



## **Finance Advisory Commission Meeting Agenda**

**Thursday, June 6, 2024 – 7:30 AM**

**To Be Held At:**

**City Administrative Offices,  
Womack Conference Room  
922 Machin Avenue, Novato, CA 94945**

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**Chair  
Larisa Thomas**

**Vice Chair  
Tina McMillan**

**Members  
Regina Bianucci Rus, Cris MacKenzie, Rafelina Maglio, Michele Manos, Andy Zmyslowski**

**Staff Liaison  
Amy Cunningham**

The Finance Advisory Commission welcomes you to attend its meetings which are regularly scheduled for the first Thursday every month. Your interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8900. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting.

The Finance Advisory Commission may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

- 
- A. CALL TO ORDER AND ROLL CALL**
  - B. APPROVAL OF FINAL AGENDA**
  - C. PUBLIC COMMENT**

*All members of the public wishing to address the Finance Advisory Commission are requested to submit a speaker card in advance to the Staff Liaison. (Please remember that all comment cards are PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize persons from the audience who wish to address the Commission on a particular agenda item at the time that item is considered.*

*There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.*

*For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Commission may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.*

#### **D. CONSENT ITEM**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the Commission. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Commission Member may remove an item from the Consent Calendar and place it under General Business for discussion.*

##### **D.1. Approve Meeting Minutes of May 9, 2024**

#### **E. UNFINISHED AND OTHER BUSINESS**

#### **F. GENERAL BUSINESS**

*These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Finance Advisory Commission. They will be enacted upon by a separate vote.*

##### **F.1. Fiscal Year 2024/2025 Budget Preparation Update**

##### **F.2. Strategic Plan and Fiscal Sustainability Update**

##### **F.3. Update on Finance Department Activities**

#### **G. COMMISSION AND LIAISON REPORTS**

*This section is used for Commission Members and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.*

##### **G.1. Staff Updates**

##### **G.2. Commission Member Reports: Ad Hoc Committee Updates**

The next meeting is scheduled for June 27, 2024, at 7:30 AM, and will be held in-person in the Womack Conference Room at 922 Machin Ave, Novato

H. ADJOURNMENT

*Materials that are submitted to members of the Commission after the distribution of the meeting's agenda packet will be available upon request.*

**AFFIDAVIT OF POSTING**

I, Stacey Hoggan, certify that on the Thursday before the Finance Advisory Commission meeting of June 6, 2024 that the agenda was posted on the City Community Service Board at 922 Machin and on the City's website at [novato.org](http://novato.org) in Novato, California.

/ Stacey Hoggan /  
Stacey Hoggan, Management Analyst I



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**CITY OF NOVATO**  
CALIFORNIA

**Finance Advisory Commission**

**DRAFT Minutes**

**Thursday, May 9, 2024 – 7:30 AM**

**A. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair Thomas at 7:30 A.M.

**Commissioners Present:** Regina Bianucci Rus, Cris MacKenzie, Rafelina Maglio, Michele Manos, Larisa Thomas, Andy Zmyslowski

**Absent:** Tina McMillan

**Staff Present:** Interim City Manager Amy Cunningham, Finance Director Carla Carvalho-DeGraff, Management Analyst I Stacey Hoggan, Principal Management Analyst Jennifer Maldonado, Accountant II Natalie Moline.

**B. APPROVAL OF FINAL AGENDA**

**Commission Action:** Upon a motion by Commissioner Manos, and seconded by Commissioner Zmyslowski, the Commission voted 6-0-0-1 to approve the final agenda .

**Ayes:** Bianucci Rus, MacKenzie, Maglio, Manos, Thomas, Zmyslowski

**Noes:** None

**Abstain:** None

**Absent:** McMillan

**Motion carried.**

**C. PUBLIC COMMENT**

None

**D. CONSENT ITEMS**

**D.1. Approve Meeting Minutes of April 4, 2024**

Commission approved the meeting minutes of April 4, 2024, with a correction to Commissioners titles noted in the action approving minutes.

## **D.2. Investment Policy Update**

Commissioners approved this report.

## **D.3. Fiscal Year 2023/2024 Quarter 3 Report**

This item was removed from consent and placed in General Business.

## **D.4. Fiscal Year 2021/2022 Measure F Report**

This item was removed from consent and placed in General Business.

## **D.5. Finance Department Updates**

Commissioners approved this report.

**Commission Action:** Upon motion by Commissioner Bianucci Rus, and seconded by Commissioner Maglio, the Commission voted 5-0-1-1 to approve items on consent with items D.3 and D.4 removed and placed in General Business, and Commissioner Manos abstaining from approval of minutes.

**Ayes:** Bianucci Rus, MacKenzie, Maglio, Thomas, Zmyslowski

**Noes:** None

**Abstain:** Manos

**Absent:** McMillan

**Motion carried.**

## **E. UNFINISHED AND OTHER BUSINESS**

### **E.1. Introduction to New Commissioner**

Commissioners were introduced to the newest Commissioner, Michele Manos.

## **F. GENERAL BUSINESS**

### **ITEMS D.3, D.4 PULLED FROM CONSENT:**

#### **D.3. Fiscal Year 2023/2024 Quarter 3 Report**

Commissioner questions were answered by staff. Report was accepted by Commission.

#### **D.4. Fiscal Year 2021/2022 Measure F Report**

Commissioner questions were answered by staff. Report was accepted by Commission.

**Commission Action:** Upon motion by Commissioner Bianucci Rus and seconded by Commissioner Zmyslowski, the Commission voted 6-0-0-1 to approve items D.3 and D.4.

**Ayes:** Bianucci Rus, MacKenzie, Maglio, Manos, Thomas, Zmyslowski

**Noes:** None  
**Abstain:** None  
**Absent:** McMillan

**Motion carried.**

### **F.1. Fiscal Year 2024/2025 Budget Preparation Update**

Staff presented Commissioners with a report on the FY24/25 budget development process. The report detailed previous budget history as well as significant fiscal challenges that the City has faced with in recent years.

The report outlined the upcoming fiscal year's anticipated revenues and expenditures, noting anticipated challenges and variances in expenditures that will need to be addressed by City Council in their upcoming meetings.

Staff detailed the financial projections for FY24/25 with information obtained from consultants and economic experts, department budget requests, review of funding resources, and assessments of organizational needs. The analysis of this information showed that the City's General Fund deficit is expected to increase with the anticipated rise in costs and limited revenue.

Commissioners had questions for staff and provided recommendations to bring to City Council at the May 14, 2024, meeting. Commissioners recommended that staff present the full projected deficit to Council to show the fully burdened cost of running the City. They also recommend that analysis of other funds be reviewed for possible transfers into the General Fund.

**Commission Action:** Upon a motion by Commissioner MacKenzie and seconded by Commissioner Maglio, the Commission voted 6-0-0-1 to recommend that staff present the full projected deficit to City Council as well as analysis of funds that can be used to offset the deficit to the General Fund.

**Ayes:** Bianucci Rus, MacKenzie, Maglio, Manos, Thomas, Zmyslowski  
**Noes:** None  
**Abstain:** None  
**Absent:** McMillan

**Motion carried.**

### **F.2. Fiscal Year 2021/2022 Audit**

Staff presented Commissioners with the findings of the Fiscal Year 2021/2022 audit. The auditors examination resulted in an unmodified (clean) opinion for the year. Some of the challenges faced when working on this audit were the new lease standard (GASB 87), reconciliations, and the vacancy of the Deputy Finance Director. There were also notable

improvements in this audit. The implementation of Active-Net for PRCS, stable staffing in Finance, and needed controls had been put into practice.

The FY21/22 audit included some repeat findings that staff had anticipated, but also showed improvements over the past few years; one material weakness was resolved, one material weakness was downgraded, two material weaknesses were partially resolved, one significant deficiency was partially resolved, and two control deficiencies from the prior management letter were resolved. The auditors completed significant testing of controls and confirmed that those controls are being implemented.

In addition to the unmodified and clean opinion, the audit also revealed an unassigned fund balance in the General Fund (Fund 101) of \$2.1 million. This was the result of active cost containment efforts and American Recovery Act funding that offset impacts from the pandemic. At the May 7, 2024, City Council meeting, Council directed staff to transfer the unassigned fund balance to the Emergency and Disaster Response Fund (EDRF) – Fund 116. This action aligns with the City’s reserve policy that requires no General Fund reserves be maintained at year-end except those that are assigned per GASB 54.

Staff will continue work to prepare the FY22/23 financial data for auditor field work which is anticipated to take place in September. Staff are also working on implementation of a new accounting standard for software leases and the close of FY23/24. As staff continue to resolve audit findings and implement controls, it is important to note the significant progress that was made in this audit including partially implemented and/or resolved material weaknesses and significant deficiencies.

## **G. COMMITTEE AND LIAISON REPORTS**

### **G.1. Staff Updates**

None

### **G.2. Commission Member Reports**

The ad hoc Property Lease Study Committee noted that there was discussion at a recent Economic and Development Advisory Commission (EDAC) in regard to forming a joint ad hoc committee on property leases with the Finance Advisory Commission. Members of the Property Lease Study ad hoc committee will defer this project until next steps are determined.

## **H. ADJOURNMENT**

The meeting was adjourned at 9:33 AM.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Finance Advisory Commission Meeting of \_\_\_\_\_, 2024.**

/ Stacey Hoggan /  
Stacey Hoggan, Management Analyst I

DRAFT



## STAFF REPORT

### MEETING

DATE: June 6, 2024

TO: Novato Finance Advisory Commission

FROM: Jennifer Maldonado, Principal Analyst  
 Carla Carvalho-DeGraff, Finance Director

**SUBJECT: Preview of Budget Hearing for Fiscal Year 2024/25 Operating, Capital Improvement Program, and Marin Valley Mobile Country Club Operating and Capital budgets**

### REQUEST

Preview and provide feedback prior to City Council holding a budget hearing on the Fiscal Year (FY) 2024/25 Preliminary Operating and Capital Improvement Program Budgets, and provide recommendations to Staff, including how to backfill the preliminary deficit. A recommendation for adoption of the Operating Budget, the Capital Improvement Program Budget, and the Marin Valley Mobile Country Club (MVMCC) Operating and Capital Budget will be presented to the City Council on June 25, 2024 after many months of feedback and review by the public and the Finance Advisory Commission.

### DISCUSSION

On February 13, 2024, the City Council approved a budget development calendar for the FY 2024/25 Operating and Capital Improvement Budgets. The calendar established milestones for City Council and community input into the budget development process as shown in the table below. Community input is a critical component of the annual budget development process. Through surveys, a community workshop and numerous public meetings, the community has provided valuable feedback during this process for incorporation into the preliminary budget. This budget hearing provides an additional opportunity for community input and final direction from the City Council on the FY2024/25 budgets.

The operating budget and/or Capital Program were also discussed at the Planning Commission (review for conformance with General Plan), and other City Commissions, Committees and Boards as appropriate, including the Recreation, Cultural and Community Services Commission and the Complete Streets & Pathways Oversight Committee, providing further outlets for community input and engagement.

FY24/25 Budget Development Calendar		
✓	January 18	Finance Advisory Commission (FAC) Budget Schedule
✓	January 23	Preliminary Budget Considerations
✓	Week of February 12	Launch Mini-Survey (to schedule Community Budget Workshop)
✓	February 13	Present Budget Calendar for Consideration
✓	Week of March 18	Launch Community Budget Priority Survey

✓	March 28	Community Budget Workshop
✓	April 4	Finance Advisory Commission (FAC) Preview Study Session
✓	April 09	City Council - Budget Development Study Session & Capital Improvement Program
✓	May 09	Finance Advisory Commission (FAC) Overview Capital and Operating Budget
✓	May 14	City Council - Budget Workshop
✓	June 06	Finance Advisory Commission (FAC) Draft Budget Review
	June 11	City Council - Budget Hearing
	June 25	City Council - Budget Adoption

This is the fourth time the Finance Advisory Commission has discussed development of the FY 2024/25 budget at a public meeting this year. At these meetings the FAC recognized the need to stabilize the City’s fiscal position and discussed the urgent need to focus on long-term fiscal sustainability to address ongoing deficits. As part of these discussions the FAC has expressed a desire to maintain current services levels and not reduce staffing levels further as that would have a detrimental impact on the community in FY 2024/25.

Even with the use of now depleted one-time funds to help fill the revenue gap, the General Fund adopted budget has been in a deficit position for the past four years. The following table provides a historical look at the deficits.

General Fund Budget Deficits						
	Adopted Budget FY20/21	Revised Budget FY20/21*	Adopted Budget FY21/22	Adopted Budget FY22/23	Amended Budget FY23/24	Proposed Budget FY24/25
<b>Surplus / (Deficit)</b>	(\$5,746,581)	(\$2,485,409)	(\$207,553)	(\$1,656,330)	(\$3,332,725)	(\$4,053,246)
*September 2020 Budget Revise						

These deficits were not unexpected. On February 28, 2017, the City Council received a detailed presentation on the General Fund Five-Year Forecast. The forecast identified deficits as early as FY 2017/18; fortunately, through strict expense containment actions (including elimination of over 8% of the employee workforce in 2020) and use of one-time funds, the projected deficits didn’t appear until FY2020/21. However, those one-time funds are now depleted, and there are no remaining options other than using the limited reserves available to backfill the projected deficit for FY 2024/25.

