



THE CITY OF
NOVATO
CALIFORNIA

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

held at

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

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

**July 27, 2017
7:30 AM**

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 7:38 am. Committee Members: Caitrin Devine, Tim O'Connor, David Bentley, Robert J. Scott, Jr. Staff Members: City Manager Regan Candelario, Interim Finance Manager Maureen Chapman, Accounting Technician Christina Soares. Councilmembers: Pat Eklund. Members of the Public: Hutch Turner

B. APPROVAL OF FINAL AGENDA

The agenda was approved unanimously. Ayes: 4 (Devine, O'Connor, Bentley, Scott) Noes: 0. Absent: 3 (Bianucci Rus, Bibeault, MacKenzie)

C. PUBLIC COMMENT

No public comment.

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVAL OF MAY 18, 2017 MINUTES

Unable to approve due to Committee Member absence.

D-2: APPROVAL OF MAY 2, 2017 MINUTES

Devine motioned to approve upon correction of "Ascertainment."

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: REVIEW OF ADOPTED FY 2017/18 OPERATING AND CAPITAL BUDGETS

Interim Finance Manager, Maureen Chapman, presented a review of the June 20th adopted budget and the Measure F Funds. \$3 million is being allocated to the Hill Recreation Master Plan and \$1 million to the Police Department for a fully-integrated Computer-Aided Dispatch/Records Management System. \$1.3 million of unallocated funds still remain. \$1 million from the Equipment Replacement Fund and \$300,000 from the Hamilton Trust will be used to help the funding gap for Phase II of the Downtown SMART Station.

E-2: REVIEW OF DRAFT FISCAL YEAR 2016/17 ANNUAL REPORT ON MEASURE F

Interim Finance Manager, Maureen Chapman also presented a draft of the 2016/17 Annual Report to the Oversight Committee for review and discussion. The report includes the history of Measure F, the responsibilities of the Committee, the financial history of Novato and impact the recession made on the City. The report has been updated to include current projects and provides the historic funding detail of Measure F Funds.

Many technology improvement projects were completed in 16/17 including the Finance Software conversion. Also discussed were Grant projects: Safe Pathways to School and streetlight conversion to LED. Measure F Funds have been set aside to fund three positions in the Police Department, two positions in the Maintenance Department, a Webmaster and the Hamilton Base Reuse Director. Scott, Jr. noted he had trouble tracking the flow of the report and suggested breadcrumbs to follow along. Scott, Jr. also noted the Committee anticipates another recession and not sure Measure C will sustain current spending patterns. D. Bentley inquired if the Administration Building was using LED lighting, the duration of the Hamilton Base Reuse Director funding and if the Finance Software conversion is taking place simultaneously.

Upon the Committee's agreement of the draft, the draft will be presented to Council mid-September.

F. COMMITTEE / STAFF COMMENTS

None

G. FUTURE MEETINGS

August meeting was re-scheduled to the 31st.

H. ADJOURNMENT

Meeting adjourned at 8:26 am.