



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING

AGENDA MEASURE F OVERSIGHT/CITIZENS FINANCE COMMITTEE

Thursday, April 17, 2014: 7:30AM – 9:00AM
922 Machin Avenue
Womack Conference Room - 2nd Floor

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

D-1: Approval of March 20, 2014 Meeting Minutes

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>
10 minutes	E-1:Five-year Forecast Update <u>Attachment</u> <i>Five-year Forecast Detail</i>	<i>Discussion. No Action</i>
30 minutes	E-2: FY 14/15 Budget Feedback <u>Attachments</u> <i>Operating Budget Reference Sheets</i> <i>Capital Improvement Program (CIP)Budget Reference Sheets</i> <i>Proposed Measure F Additions</i>	<i>Provide recommendation to Staff</i>
40 minutes	E-1: Measure F Funding Prioritization <u>Attachment</u> <i>Measure F Funding Priorities will be provided to the Committee on Wednesday before the meeting</i>	<i>Provide recommendation to Staff</i>

10 minutes	E-3: Update on Housing Fund Organization <u>Attachment</u> <i>Handout provided at meeting</i>	<i>Informational. No action.</i>
---------------	---	--------------------------------------

F. Committee / Staff Comments

G. Adjournment

Attachments

1. March 20, 2014 Meeting Minutes
2. Operating Budget Reference Sheet
3. CIP Budget Reference Sheet
4. Proposed Measure F Additions

AFFIDAVIT OF POSTING

I, Carla Hansen certify that on April 14, 2014, I caused to be posted the agenda of the Thursday, April 17, 2014 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



THE CITY OF
NOVATO
CALIFORNIA

SPECIAL MEETING
MINUTES
MEASURE F OVERSIGHT/CITIZENS FINANCE
COMMITTEE

Thursday, March 20, 2014: 7:30AM – 9:00AM
922 Machin Ave
Womack Conference Room-2nd Floor

A. Call to Order

The meeting was called to order at 7:35 a.m. In attendance were:

*Committee members: David Bentley Caitrin Devine, Bob Ratto and Al Berson
Cris MacKenzie, Robert Jordan and Bob Scott were absent.*

City Staff: Brian Cochran Carla Hansen

B. Approval of Final Agenda

The final agenda was approved unanimously (4-0).

C. Public Comment

There was no public comment

D. Committee Organizational Items

D-1: Approval of February 27, 2014 Meeting Minutes

D-2: Approval of January 27, 2014 Meeting Minutes

D-3: Approval of November 21, 2013 Meeting Minutes

There was not a sufficient quorum to approve the minutes. Approval was deferred to the next meeting.

E. General Business

<i>Time</i>	<i>Item/Attachments</i>	<i>Purpose and Actions</i>
60 minutes	E-1: FY 14/15 Operating Budget Overview and Budget Calendar and Process Update <i>Operating budget summary handout will be provided at meeting.</i>	<i>Discussion. No Action.</i>
<p><i>Staff handed out three documents to the Committee.</i></p> <p><i>1. FY 14/15 Budget Summary-</i></p> <p><i>B. Cochran discussed the draft budget recommendations from the City Manager broken down by funding source (General Fund, Measure F and Measure A). Committee members present had the following information requests from staff, clarification on the details of the After School Initiative Measure F funding request for Parks and Rec and minor clarification on the difference between the overall increases to the Public Works O & M budget and 922 Machin building O & M Staff will the follow-up information at the next meeting.</i></p> <p><i>2. Measure F Program Process (revised from the Feb 27 meeting)</i></p> <p><i>Staff will present the operating budget to the City Council on April 8th (this is a change from April 1).</i></p>		

At the Feb 27 meeting, the Committee expressed concerns about the Measure F public outreach process. Originally, staff was going to solicit feedback from the community on how they wanted Measure F funds spent. The Committee said initiating this process and then another for a new revenue measure in the future could get confusing. Staff will hold off on the outreach process and it was removed from the process scheduled.

3. Fiscal Sustainability and Measure F Scenario Planning

The handout was provided to show how the FS plan is being implemented through the budget requests.

F. Committee / Staff Comments

There were no additional comments.

G. Adjournment

The meeting was adjourned at 8:50 a.m.