**FY 2024/25 Preliminary Operating Budget**

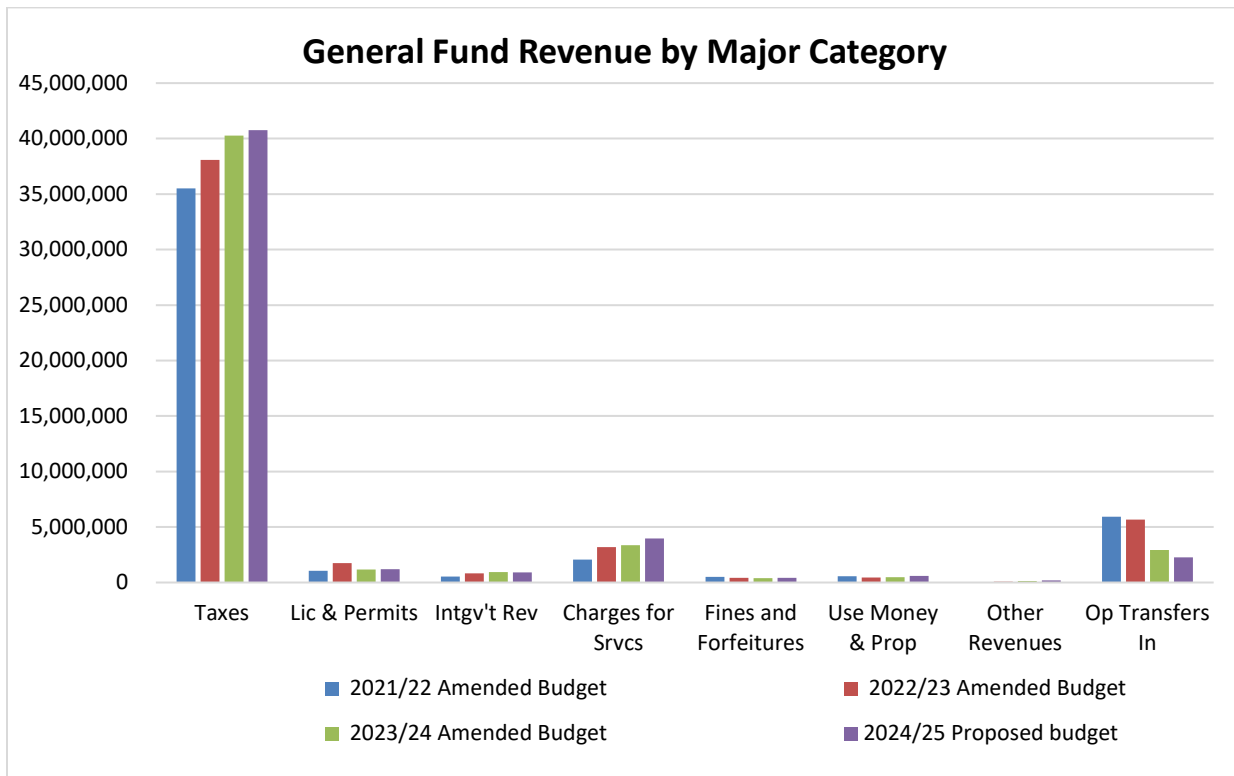
Over the past several months, Staff have focused on developing the FY 2024/25 operating budget. As part of this process, numerous public meetings for advisory groups and the City Council were conducted providing the commissions, committees, public and City Council with opportunities to hear and deliver feedback on key budget areas. Consistent with our efforts to receive direction and input throughout the budget development process, this budget proposal was previewed at the May 9, 2024, Finance Advisory Commission for input prior to the May 14, 2024, Budget Workshop. The Finance Commission feedback and City Council direction has been incorporated into the FY 2024/25 budget proposal. Detailed information on the proposed FY 2024/25 Operating Budget is included as Attachment 1 to this report.

**General Fund Revenue**

Proposed FY 2024/25 General Fund revenue total \$50.3 million (inclusive of transfers in) as compared to an amended \$49.7 million in FY 2023/24, a 1.2% increase.

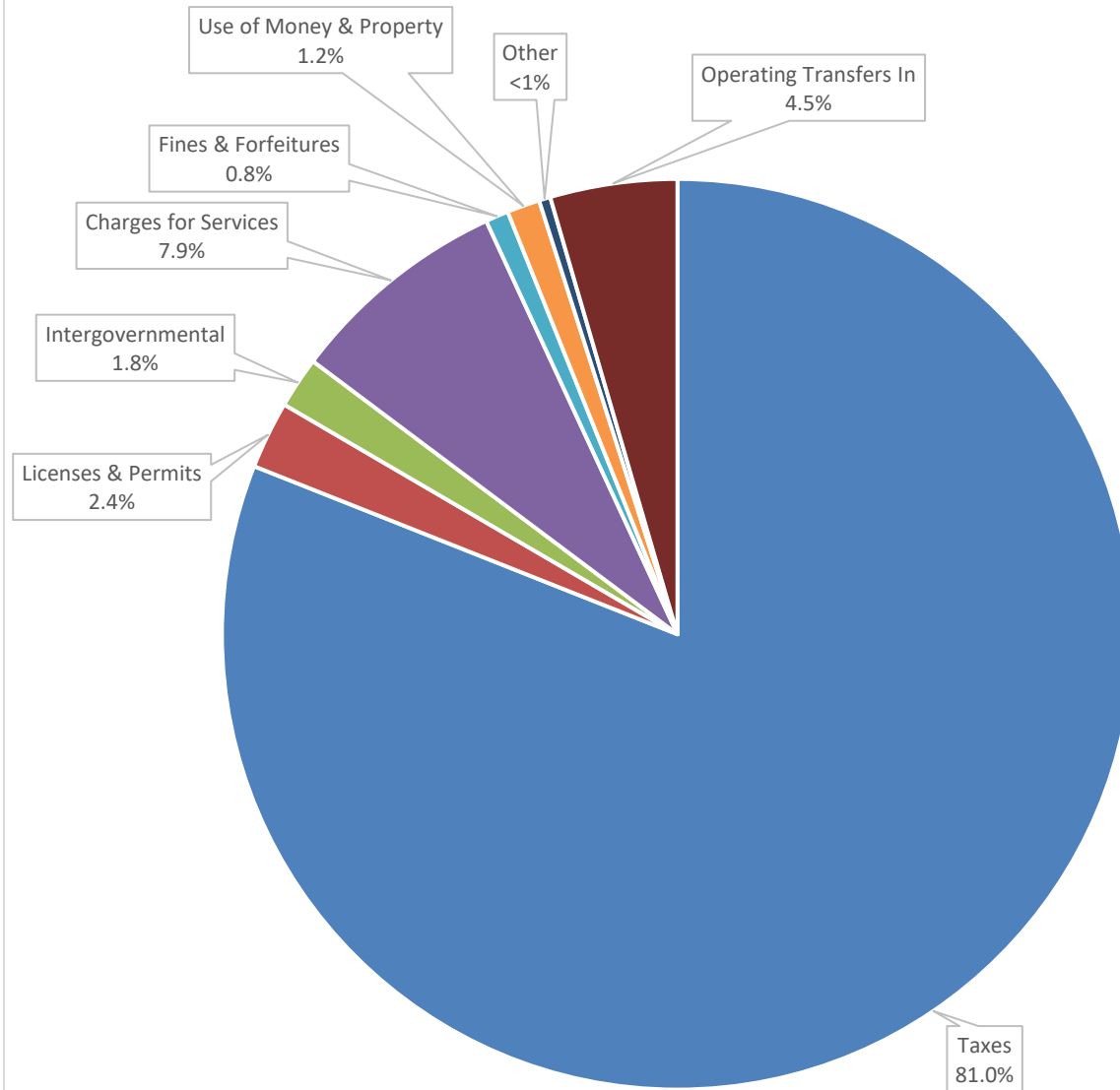
The following table provides a comparison of major General Fund revenue by category beginning in FY 2023/24.

<b>General Fund Revenue by Category</b>			
	<b>FY23/24 Amended</b>	<b>FY24/25 Proposed</b>	<b>% Change</b>
Taxes	\$40,271,470	40,747,789	1.18%
Licenses & Permits	1,173,010	1,206,700	2.87%
Intergovernmental	937,004	915,604	(2.28%)
Charges for Services	3,352,427	3,957,866	18.06%
Fines & Forfeitures	399,050	410,050	2.76%
Use of Money & Property	487,902	586,992	20.31%
Other	119,970	203,856	69.92%
Operating Transfer In	2,937,039	2,266,701	(22.82%)
<b>TOTAL</b>	<b>\$49,677,872</b>	<b>\$50,295,558</b>	<b>1.24%</b>



The following chart indicates proportional share of General Fund revenue by overall category. Taxes at \$40.7 million represent 81% of revenue, with Charges for Services at 8% and Licenses and Permits and Fines & Forfeitures comprising of 2% and 0.8% respectively. More detail about these categories is provided below.

### General Fund Revenues By Category

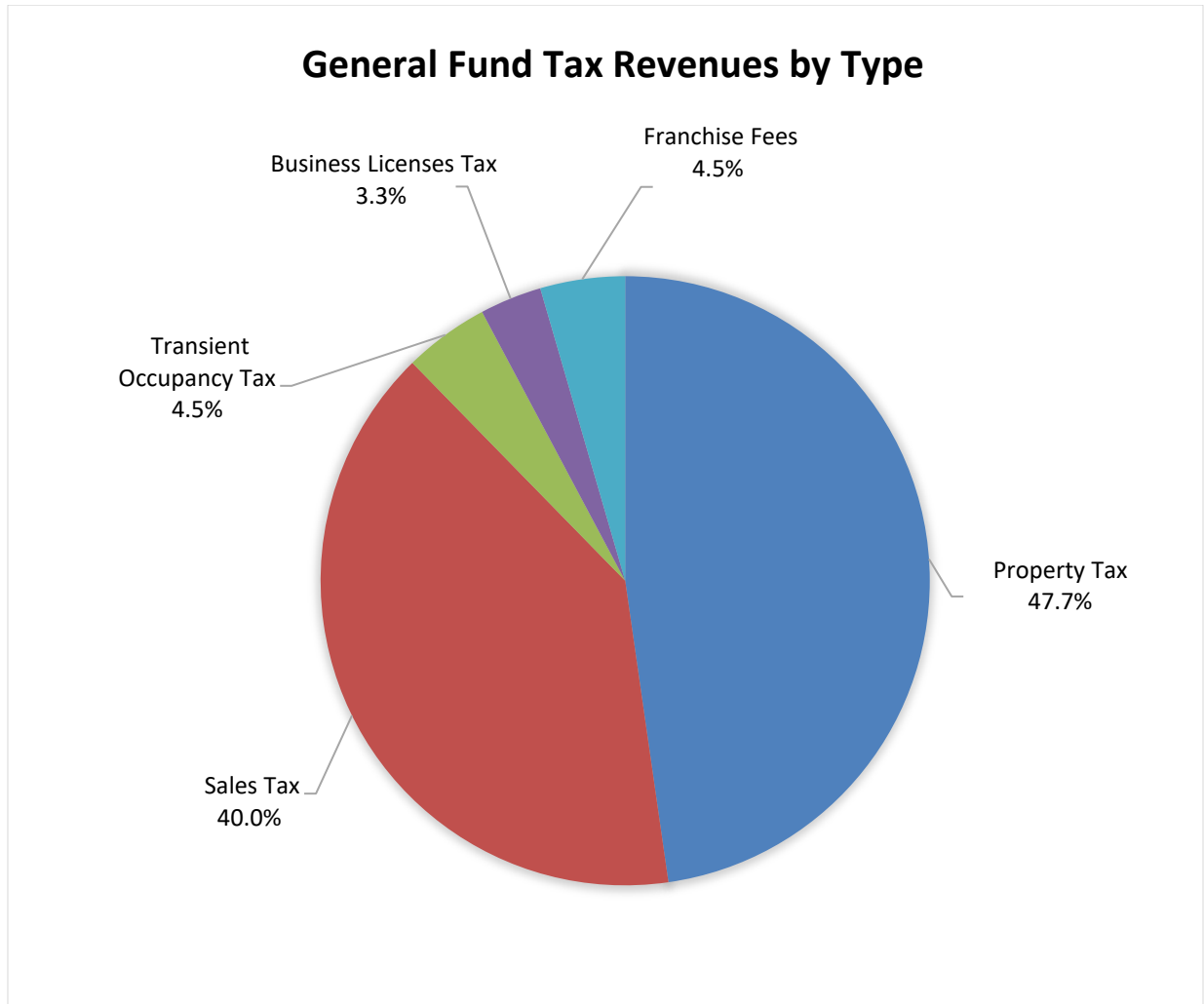


#### Taxes

The Taxes category includes Property Tax, Sales Tax, TOT, Business License Tax, Franchise Fees and Residential Development Tax. For FY 2024/25 this category is projected to be \$40.7 million, a 1.18% increase over the FY 2023/24 total of \$40.3 million.

General Fund Revenue Taxes			
	FY23/24 Amended	FY24/25 Proposed	% Change
Property Tax	\$19,128,310	\$19,444,589	1.65%
Sales Tax	16,142,160	16,277,554	0.8%
TOT	1,906,000	1,844,002	-3.25%
Business License Tax	1,300,000	1,339,000	1.96%
Other	1,795,000	1,842,644	2.65%
<b>TOTAL</b>	<b>\$40,271,470</b>	<b>\$40,747,789</b>	<b>1.18%</b>

The chart below shows the proportional share of the \$40.7 million tax revenue by specific category. FY 2024/25 Property Tax represents 48% of the total, with Sales Tax second at a 40% share.



Property Tax at \$19.44 million is projected to increase by approximately 1.65% or \$316k for FY 2024/25. The first installment of Property Tax revenue will be received in mid-December, Staff will monitor receipts, particularly Supplemental Property Tax and Real Property Transfer Taxes and recommend any needed adjustments as part of the mid-year budget review process.

Sales Tax at \$16.28 million is currently projected to increase 0.8% or \$135k for FY 2024/25. This projection is based on information received from the City’s sales tax consultants in April 2024. For additional context, the table below provides a breakdown of the three types of General Fund sales tax over a four-year period.

General Fund Sales Tax (in millions)					
	Allowable Use	FY22 Amended	FY23 Amended	FY24 Amended	FY25 Proposed
Bradley Burns Base Sales Tax	Any General Gov't Purpose	\$10.691	\$11.876	\$12.054	\$12.180

Prop 172 Public Safety Sales Tax	Public Safety Only	0.500	0.600	0.650	0.600
Measure C Sales Tax	Any General Gov't Purpose	3.097	3.306	3.443	3.501
	<b>TOTAL</b>	<b>\$14.288</b>	<b>\$15.782</b>	<b>\$16.147</b>	<b>\$16.281</b>

Transient Occupancy Tax (TOT) at \$1.8 million represents a projected increase of \$242k for FY 2024/25 from the adopted FY 2023/24 budget. This increase captures repayments for a single hotel that was past due as well as a 3% increase for the current year TOT for all hotels. This projection is based on the latest year-to-date revenue received. Currently, there is one hotel under construction within the City with an anticipated completion date near the end of summer 2024. The occupancy date is unknown at this time. Currently, there is no revenue assumption incorporated into the proposed budget, but staff will continue to closely monitor the progress of the project and make adjustments to this revenue stream accordingly at mid-year.

Business License Tax at \$1.3 million is projected to increase 3% or \$39k for FY 2024/25. The majority of this revenue is typically collected in January of each year as part of the annual business license renewal process.

