><i>Hutch Turner provided comments related to economic development in the City.</i></p> | | |

F. Committee / Staff Comments

Staff will add election of a Vice Chair to the next regularly scheduled meeting agenda.

The meeting was adjourned at 8:31am.

G. Adjournment/Future Meetings

Staff will confirm the next committee meeting date via email; Thursday, October 27, 2016 was suggested as at least two Committee members are unable to make the next regularly scheduled meeting on October 20, 2016.

Attachments

1. May 26, 2016 Meeting Minutes
2. April 28, 2016 Meeting Minutes
3. March 24, 2016 Meeting Minutes
4. Fiscal Year 2015/16 Annual Report on Measure F



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**MINUTES
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: *The meeting called to order at 7:33am. Committee Members: David Bentley, Don Bibeault, Caitrin Devine, Christina MacKenzie, Tim O'Connor. City Staff: Brian Cochran, Heather Hafer. City Council Member: Pam Drew. Members of the Public: Hutch Turner*

B. Approval of Final Agenda: *The agenda was approved unanimously – Ayes 5 (Bentley, Bibeault, Devine, MacKenzie, O'Connor); Noes: 0. Absent: 1 (Scott).*

C. Public Comment: *None.*

D. Committee Organizational Items

D-1: Approval of June 23, 2016 Meeting Minutes

Bentley made motion to approve June 23, 2016 Meeting Minutes. The motion was seconded by O'Connor. Ayes: Bentley, Bibeault, Devine, MacKenzie, O'Connor. Motion passed unanimously.

D-2: Approval of May 26, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-3: Approval of April 28, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-4: Approval of March 24, 2016 Meeting Minutes
Unable to approve due to committee member absence.

D-5: Election of Committee Vice-Chair

Bentley moved to nominate Bibeault as Vice-Chair. MacKenzie seconded the motion. Ayes: Bentley, Bibeault, Devine, MacKenzie, O'Connor. Motion passed unanimously.

Later in the meeting, Bibeault made a motion to rescind his election as Vice-Chair. Bentley seconded the motion. Ayes: Bentley, Bibeault, Devine, MacKenzie, O'Connor. Motion passed unanimously.

Bentley nominated Devine for Committee Vice-Chair. Bibeault seconded the motion. Ayes: Bentley, Bibeault, Devine, MacKenzie, O'Connor. Motion passed unanimously.

E. General Business

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

E-1: Cochran reviewed the process and structure of the Annual Report on Measure F, which is similar to last year's report.

Since this is the final year the City will be receiving Measure F funding, staff decided to include a new section on future projects – especially because there are some new funding requests for FY 16/17. Staff also added information about Measure C, as well as an update on the City's long-term view of its General Fund.

Cochran reviewed the data table, which includes accounting for all the different programs that Measure F funds have been spent on.

Committee members provided a variety of comments and feedback to staff on the draft annual report. Comments included both grammatical edits as well as wording changes and requests for expansion / elaboration of certain paragraphs and sentences. There was general Committee agreement that a short executive summary at the front of the report would be helpful for readers.

Member of the public, Hutch Turner, also gave feedback to the committee regarding the report and increasing public information about how City funds are used.

F. Committee/Staff Comments: *None.*

G. Adjournment/Future Meetings: *Meeting was adjourned at 8:49am. Next regular meeting is September 15, 2016*



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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: *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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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.