



THE CITY OF  
NOVATO  
CALIFORNIA

## SPECIAL MEETING

### AGENDA MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

**Thursday, May 16, 2013: 7:30 AM – 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

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>
5 minutes	E-1: Update on Budget Direction from Council  <b>Operating and CIP Budget summary sheets attached</b>	<i>Overview of budget final budget direction from Council. Informational only. No action.</i>
85 minutes	E-2: Update on FS Work session #11-Options Tool and recap of Council discussion  <b>Updated Options Tool to be provided at meeting</b>	<i>Walk-through and discuss changes and feedback on FS Options Tool provided to Council in work session on May 7<sup>th</sup>. Update Committee. Provide feedback to staff to communicate to Council.</i>

F. Committee / Staff Comments

G. Adjournment

Attachments:

1. FY 13/14 Operating Budget Summary
2. FY 13/14 CIP Budget Summary

**AFFIDAVIT OF POSTING**

I, Carla Hansen certify that on May 13, 2013, I caused to be posted the agenda of the Thursday, May 16, 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

## REVISED City Manager Operating Budget Recommended Additional Budget Requests FY 2013/14

		CPI adjustment planned in Forecast		\$ 236,435	\$ 60,000		
		2.5% general increase			for election costs		
		5% utilities increase					
		\$ 32,000	\$ 214,658	\$ 360,000	\$ 297,388		
		STAFFING	O&M	One-time / Special	One-time / Special		
FTE	Ongoing / One-Time	General Fund	General Fund	General Fund	Measure F	Comments / Rationale	
<b>General Fund Budget Requests</b>							
HR Principal Analyst	<del>1.00</del>	<del>2-year limited term</del>	<del>110,972</del>				REVISION: This request is on hold until after the Core Staffing discussion as part of the Fiscal Sustainability Plan. The alternative is to use \$50K for contract HR assistance to provide interim assistance until the Plan is completed.
Maintenance Worker	<del>1.00</del>	<del>1-year limited term</del>	<del>82,388</del>				REVISION: This request is on hold until after the Core Staffing discussion as part of the Fiscal Sustainability Plan.
Intern Program		Ongoing	32,000				Continue Management Intern program
Operating and Maintenance		Ongoing		214,658			Various ongoing O & M increases across departments; 5-year forecast showed \$236K for proposed Operating and Maintenance increases; proposed increases are \$22K less than projected.
General Plan and Election Costs		One-time			360,000		Cost to complete General Plan update; \$300,000 per year for 2 years; only one year funded right now. Costs for 2013 Election; already separately budgeted in 13/14 forecast
<b>DIRECT Measure F Budget Requests</b>							
<b>Public Safety - "Enhance Neighborhood Services and Public Safety"</b>							
Emergency Services Contract		One-Time			30,000		Interim contract for emergency services for continuation of core service
Tactical Pre-Plan Sites Survey for Critical Infrastructure + Ingress/Egress for Key Sites		One-Time			10,000		Funds will develop tactical plans at high priority/risk targets such as schools and government facilities. This is a joint project with NFD with potential cost sharing and with other agencies as well. Total project cost is estimated to be \$20,000.
<b>Parks - "Reinvest in Park and Street Maintenance"</b>							
Staff - Maintenance Worker	1.00	1 year Limited Term			82,388		Continue Measure F funded Maintenance Worker
<b>Youth and Seniors-"Support Seniors, Youth and Families"</b>							
Low Income Scholarships		Ongoing			10,000		Youth Camp & Program Scholarships for low income families
Youth Needs Summit		One-Time			20,000		Program and outreach to explore youth services city-wide and to identify gaps; potentially create a Youth Master Plan
Afterschool Initiative continuation		One-Time			25,000		\$10,000 carryover from funding not used in 12/13; \$15,000 in new money to expand program to 2nd site.
<b>Fiscal Sustainability Investments-"To offset/prevent additional budget cuts and maintain/restore vital general city services"</b>							
Hamilton Reuse - Contracts and Operations		One-time			100,000		Investment in reuse of Hamilton properties for economic development and neighborhood completion. Anticipate infrastructure studies, potential land use transfers, appraisals, RFP preparation and negotiation and operational expenses
Economic Development - Professional Services		One-time			20,000		Consultant services for market feasibility studies in Bio Science and Tech areas to determine potential for revenue generating development
<b>TOTALS BY FUNDING SOURCE</b>			<b>32,000</b>	<b>214,658</b>	<b>360,000</b>	<b>297,388</b>	