Other Taxes at \$1.84 million consisting of Franchise Fees (cable, gas and electric) and the Residential Development Tax, is projected to increase by 2.65% or \$48k for FY 2024/25. As more customers shift from cable to streaming services, a small year-over-year decline in franchise fee revenue would not be unexpected.

*Licenses and Permits / Charges for Services*

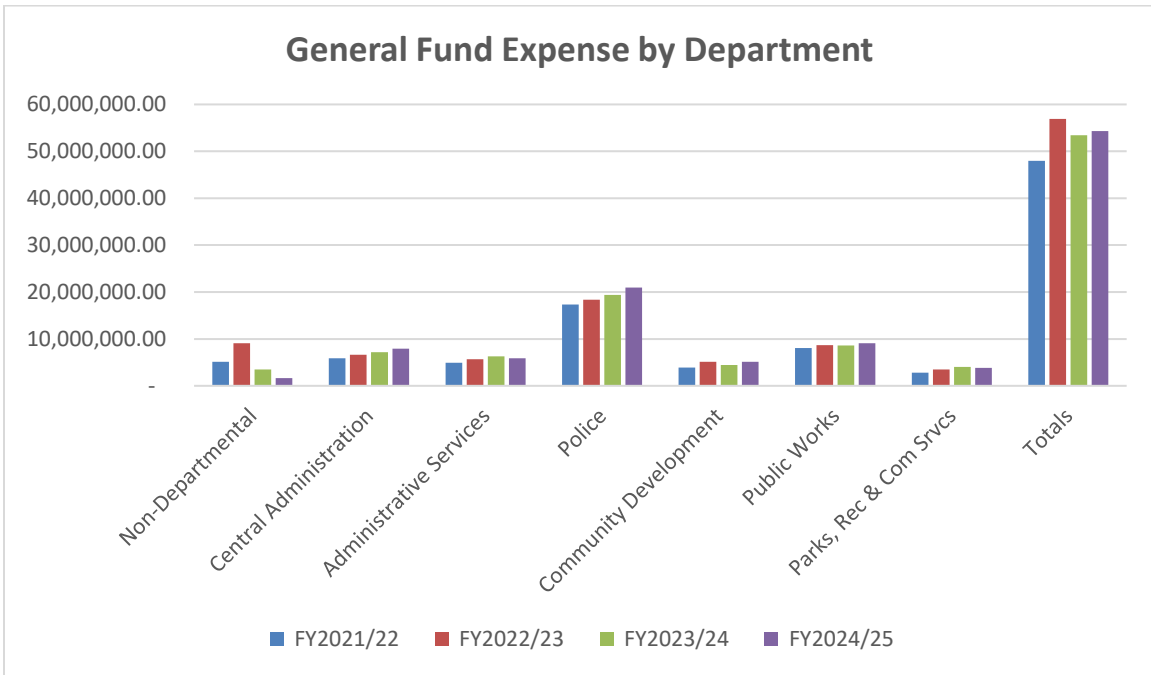
The Charges for Services category consists of revenue received for direct services provided to the community. This revenue is primarily generated from recreational programming, facility rentals, and permit issuance / development activity. Licenses and Permits projected revenue is approximately \$1.2 million, which represents a \$34k increase or 2.87% from Fiscal Year 2023/24. Charges for Services projected revenue is approximately \$3.6 million, an 18.06% or \$605k increase from the prior year.

*Operating Transfers In*

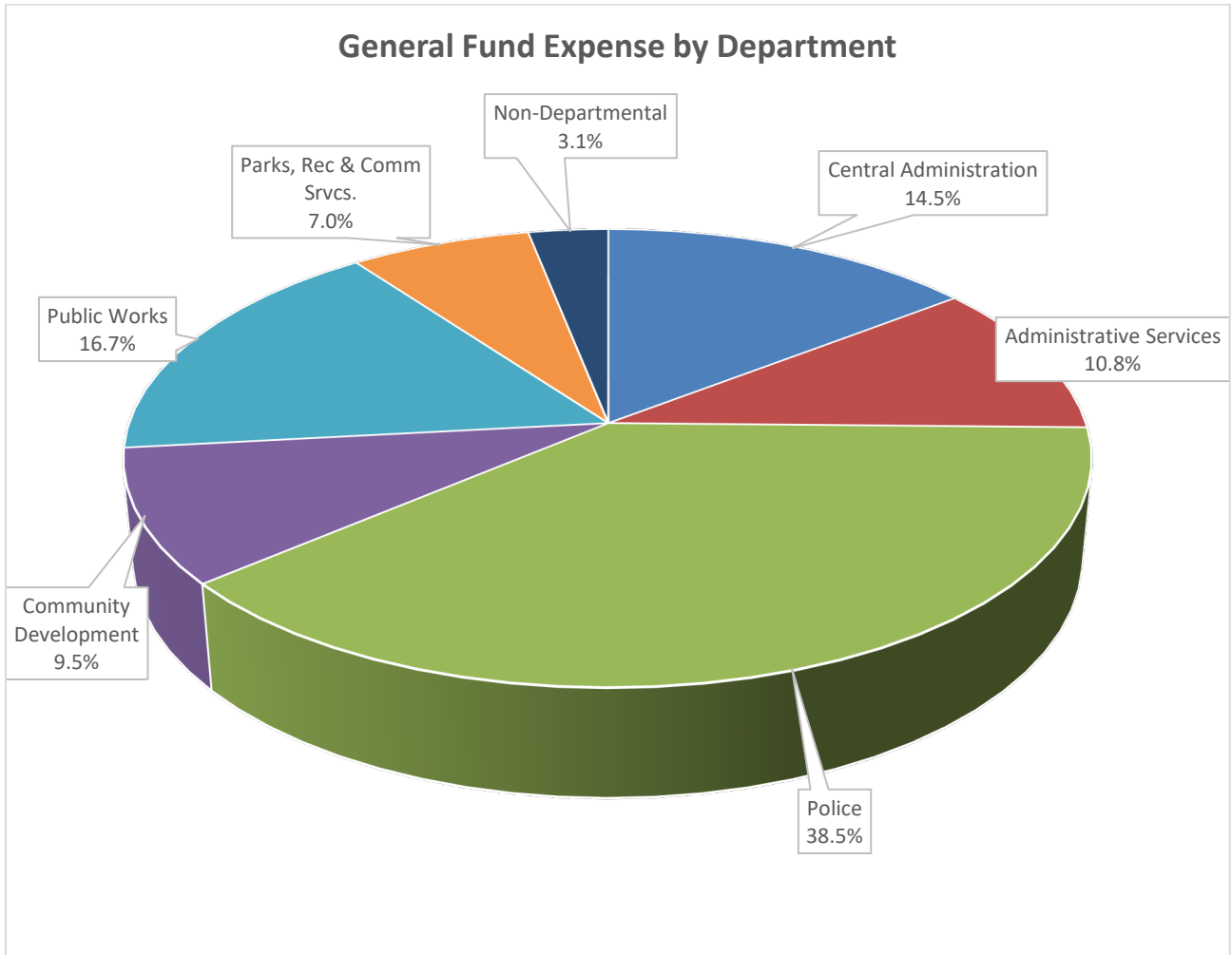
Fiscal Year 2024/25 Transfers Into the General Fund of \$2.27 million include a \$1.4 million transfer from Gas Tax to offset street and road maintenance costs; \$300k from Parks Measure A to offset utility costs at parks, open space, etc.; \$13k to offset administrative costs associated with Successor Agency activities; and approximately \$443k from Hamilton Trust earnings; \$50k transfer from the American Rescue Plan Fund to offset charges relating to digitizing records in the City Clerk's office consistent with the 2023 Grand Jury recommendation.

**General Fund Expense**

Proposed FY 2024/25 General Fund expense (inclusive of \$2.12 million in Transfers Out) total \$54.35 million as compared to \$53.40 million in FY 2023/24, a 1.78% increase. The expense increase is primarily attributable to a City-wide employee cost of living adjustment of 3.5% intended to address considerable turnover and retain existing staff. The following chart provides a comparison of expense by department. When reviewing this information, it is important to note that several reorganizations have taken place over the past few years leading to fluctuations in expense between departments, particularly between Central Administration and Finance (Administrative Services). Overall expenses are relatively stable.



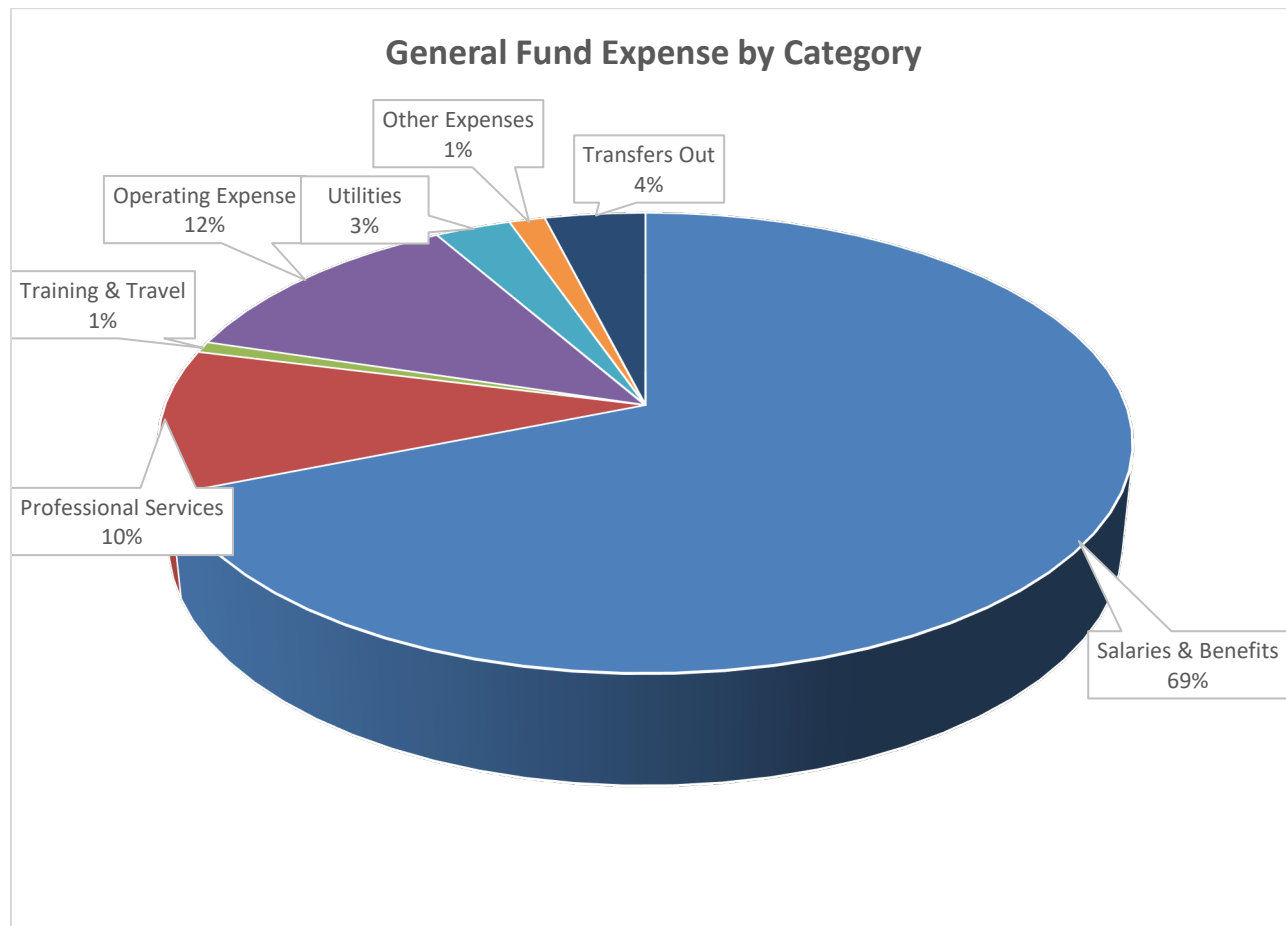
The following chart shows proposed FY 2024/25 General Fund expense and percentage of cost by department. As with most local government agencies, Public Safety, at \$20.92 million or 38.5%, receives the largest share of General Fund support. Some departments, such as PRCS, Community and Economic Development (CEDD), and Public Works, receive revenue that offsets a portion of operating costs.



The following table provides comparative information about General Fund expense by category. Expense for FY 2024/25 is currently \$54.35 million as compared to FY 2023/24 at \$53.40 million, a 1.78% increase. Additional detail on expense by category is provided below.

<b>General Fund Expense by Category</b>			
<b>Category</b>	<b>Amended FY 23/24</b>	<b>Proposed FY 24/25</b>	<b>% Change</b>
Salaries & Benefits	\$35,238,942	\$37,440,672	6.25%
Professional Services	5,297,255	5,480,649	3.46%
Training & Travel	405,354	422,107	4.13%
Operating Expense	6,434,868	6,514,403	1.24%
Utilities	1,482,880	1,609,751	8.56%
Other Expenses	832,612	754,846	(9.34%)
Transfers Out	3,706,951	2,126,376	(42.64%)
<b>TOTAL</b>	<b>\$53,398,862</b>	<b>54,348,804</b>	<b>1.78%</b>

The chart below provides proposed FY 2024/25 General Fund expense and percentage of cost by category as reported in the budget document. Personnel (salaries, benefits, retirement, etc.) are approximately \$37.44 million or 69% of the budget. This is typical of municipal organizations as the “product” is services delivered by personnel to the community.



**Salaries & Benefits**

FY 2024/25 expenses are currently projected at \$37.44 million, a \$2.2 million increase or 6.25% increase over FY 2023/24 (\$35.24 million). The increase is primarily driven by a 3.5% cost of living adjustment, projected cost increases for employee health benefits, worker’s compensation insurance, and increase to the Unfunded accrued liability for pension costs and increased hours for part-time PRCS staff to assist with the department’s programs and services.



At the May 14, 2024, City Council meeting, the Council directed staff to incorporate \$450,000 in salary savings into the proposed FY 2024/25 budget due to the large number of vacancies. Due to reduced staffing levels, it is frequently necessary to engage consultants and contractors to backfill vacant positions to ensure mandated and other critical work is completed. This practice reduces savings associated with vacant positions. Staff will monitor personnel expenses to determine if intentional hiring delays will be necessary to achieve the budgeted level of savings.

The following table identifies the five-year change in CalPERS UAL costs. These costs were previously projected to start leveling off in FY 2023/24, however market conditions impacting CALPERS investments have resulted in an increase in cost. The FY 2024/25 UAL amount payable is \$5.48 million, a \$917k or 20.1% increase over FY 2023/24.

