



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

**City Administrative Offices
Womack Conference Room
922 Machin Ave**

**April 19th, 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

MINUTES

A. CALL TO ORDER

Meeting called to order at 7:32am. Committee Members: Regina Bianucci Rus, Caitrin Devine, David Bentley (arrived at 7:56am), Cris MacKenzie (left at 9:06am), Rafelina Maglio, Robert Scott, Jr. Staff Members: City Manager Regan Candelario, Assistant City Manager Michael Antwine (arrived at 7:56am), Finance Manager Tony Clark, Deputy Director of Public Works Chris Blunk, Accounting Technician Christina Soares. Council Members: Pat Eklund (arrived at 7:39am), Pam Drew.

B. APPROVAL OF FINAL AGENDA

MacKenzie motioned to approve, Scott seconded motion Approved unanimously. Ayes: 6 (Bianucci Rus, Devine, Bentley, MacKenzie, Maglio, Scott, Jr.) Noes: 0, Absent: 1 (O'Connor)

C. PUBLIC COMMENT

None

D. COMMITTEE ORGANIZATIONAL ITEMS

D-1: APPROVAL OF MARCH 26, 2018 MINUTES

Scott motioned to approve, Devine seconded motion Approved unanimously. Ayes: 6 (Bianucci Rus, Devine, Bentley, MacKenzie, Maglio, Scott, Jr.) Noes: 0, Absent: 1 (O'Connor)

E. GENERAL BUSINESS

E-1: REVIEW FY18/19 PROPOSED CIP BUDGET

Chris Blunk presented Capital Improvement Program budget to Committee. Blunk reviewed 7 new projects with \$2.67million in new funds requests, 11 carryover projects with funding proposed, 56 total projects to be active within new fiscal year. Federal Grants make up 30% of CIP funding. Gas tax repeal efforts could be a loss of \$1million for roadway funding maintenance. TAM Measure A sales tax extension could provide additional funding if approved.

CIP prioritization: multi-fiscal year projects receive priority. Studies and reports identify planning needs. Funds available determine what they can be spent on. Funds have restrictions for specific needs. Projects must also meet ADA needs.

Blunk presented the 18/19 proposed new funds (all projects) for Nave Drive, Hill Recreation, PD waterproofing and ADA issues regarding front door access. MacKenzie asked if community ADA advocates at City level. Blunk added they include community feedback as part of project planning.

Bentley noted he was unaware of Hamilton Arts Center project.

Blunk noted there is no ADA ramp at the site and the building needs a new roof. Added that improvements are funded by rent paid by tenants. Rent goes into fund and those dollars set aside for improvements.

Council Member Eklund noted the fund was established to set aside maintenance funds, former City Manager Frank eliminated fund and Eklund re-established the fund for historic Hamilton buildings.

Blunk spoke about the Downtown SMART station: no train control at platform, trains cannot stop with current tracks. Council approved \$3.1 million in funding for station in May 2017. SMART provided updated estimate for downtown station: \$5.2 million in March 2018. Funding increased due to Federal Positive Train Control deadline of December 31, 2018. Phase I funded and complete. Still need \$2.1 million to complete Phase II. Phase III cost unknown. Bentley mentioned the Committee is good representation of the community and the SMART station not a good use of Measure F funds.

Blunk discussed with the Committee proposed new projects. Hamilton pump station-\$75,000 corrosion prevention. Use leftover funds to cover expense.

Lieb Property-\$100,000 of Measure F funds for maintenance. Anticipate to spend all funds. Additional \$100k will be needed to cover additional improvements; painting and septic.

Hamilton pool resurfacing. \$500k-all of fund will pay for resurface. Programmed for 20/21. Antwine looking at revenue sharing agreement with City of San Rafael and possibly renegotiate agreement in year or two. Hamilton Pool great asset for community but lot of expense to maintain. Candelario closely examining agreement and hoping to see better outcome for City. Bianucci Rus inquired about organized swim team. Help organize program, non-profit provide funds while creating funding source to help offset expense.

Blunk presented projects impacted by SB1 (Transportation Funding) repeal:

- Olive Phase III*
- Redwood & San Marin Improvements*
- Traffic, bicycle, pedestrian improvements*
- N Redwood corridor study*
- Citywide bridge assessment/improvement*
- Traffic signal upgrades*

Bentley asked how much of a loss funding would be. Blunk stated \$1m year. MacKenzie inquired about retaining wall projects. Blunk answered the

projects are Simmons Lane retaining wall being built, Sunset Parkway project will start once school is out, third on Simmons Lane (Creekside) but no funding available so project pulled until funding is available at future date.

Blunk finished his presentation to the Committee with the 5 Year project highlights: Novato Blvd improvements, Nave Drive & BMK Blvd-road resurfacing, Hill Recreation Master Plan, Dogbone Meadow and Vineyard Road improvements.

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

Bianucci Rus asked if anything had changed since Tony's last presentation. Antwine noted nothing major had. Candelario added there have been a lot of budget requests. Antwine noted more public budget planning workshops to be held.

Bianucci Rus suggested combining items E2 & E3 for meeting, since presenting to Council on April 24, May 8th receiving actual direction from Council. Eklund noted council input will occur on May 8th and when could Committee provide input prior to meeting? Bianucci Rus-suggested the Committee meet prior to May 8 due to Council recommendation.

Candelario noted the community workshop on April 24th. Bianucci Rus suggested May 3rd meeting at 7:30 to react to council discussion on April 24 and public workshop feedback. Antwine noted Strategic Plan workshop and plan discussion with Council. Trying to identify projects that align with Strategic Plan. New proposed dates to be sent to council, will be able to identify projects. Try to get plan adopted. Start incorporating Strategic Plan with budget process.

E-3: DISCUSS UPDATED FY18/19 BUDGET TIMELINE

Combined with E-2

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

Bianucci Rus clarification on E4 to discuss budget and NOT CAFR

F. COMMITTEE / STAFF COMMENTS

Bentley thanked staff and Blunk for looking at SB1. Devine asked if Train Depot workshop input was going to be incorporated into project. Candelario mentioned they are meeting that evening to discuss.

G. FUTURE MEETINGS

Special meeting scheduled for May 3rd and scheduled meeting for May 17th cancelled. June meeting will be Thursday the 7th.

H. ADJOURNMENT

Bentley motioned to adjourn, Devine seconded motion. Meeting adjourned at 9:07am