



THE CITY OF
NOVATO
CALIFORNIA

**NOVATO CITIZENS FINANCE ADVISORY/
OVERSIGHT COMMITTEE MEETING**

to be held at

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

**City Administrative Offices
Womack Conference Room
922 Machin Ave**

**February 16, 2017
7:30AM**

Chair

Caitrin Devine

Vice Chair

Tim O'Connor

Commissioners

David Bentley

Regina Bianucci Rus

Don Bibeault

Cris MacKenzie

Robert J. Scott, Jr

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:34am. Committee members: Caitrin Devine (arrived at 7:37am), Tim O'Connor, David Bentley, Regina Bianucci Rus, Don Bibeault, Cris MacKenzie, Robert J. Scott, Jr. City Staff: Brian Cochran, Christina Soares, Pam Shinault (arrived at 7:55am), Scott Sanders (arrived at 8:25am). Members of the public: Hutch Turner, Carol Ann Moore. City Council Members: Pam Drew, Pat Eklund

B. APPROVAL OF FINAL AGENDA

The agenda was approved unanimously-Ayes: 7 (Devine, O'Connor, Bentley, Bianucci Rus, Bibeault, MacKenzie, Scott), Noes: 0. Absent: 0

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.

7:35 A.M. (Time is approximate.)

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVE MEETING MINUTES OF DECEMBER 8, 2016

Minutes were unavailable for approval. Will be available for approval at next meeting.

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.

7:40 A.M. (Time is approximate.)

**E-1: RECAP OF COUNCIL ACTION ON MEASURE C ACCOUNTING /
COMMITTEE ROLE**

Receive a brief update on the City Council actions of December 13, 2016 regarding the Committee role and the accounting policy for Measure C sales tax.

B. Cochran announced Council's approval of the Committee's role of providing general fund oversight with the exception of reporting "Regularly" was not defined. D. Bentley suggested a final review of the Committee Roles draft. D. Bibeault suggested topics should be considered two to three meetings in advance for discussion such as public safety and lighted crosswalks as Measure F Funding includes those specific improvements. B. Cochran suggested an Engineering staff member present current projects to the Committee in the future.

7:50 A.M. (Time is approximate.)

**E-2: ONE-TIME FUNDING REQUEST FOR NOVATO INDEPENDENT
ELDERS PROGRAM**

Consider a one-time funding request of \$11,000 from Measure F funds for the Novato Independent Elders Program.

Pam Shinault presented the multitude of county-wide programs and services provided at the Margaret Todd Senior Center to older adults living in Novato. The program's funds are administered at the County level and with a change in staffing and an information gap regarding the process, NIEP is hoping this will be a one-time request for funding.

D. Bentley made motion to approve. D. Bibeault seconded the motion. The vote was approved unanimously by the Committee. Ayes: 7 (Devine, O'Connor, Bentley, Bianucci Rus, Bibeault, MacKenzie, Scott), Noes: 0. Absent: 0

8:00 A.M. (Time is approximate.)

E-3: REVIEW OF DRAFT FIVE-YEAR FORECAST

Review and provide feedback on an updated draft five-year General Fund forecast.

B. Cochran presented the five-year forecast to the Committee. Transient Occupancy Tax and Sales Tax revenues were noted as slowing down while Internet Sales Tax continues to increase. Auto Sales reported an increase as well, which is favorable since Novato has four car dealers in town. County Property Tax has a much higher rate of growth compared to the City Property tax.

Motion: Recommend to the City Council that staff begin analyzing scenarios required to bring expenses more in line with revenues. Staff will begin the conversation with the City Council at the upcoming forecast presentation on February 28, 2017 with a review of future projected deficits and the amount of savings that would be required to balance the forecast. Actual proposals / budget reduction options will not be reviewed yet, but the Council should begin a robust discussion about long-term fiscal sustainability.

Motion was made by T. O'Connor, seconded by C. Devine and approved unanimously by the Committee.

8:30 A.M. (Time is approximate.)

E-4: REVIEW OF IT MASTER PLAN AND IT PROJECTS

Receive an overview and update from information technology staff on recent technology project expenditures and upcoming key projects.

Scott Sanders, Technology Manager, presented the 2011 review of systems that became the IT Master Plan. Utilizing Measure F Funds, the multitude of projects include: updating of network switches, employee training, system and software upgrades, online Business Licenses, microfiche conversion, shared security access, Police Department in-car video recording, mobile device management system, two limited-term staff and current GIS financial software conversion. Currently the Police Department is undergoing server virtualization and a registration system for Parks & Recreation.

Future improvements include an Agenda management system, network upgrades, document scanning and indexing, an external network security audit and testing, and continued GIS development.

There are discussions of a new, independent dispatch system for the Police Department.

F. COMMITTEE / STAFF COMMENTS

H. Turner suggested a periodic summary of expenses showing savings, printing line items outside of contracts and if they are necessary to daily operations. Recommended review contracts in the future.

G. ADJOURNMENT

Meeting adjourned at 9:23AM.

Next meeting scheduled for March 16, 2017