<b>CalPERS Unfunded Accrued Liability 5-Year Trend</b>					
	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY24/25</b>
Unfunded Accrued Liability	\$3,657,618	\$4,296,594	\$4,882,164	\$4,558,920	\$5,475,682
Annual Change		\$638,976	\$585,570	\$(323,244)	\$916,762
% Change		+17.5%	+13.6%	-6.6%	+20.1%
*Depending on available cash flow, the FY2024/25 payment may be made in a lump sum, resulting in a savings of approximately 3.4% or ~\$186k.					

**Operating Expense**

FY 2024/25 operating expense is projected to be \$6.5 million a 1.24% increase over FY 2023/24. Overall costs are increasing due to inflation and increased demand for services.

**Other Expense**

This category primarily encompasses costs allocated to the City’s Equipment Maintenance Fund. These costs are recorded as an expense in the General Fund and as revenue in the Internal Services Fund that manages them. A rate study was presented to City Council at the April 11, 2024, meeting which identified a need to adjust rates. The budget has historically been sufficient to cover the direct costs of the maintenance fund, but the General Fund was being undercharged, resulting in actual expense charged not being sufficient to cover the cost. City Council directed staff to change the methodology to a fixed cost for charging the General Fund, this will ensure the full cost will be recovered by the end of the year.

**Utilities**

As noted in prior reports, overall utility costs are increasing. The table below identifies the projected increases by utility category. \$300k is being transferred from Measure A Funds into the General Fund to offset utility costs related to parks per Council direction on May 14, 2024.

<b>Utility Assumptions FY2024/25</b>	
Water	+8.5%
Garbage	+2.2%
Sewer	+3.1%
PG&E	+12.9%

**Transfers Out**

Approximately \$2.13 million is transferred out of the General Fund in the proposed budget for FY 2024/25. Approximately \$444k is to the Long-Term Maintenance Funds (Fund 118 and Fund 119) per Council direction on May 14, 2024. The balance of \$1.68 million is a transfer for the annual Pension Obligation Bond debt service.

### Personnel Allocation Summary

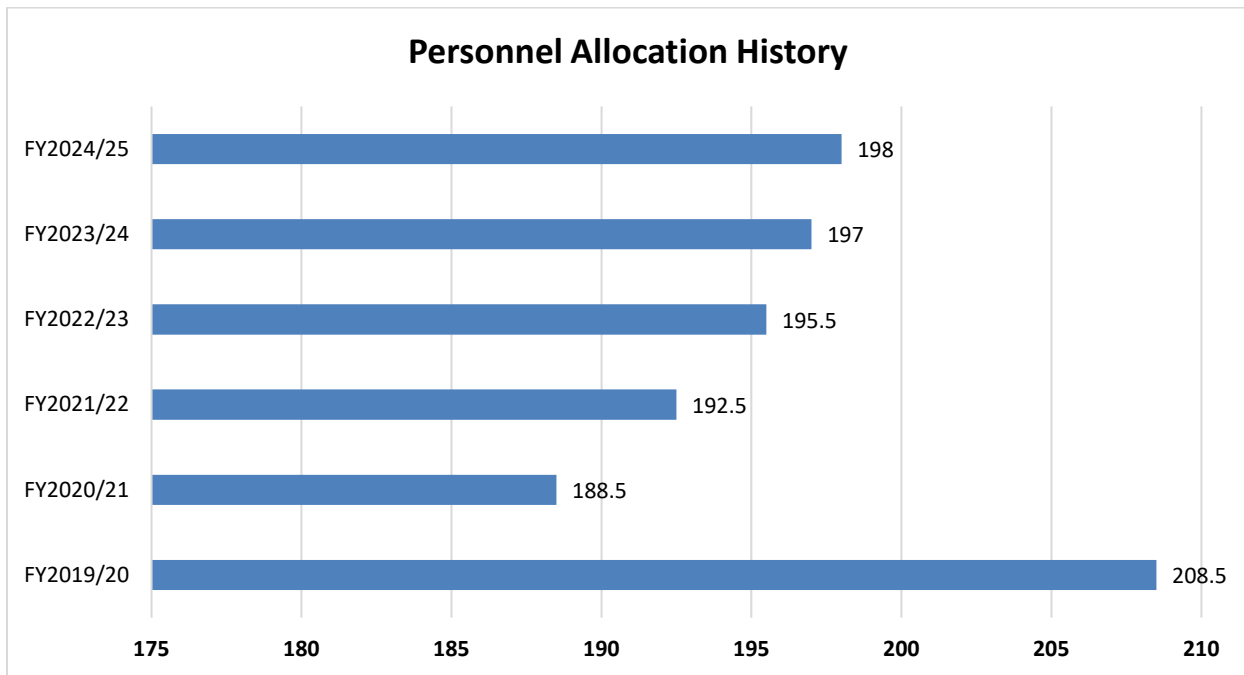
Over the last few years, the City Council has reduced full-time equivalent (FTE) positions from 208.67 in FY 2019/20 to 188.5 in FY 2020/21 (as amended in September 2020); this recent history is shown in the table below. When the 2020 reductions were made, many were intended to be temporary in nature in response to the pandemic. At that time Staff stated that the low staffing levels were not sustainable, and positions would need to be added back as demand for services returned. That post-pandemic service demand has returned, but staffing levels have not been restored at the same rate, primarily due to the City’s existing financial constraints. Staffing levels have not been this low since FY 2014/15 – nearly ten years ago, when the City had only 193.9 authorized FTE. Even at that time, it was still over thirty-eight (38) positions less than the twenty-year high of 232.23 FTE in FY 2007/08.

Current staffing levels are simply not adequate to meet the community’s demand for services and fulfill all required municipal mandates. Additionally, with the depletion of City Measure F funding (which is captured in “other funds” on the table below) there are few options other than the General Fund to support existing positions. In total, 10.5 FTE’s have been either eliminated or absorbed by the General Fund since FY 2019/20.

Personnel Allocation History						
	Amended FY 19/20	Amended FY 20/21	Amended FY 21/22	Amended FY 22/23	Amended FY 23/24	Proposed FY24/25
<b>General Fund</b>	194.61	179.11	185.71	188.71	190.71	191.71
<b>Other Funds</b>	13.89	9.39	5.79	6.79	6.79	6.79
<b>TOTAL</b>	<b>208.50</b>	<b>188.50</b>	<b>192.50</b>	<b>195.50</b>	<b>197.00</b>	<b>198.00</b>

As vacancies occur, Staff reviews each position to determine if it is critical to fill the position immediately, or if there is opportunity to modify the position to increase efficiencies, realize cost savings, and/or address unmet or changing service demands. The +8% reduction in staffing levels in 2020 made in response to the pandemic, subsequent change in demand for services as pandemic restrictions have lifted, and high level of staff turnover has made it even more critical to evaluate each position and determine if a different model could improve service delivery and/or result in budget savings, or support employee retention efforts.

The graph below shows how staffing levels have fluctuated over a six-year period beginning in FY 2019/20 when levels were at 208.67 FTE, and declined to 188.5 in FY 2020/21, primarily the result of the pandemic related decreases in revenue and change in demand for services. Incremental changes have been made since FY 2021/22 to address growing workload and customer service needs, and the addition of new services after the decline in the pandemic.



The FY 2024/25 budget includes the following changes:

- **Community Development**
  - At the direction of City Council at the May 14, 2024, meeting, Staff has included an additional 2.0 FTE in Community Development to address findings in the Baker Tilly Organizational Assessment which was issued in March of 2024. The study identified unmet core services and made recommendations for improvements to address the community’s needs. This additional staff would enhance customer service by adding a Full-time Plan Check Engineer (\$206,000) and a Full-Time Planner I/II (\$144,000).
- **Police**
  - Due to the expiration of grant funding, Police staffing is reduced by 1.0 FTE beginning in FY24/25.
- **Public Works**
  - At the direction of City Council at the May 14, 2024, meeting, an additional \$75,000 for seasonal maintenance work to complete fire abatement (weeds / open space vegetation management), parks and streets maintenance is included in the budget. This will fund approx. 2,375 hours (or ~1.15FTE) of maintenance work by part-time non-benefitted Maintenance Workers or contract workers split between Parks and Streets maintenance. The Parks Master Plan identified the need for four additional Maintenance Workers to address parks maintenance needs, however due to financial constraints, Staff recommends hiring seasonal workers to assist with parks and other unmet maintenance needs during times of higher demand.

### General Fund Summary

The following table provides a summary of the proposed General Fund Operating Budget for FY 2024/25. The table shows the preliminary allocations for revenue, expense and transfers in and out. The preliminary budget includes a projected deficit of nearly \$4.1 million.

<b>General Fund Summary</b>	
	<b>Preliminary Budget FY 24/25</b>
Revenue	\$48,028,857
Expense	(\$52,222,428)

Transfers In	\$2,266,701
Transfers Out	(\$2,126,376)
<b>Surplus / (Deficit)</b>	<b>(\$4,053,246)</b>

**Deficit Backfill**

Because one-time monies have been depleted, there are now limited options to backfill the projected deficit, the main consideration for the backfill is Fund 116 - the City’s Emergency & Disaster Response Fund (EDRF or “rainy day” fund).

The Emergency & Disaster Response Fund (EDRF) was created as “a financial buffer in the event of significant economic downturns or for unexpected severe emergencies or disasters.” To ensure fiscal prudence and sound financial management, the City’s Reserve Policy requires that this reserve be maintained at a level equal to 15% of annual General Fund expenditures (excluding Transfers Out). Per policy, the required reserve balance would be \$7.8 million (\$52.2 million @ 15%) for FY 2024/25.

The delayed completion of FY 2022/23 financial audit makes it difficult to accurately project fund balances, including the balance of the EDRF. The best information currently available is the amended budget information for the unaudited period. Using this as the baseline for the reserve policy calculation, the EDRF available balance is projected at \$8.7 million. If this funding source is used to balance the FY 2024/25 budget, the June 30, 2024, balance would be \$4.7 million which is \$3.2 million below the \$7.8 million minimum requirement.

<b>Fund 116 Emergency &amp; Disaster Response Fund</b>	
<b>Projected Fund Balance (as of 06/30/2024)</b>	<b>\$13,693,055</b>
FY22/23 Amended Deficit	(1,606,322)
FY23/24 Amended Deficit	(3,332,725)
<b>“Available” Balance as of 06/30/2024</b>	<b>\$8,754,008</b>
FY24/25 Projected Deficit	(4,053,246)
<b>Projected Balance as of 06/30/2024</b>	<b>\$4,700,762</b>

The other General Fund Reserve that still has funding available is Fund 115 - the Insurance Reserve. This reserve was created to ensure that funds are available for future legal settlements / liability claims that may exceed insurance policy coverage. The current balance is estimated at \$1.5 million.

Ultimately, Staff recommends use of the EDRF to backfill the \$4.1 million projected deficit as shown in the table above.

**Fund Balance**

Currently, the City has sixty-seven active funds. Of these, fifty-five funds are included in the City’s budget. Staff has been able to project fund balances for thirty-six funds and has included these fund balances in Attachment 5.

**Capital Improvement Program**

**Capital Improvement Program Update Process**

Each fiscal year the City’s five-year Capital Improvement Program is updated based on citywide priorities and needs, capital revenue projections, and community input. The annual CIP update process was outlined in detail in the staff report for the April 9, 2024, City Council Budget Study Session. Throughout the Fiscal Year 2024/25 budget development process, staff has refined the CIP budget proposal with updated project carryover balance estimates, inter-project transfers, new funding recommendations, and in accordance with direction provided by the City Council. Details of the proposed CIP are attached to this report (Attachment 1).

## FY24/25 – 28/29 CIP Updates

The Fiscal Year 2024/25 objectives and goals of the Capital Improvement Program are as follows:

- Efficiently use funding sources by timely closing out all completed projects & reprogramming any remaining funding.
- Combine projects with similar scopes of work to achieve economies of scale and reduce administrative costs to deliver.
- Reduce the CIP reliance on the General Fund in support of fiscal sustainability.
- Create new projects to address major infrastructure needs (storm drain upgrades, parks improvements, streetlight replacements, pavement projects to improve Pavement Condition Index (PCI)).
- Reconcile all special revenue sources (e.g. DIF varieties, Gas Tax).
- Undertake annual street rehabilitation project.
- Continue Grant Ave. Bridge construction (started in April 2024).
- Commence Wooden Streetlight Pole replacement project.
- Continue right-of-way acquisition and utility undergrounding work for the Novato Blvd. widening project.
- Undertake new parks projects consistent with adopted Parks Master Plan priorities.

## CIP Revenue Estimates

There are over 20 different capital revenue sources providing funding for CIP projects—the primary (and generally ongoing) sources are gas taxes, county sales tax measures, vehicle registration fees (VRF), and the City’s Long Term Maintenance Funds (LTM)—which have historically been supported by transfers from the General Fund. These funds used to support the capital improvement program are restricted revenue funds and can only be used for specific purposes. Staff utilize California City Finance estimates for gas tax projections and rely on information from Marin County Parks, the Transportation Authority of Marin, and sales tax consultant reports to forecast the primary CIP revenue sources. Other capital revenues are made up of grants, developer impact fees, and restricted revenues that are required to be used toward specific projects or purposes. These other funding sources tend to be variable and inconsistent year-to-year and are therefore not estimated.

