



THE CITY OF  
**NOVATO**  
CALIFORNIA

## SPECIAL MEETING

### AGENDA

**MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE**  
**THURSDAY, NOVEMBER 29, 2012: 7:30AM – 9:00AM**  
**75 ROWLAND WAY #200**  
**ATHERTON 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 August 16, 2012 Meeting Minutes (5 minutes)
  - D – 2: Approval of September 13, 2012 Meeting Minutes (5 minutes)
  - D – 3: Approval of October 10, 2012 Meeting Minutes (5 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.*)
  - E – 1: Fiscal Sustainability: Discussion/Preview of December 11, 2012 Draft Revenue Work Session and Overall Work Plan (60 minutes)
- F. Committee/Staff Comments
- G. Attachments:
  - 1. August 16, 2012 Meeting Minutes
  - 2. September 13, 2012 Meeting Minutes
  - 3. October 10, 2012 Meeting Minutes
  - 4. Revenue Work Session Draft (To Be Distributed at the Meeting)
- H. Adjournment
  - G – 1: Next Regular Meetings -- December 13<sup>th</sup> and January 17<sup>th</sup>

### AFFIDAVIT OF POSTING

I, Carla Hansen, certify that on, November 27, 2012, I caused to be posted the agenda of the Thursday, November 29, 2012 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.

/Carla Hansen/ Carla Hansen, Management Analyst



THE CITY OF  
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## Draft Minutes to be Considered at Next Meeting

### MINUTES MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE THURSDAY, AUGUST 16, 2012: 7:00AM – 9:00AM 75 ROWLAND WAY #200 ATHERTON CONFERENCE ROOM

#### A. Call to Order

*The meeting was called to order at 7:05 AM. In attendance were:*

*Committee Members: Cris MacKenzie, Caitrin Devine, Robert Jordan and Bob Scott.*

*City Staff: Cathy Capriola, Brian Cochran, Maureen Chapman, Dane Wadlé*

#### B. Approval of Final Agenda

*The final agenda was approved unanimously.*

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.*)

*There was no public comment.*

#### D. Committee Organizational Items

D – 1: Approval of July 19, 2012 Meeting Minutes (5 minutes)

*Committee Member Scott made a motion to approve the minutes. The motion was seconded by Committee Member Jordan and approved unanimously.*

D – 2: Committee Meeting Date Adjustments: September and October (5 minutes)

*City staff requested that the Committee consider alternate dates for the September and October meetings in order to provide the Committee an opportunity to preview and provide input to staff prior to the City Council's fiscal sustainability work sessions scheduled on September 18<sup>th</sup> and October 16<sup>th</sup>. The Committee ultimately approved moving the September and October meetings to September 13<sup>th</sup> and October 3<sup>rd</sup> respectively to accommodate staff's request.*

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.*)

E – 1: 5-Year Forecast Assumption Review (30 minutes)

*The Finance Manager gave an overview and update of the City's 5 Financial forecast.*

*The staff presentation is available at this link:*

<http://www.novato.org/Modules/ShowDocument.aspx?documentid=9207>

**E – 2: Fiscal Sustainability Options Tool (30 minutes)**

*The Assistant City Manager and Finance Manager made a presentation on the upcoming fiscal sustainability discussion process and the options tool that Council will develop over the next nine months.*

*Staff explained that a number of work sessions will be held on specific topics to develop a list of options for Council to consider as part of a final plan. For example, the August 28<sup>th</sup> work session is designated for Council to identify the base or identify the target that the City seeks to address through the final plan.*

*The process presentation is available at this link:*

<http://www.novato.org/Modules/ShowDocument.aspx?documentid=9211>

*A model of the fiscal sustainability options tool is available at this link:*

<http://www.novato.org/Modules/ShowDocument.aspx?documentid=9209>

*The Committee's primary suggestion was that the City not limit itself in terms of options. Members expressed that this type of process can sometimes limit the options considered. Staff pledged to keep this view in mind and pass it on to the Council.*

*The fiscal sustainability process has been designed to allow input from the Committee as well as the public and City employees. Committee members provided some ideas on public outreach to City staff.*

**E – 3: Review Draft 2012-2013 Measure F Annual Report (30 minutes).**

*Staff presented a revised draft of the Committee's draft annual report (note: a copy of the draft was included in the agenda packet for this meeting).*

*The Committee members expressed support for the content of the report. Members requested that additional background and history be added to the report outlining the fiscal sustainability efforts the City has completed to date and that have reduced the structural deficits from what the previous levels.*

*The Committee also approved sending a cover letter (with the annual report) to the Council encouraging the Council to adopt a fiscal sustainability plan as expeditiously as possible. The Committee requested that the letter address the fact that the changing economic landscape, specifically related to sales tax leakage and economic development in*

*other local communities, will have an impact on the City's efforts to achieve fiscal sustainability.*

*Staff will develop an initial draft of this letter for consideration by the Committee at the September meeting.*

F. Committee/Staff Comments

*There were no additional Committee and/or staff comments.*

G. Adjournment

G – 1: Next Regular Meeting – September TBD

*The meeting was adjourned at 9:05 AM. The next meeting will take place on September 13<sup>th</sup> at 7:30 AM.*



THE CITY OF  
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## Draft Minutes to be Considered at Next Meeting

### MINUTES MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE THURSDAY, SEPTEMBER 13, 2012: 7:30AM – 9:00AM 75 ROWLAND WAY #200 ATHERTON CONFERENCE ROOM

#### A. Call to Order

*The meeting was called to order at 7:38 AM. In attendance were:*

*Committee Members: David Bentley, Alan Berson, Caitrin Devine, Bob Ratto and Bob Scott.*

*City Staff: Cathy Capriola, Brian Cochran, Dane Wadlé*

#### B. Approval of Final Agenda

*The final agenda was approved unanimously.*

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.*)