**FY 13/14 CAPITAL IMPROVEMENT BUDGET  
PROPOSED PROJECTS**

**CIP Budget 13/14 Funding**

	Previous Funding	New Funding FY 13/14	Measure F	Long Term Maint.	Comm. Facilities and Quimby	Dev. Impact Fee	Parking Imprvmnt	Clean Storm Water & Storm Drain Maint.	Measure A - Local Streets & Roads	Gas Tax	Other (Grants and Utility Reimb)
<b>Recreation &amp; Parks</b>		<b>\$ 445,000</b>									
New	Reconstruct Pioneer Tennis Court	\$ 350,000			\$ 350,000						
New	ResurfaceThigpen Tennis Ct	\$ 15,000			\$ 15,000						
Add	Minor Building Maintenance Projects	\$ 64,000	\$ 50,000	\$ 50,000							
Add	ADA Enhancement - Community Faciliites	\$ 15,000	\$ 20,000	\$ 20,000							
ADD	Synthetic Turf Fields - Research and Project Initiation	\$ 10,000	\$ 10,000								
<b>Municipal Facilities</b>		<b>\$ 470,000</b>									
New	Downtown Depot Parking Lot Phase 1	\$ 110,000				\$ 27,000	\$ 83,000				
New	Corp Yard Phase 2 planning	\$ 100,000						\$ 100,000			
New	Deferred Maintenance Identified in Facilities Condition Study	\$ 100,000		\$ 100,000							
New	Police Dispatch Furniture	\$ 50,000		\$ 50,000							
Add	Custodial Staff Relocation	\$ 100,000	\$ 100,000	\$ 75,600		\$ 24,400					
Add	ADA Enhancements - Civic Facilities	\$ 10,000	\$ 10,000	\$ 10,000							
<b>Trans, Drainage &amp; Utilities</b>		<b>\$ 3,639,466</b>									
New	Retaining wall assessment	\$ 50,000								\$ 50,000	
Add	Storm Drain Master Plan	\$ 100,000	\$ 234,000			\$ 47,000		\$ 187,000			
<b>Continuing Projects Follow</b>											
Cont	Novato Blvd Improvements	\$ 2,250,000	\$ 238,312			\$ 119,156			\$ 119,156		
Cont	Safe Routes to School - Lynwood & Sinaloa	\$ 76,000	\$ 338,400							\$ 33,800	\$ 304,600
Cont	Olive Ave Class 2 Bike Lane	\$ 10,000	\$ 769,400							\$ 68,100	\$ 701,300
Cont	Olive Ave. Improvements	\$ 164,000	\$ 538,594			\$ 59,546		\$ 44,890	\$ 431,271		\$ 2,887
Cont	Traffic Pedestrian Bicycle Improvements	\$ 100,000	\$ 20,000					\$ 20,000			
Cont	Olive Ave underground utilities	\$ 28,600	\$ 370,700								\$ 370,700
Cont	Pavement Management System	\$ 35,000	\$ 35,000							\$ 35,000	
Cont	Delong&Ignacio Interchange Resurfacing	-	\$ 96,000							\$ 96,000	
Cont	Paving - Measue A Group 6	-	\$ 949,060						\$ 385,007	\$ 564,053	
<b>Technology &amp; Efficiency</b>		<b>\$ 510,000</b>	<b>\$ -</b>								
<b>Streamlining &amp; Cust Serv</b>		<b>\$ 215,000</b>	<b>\$ -</b>								
<b>Additional Deficit Reductions</b>		<b>\$ 482,000</b>	<b>\$ -</b>								
<b>Total by Funding Source</b>			<b>\$ 10,000</b>	<b>\$ 305,600</b>	<b>\$ 365,000</b>	<b>\$ 277,102</b>	<b>\$ 83,000</b>	<b>\$ 351,890</b>	<b>\$ 935,434</b>	<b>\$ 846,953</b>	<b>\$ 1,379,487</b>