The primary capital revenue projections for FY 2024/25 - FY 2028/29 are as follows:

*CIP Table 1 – Revenue Sources*

Fund Source	FY2023/24 Revenue	FY2024/25 Estimate	FY2025/26 Estimate	FY2026/27 Estimate	FY2027/28 Estimate	FY2028/29 Estimate
118 – LTM Facilities	\$320,000	\$300,000	\$490,000	\$640,000	\$340,000	\$200,000
119 – LTM Infrastructure	\$320,000	\$300,000	\$150,000	\$300,000	\$800,000	-
238 – Clean Stormwater	-	\$90,000	\$45,000	\$45,000	\$45,000	\$45,000
239 – Street & Storm Drain	-	\$73,800	-	-	-	-
229 – GAS Tax HUTA	\$947,137	\$720,710	\$699,089	\$678,116	\$657,773	\$638,040
229 – Gas Tax RMRA	\$772,260	\$659,978	\$640,179	\$620,974	\$602,345	\$584,275
234 – Grant HSIP	\$1,146,300	-	-	-	-	-
234 – Grant HBP	\$3,844,348	-	-	-	-	-
236 – TAM Measure A Reserves	-	\$3,919	-	-	-	-
236 – Tam Measure AA	1,234,021	1,170,810	1,116,250	1,060,438	1,007,416	957,045
235 TAM – Measure B	\$671,481	-	-	-	-	\$671,000
236 – TAM	\$4,500,000	-	-	\$4,500,000	-	-

Major Streets						
237 - Parks Measure A	\$261,000	\$196,000	\$496,000	\$496,000	\$496,000	\$496,000
<b>Total</b>	<b>\$14,016,547</b>	<b>\$3,515,217</b>	<b>\$3,636,518</b>	<b>\$8,340,528</b>	<b>\$3,948,534</b>	<b>\$3,591,360</b>

### Proposed New CIP Projects and Funding

Three new projects are proposed to be added to the Capital Improvement Program as a part of the FY 2024/25 update. The proposed new projects and associated funding are included in the table and described below:

*CIP Table 2 – New CIP Projects*

CIP Project ID	Project Name	Funding Source	Amount
25-001	2025 Annual Pavement Rehabilitation	229 Gas Tax – HUTA 229.105 – Gas Tax RMRA 236.600 – TAM Measure AA	\$940,000 \$684,260 \$150,000
25-002	Annual Traffic Striping and Marking	236.600 – TAM Measure AA	\$75,000
25-003	Parks Master Plan ADA Ph 1	237 – Parks Measure A	\$57,537
			\$1,906,797

- **2025 Annual Pavement Rehabilitation - CIP 25-001:** proposes to invest \$1,774,260 into the City’s streets at various locations. Street segments for resurfacing are selected based on the City’s most recent pavement condition report, coordination with utility agencies, and review by the Complete Streets and Pathways Oversight Committee (CSPOC).
- **Annual Traffic Striping and Marking - CIP 25-002:** proposes to annually identify key road corridors within the City that have faded lane striping and pavement markings, and to restripe the lanes and repaint the markings with high visibility traffic paint to enhance traffic, pedestrian, and bicycle safety.
- **Parks Master Plan – ADA Phase 1 - CIP 25-003:** is based on the 2024 Park Master Plan that has prioritized various deficiencies related to accessibility that would be addressed over multiple years. This project consists of ADA accessibility improvements at 12 separate park locations throughout the City. Similarly, future projects are proposed to be programmed into this five-year plan in this manner (project numbers start with the fiscal year in which the request for funds will be made):
  - 26-003 Parks Master Plan ADA Phase 2
  - 26-004 Hamilton Amphitheater Park Playground Improvements
  - 27-003 Parks Master Plan ADA Phase 3
  - 27-004 Marin Highlands Park Playground Improvements
  - 27-005 Marion Park Softball Field Renovation
  - 28-003 Hillside Park Playground Improvements
  - 29-003 Pioneer Park Picnic Shade Structure

### New Funding for Ongoing Projects

In addition to the proposed new projects above, new funding is proposed in Fiscal Year 2024/25 for the ongoing “carryover” projects identified in the table below. Changes made since the budget workshop are in this area of the capital program.

- Finance staff has been working on the audit findings related to deposits which includes restricted revenue which is a funding source for CIP. Finance staff was able to identify nearly \$200K that could be used on capital projects, specifically funds for CP97-001 Olive Ave & Utility Undergrounding and the 2024 Annual Pavement Rehabilitation Program.
- The 2024 annual paving program (CP24-001) combined required additional funds.

- \$250,000 was allocated from the American Rescue Plan funds remaining.
- CP22-002, Decommissioning or Replacement of Underground Fuel Tanks is fully funded with an additional \$160,000 added to the project. This is possible due to Council’s direction to transfer \$300,000 from the General Fund to the LTM Infrastructure Fund (Fund 119), the primary funding source for this project.
  - There are some carryover projects that may have funding sources being reallocated to other projects to efficiently use funds or will use a different funding source in the current year or in future years. The projects are not closing but reflect a reduction of funds in the current year. Some of these changes are related to the updated information in the Parks Master Plan.

CIP Table 3 –Carryover New Funding

<b>CIP Project ID</b>	<b>Project Name</b>	<b>Funding Source</b>	<b>Amount</b>
01-004	Novato Blvd & Diablo Improvements	241.151 DIF Streets & Intersections	750,000.00
09-003	Grant Ave Bridge Rehab	229 – Gas Tax HUTA 229 – Gas Tax RMRA 236 – TAM Measure AA	(35,800.00) (72,444.61) 125,000.00
14-002	Downtown Smart Station Phase III	229 – Gas Tax RMRA	(75,000.00)
14-003	Corp Yard Water Quality Improvements	211 – Clean Stormwater 239 – Street & Storm Drain	(73,799.71) 73,799.71
16-007	Reservoir Hill Vista Trail	118 – LTM Facilities	(95,900.00)
17-002	Accessibility Enhancements – Muni Buildings	118 – LTM Facilities	50,000.00
17-004	Hoog Park Playground	245 – American Rescue Plan	520,000.00
17-006	Novato Blvd Multi-use path	229 – Ga Tax HUTA	(80,000.00)
18-008	Municipal Buildings Deferred Maintenance	118 – LTM Facilities	50,000.00
19-006	MTSC Exterior Siding and Roof	118 – LTM Facilities 237 – Parks Measure A	350,000.00 50,000.00
19-009	Novato Blvd @ San Marin-Sutro	235 – TAM Measure B	511,000.00
19-010	Evaluation of Lieb – Future Uses	237 – Parks Measure A	(124,088.80)
20-002	Energy Efficiency Utility Upgrades	118 – LTM Facilities	50,000.00
21-002	Sidewalk Repair Program	236 – TAM Measure AA	150,000.00
22-002	Decommission or replace underground fuel tanks	119 – LTM Infrastructure	450,000.00
23-003	Replace Wooden Streetlight Poles	236 – TAM Measure AA	250,000.00
24-001	2024 Annual Pavement Rehabilitation	229 – Gas Tax HUTA 240- Restricted Revenue 245 – American Rescue Plan	174,781.59 25,218.41 250,000.00
24-002	Traffic Bicycle & Ped Improvements	236 – TAM Measure A Reserve 236 – TAM Measure AA	3,919.00 300,000.00
24-003	MS4 Permit Trash Capture Devices	211 – Clean Stormwater 238 – Stormwater CIP 241 – DIF Drainage	(500,000.00) 500,000.00 100,000.00
24-004	Replace Gymnastics Center Roof	118 – LTM Facilities 237 – Parks Measure A 241 - DIF Recreation	150,000.00 150,000.00 80,000.00
97-001	Olive Ave & Underground Utilities	119 – LTM Infrastructure 229 – Gas Tax RMRA	(170,428.46) (4,035.01)

		240 – Restricted Revenue	174,463.47
		<b>Total</b>	<b>\$4,056,685.59</b>

### 5-Year CIP Funding Summary

The following table identifies all proposed new CIP funding for Fiscal Years 2024/25 through 2028/29 by fund type:

*CIP Table 4 – CIP Fund Sources Used*

<b>Fund Source</b>	<b>FY2024/25</b>	<b>FY2025/26</b>	<b>FY2026/27</b>	<b>FY2027/28</b>	<b>FY2028/29</b>
118 - LTM-Facilities	\$554,100	\$490,000	\$640,000	\$340,000	\$200,000
119 - LTM-Infrastructure	\$279,572	\$400,000	\$300,000	\$800,000	-
211 - Clean Stormwater	(\$573,800)	-	-	-	-
212 – Underground Utility	-	\$490,050	-	-	-
229 – Gas Tax HUTA	\$998,982	\$470,000	\$475,000	\$455,000	\$470,000
229 – Gas Tax RMRA	\$532,780	\$976,000	\$900,000	\$1,250,000	\$1,250,000
235 – Tam Measure B	\$511,000	-	-	-	\$670,000
236 – TAM Measure A Reserve	\$3,919	-	-	-	-
236 – TAM Measure AA	\$1,050,000	\$1,075,000	\$975,000	\$900,000	\$350,000
237 – Parks Measure A	\$133,448	\$590,000	\$648,000	\$240,000	-
238 – Clean Stormwater CIP	\$500,000	-	-	-	-
239 – Street & Storm Drain	\$73,800	-	-	-	-
240 – Restricted Revenue	\$199,682	-	-	\$25,337	-
241 – DIF Streets	\$750,000	\$290,000	\$312,000	\$952,663	\$20,000
241 – DIF Recreation	\$80,000	\$140,000	\$147,000	\$120,000	\$25,000
241 – DIF Drainage	\$100,000	-	-	\$600,000	-
245 American Rescue Plan	\$770,000	-	-	-	-
<b>Total</b>	<b>\$5,963,483</b>	<b>\$4,921,050</b>	<b>\$4,397,000</b>	<b>\$5,683,000</b>	<b>\$2,985,000</b>

Please note the following staff recommendations regarding specific funds that support the City's capital projects:



- In accordance with City Council direction provided to staff during the May 9, 2023, budget work study session, \$444,000 of General Funds are proposed to be transferred in Fiscal Year 2024/25 to the Long-Term Maintenance funds (Funds 118 & 119) to support future infrastructure maintenance needs.
- Measure F sales tax dollars in the amount of \$156,000 are proposed to be transferred into the Long-Term Maintenance Facilities Fund (Fund 118).
- Parks Measure A (Fund 237) has been programmed into the CIP as a part of the Fiscal Year 2023/24 budget update based on the Parks Master Plan.
- American Rescue Plan Funds (Fund 245) in the amount of \$770,000 have been allocated to capital projects that align with the allowable use of the funds (Hoog Park, and the current Street Paving project)

### Proposed CIP Fund Transfers and Completed Projects

The following table summarizes projects that have been completed and are being closed out. Any funding remaining in the projects will go back to the fund balance or be used for another project.

CP21-005 – Rowland Blvd was already reported as completed but had lingering charges causing a small overrun that is being closed out in this CIP update.

CP18-007 – Parks Deferred Maintenance is being closed as it has been replaced by the projects from the Parks Master Plan which is based on current data.

CIP Table 5 – Completed Projects

CIP Project ID	CIP Type	Project Name	Work Completed	Total Costs
15-010	MUNI	LED Lighting Retrofits	Install Exterior Energy Efficient Lighting in Parks and on City Buildings	\$50,000
15-015	TDU	Traffic Signal Upgrade Program	Enhanced and Improved Signalized Intersections and Pedestrian Crossings	\$468,000
18-007	PRCS	Parks Deferred Maintenance	Hamilton Park Gazebo, Park Irrigation, Drainage and Lighting improvements, Scottsdale Pond Fishing Dock.	
18-009	MUNI	Police Department Equal Access and Waterproofing	ADA Parking lot and markings, Wall and Ceiling leak prevention, New doors and interior waterproof painting	\$135,000
19-007	MUNI	Exterior Building Painting	Painted Exterior of Novato City Hall, Administration and Police Departments	\$231,448
21-003	TDU	Update/Replace Grant Avenue Amenities	Added new trash receptacles, lighting, and street closure gates	\$200,000
22-001	TDU	Annual Paving Project	Annual paving of top priority streets per the Pavement Management Plan	\$1,474,000
22-004	PRCS	Pioneer Park Play Area Upgrades	Added accessible play area, upgraded surfaces to all playgrounds, and shade structures	\$1,000,000
22-006	PRCS	Citywide Play Structure Upgrades	Improved Olive Ave Tot Lot, Bahia Oak, S. Hamilton and Miwok Parks	\$957,798
23-002	TDU	Replace Hamilton Pump Station SCADA System	SCADA Software programming the flood control pumps for the Hamilton Levee	\$250,000
			Total	\$4,766,246

The following table summarizes all the proposed funding updates to the CIP, including the transfer of remaining dollars from like funding sources in other projects, inter-project transfers to zero-out completed project fund balances, and the return of unspent project balances to the source fund or other projects:

CIP Table 6 – CIP Fund Reallocations

FY2024/25 Status	CIP Project ID	CIP Type	Project Name	Fund Source(s)	Closeout Amount
Carryover	19-009	TDU	LED Lighting Retrofits	235.160 – TAM Measure B	\$880.86
Closeout	22-001	TDU	2022 Annual Paving Project	235.160 – TAM Measure B	(\$880.86)
Carryover	20-002	MUNI	Energy Efficiency Utility Upgrades	118 – LTM Facilities	\$20,200.00
Closeout	19-007	MUNI	Exterior Building Painting -	118 – LTM Facilities	\$4,800.00
Closeout	21-003	TDU	Update/Replace Grant Avenue Amenities	118 – LTM Facilities	(\$25,000.00)
Carryover	22-002	MUNI	Decommission or Replace Underground Fuel Tanks	119 – LTM Infrastructure	\$22,540.59
Closeout	22-006	PRCS	Citywide Play Structures	118 – LTM Facilities	(\$22,540.59)
Closeout	15-010	MUNI	LED Lighting Retrofits	111 – Measure F	(\$10,305.00)
			Return to Fund	111 – Measure F	\$10,305.00
Closeout	21-005	TDU	Rowland Blvd	101 - General Fund	(\$9,028.00)
Closeout	21-005	TDU	Rowland Blvd	240 – Restricted Revenue	\$9,028.00
Closeout	22-004	PRCS	Pioneer Park	214 – Quimby	(\$47,536.57)
			Return to Fund	214 – Quimby	\$47,536.57
Closeout	21-003	TDU	Update/Replace Grant Amenities	233–Grant Cal Recycle	(\$9,149.23)
			Return to Fund		\$9,149.23
Closeout	21-003	TDU	Update/Replace Grant Amenities	240 – Restricted Revenue	(\$11,598.21)
			Return to Fund	240 – Restricted Revenue	\$11,598.21
Closeout	15-015	TDU	Traffic Signal Upgrade Program	236.600 – TAM Measure A	(\$20,740.52)
New	25-001	TDU	2025 Annual Pavement Rehabilitation	236.600 – TAM Measure A	\$20,740.52
Closeout	18-007	PRCS	Parks Deferred Maintenance	118 – LTM Facilities	(\$80,711.69)
			Return to Fund	118 – LTM Facilities	\$80,711.69
Closeout	15-015	TDU	Traffic Signal Upgrade Program	119 – LTM Infrastructure	(\$5,930.29)
			Return to Fund		\$5,930.29
Closeout	23-002	TDU	Replace Hamilton Pump Station – Scada System	218 – Hamilton CFD	(\$7,965.21)
			Return to Fund	218 – Hamilton CFD	\$7,965.21
				Total	-

## **CIP PUBLIC OUTREACH**

The Capital Improvement Program budget update process was presented at the March 28, 2024, Community Budget Workshop. The proposed Fiscal Year 2024/25 CIP budget updates were presented to the Finance Advisory Commission at the meeting on April 4, 2024. Staff presented the CIP budget and requested feedback from City Council at the April 11, 2024, Budget Study Session and May 9, 2024, City Council Budget Study Sessions. There are also a variety of commission and committee meetings that the public can participate in. The Planning Commission

will meet to review the CIP conformance with the general plan on June 10, 2024.

