



THE CITY OF  
NOVATO  
CALIFORNIA

## SPECIAL MEETING

### AGENDA MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

**Thursday, APRIL 18, 2013: 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 April 05, 2013 Meeting Minutes

D – 2: Approval of April 11, 2013 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.)*

<i><b>Time</b></i>	<i><b>Item/Attachments</b></i>	<i><b>Purpose and Actions</b></i>
60 minutes	E-1: Infrastructure Fiscal Sustainability Work Session Presentation Continued from April 5, 2013 Meeting  Presentation by Jason Nutt, Public Works Director  <b>Link provided on City of Novato website - Infrastructure Presentation</b>	<i>Educational session on City's infrastructure; provide thoughts and feedback to staff</i>
15 minutes	E-2: Fiscal Sustainability Workshop #10 Core Staffing  <b>Updated draft presentation provided prior to the meeting</b>	<i>Provide feedback on Core Staffing draft presentation and Options Tool concepts for Core Staffing presentation. Feedback to staff for communication to Council.</i>
5 minutes	E-3: Update on Fiscal Sustainability Work Plan and Timeline  <b>Updated Work Plan provided at meeting</b>	<i>Update on overall work plan and dates for Council and Measure F Committee.  Informational and general update; no action required.</i>

10 minutes	E-4: Set Next Meetings	<p><i>Finalize elongated evening work session on Options Tool and Measure F. Discussion and direction regarding meeting dates to staff.</i></p> <p><b><i>Tentative-Monday, April 29<sup>th</sup></i></b> Joint Measure F Oversight and Economic Development Meeting 4:00-6:30pm-Retail Sales Tax Leakage Study</p> <p><i>Tuesday, April 30</i> Evening Meeting 6:30-9:30 pm.-Options Tool Preview and Measure F Options</p> <p><i>Thursday, May 16</i>-extended regular meeting, 7:30-9:30 a.m.-Fiscal Sustainability Options and OPEB Trust</p> <p><b><i>Tentative May 30-</i></b> Draft Plan Discussion – Evening Session Proposed</p>
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F. Committee / Staff Comments

G. Adjournment

Attachments:  
None

**AFFIDAVIT OF POSTING**

I, Carla Hansen certify that on April 17, 2013, I caused to be posted the agenda of the Friday, April 18, 2013 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/  
Management Analyst



THE CITY OF  
NOVATO  
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**SPECIAL MEETING**  
**MINUTES**  
**MEASURE F OVERSIGHT/CITIZENS FINANCE**  
**COMMITTEE**

**Thursday, APRIL 11, 2013: 7:30AM – 9:00AM**  
**75 ROWLAND WAY #200**  
**ATHERTON CONFERENCE ROOM**

**A. Call to Order**

*The meeting was called to order at 7:40 A.M. In attendance were:*

*Committee Members: Cris MacKenzie, David Bentley, Caitrin Devine, Bob Ratto and Al Berson. Bob Scott and Robert Jordan were absent. C. MacKenzie left meeting at (estimated) 8:30 A.M. A. Berson left meeting at (estimated) 8:45 A.M.; no quorum at this time.*

*City Staff: Michael Frank, Cathy Capriola, Brian Cochran, Jason Nutt, Maureen Chapman and Carla Hansen*

**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**

*Minutes from the April 5, 2013 meeting will be on the April 18, 2013 meeting agenda.*

**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.)*

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
30 minutes	E-1:Core Staffing Working Draft Presentation  <u>Handout provided at the meeting</u>	<i>Provide initial thoughts and feedback to staff</i>

*M. Frank provided a brief overview of the draft Fiscal Sustainability Work Session #10 which is focused on “Core Staffing”. The draft presentation provided a high-level look at past staffing level reductions, current staffing levels in each department, recommended staffing additions and options for the Fiscal Sustainability Options Tool. The goal of the fiscal sustainability initiative is to develop a long term plan that will be for fiscally and operationally sustainable. Staff believes that prior year cuts went too deep and that after several years of re-balancing work additional positions are required in order to provide the required services to the community. The presentation identified 12.5 core positions the City Manager recommends adding in order for the City to be organizationally and fiscally sustainable in the future. Of these 12.5 positions, 7.5 are currently filled and funded with grants or Measure F dollars*

*Committee members provided ideas for further research including identifying positions being funded*

by Measure F and grants(recommended using a stacked bar graph) historically comparisons and benchmarking staff levels of similar Cities. Staff will do its best to look into this additional information and provide an updated presentation at the next Committee meeting.

