



THE CITY OF
NOVATO
CALIFORNIA

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

Thursday, December 8, 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 November 17, 2016 Meeting Minutes

D-2: Approval of April 28, 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>
<i>60 minutes</i>	E-1: Committee Roles and Responsibilities <i>Attachments: Working Draft – Committee Mission, Roles and Responsibilities Document</i>	<i>Discussion and Possible Action</i>

F. Committee / Staff Comments

G. Adjournment/Future Meetings – next regular meeting is January 19, 2017

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on December 1, 2016, I caused to be posted the agenda of the December 8, 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



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

Thursday, November 17, 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 7:32am. Committee members: Cris MacKenzie, David Bentley, Bob Scott, Regina Bianucci Rus, Caitrin Devine, Don Bibeault. City Staff: Brian Cochran, Christina Soares. Members of the Public: Hutch Turner.*

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

C. Public Comment: *None*

(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 October 27, 2016 Meeting Minutes
Approved unanimously.

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

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

D-4: Approval of April 28, 2016 Meeting Minutes
Unable to approve due to committee member absence.

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

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: Upcoming Novato Finance Initiatives and Projects <i>Attachments: None.</i>	<i>Information and Discussion</i>
<p><i>Brian Cochran, Finance Manager, informed the Committee of the main initiatives and projects underway: the FY 15/16 audit will be completed by year-end and will be presented to the Committee following Council approval, the possibility of new financial auditors in 2019, a city wide user-fee study to determine full benefited average cost of fees, updating technology in various departments including the installation of a new financial accounting system, records management and a computerized maintenance management system. Many improvements have already taken place in the Police Department. B. Cochran suggested the Information Technology Manager give a presentation to the Committee regarding these improvements and upcoming projects. Also discussed was the possibility of creating a pension trust to be more pro-active regarding future PERS costs.</i></p>		
<i>50 minutes</i>	E-2: Discussion of Committee Roles and Responsibilities <i>Attachments: Working Draft – Committee Mission, Role, and Responsibilities.</i>	<i>Information and Discussion</i>
<p><i>The Committee was presented with a working draft of the Committee Mission, Roles, and Responsibilities. D. Bibeault suggested the Committee Role should supersede the Mission Statement and more detail about Measure C was provided in the Mission Statement than provided in the Measure C Oversight Responsibilities. D. Bentley suggested that regularly occurring reviews of financial statements and reports be added to their Committee responsibilities. There was also discussion to include the review of proposed expenditures on a regular basis, accountability for Measure C Funds versus General Funds spending and the fiduciary obligation to oversee how those funds are spent. The Committee also discussed the difference between advisory and advocacy.</i></p>		

F. Committee / Staff Comments

The meeting was adjourned at 9:02am.

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

Motion was made to move the next meeting to December 8, 2016 and was unanimously approved.



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.)

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.

Novato Citizens Finance Advisory / Oversight Committee – Mission, Role, and Responsibilities

Committee Mission:

The mission of the Committee is as follows:

1. Provide advice and feedback to City staff and the City Council on a variety of financial matters, including but not limited to, financial policies, annual budgets, forecasts, etc.
2. Review the expenditures of remaining Measure F transactions and use tax funds and provide an annual report to the community on such expenditures, until remaining funds are fully expended.
3. Provide an annual report to the community on the revenues and expenditures of Measure C transactions and use tax funds; if such funds are deposited into the General Fund of the City, the report may take the form of a General Fund-wide annual report of activities and expenditures.

Committee Role:

The committee shall be advisory to the City Council and shall not have an advocacy role.

Citizens Finance Advisory Responsibilities:

1. Review existing fiscal policies from time-to-time and/or recommend new fiscal policies to the City Council; including guidelines for the use of fund balances, surpluses and other reserves.
2. Review budget assumptions and budget process.
3. Review the City's General Fund financial forecast regularly.
4. Review the financial status of other funds from time-to-time as appropriate.
5. Collaborate with City staff to determine long-term financial needs, obligations, and funding strategies to achieve long-term sustainability.
6. Collaborate with staff on strategies to encourage public information and communication regarding the City's financial situation and options for improving the City's financial health.

Measure F Oversight Responsibilities:

1. Review the proposed expenditures from Measure F during the annual budget process and provide feedback.
2. Review Measure F expenditure proposals that arise during the fiscal year and provide feedback.
3. Review and report annually on the expenditure of Measure F transactions and use tax funds, and make the report available to the public.

Measure C Oversight Responsibilities:

1. Review and report annually on the revenues and expenditures of Measure C transactions and use tax funds, and make the report available to the public.