### **Marin Valley Mobile Country Club Operating and Capital Budgets**

The City of Novato owns Marin Valley Mobile Country Club (“MVMCC”) and is party to a Management Agreement with the Park Acquisition Corporation (“PAC”), which outlines the processes, roles, and responsibilities for the management of the park. Section 9 of the Management Agreement outlines the process and timeline for the annual budget preparation and approval. The MVMCC General Manager, a contract employee of The Helsing Group, has prepared the draft operating budget and presented the draft to the PAC, residents, and City staff for feedback and refinements. City Staff reviewed the budget and met with members of the PAC and the Helsing group in a nearly two-hour working session to refine both the operating and capital budgets (Attachment 3).

### **Next Steps / Future Actions**

On June 11, 2024, the City Council will hold a budget hearing and on June 25, 2024, the City Council will be asked to adopt the FY 2024/25 operating and capital budget allocations based on prior budget direction received and any further changes requested.

Once budget allocations are adopted, a final FY 2024/25 budget document will be produced, distributed, and posted on the City’s website prior to September 30, 2024. Staff will continue to build on the draft document for review at the June 25<sup>th</sup> meeting.

### **Attachments**

1. Budget Option Worksheet
2. Capital Improvement Program Budget Schedule
3. Marin Valley Mobile Country Club Operating and Capital Budgets
4. Fund Balance Projections for FY2023/24 and FY2024/25

**Att 1**

**City Council - FY24/25 General Fund Budget Options**

**May 14, 2024**

Staff Amended Deficit =

Amended Deficit :

Projected Deficit (5/14/24)	\$ 5,035,357	\$ 4,418,857
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\$ 4,193,857
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Option		Historic Budget - FY23/24	Staff Recommendation	Milberg	O'Connor	Eklund	Farac	Wernick	Average	Council Direction
1	Other Postemployment Benefits	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
2	Assumed Personnel Vacancy Savings	\$ (250,000)	\$ (300,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)
3	Long-Term Maintenance Funds									
a	Facilities	\$ 320,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000
b	Infrastructure	\$ 320,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
4	Internal Service Funds									
a	Information Technology	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
5	Interfund Loan Payment Deferral									
a	501 Davidson Purchase		\$ -							
6	One-Time ARPA Monies									

**Att 1**

**City Council - FY24/25 General Fund Budget Options**

**May 14, 2024**

Staff Amended Deficit =

Amended Deficit :

Projected Deficit (5/14/24)	\$ 5,035,357	\$ 4,418,857
-----------------------------	--------------	--------------

\$ 4,193,857
--------------

Option		Historic Budget - FY23/24	Staff Recommendation	Milberg	O'Connor	Eklund	Farac	Wernick	Average	Council Direction
			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
<b>7</b>	<b>Service Improvements</b>									
<b>a</b>	Street Sweeping App	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 2,700	\$ 4,500
<b>b</b>	CDD Personnel	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
<b>c</b>	Maintenance Service Support	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>8</b>	<b>Transfers In from Other Funds</b>									

**Att 1**

**City Council - FY24/25 General Fund Budget Options**

**May 14, 2024**

Staff Amended Deficit =

Amended Deficit :

Projected Deficit (5/14/24)	\$ 5,035,357	\$ 4,418,857
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\$ 4,193,857
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Option		Historic Budget - FY23/24	Staff Recommendation	Milberg	O'Connor	Eklund	Farac	Wernick	Average	Council Direction
a	Gas Tax	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)
b	Measure A	\$ (225,000)	\$ (225,000)	\$ (300,000)	\$ (400,000)	\$ (225,000)	\$ (300,000)	\$ (300,000)	\$ (305,000)	\$ (300,000)
<b>9 Authorized by Council - April 9, 2024</b>										
a	Community Sponsorship Progr	\$ (50,000)								
b	Youth Financial Assistance Prog	\$ (10,000)								
c	Equipment Operations and Ma	\$ (889,585)								
d	Equipment Replacement	\$ (1,000,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)
	<b>TOTAL</b>		\$ (616,500)	\$ (841,500)	\$ (946,000)	\$ (766,500)	\$ (841,500)	\$ (846,000)	\$ (848,300)	\$ (841,500)

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24-25 Status	CIP Project ID	CIP Type	Project Name	Fund Source(s)	Approved in Prior Year(s)	Estimated Balance as of 30-2024	6. Closeout Distributions for Reallocation	FY 2024/25 Proposed New Funding	FY 2025/26 Forecast	FY 2026/27 Forecast	FY 2027/28 Forecast	FY 2028/29 Forecast
Carryover	00-015	TDU	Railroad Ave. Drainage Ditch Improvements	119 - LTM-Infrastructure	-	-		-	250,000	-	-	-
Carryover	00-015	TDU	Railroad Ave. Drainage Ditch Improvements	229 - Gas Tax HUTA	167,155.00	95,016.92		-	-	-	-	-
Carryover	00-015	TDU	Railroad Ave. Drainage Ditch Improvements	241.158 - DIF-Drainage	89,594.00	55,392.35		-	-	-	-	-
Carryover	00-015	TDU	Railroad Ave. Drainage Ditch Improvements	Novato Bond B (pre-2012)	61,785.00	-		-	-	-	-	-
Carryover	01-004	TDU	Novato Blvd Improvements Diablo - Grant & Rule 20A UUD	236.600 - TAM Measure AA	4,544.00	-		-	-	-	-	-
Carryover	01-004	TDU	Novato Blvd Improvements Diablo - Grant & Rule 20A UUD	236.400 TAM A (Major Streets)	3,232,382.00	5,685,124.21		-	-	-	-	-
Carryover	01-004	TDU	Novato Blvd Improvements Diablo - Grant & Rule 20A UUD	241.151 - DIF-Sts & Intersections	1,637,080.00	1,101,353.07		750,000	-	-	-	-
Carryover	01-004	TDU	Novato Blvd Improvements Diablo - Grant & Rule 20A UUD	PG&E Rule 20A Credits	1,500,000.00	-		-	-	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	119 - LTM-Infrastructure	517,242.00	360,893.75		-	-	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	229 - Gas Tax HUTA	461,631.00	35,800.00		(35,800)	-	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	229.105 - Gas Tax RMRA	100,000.00	72,444.61		(72,445)	-	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	234.130 - Grant-HBP	4,491,786.00	2,745,944.13		-	-	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	236.600 - TAM Measure AA	300,000.00	156,776.65		-	125,000	-	-	-
Carryover	09-003	TDU	Grant Ave. Bridge Rehab	241.154 - DIF-Bike & Transit	239,908.00	116,903.61		-	-	-	-	-
Carryover	11-006	MUNI	Civic Center Master Planning	117 - Civic Center	37,800.00	12,433.00		-	-	-	-	-
Carryover	11-006	MUNI	Civic Center Master Planning	241.153 - DIF-Civic Facilities	12,200.00	10,979.75		-	-	-	-	-
Carryover	11-019	PRCS	Public Art Projects	215 - Public Art	94,616.00	29,470.00		-	-	-	-	-
Carryover	11-020	TDU	San Marin/Simmons Signalization or Roundabout	229.105 - Gas Tax RMRA	-	-		-	-	-	-	-
Carryover	11-020	TDU	San Marin/Simmons Signalization or Roundabout	240 - Restricted Revenue	-	-		-	-	-	25,337	-
Carryover	11-020	TDU	San Marin/Simmons Signalization or Roundabout	241.151 - DIF-Sts & Intersections	183,433.00	162,922.12		-	-	-	574,663	-
Carryover	12-006	TDU	Rule 20A UUD #17 (Railroad Ave. - Olive to south terminus)	212 - Underground Utility	22,275.00	13,394.00		-	163,350	-	-	-
Carryover	12-006	TDU	Rule 20A UUD #17 (Railroad Ave. - Olive to south terminus)	PG&E Rule 20A Credits	-	-		-	-	-	-	-
Carryover	12-007	TDU	Rule 20A UUD #18 (Olive Ave. - Rosalia to east terminus)	212 - Underground Utility	29,700.00	25,435.00		-	326,700	-	-	-
Carryover	12-007	TDU	Rule 20A UUD #18 (Olive Ave. - Rosalia to east terminus)	PG&E Rule 20A Credits	-	-		-	-	-	-	-
Carryover	14-002	TDU	Downtown SMART Station Phase III	118 - LTM-Facilities	50,000.00	9,061.60		-	-	-	-	-
Carryover	14-002	TDU	Downtown SMART Station Phase III	213 - Public Parking	83,000.00	-		-	-	-	-	-
Carryover	14-002	TDU	Downtown SMART Station Phase III	229.105 - Gas Tax RMRA	75,000.00	75,000.00		(75,000)	-	-	-	-
Carryover	14-002	TDU	Downtown SMART Station Phase III	234.150 - Grant-PCA/STP	-	-		-	-	-	-	-
Carryover	14-002	TDU	Downtown SMART Station Phase III	241.153 - DIF-Civic Facilities	27,000.00	-		-	-	-	-	-
Carryover	14-003	MUNI	Corporation Yard Water Quality Improvements	211 - Clean Stormwater	115,000.00	73,799.71		-	(73,800)	-	-	-
Carryover	14-003	MUNI	Corporation Yard Water Quality Improvements	239 - Street and Storm Drain	-	-		-	73,800	-	-	-
Closeout	15-010	MUNI	LED Lighting Retrofits	111 - Measure F	-	10,305.00	(10,305.00)		-	-	-	-
Carryover	15-014	TDU	Storm Drain Improvements (Mt. Burdell Storm Drain Inlets)	119 - LTM-Infrastructure	375,108.00	270,162.32		-	-	-	-	-
Carryover	15-014	TDU	Storm Drain Improvements (Mt. Burdell Storm Drain Inlets)	236.600 - TAM Measure AA	-	-		-	-	-	-	-
Carryover	15-014	TDU	Storm Drain Improvements (Mt. Burdell Storm Drain Inlets)	241.158 - DIF-Drainage	66,982.00	65,935.20		-	-	-	-	-
Closeout	15-015	TDU	Traffic Signal Upgrade Program	119 - LTM-Infrastructure	-	5,930.29	(5,930.29)		-	-	-	-
Closeout	15-015	TDU	Traffic Signal Upgrade Program	236.600 - TAM Measure AA	-	20,740.52	(20,740.52)		-	-	-	-
Carryover	16-007	PRCS	Reservoir Hill Vista Trail Rehabilitation	118 - LTM-Facilities	101,000.00	95,900.00		(95,900)	-	-	-	-
Carryover	16-011	TDU	North Redwood Blvd Corridor Study	236.600 - TAM Measure AA	-	-		-	300,000	-	-	-
Carryover	16-011	TDU	North Redwood Blvd Corridor Study	241.151 - DIF-Sts & Intersections	200,000.00	197,166.15		-	66,000	-	-	-
Carryover	17-002	MUNI	Accessibility Enhancements - Municipal Buildings 2016-2023	118 - LTM-Facilities	268,460.94	39,414.28		50,000	50,000	50,000	50,000	50,000
Carryover	17-003	PRCS	Accessibility Enhancements - Parks & Rec Buildings	118 - LTM-Facilities	305,000.00	101,449.05		-	40,000	40,000	40,000	40,000
Carryover	17-003	PRCS	Accessibility Enhancements - Parks & Rec Buildings	241.152 - DIF-Recreation	50,000.00	70.20		-	10,000	10,000	10,000	10,000
Carryover	17-004	PRCS	Hoog Park Playground & Accessibility Enhancements	118 - LTM-Facilities	200,000.00	200,000.00		-	-	-	-	-
Carryover	17-004	PRCS	Hoog Park Playground & Accessibility Enhancements	245-ARPA	-	-		520,000	-	-	-	-
Carryover	17-004	PRCS	Hoog Park Playground & Accessibility Enhancements	241.152 - DIF-Recreation	-	-		-	-	-	-	-
Carryover	17-005	TDU	ADA ROW Transition Plan	229 - Gas Tax HUTA	290,000.00	162,461.08		-	-	-	-	-
Carryover	17-006	TDU	Novato Blvd. Multiuse Path (Sutro Ave. to Stafford Lake)	229 - Gas Tax HUTA	80,000.00	80,000.00		(80,000)	-	-	-	-
Carryover	17-007	TDU	Citywide Bridge Assessment/Improvement (Group 1)	229 - Gas Tax HUTA	75,000.00	67,352.04		-	-	-	-	-
Carryover	17-007	TDU	Citywide Bridge Assessment/Improvement (Group 1)	229.105 - Gas Tax RMRA	-	-		-	-	-	-	-
Closeout	18-001	TDU	2018 Annual Paving Project	119 - LTM-Infrastructure	-	-		-	-	-	-	-
Carryover	18-003	TDU	MTC Pavement Management Phase IV	229 - Gas Tax HUTA	30,019.00	18,000.00		-	-	15,000	15,000	30,000
Carryover	18-003	TDU	MTC Pavement Management Phase IV	229.105 - Gas Tax RMRA	140,000.00	51,011.24		-	-	-	-	-
Carryover	18-004	TDU	MTC Pavement Management Phase IV	234.157 - Grant-PTAP	-	17,410.00		-	-	-	-	-
Closeout	18-007	PRCS	Parks Deferred Maintenance	118 - LTM-Facilities	292,641.00	80,711.69	(80,712.00)		-	-	-	-

