



THE CITY OF
NOVATO
CALIFORNIA

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 18th and October 16th. The Committee ultimately approved moving the September and October meetings to September 13th and October 3rd 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 28th 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 13th at 7:30 AM.