



THE CITY OF
NOVATO
CALIFORNIA

MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE
THURSDAY, MAY 17, 2012: 7:30AM – 9:00AM
75 ROWLAND WAY #200
ATHERTON CONFERENCE ROOM

A. Call to Order

The meeting was called to order at 7:37a.m

In attendance were:

Committee Members:

Cris Mackenzie

David Bentley

Alan Berson

Caitrin Devine

Rob Jordan

Staff:

Cathy Capriola, Assistant City Manager

Brian Cochran, Finance Manager

Maureen Chapman, Accounting Supervisor

Dane Wadle', Management Analyst II

B. 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.*)

There was no public comment.

C. Committee Organizational Items

C – 1: Approval of December 15, 2011 Meeting Minutes

C – 2: Approval of January 19, 2012 Meeting Minutes

C – 3: Approval of April 12, 2012 Meeting Minutes

The Committee could not approve any of the minutes due to the fact that there was not a majority of those present at the May meeting who were also at the December/January/April meetings. The Committee will consider these minutes at the next meeting.

D. 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.*)

D – 1: Recap of City Council Operating and Capital Improvement Program Budget Discussions (Verbal Report/Handout)

Staff recapped the Council's comments and views on the proposed 2012-2013 operating and capital improvement program budget. The Council asked that the Economic Development Manager position and program budget be limited to four years and be funded out of Measure F revenues as opposed to the General Fund.

The Committee has requested that staff and the Council look at ways to increase City revenues. Staff commented that the Economic Development Manager position and the Hamilton Properties positions are two examples of Council addressing this request. The Hamilton Properties position will be funded for 2-years. The incumbent will develop a plan as to how the City can better utilize the Hamilton properties and buildings. There is significant pre-development work and outreach that needs to be done. In addition, the position will work with the federal government to remove and/or transfer the lands-to-park restrictions that are currently imposed on the parcels. The prior Redevelopment Administrator worked on these issues. However, with the elimination of redevelopment, this position is gone. Staff believes a term-limited position is necessary to drive this process forward.

Staff also answered questions related to:

- The fund balance of the Measure F special revenue account and how much the City has received over the last year;*
- Whether or not the budget figures for the positions include benefits;*
- The rationale for the continuation of the Administrative Clerk position in the Central Administration department*

D – 2: Discussion of Upcoming Fiscal Sustainability Work Plan

Staff outlined a proposed work plan for the upcoming fiscal sustainability discussions. Staff is going to work internally with employees, the Measure F Committee, the Economic Development Commission, the public and Council on a broad-based plan that provides a blueprint for achieving long-term sustainability. The Council wants to look at various scenarios before endorsing a specific plan. The City will bring a proposal to the Committee for consideration. The proposed work plan (Exhibit A) is available below.

Committee members felt that the plan was good. They acknowledged the challenges of getting adequate input and provided some suggestions for staff's consideration as the process moves forward.

Staff also reiterated that the proposed dates are flexible at this point.

D – 3: Introduce Committee Annual Report Process and Timeline

Staff represented a proposed schedule and process for the development of the Committee annual report. The Measure F ordinance requires the Committee to create a report and present it to the Council. The schedule and process is outlined below as Exhibit B. The Committee looked at two examples from the City of Santa Rosa and the Transportation Authority of Marin. The Committee's first report will be much simpler due to the limited Measure F actions/expenditures. The reports will become longer over the next four years.

The Committee requested that staff use pictures as much as possible to illustrate the positions/programs that Measure F funded in the report.

E. Committee/Staff Comments

Committee Member Berson asked staff if there has been any feedback from Council on the Committee's City Office letter that was sent to Council in December. Staff responded that there has not been any feedback and that there currently is not a process in place for the Council to respond to correspondence from Commissions/Committees. Staff explained that the Council is looking at creating a workplan as part of its Council workplan. Staff pledged to relay the committee concerns about a lack of feedback to the Council and it considers a response process.

Staff recommended that the June meeting be cancelled due to a lack of agenda items. The Committee agreed. The next regular meeting will be on July 19th at 7:30a.m.

F. Adjournment

The meeting was adjourned at 8:43a.m. The next meeting is scheduled for July 19th.

Exhibit A:

WORKING DRAFT -- FISCAL SUSTAINABILITY WORK PLAN

	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
CITY MANAGER'S OFFICE / EXECUTIVE MANAGEMENT TEAM / FINANCE	<ul style="list-style-type: none"> -Prepare and refine Measure F options and strategies -Review Forecast scenarios and alternatives for analysis -Prepare components for future Financial Sustainability Plan 	<ul style="list-style-type: none"> -Finalize Measure F Options -Finalize draft scenarios and projections -Prepare draft FS Plan 				
EMPLOYEES	Survey of ideas for Measure F	Employee meetings with City Manager -Depty/Citywide	Review options and scenarios	Review proposed strategy and FS plan	Review FINAL Measure F Strategy and FS Plan	
FINANCE / MEASURE F COMMITTEE	TBD	<ul style="list-style-type: none"> July 19 -Measure F Ideas -Revenue ideas 	<ul style="list-style-type: none"> August 30 -Fiscal Sustainability Scenarios/Options -Refined Scenarios Proposed Plan (May need special longer meeting) 	<ul style="list-style-type: none"> September 20 Proposed FS Plan 		
ECONOMIC DEVELOPMENT COMMITTEE						
PUBLIC						
CITY COUNCIL			<ul style="list-style-type: none"> August 1-17 – Council Dark; Vacations August 28 Revenue Work Session 	<ul style="list-style-type: none"> September 18 Work Session -Measure F Options and Costing -Fiscal Sustainability Scenarios 	<ul style="list-style-type: none"> October 16 Work Session -Measure F Strategy and Priorities -Fiscal Sustainability Plan - Draft 	<ul style="list-style-type: none"> November 20 Work Session -Measure F Strategy and Priorities -Fiscal Sustainability Plan - FINAL

Ideas – Survey on web site for ideas; town hall fiscal sustainability meetings; neighbor kitchen meetings; community group outreach; all commission meeting and key stakeholders

Exhibit B:

Measure F Committee – Annual Report Process/Timeline

Preparation of Annual Report:

The Measure F ordinance passed by the voters requires the Oversight Committee to “review and report on the revenue and expenditures of funds from the tax adopted by this ordinance.” The ordinance further requires that the reports be presented to the Council and made available to the public.

February 22, 2011 Staff Report Outlined Potential Process:

In the staff report creating the Committee, staff communicated to Council that this report would be released in the fall and would be retrospective. For example, the 2012 annual report would be released in fall 2012 and would look at how Measure F revenues were spent in the 2011-2012 fiscal year. Staff estimated September 2012 as the date when the Committee would prepare the 2011-2012 Measure F Annual Report for presentation to the City Council and distribution to the public.

Annual Report Development:

Staff will develop a draft annual report for the Committee to review. The Committee may wish to appoint a subcommittee to work more directly with staff through the development process. Once the annual report is approved, the Committee will present the report to the City Council. At the same time, the report will be made available to the public through the Committee’s page on the City website.

Proposed Timeline:

- July 2012 – Staff develops draft annual report with input from potential subcommittee;
- August 2012 – Full Committee reviews draft report, provides input;
- September 2012 – Committee presents completed 2012 Annual Report to City Council.

Questions for Committee:

- Does the Committee concur with the process and timing as proposed by staff?
- Does the Committee wish to appoint a subcommittee to work with staff on a draft report?
- Any other input and/or suggestions?