*There was no public comment.*

#### D. Committee Organizational Items

D – 1: Approval of August 16, 2012 Meeting Minutes (5 minutes)

*The approval of the August 16, 2012 meeting minutes was deferred to the next meeting due to the fact that there was not a quorum of members present who were also present at the August 16<sup>th</sup> meeting.*

D – 2: New Committee Member: Bob Ratto Welcome (5 minutes)

*New Committee Member Bob Ratto introduced himself to the Committee and discussed his background and interest in the committee. In turn, the Committee members also introduced themselves to Mr. Ratto.*

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.*)

E – 1: Fiscal Sustainability: Recap of August 28<sup>th</sup> Council Meeting

*City staff provided a recap of the August 28<sup>th</sup> fiscal sustainability work session. Staff walked through the presentation made to Council and the community at this work session.*

*The presentation is available at this link:*

[http://ci.novato.ca.us/agendas/pdfstaffreports/082812\\_L-6.pdf](http://ci.novato.ca.us/agendas/pdfstaffreports/082812_L-6.pdf)

## E – 2: Fiscal Sustainability: Discussion/Preview of Upcoming Work Sessions

*Staff provided a preview of the upcoming Council fiscal sustainability work session. This session will occur on September 18th. This session (and the following session on October 16<sup>th</sup>) will focus on City departments. Each department will provide an overview of:*

- *Current service levels;*
- *Key issues and trends in the department;*
- *Measure F-supported services (direct and general fund backfill);*
- *Existing service level “holes” or areas where the department is not able to focus resources; and*
- *Fiscal sustainability ideas and proposals.*

*The September 18<sup>th</sup> work session will profile the Central Administration, Administrative Services and Community Development Departments. Staff gave an overview of these presentations and solicited feedback from the Committee.*

*The presentations are available at this link:*

*[http://ci.novato.ca.us/agendas/pdfstaffreports/091812\\_E-1\\_REVISED.pdf](http://ci.novato.ca.us/agendas/pdfstaffreports/091812_E-1_REVISED.pdf)*

*Similar to the August 16<sup>th</sup> meeting, the Committee highlighted the need to be creative and think outside the box as the Council and the community develop a fiscal sustainability plan.*

E – 3: Final Review/Action on 2011-2012 Measure F Annual Report  
*The Committee provided additional feedback and comments on the annual report. This feedback was accepted. Committee Member Scott made a motion to approve the 2011-2012 annual report. Committee Member Berson seconded this motion and it was approved by a vote of 5-0-2 (Committee Member’s Mackenzie and Jordan were absent).*

*The Committee specifically requested that staff develop an executive summary of the report to distribute to the public. The Committee also suggested that perhaps the City should buy a quarter-page ad in one of the local newspapers to notify the public about the report’s existence. Staff will work with the new Public Communication Coordinator to advertise the report.*

*Printed copies of the report will be available at the City Administrative Offices and the Margaret Todd Senior Center.*

F. Committee/Staff Comments

*There were no additional Committee and/or staff comments.*

G. Adjournment

G – 1: Next Regular Meeting – October 10, 2012 @ 7:30 A.M.

*The meeting was adjourned at 9:03 AM. The next meeting will take place on October 10<sup>th</sup> at 7:30 AM.*

**Draft Minutes to be Considered at Next Meeting**



THE CITY OF  
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**MINUTES**  
**MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE**  
**WEDNESDAY, OCTOBER 10, 2012: 7:30AM – 9:00AM**  
**75 ROWLAND WAY #200**  
**ATHERTON CONFERENCE ROOM**

**A. Call to Order**

*The meeting was called to order at 7:35 AM. In attendance were:*

*Committee Members: David Bentley, Alan Berson, Bob Ratto, Robert Jordan and Caitrin Devine were present. Bob Scott and Cris MacKenzie were absent*  
*City Staff: Cathy Capriola, Brian Cochran*

**B. Approval of Final Agenda**

*The final agenda was approved unanimously.*

**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.*)

*There was no public comment.*

**D. Committee Organizational Items**

**D – 1: Approval of August 16, 2012 Meeting Minutes (5 minutes)**

*The approval of the August 16, 2012 meeting minutes was deferred to the next meeting due to the fact that there was not a quorum of members present who were also present at the August 16<sup>th</sup> meeting.*

**D – 2: Approval of September 13, 2012 Meeting Minutes (5 minutes)**

*The approval of the September 13, 2012 meeting minutes was deferred to the next meeting due to the fact that there was not a quorum of members present who were also present at the September 13, 2012 meeting.*

**D – 3: Recap of Measure F Annual Report Presentation (10 minutes)**

*C. Capriola and D. Bentley provided an overview of Committee member MacKenzie and staff's presentation of the Measure F Annual Report to the City Council at the September 25<sup>th</sup> meeting. Council offered suggestions to the report. Staff discussed ways to incorporate Council's suggestions into future reports. Council asked for the Committee's ideas for fiscal sustainability.*

**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.*)



E – 1: Fiscal Sustainability: Discussion/Preview of October 16<sup>th</sup> Work Session on Fiscal Sustainability and Overall Work Plan (60 minutes)

*Staff presented working drafts of Police, Parks, Recreation and Community Services and Public Works department presentations for review the Committee's review. The Committee provided feedback to improve the clarity and content of the presentations. Staff appreciated the Committee's comments and stated that they will be continuing to polish and finalize the presentations.*

F. Committee/Staff Comments

*There were no additional Committee and/or staff comments.*

G. Adjournment

G – 1: Next Regular Meeting –November 29, 2012

*The meeting was adjourned at 9:05 AM. The next meeting will take place on November 29<sup>h</sup> at 7:30 AM.*