Budget Requests for FY 2014/15

Budget Requests for FY 2014/15			244,288	642,970	695,500	209,500	152,500
Account Description	Ongoing / One-time	Reason	General Fund O&M	General Fund Staffing	Measure F	Parks Measure A	CIP Reimbursement
Community Development							
0.5 FTE Admin Clerk II	Ongoing	CORE Central customer service clearing house for City; provide professional front line consistent assistance to all centralized phone, web, in-person customers (less FTE than originally recommended; transfer position from Central Admin)		35,000			
Police							
1.0 FTE NRT Analyst Extension	Ongoing	CORE Measure F. Two year extension, support position for NRT. Proactive street crimes and neighborhood intervention law enforcement.			85,000		
0.5 FTE Admin Clerk II 0.5 FTE Police Records Clerk	Ongoing	CORE Measure F. Enhance administrative support for proper customer service, responsiveness and internal staff and public. Ensure that sworn employees focus on higher level duties with efficiency.			75,000		
Contract with NFPD for Emergency Services	Ongoing	Ensure City is prepared for emergency situations in order to protect community. Focused leadership for emergency operation planning, exercises and training in partnership with NFPD.			37,500		
Investigation hourly wages	2-yr LT	Temp hours to perform crime database reporting. Two-year, limited term approval, will re-evaluate after that		15,000			
11 Patrol Vehicle Transition Costs	One-Time	Purchasing 11 new patrol vehicles; requires new specialized equipment (light bars, push bumper, prisoner. cage, etc.); one-time costs to outfit			110,000		
Capital Outlay Vehicles	One-time	Two Watch Commander vehicles (Lieutenants), who are responsible for all police calls for service during their respective platoons. Currently they are assigned "run-out" Sgt. Vehicles that have typically exceeded their useful life as a patrol vehicle. These vehicle have been less than reliable, are costly to maintain and are not fuel efficient.	50,000				
Supplies	Ongoing	Annual replacement costs for 2 vehicles	10,000				
Public Works							
1.0 FTE Maintenance Worker / Streets	Ongoing	CORE Preserves existing service levels and reduces deferred maintenance activities to ensure basic safety, functionality and aesthetic standards for streets, parks, islands and active open space areas (continuation of existing Measure F-funded position)				82,000	
1.0 FTE Maintenance Worker / Parks/Islands	Ongoing	CORE Preserves existing service levels and reduces deferred maintenance activities to ensure basic safety, functionality and aesthetic standards for streets, parks, islands and active open space areas				82,000	
1.0 PW Administrative Manager	4-year limited term	Lead major technology initiatives in Public Works including maintenance work order/management and document imaging systems; manage the City's property and facilities, including leases and contracts; process administrative improvements; and facilitate Council's direction on use of various assets. Manage various special projects.		112,500			37,500
Utilities, contract services, supplies, etc	Ongoing	Increased utility usage such as dumping fees associated with homeless encampments; increased use at Margaret Todd Sr. Center and Hamilton Pool; fire and security alarm monitoring at various city buildings	20,620				
Contract Services for Street Tree maintenance	One-time	Street Tree Maintenance for Grant Ave. This includes trimming and shaping all trees along Grant Ave	15,000				
Contract Services with Conservation Corps	Ongoing	Additional parks, open space, waterway and trail maintenance provided by Conservation Corps North Bay.				26,000	
922 Machin O&M Services	Ongoing	Funding for a full year of facility maintenance, utilities, janitorial, etc in the new building versus prior budget of only a partial year of occupancy.	53,168				

Budget Requests for FY 2014/15

			244,288	642,970	695,500	209,500	152,500
Account Description	Ongoing / One-time	Reason	General Fund O&M	General Fund Staffing	Measure F	Parks Measure A	CIP Reimbursement
Parks, Recreation & Community Services							
1.0 FTE Senior Management Analyst	Ongoing	CORE Ability to respond to business and community-driven projects / requests, preserve and develop collaborative partnerships, and perform analysis for grants and ADA compliance.		106,000			
Hourly Wages / Overtime	Ongoing	Increase in Minimum wage + wage re-structure		14,800			
Training	Ongoing	Increased training and employee development	11,300				
Special Events	Ongoing	Special events program contract dollars. \$18,000 covered by reduction of existing Admin Clerk. \$19,500 to be funded by 13/14 Measure A revenues.				19,500	
Youth Needs Summit	One-time	Carryover from 13/14			20,000		
Afterschool Initiative for Youth Program	One-time	Continue program to help develop youth, deter crime, and prevent obesity; expand to third and fourth school site in FY 14/15; launch Science Technology Engineering and Math (STEM) afterschool			50,000		
Central Administration							
1.0 FTE Hamilton Base Reuse Director	2-Year Limited Term	Extension of the Hamilton Base Reuse Director position for 2 more fiscal years, through June 30, 2016			201,000		
Hamilton Base Reuse Program Budget					117,000		
1.0 FTE Economic Development Manager	Ongoing	CORE Maintain and increase City revenue and ability to provide City services through retention and attraction of businesses and jobs.		160,000			
Contract Services	Ongoing	Marketing, outreach, public communication mailer	27,000				
Memberships	Ongoing	Marin Economic Forum membership	20,000				
Administrative Services							
1.0 FTE IT Business Analyst	4-year Limited Term	Manage the implementation of important projects contained within the IT strategic plan; process re-mapping and re-engineering. 100% charged to IT CIP program.					115,000
1.0 FTE Principal HR Analyst	Ongoing	CORE Support line departments with professional HR and risk management systems ensuring accountability, training and support to employees and managers.		143,000			
1.0 FTE Senior IT Analyst	Ongoing	CORE Software, hardware, and network that allows employees and customers efficient, current and effective technology solutions to improve service delivery and information access.		115,000			
(1.0 FTE) Sr. Acct Clerk	Ongoing	CORE Eliminate Senior Account Clerk position - division realignment		(78,330)			
Miscellaneous Human Resources O&M	Ongoing	Increased recruitments due to VSIP and Core staffing additions, recruitment costs, trainings and contract services	27,200				
Contract Services	One-Time	RFP for banking services	10,000				
Salary Realignment Based on Division Reorganization	Ongoing	Implementing complete realignment of IT Division; requires minor upgrades to IT Manager and IT Assistant base salaries to maintain the appropriate differentials between positions.		20,000			

