



THE CITY OF  
NOVATO  
CALIFORNIA

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

## NOVATO CITIZENS FINANCE ADVISORY/ OVERSIGHT COMMITTEE MEETING

to be held at

City Administrative Offices  
Womack Conference Room  
922 Machin Ave

April 19<sup>th</sup>, 2018  
7:30 AM

Chair

Tim O'Conner

Vice Chair

Regina Bianucci Rus

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Rafelina Maglio

Robert J. Scott, Jr

### AGENDA

**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.

7:35 A.M. *(Time is approximate.)*

**D. COMMITTEE ORGANIZATIONAL ITEMS**

**D-1: APPROVAL OF MARCH 26, 2018 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.

7:50 A.M. *(Time is approximate.)*

**E-1: REVIEW FY18/19 PROPOSED CIP BUDGET**

**E-2: DISCUSSION ON FY18/19 PROPOSED OPERATING BUDGET**

**E-3: DISCUSS UPDATED FY18/19 BUDGET TIMELINE**

**E-4: DISCUSSION ON FUTURE SPECIAL MEETINGS TO DISCUSS BUDGET & CAFR**

**F. COMMITTEE / STAFF COMMENTS**

## **G. FUTURE MEETINGS**

Next meeting scheduled for May 17<sup>th</sup>, 2018

## **H. ADJOURNMENT**

### **ATTACHMENTS**

- 1. March 26<sup>th</sup> Meeting Minutes**
- 2. Staff Report – Proposed FY18/19 CIP Budget**
- 3. Updated FY18/19 Budget Timeline**

### **AFFIDAVIT OF POSTING**

I, Tony Clark, certify that on April 13, 2018, I caused to be posted the agenda of the April 19, 2018 meeting of the Novato Citizens Finance Advisory/Oversight Committee meeting of the City of Novato, California, on the City of Novato Community Service Boards in City Hall and the Police Department, and on the City's website at [www.novato.org](http://www.novato.org).

/Tony Clark/  
Finance Manager



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March 26<sup>th</sup>, 2018  
7:30 AM

Chair

Tim O'Connor

Vice Chair

Regina Bianucci Rus

Commissioners

Caitrin Devine

David Bentley

Cris MacKenzie

Rafelina Maglio

Robert J. Scott, Jr

### AGENDA

#### **A. CALL TO ORDER**

Meeting called to order at 7:35am. Committee Members: Tim O'Connor, Regina Bianucci Rus (left at 8:30), Caitrin Devine (left at 8:30), Cris MacKenzie (left at 8:55), Rafelina Maglio, David Bentley, Robert Scott, Jr. Staff Members: Assistant City Manager Michael Antwine (arrived at 9:35), Finance Manager Tony Clark, Accounting Assistant Christina Soares. Members of the Public: Hutch Turner.

#### **B. APPROVAL OF FINAL AGENDA**

Bentley motioned to approve, Bianucci Rus seconded motion.

#### **C. PUBLIC COMMENT**

Reviewed Five-Year forecast from 2015 and noted reserve levels will decrease from 18% to 8% in 2022/2023. Concerned about cutting into reserves to cover operating expense. Curious as to what the City is spending Measure F Funds on? Measure F was passed in order to restore City functions. Do not use Measure F funds for operating funds and concerned funds are being spent on projects such as Hill Rec area.

#### **D. COMMITTEE ORGANIZATIONAL ITEMS**

##### **D-1: APPROVAL OF FEBRUARY 15, 2018 MINUTES**

Bianucci Rus motioned to approve, Bentley seconded motion upon clarification of Five-Year Forecast, not Fiscal Sustainability Plan referred to. Scott also asked for clarification on wording regarding budget approval timeline.

Bentley asked if it is important for the City to have a distinction between Fiscal Sustainability Plan and the Five-Year Forecast. May be in the City's best interest to combine the two reports. MacKenzie asked about options or scenarios as how to be fiscally solvent. Use the Fiscal Sustainability plan in order to have sensitivity about Five-Year forecast? Scott noted Fiscal Sustainability should be an ongoing practice, not an event.

