



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

NOVATO CITIZENS FINANCE ADVISORY/ OVERSIGHT COMMITTEE MEETING

to be held at

City Administrative Offices
Womack Conference Room
922 Machin Ave

April 13, 2017
7:30AM

Chair

Caitrin Devine

Vice Chair

Tim O'Connor

Commissioners

David Bentley

Regina Bianucci Rus

Don Bibeault

Cris MacKenzie

Robert J. Scott, Jr

AGENDA

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.

7:35 A.M. *(Time is approximate.)*

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVE MEETING MINUTES OF FEBRUARY 16, 2017

D-2: APPROVE MEETING MINUTES OF MARCH 16, 2017

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.

7:45 A.M. *(Time is approximate.)*

E-1: REVIEW OF PROPOSED 2017/18 CAPITAL IMPROVEMENT PROGRAM BUDGET

Receive an update from staff and provide feedback on the proposed 2017/18 capital improvement program budget. Staff will provide a PowerPoint presentation outlining available funding and both continuing and new projects for the next fiscal year.

F. COMMITTEE / STAFF COMMENTS

G. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on April 6, 2017 I caused to be posted the agenda of the April 13, 2017 meeting of the Novato Citizens Finance Advisory/Oversight Committee meeting of the City of Novato, California, on the City of Novato Community Service Boards in City Hall and the Police Department, and on the City's website at www.novato.org.

/Brian Cochran/
Finance Manager



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**City Administrative Offices
Womack Conference Room
922 Machin Ave**

**February 16, 2017
7:30AM**

Chair

Caitrin Devine

Vice Chair

Tim O'Connor

Commissioners

David Bentley

Regina Bianucci Rus

Don Bibeault

Cris MacKenzie

Robert J. Scott, Jr

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:34am. Committee members: Caitrin Devine (arrived at 7:37am), Tim O'Connor, David Bentley, Regina Bianucci Rus, Don Bibeault, Cris MacKenzie, Robert J. Scott, Jr. City Staff: Brian Cochran, Christina Soares, Pam Shinault (arrived at 7:55am), Scott Sanders (arrived at 8:25am). Members of the public: Hutch Turner, Carol Ann Moore. City Council Members: Pam Drew, Pat Eklund

B. APPROVAL OF FINAL AGENDA

The agenda was approved unanimously-Ayes: 7 (Devine, O'Connor, Bentley, Bianucci Rus, Bibeault, MacKenzie, Scott), Noes: 0. Absent: 0

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.

None.

7:35 A.M. *(Time is approximate.)*

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVE MEETING MINUTES OF DECEMBER 8, 2016

Minutes were unavailable for approval. Will be available for approval at next meeting.

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.

7:40 A.M. (Time is approximate.)

E-1: RECAP OF COUNCIL ACTION ON MEASURE C ACCOUNTING / COMMITTEE ROLE

Receive a brief update on the City Council actions of December 13, 2016 regarding the Committee role and the accounting policy for Measure C sales tax.

B. Cochran announced Council's approval of the Committee's role of providing general fund oversight with the exception of reporting "Regularly" was not defined. D. Bentley suggested a final review of the Committee Roles draft. D. Bibeault suggested topics should be considered two to three meetings in advance for discussion such as public safety and lighted crosswalks as Measure F Funding includes those specific improvements. B. Cochran suggested an Engineering staff member present current projects to the Committee in the future.

7:50 A.M. (Time is approximate.)

E-2: ONE-TIME FUNDING REQUEST FOR NOVATO INDEPENDENT ELDERS PROGRAM

Consider a one-time funding request of \$11,000 from Measure F funds for the Novato Independent Elders Program.

Pam Shinault presented the multitude of county-wide programs and services provided at the Margaret Todd Senior Center to older adults living in Novato. The program's funds are administered at the County level and with a change in staffing and an information gap regarding the process, NIEP is hoping this will be a one-time request for funding.

D. Bentley made motion to approve. D. Bibeault seconded the motion. The vote was approved unanimously by the Committee. Ayes: 7 (Devine, O'Connor, Bentley, Bianucci Rus, Bibeault, MacKenzie, Scott), Noes: 0. Absent: 0

8:00 A.M. (Time is approximate.)

E-3: REVIEW OF DRAFT FIVE-YEAR FORECAST

Review and provide feedback on an updated draft five-year General Fund forecast.

B. Cochran presented the five-year forecast to the Committee. Transient Occupancy Tax and Sales Tax revenues were noted as slowing down while Internet Sales Tax continues to increase. Auto Sales reported an increase as well, which is favorable since Novato has four car dealers in town. County Property Tax has a much higher rate of growth compared to the City Property tax.

Motion: Recommend to the City Council that staff begin analyzing scenarios required to bring expenses more in line with revenues. Staff will begin the conversation with the City Council at the upcoming forecast presentation on February 28, 2017 with a review of future projected deficits and the amount of savings that would be required to balance the forecast. Actual proposals / budget reduction options will not be reviewed yet, but the Council should begin a robust discussion about long-term fiscal sustainability.

Motion was made by T. O'Connor, seconded by C. Devine and approved unanimously by the Committee.

8:30 A.M. (Time is approximate.)