Capital Improvement Program (CIP) 14/15 Funding											
	Previous Funding	New Funding 14/15	Measure F	Community Facilities and Quimby	Gas Tax	State and Federal Grants	TAM Measure A	Long Term Maint Fund	Long Term Mnt Infrastructure (St and Storm Drain)	Dev. Impact Fees	Other (Utility Reimb, Marin VRF, Restricted)
Parks and Recreation		\$ 2,460,467									
Add	Hill Recreation Area Site Planning and Renovation Project	\$ 83,416	\$ 600,000	\$ 400,000	\$ 200,000						
Add	ADA Enhancement - Comm Faciliites	\$ 20,000	\$ 20,000					\$ 20,000			
Add	Synthetic Turf Fields	\$ 10,000	\$ 910,000	\$ 900,000							
NEW	Parks Deferred Maintenance		\$121,467					\$ 121,467			
NEW	Bahia Parks - 1 Playground, plus benches at 5 other locations		\$ 250,000	\$ 250,000							
NEW	Replace IVC Lighting and Scoreboard		\$ 275,000		\$ 220,000					\$ 55,000	
NEW	Dog Park Renovations		\$ 43,000					\$ 43,000			
NEW	Margaret Todd Senior Center Deferred Building Maintenance		\$ 91,000					\$ 91,000			
NEW	Hill Gymnasium Deferred Building Maintenance		\$ 150,000		\$ 120,000					\$ 30,000	
Municipal Facilities		\$ 187,045									
Add	Accessibility Enhancments	\$ 10,000	\$ 10,000					\$ 10,000			
NEW	Facilities Deferred Maintenance FY14/15		\$ 147,045					\$ 147,045			
NEW	Police Building Locks/Security Cameras		\$ 30,000					\$ 30,000			

Capital Improvement Program (CIP) 14/15 Funding											
	Previous Funding	New Funding 14/15	Measure F	Community Facilities and Quimby	Gas Tax	State and Federal Grants	TAM Measure A	Long Term Maint Fund	Long Term Mnt Infrastructure (St and Storm Drain)	Dev. Impact Fees	Other (Utility Reimb, Marin VRF, Restricted)
		\$ 3,936,745									
Transportation, Drainage and Utilities											
Add	MTC Pavement Management System	\$ 35,000	\$ 35,000		\$ 35,000						
Add	Delong & Ignacio Interchanges Resurfacing	\$ 96,000	\$ 771,464		\$ 77,376	\$ 687,000					\$ 7,088
Add	Retaining Wall Assessment	\$ 50,000	\$ 100,000						\$ 100,000		
NEW	Traffic Pedestrian Bicycle Improvements		\$ 20,000						\$ 20,000		
NEW	Measure A Group 7		\$ 1,253,473		\$ 350,000		\$ 385,007		\$ 300,000		\$ 218,466
NEW	Vineyard Road Improvements		\$ 83,975		\$ 83,975						
NEW	Nave Path (Full Project Cost = \$405,000)		\$ 222,833		\$ 47,000	\$ 175,833					
NEW	Traffic Signal Improvements Scoping and Preliminary Design		\$ 25,000	\$ 25,000							
NEW	Pedestrian Crossing Improvement Program		\$ 50,000	\$ 50,000							
NEW	Streetlight Project Phase 3		\$ 1,200,000	\$ 1,200,000							
NEW	SMART access improvements		\$ 100,000								\$ 100,000
NEW	Annual Storm Drain Improvement Project		\$ 75,000						\$ 75,000		
	Total by Funding Source		\$ 2,825,000	\$ 540,000	\$ 593,351	\$ 862,833	\$ 385,007	\$ 462,512	\$ 495,000	\$ 85,000	\$ 325,554