## **E. GENERAL BUSINESS**

*Scott asked how the Committee can get items on future agendas. MacKenzie asked if possible to add items to the agenda in a pending section in order to keep track of outstanding items for discussion.*

### **E-1: REVIEW FY18/19 ~ FY22/23 FIVE YEAR GENERAL FUND FORECAST**

*FM Clark presented Five-Year Forecast to the Committee. Report posted online is different than report presented at meeting due to salaries being adjusted. Union negotiations taking place and cost of living adjustments will be one of the largest items for discussion. In fiscal year 18/19 there will be a 3% COLA adjustment. First forecast report includes salary adjustments, second forecast report excludes adjustments. Component of salaries factored in include health care costs and pension costs.*

*Due to issue with new accounting system, Purchase Orders encumbered funds but bills weren't paid against purchase orders. Since expenses were double counted, the 17/18 budget for revenues and expenditures, and 18/19 salaries were used for baseline numbers in report. MacKenzie asked about overtime factored in or out using actual salary payments. Clark parsed out overtime pay to showed base salaries, overtime and also included a growth rate of 3.5% for base.*

*Clark noted expenses are disproportionate but also need to look at increasing revenue. Novato receives lowest amount of property tax revenue in Marin. Staff has been doing double work while demand for services has increased. Pension obligation is large part of the deficit and layoffs or stabilized staffing effects pension liability. Clark noted that as a City, we are doing well with reserve funds.*

*Clark reviewed basic revenue assumptions with Committee. Anticipated revenue from Transient Occupancy Tax (TOT) project \$1.7million reflecting 1% growth, City receives 5.1% of property tax revenue. Novato online sales tax revenue is largest in Marin County. Scott noted the Sonoma County fires caused TOT to move south and Clark added that housing has been impacted as well. Parks & Recreation projected at \$3million for services.*

*Bentley noted big push for affordable housing. Is City looking at reducing fees to make housing more affordable to build? Clark wasn't sure if City was looking at making adjustments to fees.*

*Clark reviewed basic expenditures with the Committee. MacKenzie suggested adding comparison column to report to show Bay Area costs. Clark continued to review pension liability plans. Salary and benefit projection liability projections for 18/19 is 19.42% of payroll and in 22/23 it grows to 27.25% of payroll. Cost reduction efforts clearly largest percentage of growing costs. Focus on revenue to hedge growing pension costs. Bentley suggested adding historical data to report. Cannot control revenue but can control costs.*

*Clark continued to discuss pension obligations. Ongoing obligations continue to increase and reducing staff will not improve increasing debt.*

*During recession, PERS suffered tremendous losses and not only have to make up those losses, also have to fund current and future funding. If rate of return is lower than expected, the unfunded liability continues to grow. Returns in PERS portfolio doing poorly. The City paid off pension obligation by taking out pension obligation bond in 2006. City has been paying back debt over the past 10 years.*

*Clark explained bond valuation to the Committee and part of PERS overall lack of return on investment. To help offset future obligations, an Irrevocable Section 115 Trust was proposed to Council. Allows for flexibility in investment options and allows City to use earnings to fund pension payments. Council approved requests for proposals, contract with actuary and once complete, will present findings to Council. If approved, investment strategy would be done slowly. Initial investment would be made and then slowly make payments to Trust. Committee continued discussion on reality of PERS future liabilities and options.*

**E-2: DISCUSS FY18/19 BUDGET TIMELINE**

*Clark reviewed budget timeline with Committee. Operating budgets due to Finance by April 3<sup>rd</sup> for review and approval. April 5<sup>th</sup> prepare final slides for presentation to Council. Strategic Plan to be presented to Council April 24<sup>th</sup>. The Committee asked for a draft of the Strategic Plan and Clark currently working on. Bentley requested condensed budget for budget sub-committee. Clark noted improved reports available in new accounting software. New Accounting Supervisor Nick Saschin will be an effective resource to provide information once Maureen retires.*

