



THE CITY OF  
NOVATO  
CALIFORNIA

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

held at

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

City Administrative Offices  
Womack Conference Room  
922 Machin Ave

August 31, 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 7:34 am. Committee Members: Caitrin Devine (arrived at 7:42 am), Tim O'Connor, David Bentley, Regina Bianucci Rus, Don Bibeault, Robert J. Scott, Jr. and new Committee Member Rafelina Maglio. Staff Members: City Manager Regan Candelario, Assistant City Manager Peggy Flynn, Interim Finance Manager Maureen Chapman, Accounting Supervisor Gina Javier, Accounting Technician Christina Soares. Members of the Public: Hutch Turner

**B. APPROVAL OF FINAL AGENDA**

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

**C. PUBLIC COMMENT**

Hutch Turner prepared an analysis of City Personnel Allocations and shared the report with the Committee. Hutch questioned how many staff members were hired while Measure F was in effect. When the Measure F proposition was presented to the public, if what was presented is what they got. Hutch is looking forward to a future discussion about the data. Bentley asked if staff provided any of the data for the report. Staff did not provide any information and Hutch stated he found the data published by the City. Bibeault inquired if the population had been measured over the 19 years and it had not. Hutch added that public safety is a priority to City Council. CM Candelario noted he will look at the report and review the data with staff.

**D. COMMITTEE ORGANIZATIONAL ITEMS**

**D-1: APPROVAL OF JULY 27, 2017 MINUTES**

Approved unanimously.

**D-2: APPROVAL OF MAY 2, 2017 MINUTES**

Approved on 7/27/17. Minutes for the May 18<sup>th</sup> meeting will be available for approval at the 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.

**E-1: SECOND REVIEW OF DRAFT FISCAL YEAR 2016/17 ANNUAL REPORT ON MEASURE F**

Maureen Chapman presented the revised draft report to the Committee. The Committee gave feedback on the report and approved the use of a table for the 16/17 report. The Committee discussed the reduction and/or elimination of programs and scholarships offered by Parks & Recreation. CM Candelario stated that General Fund dollars are used to fund the PRCS programs. Agreed to use the term “substantially reduced.” Also discussed PERS contribution rates and health insurance increases. During recession, City’s contribution to health did not increase while employee portion did. Added to the report, Council’s approval to allocate Measure F Funds for Hill Recreation over two fiscal years. The Committee approved the draft with changes as discussed.

**E-2: USE OF UNALLOCATED MEASURE F FUNDS**

CM Candelario spoke about the newly acquired Lieb property at 1521 Hill Road. Upon inspecting the property discovered safety and security issues to be addressed, such as on-site property management, fencing, site security and trees with issues. Candelario requested \$100,000.00 of Measure F Funds to address immediate site issues. Potential site for community garden.

Bibeault asked about one-time expense versus on-going maintenance. Candelario stated the use of one-time funds are to be used only for site maintenance and most likely not all funds will be spent. On-going expenses will be part of the Operations Budget. Assistant City Manager Peggy Flynn reiterated the need for site security and for cleanup. Caretaker houses need to be repaired. Bianucci Rus agreed that those funds would be well spent cleaning up the site. Scott, Jr and Bentley agreed but does the ballot language for Measure F Funds allow for these types of expenses? Measure F is not the appropriate place for funding. Devine mentioned part of the ballot language included, “reinvest in parks.”

O’Connor asked if there will be an increase of staff needed to handle Lieb site. CM Candelario noted there will be no additional staff now but will be doing an analysis over the next few years and how to utilize that space. The Committee discussed the issues with current small park maintenance and how Public Works will be able to maintain

additional property. CM Candelario suggested this item be discussed further at a future meeting. Devine mentioned a discussion that had occurred years ago that HOA's were assuming park responsibilities.

Bianucci Rus posed the question if the property could be sold during another recession. CM Candelario replied it is a possibility, but there would be provisions on the sale and in dire situations that would be an option. Not comfortable with selling property as a Government entity. The Committee also discussed alternate funding sources.

Scott, Jr. motioned to move recommendation to City Council, the allocation up to \$100,000.00 of Measure F Funds for use of securing the Lieb site. Bibeault seconded the motion provided the ongoing expenses become part of the Operating Budget, Devine clarified using funds from the Operating Budget for on-going maintenance.

*Ayes: 4 (Scott, Jr., Bibeault, Devine, Bianucci Rus) Noes: 2 (O'Connor, Bentley) Absent:1 (MacKenzie)*

#### **F. COMMITTEE / STAFF COMMENTS**

CM Candelario noted the departure of the Accounting Supervisor, Gina Javier. Added Council made appointments to the various Committees and welcomed the newest Member, Rafelina Maglio. The Committee also thanked Don Bibeault for his participation.

Bianucci Rus asked for Reserve Policy information. Item will be discussed at September's meeting. Bianucci Rus also inquired about Marin Grand Jury Report and responses. Also commented that the budget is not easy to understand and offered to work with staff in creating something easier to comprehend. The Committee discussed pension costs and unfunded liabilities. CM Candelario noted the importance of having these discussions allows cities to make changes in order to survive. Will send materials from League of California Cities to Committee.

CM Candelario announced the arrival of new Finance Director, Tony Clark, in October and Assistant City Manager, Michael Antwine, in September.

Devine asked when the final annual report will be presented to Council. CM Candelario noted late September. ACM Flynn will notify the Committee prior to the report being sent to Council. Bianucci Rus would like to attend Council meeting when report is presented.

#### **G. FUTURE MEETINGS**

Next meeting scheduled for September 21st.

#### **H. ADJOURNMENT**

*Meeting adjourned at 8:50 am.*