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24-25 Status	CIP Project ID	CIP Type	Project Name	Fund Source(s)	Approved in Prior Year(s)	Estimated Balance as of 30-2024	6. Closeout Distributions for Reallocation	FY 2024/25 Proposed New Funding	FY 2025/26 Forecast	FY 2026/27 Forecast	FY 2027/28 Forecast	FY 2028/29 Forecast
Closeout	18-007	PRCS	Parks Deferred Maintenance	240 - Restricted Revenue	1,922.43	-		-	-	-	-	-
Carryover	18-008	MUNI	Municipal Buildings Deferred Maintenance 2017-2023	118 - LTM-Facilities	165,000.00	7,999.89		50,000	50,000	50,000	50,000	50,000
Closeout	18-009	MUNI	Police Department Equal Access and Waterproofing	118 - LTM-Facilities	-	-	-	-	-	-	-	-
Carryover	18-010	MUNI	Police Department HVAC Replacement	118 - LTM-Facilities	30,000.00	-		-	-	-	-	-
Carryover	19-005	MUNI	Hamilton Arts Center Deferred Maintenance	220 - Hamilton Arts	950,000.00	767,965.07		-	-	-	-	-
Carryover	19-006	MUNI	MTSC Exterior Siding & Roof	118 - LTM-Facilities	-	-		350,000	350,000	-	-	-
Carryover	19-006	MUNI	MTSC Exterior Siding & Roof	237 - Parks Measure A	-	-		50,000	50,000	-	-	-
Closeout	19-007	MUNI	Exterior Building Painting (NPD, Admin, City Hall)	118 - LTM-Facilities	-	(4,800.00)	4,800.00	-	-	-	-	-
Carryover	19-009	TDU	Novato Blvd at San Marin-Sutro Improvements	229.105 - Gas Tax RMRA	65,270.45	1,050.08		-	-	-	-	-
Carryover	19-009	TDU	Novato Blvd at San Marin-Sutro Improvements	235.160 - TAM Measure B (VRF)	-	-	880.86	511,000	-	-	-	-
Carryover	19-010	PRCS	Evaluation of Lieb Property for Future Uses	118 - LTM-Facilities	15,000.00	2,267.67		-	-	-	-	-
Carryover	19-010	PRCS	Evaluation of Lieb Property for Future Uses	214 - Quimby In-Lieu Fees	50,000.00	-		-	-	-	-	-
Carryover	19-010	PRCS	Evaluation of Lieb Property for Future Uses	237 - Parks Measure A	150,000.00	124,088.80		(124,089)	-	-	-	-
Carryover	20-002	MUNI	Energy Efficiency Utility Upgrades	118 - LTM-Facilities	75,000.00	-	20,200.00	50,000	-	-	-	-
Carryover	20-003	TDU	EV Charging Stations	229.105 - Gas Tax RMRA	50,000.00	-		-	-	-	-	-
Carryover	20-003	TDU	EV Charging Stations	245-ARPA	200,000.00	19,747.98		-	-	-	-	-
Carryover	21-002	TDU	Sidewalk Repair Program	236.600 - TAM Measure AA	400,000.00	527,976.85		150,000	150,000	150,000	150,000	150,000
Closeout	21-003	TDU	Update/Replace Grant Avenue Amenities	118 - LTM-Facilities	100,000.00	25,000.00	(25,000.00)	-	-	-	-	-
Closeout	21-003	TDU	Update/Replace Grant Avenue Amenities	233 - Grant-CalRecycle	78,000.00	9,149.23	(9,149.23)	-	-	-	-	-
Closeout	21-003	TDU	Update/Replace Grant Avenue Amenities	240 - Restricted Revenue	75,000.00	11,598.21	(11,598.21)	-	-	-	-	-
Closeout	21-005	TDU	Rowland Blvd Improvements from SB101 Ramps to Southern Ter	101 - General Fund	850,000.00	-	(9,028.00)	-	-	-	-	-
Closeout	21-005	TDU	Rowland Blvd Improvements from SB101 Ramps to Southern Ter	240 - Restricted Revenue	800,000.00	(9,028.00)	9,028.00	-	-	-	-	-
Closeout	22-001	TDU	2022 Annual Paving Project	235.160 - TAM Measure B (VRF)	-	880.86	(880.86)	-	-	-	-	-
Carryover	22-002	MUNI	Decommission or Replace Underground Fuel Tanks	119 - LTM-Infrastructure	-	-	22,540.59	450,000	-	-	-	-
Carryover	22-003	TDU	DeLong-Diablo Corridor Enhancements	119 - LTM-Infrastructure	300,000.00	43,669.60		-	-	-	-	-
Carryover	22-003	TDU	DeLong-Diablo Corridor Enhancements	234.121 - Grant-HSIP	1,142,000.00	190,183.22		-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	115 - Insurance Reserve	-	-		-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	234 - Grant Prop 68 Per Capita	-	-		-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	214 - Quimby In-Lieu Fees	520,000.00	47,536.57	(47,536.57)	-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	240 - Restricted Revenue	10,000.00	(4,500.00)		-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	241.152 - DIF-Recreation	33,000.00	-		-	-	-	-	-
Closeout	22-004	PRCS	Pioneer Park Play Area Upgrades	245-ARPA	250,000.00	-		-	-	-	-	-
Carryover	22-005	TDU	Citywide Crosswalk Enhancements & Traffic Management	236.600 - TAM Measure AA	1,118,103.33	89,100.00		-	-	-	-	-
Carryover	22-005	TDU	Citywide Crosswalk Enhancements & Traffic Management	245-ARPA	13,233.17	-		-	-	-	-	-
Closeout	22-006	PRCS	Citywide Play Structure Upgrades	245-ARPA	250,000.00	(0.00)		-	-	-	-	-
Closeout	22-006	PRCS	Citywide Play Structure Upgrades	118 - LTM-Facilities	-	22,540.59	(22,540.59)	-	-	-	-	-
Closeout	22-006	PRCS	Citywide Play Structure Upgrades	241.152 - DIF-Recreation	-	0.00		-	-	-	-	-
Carryover	22-007	TOI	Technology Systems Improvements	101 - General Fund	100,000.00	-		-	-	-	-	-
Carryover	22-007	TOI	Technology Systems Improvements	241.156 - DIF-Gov't Systems	100,000.00	84,852.00		-	-	-	-	-
Carryover	22-007	TOI	Technology Systems Improvements	245-ARPA	500,000.00	139,436.86		-	-	-	-	-
Carryover	23-001	TDU	2023 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	520,000.00	-		-	-	-	-	-
Carryover	23-001	TDU	2023 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	1,180,000.00	653,633.17		-	-	-	-	-
Carryover	23-001	TDU	2023 Annual Pavement Rehabilitation	235.160 - TAM Measure B (VRF)	74,826.45	-		-	-	-	-	-
Carryover	23-001	TDU	2023 Annual Pavement Rehabilitation	240 - Restricted Revenue	25,443.55	-		-	-	-	-	-
Closeout	23-002	TDU	Replace Hamilton Pump Station SCADA System	218 - Hamilton CFD	250,000.00	7,965.21	(7,965.21)	-	-	-	-	-
Carryover	23-003	TDU	Replace Wooden Streetlight Poles	119 - LTM-Infrastructure	200,000.00	308,605.00		-	-	-	-	-
Carryover	23-003	TDU	Replace Wooden Streetlight Poles	236.600 - TAM Measure AA	-	-		250,000	250,000	250,000	250,000	-
Carryover	23-004	TDU	Lynwood Slough Storm Drain Project	119 - LTM-Infrastructure	-	-		-	-	300,000	800,000	-
Carryover	23-004	TDU	Lynwood Slough Storm Drain Project	234 - Grant Needed	-	-		-	-	-	-	-
Carryover	23-004	TDU	Lynwood Slough Storm Drain Project	241.158 - DIF-Drainage	-	-		-	-	-	600,000	-
Carryover	23-006	TDU	Accessibility Upgrades – San Marin Dr. at San Andreas Dr.	229.105 - Gas Tax RMRA	-	-		-	550,000	-	-	-
Carryover	24-001	TDU	2024 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		174,782	-	-	-	-
Carryover	24-001	TDU	2024 Annual Pavement Rehabilitation	240 - Restricted Revenue	-	-		25,218	-	-	-	-
Carryover	24-001	TDU	2024 Annual Pavement Rehabilitation	245-ARPA	-	-		250,000	-	-	-	-
Carryover	24-001	TDU	2024 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	958,520.81		-	-	-	-	-
Carryover	24-001	TDU	2024 Annual Pavement Rehabilitation	235.160 - TAM Measure B (VRF)	-	-		-	-	-	-	-
Carryover	24-002	TDU	2023-2028 Traffic, Bicycle, & Ped Improvements	236.300 - TAM Measure A Reserve	-	0.26		3,919	-	-	-	-
Carryover	24-002	TDU	2023-2028 Traffic, Bicycle, & Ped Improvements	236.600 - TAM Measure AA	-	76,363.00		300,000	300,000	300,000	300,000	-



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24-25 Status	CIP Project ID	CIP Type	Project Name	Fund Source(s)	Approved in Prior Year(s)	Estimated Balance as of 30-2024	6. Closeout Distributions for Reallocation	FY 2024/25 Proposed New Funding	FY 2025/26 Forecast	FY 2026/27 Forecast	FY 2027/28 Forecast	FY 2028/29 Forecast
Carryover	24-003	TDU	MS4 Permit Trash Capture Devices	211 - Clean Stormwater	-	500,000.00		(500,000)	-	-	-	-
Carryover	24-003	TDU	MS4 Permit Trash Capture Devices	238 - Clean Stormwater CIP	-	-		500,000	-	-	-	-
Carryover	24-003	TDU	MS4 Permit Trash Capture Devices	241.158 - DIF-Drainage	-	-		100,000	-	-	-	-
Carryover	24-004	MUNI	Replace Gymnastics Center Roof	118 - LTM-Facilities	-	92,500.00		150,000	-	-	-	-
Carryover	24-004	MUNI	Replace Gymnastics Center Roof	241.152 - DIF-Recreation	-	-		80,000	-	-	-	-
Carryover	24-004	MUNI	Replace Gymnastics Center Roof	237 - Parks Measure A	-	-		150,000	-	-	-	-
Carryover	24-005	MUNI	Ammo Hill Building Demolition	119 - LTM-Infrastructure	-	-		-	150,000	-	-	-
Carryover	24-006	MUNI	HVAC Replacement - DRC & Gymnastics Center	118 - LTM-Facilities	-	-		-	-	500,000	-	-
New	25-001	TDU	2025 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		940,000	-	-	-	-
New	25-001	TDU	2025 Annual Pavement Rehabilitation	236.600 - TAM Measure AA	-	-	20,740.52	150,000	-	-	-	-
New	25-001	TDU	2025 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	-		684,260	-	-	-	-
New	25-002	TDU	Annual Traffic Striping and Marking	236.600 - TAM Measure AA	-	-		75,000	-	-	-	-
New	25-003	PRCS	Parks Master Plan Accessibility Project - Ph1	237 - Parks Measure A	-	-		57,537	-	-	-	-
Future	26-001	TDU	2026 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		-	470,000	-	-	-
Future	26-001	TDU	2026 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	-		-	426,000	-	-	-
Future	26-001	TDU	2026 Annual Pavement Rehabilitation	241.151 - DIF-Sts. & Intersections	-	-		-	224,000	-	-	-
Future	26-002	TDU	Annual Traffic Striping and Marking	236.600 - TAM Measure AA	-	-		-	75,000	-	-	-
Future	26-003	PRCS	Parks Master Plan Accessibility Project - Ph2	237 - Parks Measure A	-	-		-	100,000	-	-	-
Future	26-003	PRCS	Parks Master Plan Accessibility Project - Ph3	241.152 - DIF-Recreation	-	-		-	20,000	-	-	-
Future	26-004	PRCS	Hamilton Amphitheater Park Playground Improvements	237 - Parks Measure A	-	-		-	440,000	-	-	-
Future	26-004	PRCS	Hamilton Amphitheater Park Playground Improvements	241.152 - DIF-Recreation	-	-		-	110,000	-	-	-
Future	27-001	TDU	2027 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		-	460,000	-	-	-
Future	27-001	TDU	2027 Annual Pavement Rehabilitation	236.600 - TAM Measure AA	-	-		-	200,000	-	-	-
Future	27-001	TDU	2027 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	-		-	800,000	-	-	-
Future	27-001	TDU	2027 Annual Pavement Rehabilitation	241.151 - DIF-Sts. & Intersections	-	-		-	292,000	-	-	-
Future	27-002	TDU	Annual Traffic Striping and Marking	236.600 - TAM Measure AA	-	-		-	75,000	-	-	-
Future	27-003	PRCS	Parks Master Plan Accessibility Project - Ph3	237 - Parks Measure A	-	-		-	28,000	-	-	-
Future	27-003	PRCS	Parks Master Plan Accessibility Project - Ph3	241.152 - DIF-Recreation	-	-		-	7,000	-	-	-
Future	27-004	PRCS	Marin Highlands Park Playground Improvements	237 - Parks Measure A	-	-		-	440,000	-	-	-
Future	27-004	PRCS	Marin Highlands Park Playground Improvements	241.152 - DIF-Recreation	-	-		-	110,000	-	-	-
Future	27-005	PRCS	Marion Park Softball Field Renovation	118 - LTM-Facilities	-	-		-	-	-	-	-
Future	27-005	PRCS	Marion Park Softball Field Renovation	237 - Parks Measure A	-	-		-	180,000	-	-	-
Future	27-005	PRCS	Marion Park Softball Field Renovation	241.152 - DIF-Recreation	-	-		-	20,000	-	-	-
Future	28-001	TDU	2028 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		-	-	440,000	-	-
Future	28-001	TDU	2028 Annual Pavement Rehabilitation	236.600 - TAM Measure AA	-	-		-	-	200,000	-	-
Future	28-001	TDU	2028 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	-		-	-	1,150,000	-	-
Future	28-001	TDU	2028 Annual Pavement Rehabilitation	241.151 - DIF-Sts. & Intersections	-	-		-	-	358,000	-	-
Future	28-003	PRCS	Hillside Park Playground Improvements	118 - LTM-Facilities	-	-		-	-	200,000	-	-
Future	28-003	PRCS	Hillside Park Playground Improvements	237 - Parks Measure A	-	-		-	-	240,000	-	-
Future	28-003	PRCS	Hillside Park Playground Improvements	241.152 - DIF-Recreation	-	-		-	-	110,000	-	-
Future	29-001	TDU	2029 Annual Pavement Rehabilitation	229 - Gas Tax HUTA	-	-		-	-	-	440,000	-
Future	29-001	TDU	2029 Annual Pavement Rehabilitation	236.600 - TAM Measure AA	-	-		-	-	-	200,000	-
Future	29-001	TDU	2029 Annual Pavement Rehabilitation	229.105 - Gas Tax RMRA	-	-		-	-	-	1,150,000	-
Future	29-001	TDU	2029 Annual Pavement Rehabilitation	235.160 - TAM Measure B (VRF)	-	-		-	-	-	670,000	-
Future	29-001	TDU	2029 Annual Pavement Rehabilitation	241.151 - DIF-Sts. & Intersections	-	-		-	-	-	-	-
Future	29-003	PRCS	Pioneer Park Picnic Shade Structure	118 - LTM-Facilities	-	-		-	-	-	-	60,000
Future	29-003	PRCS	Pioneer Park Picnic Shade Structure	241.152 - DIF-Recreation	-	-		-	-	-	-	15,000
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	119 - LTM-Infrastructure	200,000.00	170,428.46		(170,428.46)	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	211 - Clean Stormwater	32,234.00	-		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	212 - Underground Utility	235,684.00	235,684.00		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	229 - Gas Tax HUTA	50,000.00	-		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	229.105 - Gas Tax RMRA	200,000.00	7,631.39		(4,035.01)	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	236.600 - TAM Measure AA	167,715.00	700,000.00		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	240 - Restricted Revenue	482,465.00	332,830.26		43,554.90	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	240 - Restricted Revenue	-	-		130,676.33	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	240 - Restricted Revenue	-	-		232.24	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	241.158 - DIF-Drainage	102,502.00	-		-	-	-	-	-