**E-3: DISCUSS BUDGET / CAFR SUBCOMMITTEE**

*Add to future agenda*

**E-4: REVIEW STRATEGIC PLAN SCHEDULE**

*Add to future agenda*

**F. COMMITTEE / STAFF COMMENTS**

*Hutch commented how refreshing to see quality of discussion and that committee understands. Novato's middle-class shrinking. How does City generate revenue? In order to keep Novato the way it is, need to take a mature attitude over today's discussion. Who will protect citizens from the people who run the City?*

**G. FUTURE MEETINGS**

*Next meeting scheduled for April 19, 2018*

**H. ADJOURNMENT**

*Meeting adjourned at 9:35am.*



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## STAFF REPORT

### MEETING

DATE: April 19, 2018

TO: Novato Citizens Finance Advisory Oversight Committee

FROM: Christopher Blunk, Deputy Director Public Works/City Engineer

PRESENTER: Christopher Blunk, Deputy Director Public Works/City Engineer

SUBJECT: **REVIEW THE PROPOSED CAPITAL IMPROVEMENT PROGRAM  
(CIP) BUDGET FOR FISCAL YEAR 2018/19**

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### **REQUEST**

Consider and possibly receive information regarding the proposed Capital Improvement Program (CIP) Budget for Fiscal Year 2018/19 and provide initial comments in preparation for the May 8th City Council meeting where Council will provide direction to prepare the Fiscal Year 2018/19 Budget for public hearing, review and adoption in June.

### **DISCUSSION**

The CIP budget is developed each year alongside the City's annual operating budget for the upcoming fiscal year. While the CIP budget that is formally adopted by the Council is only a 1-year budget, the CIP itself is a 5-year program that is updated annually. Staff review many sources of information to determine which projects to include in the proposed CIP Budget. These inputs include:

- Status of existing/ongoing projects;
- Available funding sources including grant opportunities;
- City Council, staff, and community requests;
- Regulatory mandates;
- A variety of reports and plans, some of which included significant community input:
  - Novato General Plan;
  - Facility Condition Reports;
  - Pavement Management Program;
  - ADA Transition Plans;
  - Community Based Transportation Plan;
  - Bike/Pedestrian Plan;
  - Storm Drain Master Plan;
  - Safe Routes to Schools Program;
  - Downtown SMART Station Feasibility Study

Staff will give a presentation on proposed projects for inclusion in the Fiscal Year 2018/19 CIP Budget. Included in the proposed budget are seven new projects and sixteen ongoing projects requiring additional funding. For example, new projects include a corrosion-protection system for

the Hamilton Pump Station equipment, deferred maintenance for the former Lieb property, and an exterior painting project for Novato Police Department, City Hall, and the southern façade of the City Administrative building. Ongoing projects (approved by Council in previous years) that require additional funding in the next fiscal year include the Downtown SMART Station Phase II due to an increase in the actual construction cost, Vineyard Road Pavement Rehabilitation project for new sidewalk construction, finalization of the Storm Drain Master Plan, and continued enhancements from the Traffic, Bicycle, & Pedestrian Improvements project.

The attached summary spreadsheet describes proposed CIP projects by broad funding source. CIP projects are organized by the following categories:

- Municipal Facilities
- Parks, Recreation and Community Facilities
- Transportation, Drainage and Utilities
- Technology and Organizational Investments

Staff will request final direction on the City Manager's recommendations for the Fiscal Year 2018/19 Budget (Operating and CIP) during the May 8, 2018 City Council Meeting. The Planning Commission will review the proposed CIP projects for consistency with the City of Novato General Plan at their May 21, 2018 meeting. This final direction will allow for the development of the detailed proposed budget document that will be presented for formal adoption on June 12, 2018.

## **PUBLIC OUTREACH**

The public will have an opportunity to comment on the proposed 2018/19 CIP Budget during this general business item. In addition, there are three upcoming Community Budget Workshops where the public will have opportunities to learn about the city's budget process and ask questions or provide comments regarding the CIP and Operating Budget. The dates and locations of the Community Budget Workshops are as follows:

- Tuesday April 17, 6:00-8:00pm at City Hall, 901 Sherman Ave., Novato CA 94945
- Monday April 23, 6:00-8:00pm at the Hamilton Community Center West Wing, 503 Palm Dr., Novato CA 94949
- Saturday April 28, 10:00am-12:00pm at the Margaret Todd Senior Center, 1560 Hill Rd, Novato CA 94947

## **RECOMMENDATION**

Receive information regarding the proposed Capital Improvement Program (CIP) Budget for Fiscal Year 2018/19 and provide initial comments.

