



THE CITY OF  
NOVATO  
CALIFORNIA

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## NOVATO CITIZENS FINANCE ADVISORY/ OVERSIGHT COMMITTEE MEETING

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

### MINUTES

#### A. CALL TO ORDER

Meeting called to order at 7:30 am. Committee members: Caitrin Devine, David Bentley, Regina Bianucci Rus (left at 8:45am), Don Bibeault, Bob Scott. Staff members: City Manager Regan Candelario, Deputy Director of Public Works Chris Blunk, Finance Manager Brian Cochran (arrived at 8:47 am), Accounting Supervisor Maureen Chapman, Accounting Technician Christina Soares. Councilmembers: Pam Drew, Pat Eklund (arrived at 7:40 am)

#### B. APPROVAL OF FINAL AGENDA

The agenda was approved unanimously. Ayes: 5 (Devine, Bentley, Bianucci Rus, Bibeault, Scott) Noes: 0. Absent: 2 (O'Connor, MacKenzie)

#### C. PUBLIC COMMENT

Hutch Turner stated he will miss Brian Cochran dearly. Turner treasured Brian's explanations and was equally impressed with his educational background in government.

#### D. COMMITTEE ORGANIZATIONAL ITEMS

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

Approved unanimously.

Bentley requested final revised Roles of Committee.

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

Approved unanimously upon correction of Bianucci Rus comment, from "maintaining" to "replacing."

#### 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 PROPOSED 2017/18 CAPITAL IMPROVEMENT PROGRAM BUDGET**

*Chris Blunk, Deputy Director of Public Works, presented an overview of the proposed 2017/18 Capital Improvement Program (CIP) budget, organization and prioritization of projects and overview of CIP funding. Budget sessions for these projects will take place in April, conceptual direction and formal approval in May, adoption of budget in June.*

*Numerous projects were completed in 16/17, fifteen slated for future start, thirty-four proposed in 17/18 and six projects pending development. Ongoing projects will carry over into next fiscal year. Funding to come from various sources include: TAM Measure A Transportation Sales Tax, gas tax, Marin County Measure A, Development Impact Fees, Quimby Fees (funding for Parks & Rec), Federal and local grants, Novato Measure F and long-term maintenance funds created many years ago for facilities maintenance. Carry over projects from 16/17, no new funding requests.*

*Showcase projects proposed for 17/18: Novato Boulevard improvements (Diablo to Grant), Hill Recreation Master Plan, improving pedestrian access and crosswalk safety to transit. Bibeault asked about eminent domain regarding the Novato Boulevard project. Blunk noted goal is to minimize impact in the area. Consultants are assisting with the design. Hill Recreation Area is moving into environmental impact phase. Project to start around April-May 2018.*

*Grant Funding to be utilized for five crosswalk improvements. Bibeault asked about the cost of improvements. Blunk stated costs depend on the existing equipment, if it could be re-used, projected to cost approximately \$80,000.00 for a combined total of \$400,000.00 for the project.*

*Hill Recreation Master Plan final cost approximately \$7million. CIP funding of \$1,640,000.00 for one synthetic turf field, bocce courts and parking improvements. Committee expressed concern over final cost of project. Blunk noted the project needs to include contingency costs to cover full cost of project.*

*Transportation, drainage and utility projects include crosswalk safety, pavement management, Hamilton wall repairs and Downtown SMART station Phase II. Committee voiced concerned about parking for SMART stations.*

*Blunk presented budget requests for Miwok Park landslide repairs, parks deferred maintenance, Hill Recreation Area, Dogbone Meadow, security cameras for Police Department and Corp Yard,*

*A/V equipment for Council Chambers, creating better ADA and equal access at Police Department, waterproofing of front deck and HVAC replacement.*

*City Manager Candelario noted the importance of addressing issues at Police Department and all facilities. Devine noted the demographics of Novato having an older population, ADA access is an important issue to address.*

*In summary project funding:  
Transit & Safety-\$3,744,956  
Parks & Recreation (including Hill)-\$5,747,260  
Tech-\$300,000  
Municipal Facilities-\$370,000*

*Request for Measure F funds of \$5.1 million to fund four projects. Devine asked if these were new unallocated funds from Measure F. Bentley commented that the Measure F tax was passed by the voters to prevent budget cuts, restore City services, restore Police, streets and parks, and to prevent the closure of youth and senior services. Instead the money is being spent for new bocce ball courts, dog park enhancements, high-definition audio-visual equipment, a redundant SMART station, and artificial turf. Cochran noted the projected deficits planned for did not come to fruition. Cuts were made to save funding, now there are needs to fund. Bibeault stated the anticipated use of funds keeps changing. Scott noted his concern regarding original intent of funds and how the city would deal with the inevitable recession. Devine stated Measure F funds should be utilized for deferred maintenance repairs and many attempts have been made to communicate with the public regarding Measure F funds. Bentley would like to see a five year forecast.*

**F. COMMITTEE / STAFF COMMENTS**

**G. ADJOURNMENT**

*Next meeting to be held May 2<sup>nd</sup>  
Meeting adjourned at 9:10am*