OPERATING BUDGET MEASURE F ADDITIONS FOR 14/15

OPERATING BUDGET	\$695,500
<u>CENTRAL ADMIN</u> <ul style="list-style-type: none"> <li data-bbox="112 382 1431 496">▪ Hamilton Base Reuse Director position (<i>2 year extension; limited term</i>) <li data-bbox="112 511 529 561">▪ Program Budget 	<ul style="list-style-type: none"> <li data-bbox="1541 382 1750 432">\$201,000 <li data-bbox="1541 511 1750 561">\$117,000
<u>PARKS/RECREATION/COMMUNITY SERVICES</u> <ul style="list-style-type: none"> <li data-bbox="112 654 1302 704">▪ Expansion and continuation of Afterschool Initiative <li data-bbox="112 718 1205 768">▪ Youth Needs Summit (<i>carryover from FY 13/14</i>) 	<ul style="list-style-type: none"> <li data-bbox="1541 654 1750 704">\$50,000 <li data-bbox="1541 718 1750 768">\$20,000
<u>POLICE</u> <ul style="list-style-type: none"> <li data-bbox="112 868 1340 975">▪ Transitional costs for specialized equipment on Police vehicles due to new Patrol fleet vehicles <li data-bbox="112 989 1431 1039">▪ NRT Management Analyst (<i>2 year extension; limited term</i>) <li data-bbox="112 1053 1248 1103">▪ Police Records Clerk (0.5) and Admin Clerk II (0.5) <li data-bbox="112 1118 1340 1168">▪ Emergency Services Contract (shared with NFPD 50%) 	<ul style="list-style-type: none"> <li data-bbox="1541 868 1750 918">\$110,000 <li data-bbox="1541 989 1750 1039">\$85,000 <li data-bbox="1541 1053 1750 1103">\$75,000 <li data-bbox="1541 1118 1750 1168">\$37,500

CIP BUDGET MEASURE F ADDITIONS FOR 14/15 – PAGE 1 OF 2

Capital Improvement Program (CIP)	\$2,825,000
<u>Parks and Recreation and Community Services</u> <ul style="list-style-type: none">▪ Synthetic Turf Fields▪ Hill Recreation Area and Site Planning & Renovation▪ Bahia Playground, Park Benches & Pier	\$900,000 \$400,000 \$250,000
<u>Transportation, Drainage and Utilities (TDU)</u> <ul style="list-style-type: none">▪ Streetlight LED Phase 2▪ Pedestrian Crossing Improvement Program▪ Traffic Signal Improvements Scoping and Preliminary Design	\$1,200,000 \$50,000 \$25,000

CIP BUDGET MEASURE F ADDITIONS FOR 14/15 – PAGE 2 OF 2

TECHNOLOGY & ORGANIZATION INVESTMENTS SECTION

FY 13/14 CARRYOVER = \$244K EST.

NEW FUNDING \$653K (\$55K AUTOMATION FUND / \$598K MEASURE F)

	Funding Proposed	FY 14/15
<i>Network/Desktop/Infrastructure/Telecommunications</i>		
Network Mobile Software -\$15K/ PD Switch Upgrade-\$15K / AS 400 Upgrade	Measure F	\$55,000
<i>Citywide Applications/Software</i>		
Major Systems Research (Doc Mgt, CMMS, CLASS, Finance) & AS400 Upgrade	Measure F	\$75,000
Document Scanning & Indexing – Planning-\$90K and Public Works-\$25K	Measure F	\$115,000
Web Site Upgrade & Content Updating	Measure F	\$65,000
Intranet Software & Content Loading	Measure F	\$40,000
GIS Future Integration Projects & Staff Training; Other Ee Software Training	Measure F	\$55,000
PCI Compliance – PRCS-\$10K; Police-\$10K; CDD-\$15K (AF)	Measure F / Automation Fund	\$35,000
<i>Department Technology Projects</i>		
ASD - HR Evaluations System	Measure F	\$25,000
CDD – CRW Updates, Evaluation, and Mobile Technology	Automation Fund	\$40,000
CDD – Microfiche Digitizing	Measure F	\$30,000
POLICE - Emergency Operations Center Software	Measure F	\$30,000
POLICE – In Car Video Replacement	Measure F	\$110,000
POLICE – Year 1 Replacement Funds for In Car Video System	Measure F	\$22,000
PW – CRW Module Deployment-\$25K + Fuel System Management-\$20K	Measure F	\$45,000
<i>Limited Term Staffing – IT Focus</i>		
Staffing – IT Business Analyst & 25% of PW Administrative Manager	Measure F	\$155,000
SUB-TOTAL		\$897,000