Proposed 2018/19 Capital Improvement Program

CIP Type	CIP Project ID	Project Name	Fund Source(s)	18/19 Proposed
TDU	18-003	MTC Pavement Management Phase IV	Gas Excise Tax	\$ -
TDU	18-003	MTC Pavement Management Phase IV	New SB1 Gas Taxes	\$ 50,000
TDU	02-008	Sherman & Cain Rehab	Chap. 27 251	\$ -
TDU	02-008	Sherman & Cain Rehab	TAM Measure A	\$ -
TDU	02-008	Sherman & Cain Rehab	New SB1 Gas Taxes	\$ -
TDU	02-008	Sherman & Cain Rehab	TAM Measure A	\$ -
TDU	02-008	Sherman & Cain Rehab	TAM B 308	\$ -
TDU	15-017	Vineyard Road Pavement Rehab	Gas Excise Tax	\$ -
TDU	15-017	Vineyard Road Pavement Rehab	LTM Infrastructure	\$ 50,000
TDU	15-017	Vineyard Road Pavement Rehab	Restricted Revenue	\$ -
TDU	15-017	Vineyard Road Pavement Rehab	New SB1 Gas Taxes	\$ 450,000
TDU	15-017	Vineyard Road Pavement Rehab	Grant PCA/STP	\$ 264,000
TDU	18-006	Downtown SMART Station Phase II	LTM Infrastructure	\$ 300,000
TDU	18-006	Downtown SMART Station Phase II	TAM Measure A	\$ -
TDU	18-006	Downtown SMART Station Phase II	TAM B 308	\$ -
TDU	18-006	Downtown SMART Station Phase II	Emer./Disaster Response	\$ -
TDU	18-006	Downtown SMART Station Phase II	Equipment Replacement	\$ -
TDU	18-006	Downtown SMART Station Phase II	Potential Lifeline Grant	\$ 400,000
TDU	18-006	Downtown SMART Station Phase II	TBD	\$ 1,705,000
TDU	18-001	Measure A (10) "Nave/Bel Marin Keys"	New SB1 Gas Taxes	\$ 240,000
TDU	18-001	Measure A (10) "Nave/Bel Marin Keys"	LTM Infrastructure	\$ -
TDU	18-001	Measure A (10) "Nave/Bel Marin Keys"	Grant OBAG2	\$ 1,551,950
TDU	19-001	2019 Annual Pavement Rehabilitation	Gas Excise Tax	\$ -
TDU	19-001	2019 Annual Pavement Rehabilitation	TAM Measure A	\$ -
TDU	19-001	2019 Annual Pavement Rehabilitation	New SB1 Gas Taxes	\$ -
TDU	19-001	2019 Annual Pavement Rehabilitation	LTM Infrastructure	\$ -
TDU	20-001	2020 Annual Pavement Rehabilitation	Gas Excise Tax	\$ -
TDU	20-001	2020 Annual Pavement Rehabilitation	New SB1 Gas Taxes	\$ -
TDU	20-001	2020 Annual Pavement Rehabilitation	TAM Measure A	\$ -
TDU	20-001	2020 Annual Pavement Rehabilitation	LTM Infrastructure	\$ -
TDU	21-001	2021 Annual Pavement Rehabilitation	Gas Excise Tax	\$ -
TDU	21-001	2021 Annual Pavement Rehabilitation	New SB1 Gas Taxes	\$ -
TDU	21-001	2021 Annual Pavement Rehabilitation	TAM Measure A	\$ -
TDU	21-001	2021 Annual Pavement Rehabilitation	TAM B 308	\$ -
TDU	21-001	2021 Annual Pavement Rehabilitation	LTM Infrastructure	\$ -
TDU	22-001	2022 Annual Pavement Rehabilitation	Gas Excise Tax	\$ -
TDU	22-001	2022 Annual Pavement Rehabilitation	New SB1 Gas Taxes	\$ -
TDU	22-001	2022 Annual Pavement Rehabilitation	TAM Measure A	\$ -
TDU	22-001	2022 Annual Pavement Rehabilitation	LTM Infrastructure	\$ -
TDU	98-008	Storm Drain Master Plan	DIF-Drain 327	\$ -
TDU	98-008	Storm Drain Master Plan	LTM Infrastructure	\$ 50,000
TDU	98-008	Storm Drain Master Plan	Clean Stormwater	\$ -
TDU	15-014	Storm Drain Improvements (Group 1)	DIF-Drain 327	\$ -
TDU	15-014	Storm Drain Improvements (Group 1)	LTM Infrastructure	\$ -
TDU	00-015	Railroad Ave. Drainage Ditch Improvements	DIF-Drain 327	\$ -
TDU	00-015	Railroad Ave. Drainage Ditch Improvements	Gas Excise Tax	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	Clean Stormwater	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	DIF-Drain 327	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	Gas Excise Tax	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	TAM Measure A	\$ -



