



THE CITY OF
NOVATO
CALIFORNIA

MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE
THURSDAY, JULY 19, 2012: 7:30AM – 9:00AM
75 ROWLAND WAY #200
ATHERTON CONFERENCE ROOM

A. Call to Order

The meeting was called to order at 7:33a.m.

All committee members were present. Cathy Capriola, Brian Cochran and Dane Wadlé from City staff were in attendance.

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

The minutes were approved unanimously.

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

The minutes were approved unanimously.

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

The minutes were approved unanimously.

C – 4: Approval of May 17, 2012 Meeting Minutes

The minutes were approved unanimously with a minor change outlining the meeting attendance. Committee member Jordan attended the May meeting.

C – 5: Discussion of Expiring Terms

Staff provided an update on the upcoming expiring terms of three committee members. The terms will officially expire as of September 1st. The City Clerk has been in contact with the committee members about seeking reappointment. For those members seeking reappointment, the Council will hold interviews on August 20th with appointments being made on August 28th.

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: Update on 2012-2013 Budget and Labor Agreements

Staff gave presentations on the adopted 2012-2013 budget and the labor agreements recently approved by the City Council.

The presentations are available at the links below:

<http://www.novato.org/Modules/ShowDocument.aspx?documentid=9076>

<http://www.novato.org/Modules/ShowDocument.aspx?documentid=9074>

D – 2: Review Draft 2012-2013 Annual Report

Staff has been drafting the 2012-2013 annual report (in accordance with the Measure F ordinance) with input from a subcommittee of the Measure F Committee. This subcommittee included the chair and Member Scott. The Committee reviewed the subcommittee's input and provided additional feedback. A common comment was to make the report more "readable" to the public through additional graphs and tables. Members also asked for additional clarification on specific items related to the Novato Response Team and the Measure F revenue (specifically, the interest earnings in the fund). Staff pledged to take this feedback and distribute a second draft to the Subcommittee and Committee Member Bentley. The revised draft will be considered at the Committee's next meeting on August 16th. Staff expects to bring a final draft to the Committee at the September meeting. The Committee, in accordance with the Measure F ordinance, must present this report to the Council and make it available to the public. The current timeline would have the Committee making this presentation to the City Council at the meeting on September 25th.

D – 3: Update on Fiscal Sustainability Process

The Finance Manager explained that staff will present a draft fiscal sustainability process to the City Council on July 24th. The process will outline how the City will consider fiscal sustainability scenarios and options. The staff report outlining the process is available at this link:

http://ci.novato.ca.us/agendas/pdfstaffreports/072412_I-14.pdf

As part of the process discussion, the Committee asked staff to look into the time and cost of conducting a sales tax leakage study. Committee Member Cohen suggested that sales tax leakage be considered as a fiscal sustainability issue. As potential leakage would also have an effect on future Measure F revenue. Committee Member Berson asked the Committee to research the issues associated with conducting this study. His recommendation was supported by the other Committee members.

Secondly, the Committee had questions about how Novato's per capita revenue compares with other cities of similar size. Staff referenced a State Controller's annual report that contains this data. The staff pledged to send a link to this report out to the Committee members.

E. Committee/Staff Comments

*E – 1: Process Discussion on Adding Items to Committee Agenda
Committee Member Berson initiated a process discussion related to how a Committee member goes about adding an item to the agenda. Staff explained that the current process is for staff to draft the agenda and review it with the Chair for input and changes. Staff also explained that any procedural change to the agenda-setting process had to comply with the Brown Act.*

Ultimately, the Committee unanimously approved new policy to say that if a Committee member wants to add a particular item to the agenda, he or she should communicate with staff in writing. The request should include a brief written description of the proposed agenda item. Staff will then add the item to the agenda under "Committee and Staff Comments." Future agendas will also include an item titled "Approval of Final Agenda" When the Committee considers approving the final agenda, members will determine by majority vote if they wish to discuss the specific item added by a Committee member.

Furthermore, staff will add an estimated time period for each agenda item. The intent being that the Committee will adhere to these time periods to keep the meeting on schedule. The Committee also discussed having a timekeeper at each meeting to help manage the clock.

F. Adjournment

The meeting was adjourned at 9:15a.m. The next regular meeting will be on August 16, 2012 and will go from 7am to 9am.