E-4: REVIEW OF IT MASTER PLAN AND IT PROJECTS

Receive an overview and update from information technology staff on recent technology project expenditures and upcoming key projects.

Scott Sanders, Technology Manager, presented the 2011 review of systems that became the IT Master Plan. Utilizing Measure F Funds, the multitude of projects include: updating of network switches, employee training, system and software upgrades, online Business Licenses, microfiche conversion, shared security access, Police Department in-car video recording, mobile device management system, two limited-term staff and current GIS financial software conversion. Currently the Police Department is undergoing server virtualization and a registration system for Parks & Recreation.

Future improvements include an Agenda management system, network upgrades, document scanning and indexing, an external network security audit and testing, and continued GIS development.

There are discussions of a new, independent dispatch system for the Police Department.

F. COMMITTEE / STAFF COMMENTS

H. Turner suggested a periodic summary of expenses showing savings, printing line items outside of contracts and if they are necessary to daily operations. Recommended review contracts in the future.

G. ADJOURNMENT

Meeting adjourned at 9:23AM.

Next meeting scheduled for March 16, 2017



THE CITY OF
NOVATO
CALIFORNIA

**NOVATO CITIZENS FINANCE ADVISORY/
OVERSIGHT COMMITTEE MEETING**

held at

**Novato Police Department Training Room
909 Machin Avenue
Novato 94945**

**March 16, 2017
7:30AM**

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Chair

Caitrin Devine

Vice Chair

Tim O'Connor

Commissioners

David Bentley

Regina Bianucci Rus

Don Bibeault

Cris MacKenzie

Robert J. Scott, Jr

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:32 am. Committee members: Caitrin Devine, David Bentley, Regina Bianucci Rus, Don Bibeault, Cris MacKenzie, Bob Scott. Staff members: Brian Cochran, Maureen Chapman, Gina Javier, Christina Soares, Pam Shinault, Russ Thompson. Councilmember: Pam Drew

B. APPROVAL OF FINAL AGENDA

The agenda was approved unanimously. Ayes: 6 (Devine, Bentley, Bianucci Rus, Bibeault, MacKenzie, Scott), Noes: 0. Absent: 1 (O'Connor)

C. PUBLIC COMMENT

There were no comments from the public.

7:35 A.M. *(Time is approximate.)*

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVE MEETING MINUTES OF DECEMBER 8, 2016

Bentley made motion to approve with the correction of replacing "repealed" with "expired" regarding Measure F. Scott second, approved unanimously.

D-2: APPROVE MEETING MINUTES OF FEBRUARY 16, 2017

Unavailable for approval.

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.

7:40 A.M. *(Time is approximate.)*

E-1: HILL RECREATION AREA MASTER PLAN PROJECT

Receive an update from staff and provide feedback regarding the Hill Recreation Area Master Plan project, including an overview of the project elements and funding

considerations. Additional project details, site plans, and documents can be viewed online at <http://novato.org/hillmasterplan>.

Pam Shinault, Community Services Director presented to the Committee, the Hill Recreation Master Plan Project. After extensive public outreach, the goal is to develop a signature park central to Novato. Due to funding concerns, the project will consist of two construction phases. The first phase will increase ADA access and parking, expanded parking, improving multi-purpose athletic fields, installation of one multi-sport synthetic turf field, four pickleball courts and walking trails.

Phase two will include the installation of six covered and lighted bocce ball courts, children's play area and an additional parking area. The Master Plan has a projected cost of \$6-\$6.5 million. Due to increasing construction costs and lack of funding, additional funds are vital. Measure F Funds were being used for planning and design costs. The total gap to be potentially filled by Measure F is nearly \$3 million for both phases combined.

D. Bentley asked about synthetic turf revenue generation. The bocce courts project a 9% return. Would like to see analysis on turf fields. R. Bianucci Rus inquired about the costs of maintaining synthetic turf and bocce courts. C. MacKenzie wanted to know about the time frame between Phase 1 & Phase 2 of construction as well as the possibility of any archeological delays. Russ Thompson stated that possibility was unlikely since the existing site had already undergone construction.

Pam Shinault is presenting the Master Plan to Council on March 28th and wanted feedback from the Committee. Majority of the Committee Members supported the project and supported utilizing Measure F funds to fill the funding gap to construct the full master plan (i.e. no phasing of the project). However, some members expressed concerns about exhausting the Measure F Funds in light of future City General Fund deficits.

8:30 A.M. (Time is approximate.)

E-2: FY 2017/18 BUDGET PROCESS AND CALENDAR

Receive information on the budget meeting calendar for the fiscal year 2017/18 budget process.

B. Cochran presented the 2017/18 calendar of items. Late March through early April there will be public budget workshops conducted. Operating budgets will be presented to Council mid-April, CIP Projects late-April. Final budget to be presented in May and adopted in June by Council.

F. COMMITTEE / STAFF COMMENTS

B. Cochran announced that he will be leaving the City of Novato in April.

G. ADJOURNMENT

Next meeting will be held Thursday, April 13th with a main focus on the Capital Improvement Budget. The Committee also targeted a meeting date of May 2nd to discuss the Operating Budget proposals for 2017/18.

Meeting adjourned at 8:57am.