## Proposed 2018/19 Capital Improvement Program

CIP Type	CIP Project ID	Project Name	Fund Source(s)	18/19 Proposed
TDU	97-001	Olive Phase III (Redwood to Railroad)	Restricted Revenue	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	Utility Reimb.	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	LTM Facilities	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	TAM Measure A	\$ -
TDU	97-001	Olive Phase III (Redwood to Railroad)	New SB1 Gas Taxes	\$ -
TDU	12-005	Rule 20B UUD B-6 (Olive Ave. - Redwood to Railroad)	UndrGr Utility (226)	\$ -
TDU	12-005	Rule 20B UUD B-6 (Olive Ave. - Redwood to Railroad)	Restricted Revenue	\$ -
TDU	99-007	Redwood & San Marin Improvements (AGP-5 & NP-1)	DIF-Streets 327	\$ -
TDU	99-007	Redwood & San Marin Improvements (AGP-5 & NP-1)	Restricted Revenue	\$ -
TDU	99-007	Redwood & San Marin Improvements (AGP-5 & NP-1)	New SB1 Gas Taxes	\$ -
TDU	99-007	Redwood & San Marin Improvements (AGP-5 & NP-1)	TAM Measure A	\$ -
TDU	01-004	Novato Blvd Improvements 7th/Tam-Diablo	DIF-Streets 327	\$ -
TDU	01-004	Novato Blvd Improvements 7th/Tam-Diablo	TAM Measure A Major	\$ -
TDU	01-004	Novato Blvd Improvements 7th/Tam-Diablo	TAM Measure A	\$ -
TDU	01-004	Novato Blvd Improvements 7th/Tam-Diablo	New SB1 Gas Taxes	\$ -
TDU	12-004	Rule 20A UUD #16 (Novato Blvd. - Diablo to Terrace)	Utility Reimb.	\$ -
TDU	12-004	Rule 20A UUD #16 (Novato Blvd. - Diablo to Terrace)	New SB1 Gas Taxes	\$ -
TDU	12-004	Rule 20A UUD #16 (Novato Blvd. - Diablo to Terrace)	TAM Measure A	\$ -
TDU	12-004	Rule 20A UUD #16 (Novato Blvd. - Diablo to Terrace)	DIF-Streets 327	\$ -
TDU	15-013	SMART Access Improvements	Gas Excise Tax	\$ -
TDU	15-013	SMART Access Improvements	Restricted Revenue	\$ -
TDU	15-016	"Traffic, Bicycle, & Ped Improvements" FY 14/15-18/19	LTM Infrastructure	\$ -
TDU	15-016	"Traffic, Bicycle, & Ped Improvements" FY 14/15-18/19	New SB1 Gas Taxes	\$ 150,000
