



THE CITY OF
NOVATO
CALIFORNIA

**MINUTES
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.