The purpose of the Core Staffing presentation, like the other FS work sessions, is to provide options for consideration as part of the Sustainability Options Tool analysis. This is part of the background, analysis and context that Council will have to consider as they make their decisions this summer regarding Fiscal Sustainability.

<p><b>35 minutes</b></p>	<p><b>E-2: Operating Budget Overview Presentation</b></p> <p><b><u>Attachment-Staff Report with Expenditure Summary Spreadsheet and Presentation, General Plan Work Program Presentation</u></b></p>	<p><i>Provide feedback to City Council</i></p>
<p><i>B. Cochran briefly presented key slides from the Operating Budget presentation focused on the departmental budget process and the allocations of Measure F funds to date (prior approved expenditures, future expenditures and unallocated funds). The Committee was provided with a summary sheet of operating budget recommendations including all proposed Measure F funding.</i></p> <p><i>Staff highlighted two changes to the operating budget: 1) placing the request for the Principal HR Analyst on hold until after the FS Plan is approved and instead replacing the request for \$50,000 in consulting/contracting services. 2) Also, placing the Maintenance Specialist position request on hold until after the FS Plan is approved by retaining an engineering position as vacant in the interim.</i></p> <p><i>Committee members provided feedback and asked questions about the decision-making process to use Measure F funds or have departments “absorb” funding requests into their base budgets. Staff uses the Measure F ballot language as criteria to gauge whether or not to use Measure F funding. Committee member D. Bentley pointed out that funding for the Hamilton Reuse program should be presented as a return on investment. Committee member A. Berson expressed concern about extending the Measure F sales tax in the future. Staff responded to both Committee members concerns. Overall, with the changes made by staff, the Committee was comfortable with the proposed FY 13/14 Operating Budget.</i></p>		
<p><i>Committee Member Berson needed to leave meeting early at (estimated) 8:45 A.M. No Committee quorum from this point forward. Remaining committee members heard CIP budget presentation but no action was taken.</i></p>		
<p><b>20 minutes</b></p>	<p><b>E-3: Capital Improvement Plan (CIP) Budget Presentation</b></p> <p><b><u>Attachment-Draft CIP Budget Presentation</u></b></p>	<p><i>Provide feedback to City Council</i></p>
<p><i>J. Nutt presented an overview of the proposed FY 13/13 CIP Budget and highlighted two new major projects: reconstruction of Pioneer Park tennis courts and phase 1 of the Downtown Depot Parking Lot. J. Nutt stated that options for Measure F funding for capital projects will be presented later this summer in the FS Plan.</i></p>		
<p><i>The meeting ended without a quorum therefore the Committee could not take any action on this item.</i></p>		

**F. Committee / Staff Comments**

*There were no additional comments.*

G. Upcoming Meeting Schedule

April 18 = Continue/Finish FS Infrastructure Workshop

*TBD* = Options Tool Preview and Measure F Options

*TBD* = Retail Leakage Analysis and Community Survey

*TBD* = Draft Plan Discussion

*Staff will send out a Doodle survey for the recommended evening meeting to discuss the FS Options Tool and Measure F Options.*

H. Adjournment

The meeting was adjourned at 9:15 A.M.