TDU	16-010	North Redwood Blvd Corridor Study	New SB1 Gas Taxes	\$ -
TDU	16-010	North Redwood Blvd Corridor Study	DIF-Streets 325	\$ -
TDU	16-013	Lamont Ave Bike Lanes	Grant TDA 284	\$ -
TDU	16-013	Lamont Ave Bike Lanes	Grant TFCA 283	\$ -
TDU	16-013	Lamont Ave Bike Lanes	Gas Excise Tax	\$ -
TDU	17-006	Novato Blvd. Multiuse Path (Sutro Ave. to Stafford Lake)	Gas Excise Tax	\$ -
TDU	05-002	Redwood Blvd. Improvements North of San Marin (NP-2)	DIF-Streets 327	\$ -
TDU	09-003	Grant Ave. Bridge Rehab	Grant HBP 284	\$ -
TDU	09-003	Grant Ave. Bridge Rehab	DIF-Streets 327	\$ -
TDU	09-003	Grant Ave. Bridge Rehab	Gas Excise Tax	\$ -
TDU	09-003	Grant Ave. Bridge Rehab	LTM Infrastructure	\$ -
TDU	14-002	Downtown SMART Station Phase III	LTM Facilities	\$ 50,000
TDU	14-002	Downtown SMART Station Phase III	DIF-Civic 327	\$ -
TDU	14-002	Downtown SMART Station Phase III	DIF-Parking	\$ -
TDU	14-002	Downtown SMART Station Phase III	OBAG Grant	\$ -
TDU	17-007	Citywide Bridge Assessment/Improvement (Group 1)	Gas Excise Tax	\$ -
TDU	17-007	Citywide Bridge Assessment/Improvement (Group 1)	New SB1 Gas Taxes	\$ -
TDU	12-006	Rule 20A UUD #17 (Railroad Ave. - Olive to south terminus)	UndrGr Utility (226)	\$ -
TDU	12-006	Rule 20A UUD #17 (Railroad Ave. - Olive to south terminus)	Utility Reimb.	\$ -
TDU	12-007	Rule 20A UUD #18 (Olive Ave. - Rosalia to east terminus)	UndrGr Utility (226)	\$ -
TDU	12-007	Rule 20A UUD #18 (Olive Ave. - Rosalia to east terminus)	Utility Reimb.	\$ -
TDU	11-020	San Marin/Simmons Signalization or Roundabout	DIF-Bike/Trans 327	\$ -
TDU	15-010	LED Streetlight Retrofit Phase III	Novato Measure F	\$ -
TDU	15-015	Traffic Signal Upgrade Program	Novato Measure F	\$ -
TDU	15-015	Traffic Signal Upgrade Program	New SB1 Gas Taxes	\$ -
TDU	15-015	Traffic Signal Upgrade Program	LTM Infrastructure	\$ -
TDU	17-005	ADA RoW Transition Plan	Gas Excise Tax	\$ -

