



THE CITY OF
NOVATO
CALIFORNIA

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.)

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

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>35 minutes</p>	<p>E-2: Operating Budget Overview Presentation</p> <p><u>Attachment-Staff Report with Expenditure Summary Spreadsheet and Presentation, General Plan Work Program Presentation</u></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>20 minutes</p>	<p>E-3: Capital Improvement Plan (CIP) Budget Presentation</p> <p><u>Attachment-Draft CIP Budget Presentation</u></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.