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## SPECIAL MEETING

### Minutes MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

**FRIDAY, APRIL 5, 2013: 7:30AM – 9:00AM**  
**75 ROWLAND WAY #200**  
**ATHERTON CONFERENCE ROOM**

#### A. Call to Order

*Meeting was called to order at 7:35 A.M. In attendance were:*

*Committee Members: Cris MacKenzie, Caitrin Devine, Bob Ratto, Al Berson, Robert Jordan and David Bentley. Bob Scott was absent.*

*City Staff: Cathy Capriola, Brian Cochran, Carla Hansen, Jason Nutt and Dave Meyers*

#### B. Approval of Final Agenda

*The final agenda was approved unanimously.*

#### C. Committee / Staff Comments

*Committee Member Bentley expressed concerns about the role of the committee. He questioned the timing of material being presented to the committee; i.e- after City Staff has made recommendations to the Council on expenditure of Measure F funds and after the City Council has already reviewed the material, which doesn't afford the committee the opportunity to provide feedback or recommendations. Other Committee members agreed with D. Bentley's concerns. Committee member Jordan suggested an adjustment to the Committee's meeting time (extending the meeting length or switching to evening meetings until the Fiscal Sustainability Plan is approved) which would provide additional flexibility for staff.*

*Staff understood and shared the concerns of the Committee. Staff explained that with the pace and the number of work sessions it has been difficult to choreograph the process so that the Committee receives information prior to council meetings especially as we seek a quorum for meeting dates. C. Capriola also offered suggestions to hold longer meetings or an additional meetings for the Committee to discuss and provide ideas and feedback on the various fiscal sustainability options and the use of Measure F funding. Staff committed to outlining a schedule for May, June and July as soon as possible to allow greater prior notice of meetings and topics.*

#### D. 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.*

#### E. Committee Organizational Items

*D – 1: Approval of March 05, 2013 Meeting Minutes*

*The minutes were approved unanimously with minor edits.*

*D – 2: Approval of January 25, 2013 Meeting Minutes (5 minutes)*

*The minutes were approved unanimously.*

#### F. 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.)*

<i>Time</i>	<i>Items</i>	<i>Attachment/Handout/Link</i>
10 minutes	E-1: Update on recent Fiscal Sustainability Work Plan	Attachment – Work Plan
<i>C. Capriola presented an outline of the Fiscal Sustainability Work Plan. The Committee discussed potential future meeting dates.</i>		
30 minutes	E-2: Facilities Fiscal Sustainability Work Session Presentation (Jason Nutt, Public Works Director)	Attachment – Facilities Assessment Staff Report  <b>Links provided on City of Novato website - Facilities Presentation and Assessment Study</b>
<i>J. Nutt presented the Fiscal Sustainability Work Session on Facilities. The session was presented to the City Council on March 16, 2013. The presentation provided a comprehensive overview of an assessment completed by consultant Faithful+Gould of the condition of City facilities.. According to the assessment, 20 of the 21 City-owned facilities are in “good” condition. The Committee provided feedback on the potential maintenance funding options to continue regular needed maintenance of City facilities and to address deferred maintenance.</i>		
50 minutes	E-3: Infrastructure Fiscal Sustainability Work Session Presentation (Jason Nutt, Public Works Director)	Attachment – City-wide Infrastructure Staff Report  <b>Link provided on City of Novato website - Infrastructure Presentation</b>
<i>J. Nutt began presenting the Fiscal Sustainability Work Session on Infrastructure. Due to time constraints, the Committee will continue to hear the presentation at a later meeting. J. Nutt continued his presentation on the status of roadway infrastructure which included pavement, sidewalks, gutters and curb conditions City-wide. The topics yet to be presented are the conditions of traffic signs and street lights, bridges, retaining walls, multi-use paths and storm drains.</i>		

G. Upcoming Meeting Schedule

April 18 = FY 13/14 Operating Budget + FY 13/14 CIP Budget + Core Staffing

Tentative May 2 = Options Tool Preview and Measure F Options

Tentative May 16 = Retail Leakage Analysis and Community Survey

Tentative May 30 = Draft Plan Discussion

*The Committee decided the next meeting will be held April 11, 2013 to discuss the Operating and CIP budgets and hear the Core Staffing presentation.*

H. Adjournment

*The meeting was adjourned at 9:05 A.M.*