## Proposed 2018/19 Capital Improvement Program

CIP Type	CIP Project ID	Project Name	Fund Source(s)	18/19 Proposed
TDU	19-002	Hamilton Pump Station Cathodic Protection	Hamilton CFD	\$ 75,000
PRCS	19-003	Lieb Property Deferred Maintenance	Novato Measure F	\$ 100,000
PRCS	19-004	Hamilton Pool Resurfacing	LTM Facilities	\$ -
PRCS	18-007	Parks Deferred Maintenance (17/18-22/23)	LTM Facilities	\$ -
PRCS	16-007	Reservoir Hill Path Rehabilitation	LTM Facilities	\$ -
PRCS	01-005	Hill Recreation Area Master Plan	DIF-Rec 327	\$ 387,926
PRCS	01-005	Hill Recreation Area Master Plan	Novato Measure F	\$ 1,500,000
PRCS	01-005	Hill Recreation Area Master Plan	Restricted Revenue	\$ -
PRCS	01-005	Hill Recreation Area Master Plan	County Parks Measure A	\$ -
PRCS	01-005	Hill Recreation Area Master Plan	LTM Facilities	\$ 28,000
PRCS	01-005	Hill Recreation Area Master Plan	Quimby In-Lieu Fees	\$ -
PRCS	01-005	Hill Recreation Area Master Plan	Gas Excise Tax	\$ 391,025
PRCS	11-019	Public Art Projects	Art 235	\$ -
PRCS	15-005	Dogbone Meadow Improvements	County Parks Measure A	\$ -
PRCS	15-005	Dogbone Meadow Improvements	LTM Facilities	\$ -
PRCS	15-005	Dogbone Meadow Improvements	Restricted Revenue	\$ -
PRCS	17-003	Accessibility Enhancements - Parks (16/17-22/23)	LTM Facilities	\$ 20,000
PRCS	17-004	Hoog Park Playground & Accessibility Enhancements	LTM Facilities	\$ -
PRCS	14-008	Old Hamilton Gymnasium Parking Lot Resurfacing	Quimby In-Lieu Fees	\$ -
MUNI	19-005	Hamilton Arts Center Deferred Maintenance	Hamilton Arts	\$ 600,000
MUNI	19-006	MTSC Exterior Siding & Roof	LTM Facilities	\$ -
MUNI	19-007	Exterior Building Paint (NPD, City Hall, Admin)	LTM Facilities	\$ 100,000
MUNI	11-005	City Administrative Offices	General Fund	\$ -
MUNI	11-006	Civic Center Master Planning	DIF-Civic 327	\$ -
MUNI	11-006	Civic Center Master Planning	Civic Center	\$ -
MUNI	14-003	Corportation Yard Water Quality Improvements	Clean Stormwater	\$ 45,000
MUNI	18-008	Municipal Buildings Deferred Maintenance (17/18-22/23)	LTM Facilities	\$ -
MUNI	18-009	Police Department Equal Access & Waterproofing	LTM Facilities	\$ 100,000
MUNI	18-010	Police Department HVAC Replacement	LTM Facilities	\$ -
MUNI	17-002	Accessibility Enhancements - Municipal Buildings (16/17-22/23)	LTM Facilities	\$ 20,000
TOI	11-012	Technology Planning and Efficiencies	General Fund	\$ -
TOI	11-012	Technology Planning and Efficiencies	DIF-Gen. 327	\$ -
TOI	11-012	Technology Planning and Efficiencies	Novato Measure F	\$ -
TOI	11-012	Technology Planning and Efficiencies	Insurance Reserve	\$ -
TOI	11-012	Technology Planning and Efficiencies	Emergency Reserve	\$ -
TOI	11-012	Technology Planning and Efficiencies	Equipment Replacement	\$ -
TOI	11-013	Streamlining and Service Improvements	Insurance Reserve	\$ -
TOI	11-013	Streamlining and Service Improvements	General Fund	\$ -
TOI	18-012	NPD Computer Aided Dispatch & Records Management	Equipment Replacement	\$ -
	57	Total CIPs	TOTAL:	\$ 8,627,901

# MEMORANDUM



THE CITY OF  
NOVATO  
CALIFORNIA

DATE: April 10, 2018  
TO: Novato Citizens Finance Advisory Oversight Committee  
FROM: Regan M. Candelario, City Manager  
SUBJECT: FY 2018-2019 Budget Schedule Update

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

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## **Discussion**

The purpose of this memo is to provide the Finance Committee with an update on the City's annual budget schedule for fiscal year 2018-19. Below are upcoming key dates of the City's budget adoption process.

### **Community Budget Workshops:**

Tuesday, April 17, 2018 (6:00 p.m. – 8:00 p.m.) @ the City Council Chambers

Monday, April 23, 2018 (6:00 p.m. – 8:00 p.m.) @ the Hamilton Community Center Auditorium

Saturday, April 28, 2018 (10:00 a.m. – 12 noon) @ the Margret Todd Senior Center

\*Note: Staff will advertise these meetings as part of our Community Outreach Plan. Staff will make the presentation to the community; however councilmember attendance is optional.

### **Budget Presentations:**

Tuesday, April 10, 2018: CIP Proposed Budget (staff presentation)

Tuesday, April 24, 2018: General Fund Operating Budget (staff presentation)

Tuesday, May 8, 2018: Council Direction on General Fund & CIP Budget (staff presentation)

Tuesday, June 12, 2018: Public Hearing FY 18-19 Budget Adoption (staff presentation)

Tuesday, June 26, 2018: Public Hearing FY 18-19 Budget Adoption "Alternative Date"