Att 2

24-25 Status	CIP Project ID	CIP Type	Project Name	Fund Source(s)	Approved in Prior Year(s)	Estimated Balance as of 30-2024	6. Closeout Distributions for Reallocation	FY 2024/25 Proposed New Funding	FY 2025/26 Forecast	FY 2026/27 Forecast	FY 2027/28 Forecast	FY 2028/29 Forecast
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	241.151 - DIF-Sts. & Intersections	-	277,922.63		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	Novato Bond B (pre-2012)	41,651.00	-		-	-	-	-	-
Carryover	97-001	TDU	Olive Phase III (Redwood to Railroad) & Rule 20B UUD	Utility Reimb.	4,744.00	-		-	-	-	-	-
Carryover	99-007	TDU	Redwood & San Marin Improvements (AGP-5 & NP-1)	229.105 - Gas Tax RMRA	-	-		-	-	100,000	100,000	100,000
Carryover	99-007	TDU	Redwood & San Marin Improvements (AGP-5 & NP-1)	240 - Restricted Revenue	30,604.00	24,440.00		-	-	-	-	-
Carryover	99-007	TDU	Redwood & San Marin Improvements (AGP-5 & NP-1)	241.151 - DIF-Sts. & Intersections	26,000.00	22,856.00		-	-	20,000	20,000	20,000
				<b>Totals</b>	<b>28,222,740.32</b>	<b>18,788,259.21</b>	<b>(173,196.51)</b>	<b>5,963,482.59</b>	<b>4,921,050.00</b>	<b>4,397,000.00</b>	<b>5,683,000.00</b>	<b>2,985,000.00</b>

Marin Valley Mobile Country Club  
Proposed Budget FY 2024/25

Acct #	GL Description	DETAIL	FY 23/24	FY 24/25
	REVENUES		Adopted Budget	Proposed
62000	Space Rent	Increase at 4% intended CPI cap	\$ 2,439,765	\$ 2,530,158
63000	Late Fees	Actual late fees Jul-Feb Avg \$60/mo	720	720
62008	Laundry	Actual laundry income Jul-Feb Avg \$0/mo	1,000	-
62010	Park Staff Mobile Home Rent	\$1141/mo Jul-Dec; \$1153/mo Jan-Jun	13,626	13,764
62075	Vehicle Parking Fees/RV	Actual parking fees Jul-Feb Avg \$530/mo	6,360	6,360
	<b>Total Permanent Rent</b>		<b>2,461,471</b>	<b>2,551,002</b>
64481	Electric	Per actuals in 23-24, slightly under annualized amount	338,891	383,384
64482	Garbage	\$13,750/mo 313@\$43.93	165,000	165,000
64483	Gas	Per estimate analysis (Park Billing Historical Data)	299,706	228,304
64484	Sewer	LGS \$1,356 per unit=\$35,369/mo	350,880	424,428
	<b>Total Utilities</b>		<b>1,154,477</b>	<b>1,201,116</b>
	ARPA Revenue		-	
63649	Investment Income	Per City Staff-amount subject to change	54,000	117,950
63650	Other Income		200	200
	<b>Total Other Income</b>		<b>54,200</b>	<b>118,150</b>
	<b>TOTAL GROSS REVENUES</b>		<b>3,670,148</b>	<b>3,870,268</b>
	<b>OPERATION &amp; MAINT. EXPENSES</b>			
80050	Wages - Park Manager	3.5% COLA Increase	95,342	98,679
80130	Wages - Bookkeeper	3.5% COLA Increase	20,833	21,562
85010	Wages-Maintenance	3.5% COLA Increase	39,416	40,796
85011	Wages-Assistant Maintenance	3.5% COLA Increase	32,864	34,014
85013	Park Staff Mobile Home Rent	\$1141/mo \$1153/mo	13,626	13,764
85014	Travel	Manager Mileage Reimbursement	600	600
	<b>Total Wages</b>		<b>202,681</b>	<b>209,415</b>
85016	P/R Taxes	Estimate - Employer Payroll Taxes dependent on staff pay	17,500	18,113
85018	Workers Comp	Estimate based on rates from workers comp and staff pay	11,500	11,903
	<b>Total P/R Taxes/Insurance</b>		<b>29,000</b>	<b>30,015</b>
	<b>TOTAL EMPLOYEE COSTS</b>		<b>231,681</b>	<b>239,430</b>
92000	Electric	3.6% increase over 23/24 actuals - Proj Actual - based on rate increases that City Staff know will occur	393,935	437,272
83008	Garbage - contract	2.2% increase to projected actuals - based on rate increases known that City Staff know will occur	171,840	175,911
92001	Gas	3.6% increase to - projected actuals - based on rate increases known that City Staff know will occur	326,839	264,472
92015	Sewer	3.1% increase to projected actuals- based on rate increases known that City Staff know will occur	353,112	400,435
92003	Water	8.5% increase to Col J - projected actuals - based on rate increases known that City Staff know will occur	108,205	128,166
	<b>Total Utilities</b>		<b>1,353,931</b>	<b>1,406,256</b>

Acct #	GL Description	DETAIL	FY 23/24	FY 24/25
88160	Concrete Maintenance		-	
84009	Fire Abatement	Est brush/weed clearing, includes \$50,000 for goats (MG)	50,000	50,000
83001	Landscape Maintenance	DelToro \$1,200/mo + \$7,500 extra/yr (weed control)	25,000	31,500
83061	Staff Home Repairs	Estimate	5,000	4,000
83000	Operating Supplies & Equip	Estimate operating supplies (cleaning supplies & consumables)	15,000	15,000
83005	Pool Supplies & Equipment	July-Feb Avg \$800/mo + \$2,500 repairs + add thermal panels to heat pool	15,000	15,000
83003	General Repairs	Common Area maint & rep (MG)	50,000	50,000
83007	Security Contract	Patrols \$820/mo	12,000	10,000
88999	System Maintenance - Gas	Repairs	7,800	5,000
89000	System Maintenance - Electrical	Repairs	-	15,000
89002	System Maintenance - Generator	Maintenance contract (\$3,200)+ repairs	6,200	6,200
89380	System Maintenance - Sewer	Actual prev year ave \$3,750/mo, sewer line clearing/repairs	30,000	50,000
89100	System Maintenance - Water	Repairs to Water Lines	15,000	15,000
83015	System Maint - Storm Drain	Estimate	10,000	10,000
90012	Street Crack Seal Repair	on capital plan	-	-
82015	Tools & Equipment Repair	R&R Park tools and equipment	2,000	2,000
84002	Trees	Estimate tree trim and removal (MG)	25,000	50,000
89398	Uniforms	Park Staff Shirts/Jackets/Raingear	300	300
89429	Utility Maintenance	Unanticipated service/repairs to meters etc	7,500	5,000
89430	Vehicle Maintenance	Repairs/service/DMV fees - avg \$400 p/mo	4,000	5,000
91001	Contingency	Estimate	-	

Marin Valley Mobile Country Club  
Proposed Budget FY 2024/25

Acct #	GL Description	DETAIL	FY 23/24	FY 24/25
	<b>Total Repairs/Maintenance</b>		<b>279,800</b>	<b>339,000</b>
80014	Advertising & Promotion	Estimate	600	400
80008	Bank Charges	Actual Fees Ave \$20/mo	240	240
80000	Copier Supplies/Repairs	Actual July-Feb Avg \$160/mo	1,620	1,920
80015	Dues & Subscriptions	Title 25, MH Residency Law updates	1,250	1,500
81010	Education & Seminars	Onsite Staff Training -WMA mmbshrshp \$925	3,100	1,800
81000	Legal	Estimate, enforcement of Park documents/collections	25,000	40,000
	Professional Services	Legal	-	-
81011	Licenses & Permits	Dvc-\$1200/HCD-\$7550/PI&Spa Pmt \$950	9,850	9,850
80120	Office Supplies & Equipment	Actual July-Feb Avg \$240/mo	6,500	6,500
81015	Other Expense	Estimate	5,500	3,500
81016	Outside Services	Park Billing \$650/\$200-ans serv/\$300 pest/clbhs	12,500	13,800
92011	Telephone	alarm \$600/mo, net \$1250/mo, pager \$50/qtr, oncall \$130	40,000	24,000
	<b>Total Office &amp; Administration</b>		<b>106,160</b>	<b>103,510</b>
94005	In-Lieu of Tax Fees - Novato	Per City Staff	81,260	89,089
94007	Resident Humanitarian Services		-	-
93000	Insurance-Prop & Liability	Per City Staff - amount subject to change	200,000	250,000
93004	Insurance - MARVAL	Per City Staff - amount subject to change	65,000	6,600
80100	Management Fee	\$5,790 p/mo	69,480	69,480
94024	Emergency Prep MVEST		5,000	1,750
94021	Owner Expense	\$25K here, and \$25K after DSCR calculation as outlined by Bank of Marin	25,000	25,000
94022	PAC Expense		2,000	6,000
81001	Audit	Per City Staff - amount subject to change	5,200	5,200
94009	Mobile Home Rent Control Fee	\$60 per space per City's Rent Control Ordinance	18,900	18,900
	<b>Total Insurance &amp; Management</b>		<b>471,840</b>	<b>472,019</b>
	<b>TOTAL OPERATING &amp; MAINT. EXPENSES</b>		<b>2,443,412</b>	<b>2,560,215</b>
	<b>NET OPERATING INCOME</b>		<b>1,226,737</b>	<b>1,310,053</b>
	<b>Bank of Marin Loan:</b>			
35006	Loan Principal	per amortization schedule	548,754	597,563
80062	Loan Interest	per amortization schedule	102,418	53,610
	<b>Annual Debt Service</b>		<b>651,172</b>	<b>651,173</b>
	<b>Estimated DSCR (must be &gt;2.0)</b>	=(Net Operating Income/Annual Debt Service)	<b>1.88</b>	<b>2.01</b>
1)	<b>Excess Revenue</b>		<b>575,565</b>	<b>658,880</b>
	<b>Other Expense</b>			
94008	Capital Expenses	Est based on draft 2024-25 CIP Budget (\$350k moved frm prev yr)	712,150	1,771,595
94021	Owner Expense	Amount above cap for DSCR	25,000	25,000
	<b>TOTAL OTHER EXPENSES</b>		<b>737,150</b>	<b>1,796,595</b>
	<b>Reserve Contribution to Balance Budget</b>		<b>\$ 161,586</b>	<b>\$ 1,137,715</b>

		Approved	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
	CAPITAL COMPONENT	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34
	<b>SHORT-TERM CIP PROJECTS</b>											
	<b>ASPHALT/STREETS/LIGHTS</b>											
1	Overlay	35,700	10,500	36,414	11,025	37,142	11,576	37,885	12,155	38,643	12,763	39,416
2	Driveways & Cul de sacs	41,200	42,436	43,709	45,020	46,371	47,762	49,195	50,671	52,191	53,235	54,300
3	<b>COMMON AREA &amp; RECREATION FACILITIES</b>	77,250										
4	Common Area/Recreation Facilities		79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	99,815	101,811
5	Clubhouse ADA Phase 2 - Design Pool & Clubhouse Bathrooms	75,000	75,000									
6	Clubhouse ADA Phase 2 - Construct/Renovate Pool & Clubhouse Bathrooms		300,000	300,000								
7	Clubhouse ADA Phase 3 - Elevator/Exterior Lift											
8	Clubhouse ADA Phase 4 - Other minor accessibility enhancements			50,000								
9	Repaint Clubhouse [COMPLETED]											
10	Lower Deck Replacement [COMPLETED]											
11	Clubhouse Roof & HVAC Replacement	350,000	350,000									
12	New Ballroom Floor (to be initiated after elevator/lift project) \$20x2500SF			75,000								
13	Thermal Panels to Heat Pool		23,000									
14	<b>GEOTECHNICAL - ROUTINE CAPITAL WORK</b>											
15	Slopes/Drains/V-ditches	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,271	33,938
16	Retaining Walls	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	99,815	101,811
17	<b>Park Owned Mobilehome Maintenance</b>											
18	Replace Park Vehicle (truck)											
19	Updated Property Assessment and Associated On-site Engineering		105,000									
20	Sub Total Projected Expenditures	\$ 682,150	\$ 1,091,595	\$ 696,351	\$ 253,009	\$ 286,387	\$ 268,297	\$ 302,309	\$ 284,511	\$ 319,169	\$ 298,899	\$ 331,276
21	<b>LONG-TERM INFRASTRUCTURE CIP PROJECTS</b>											
22	Complete MVMCC Utility Master Plan from 2016 Draft											
23	<b>SANITARY SEWER INFRASTRUCTURE - December 2018 Assessment &amp; Report</b>											
24	Replace Pump Station #2 Wet-Well/Force Main/Generator											
25	Const. Mgm't. & Insp. - Pump Station #2 Contract											
26	Replace Pump Station #1 Wet-Well/Force Main/Generator											
27	Const. Mgm't. & Insp. - Pump Station #1 Contract											
28	<b>OTHER INFRASTRUCTURE REPLACEMENT - TRANSMISSION/MAINS</b>											
29	Water Alt #2 Main/Laterals Replacement Design & Construction Docs			100,000								
30	Water Alt #2 Main/Laterals Replacement-Construction				850,000	850,000						
31	Water Alt #3 Main/Laterals Replacement Design & Construction Docs		100,000									
32	Sewer Alt #2 Main/Laterals Replacement Design & Construction Docs			100,000				100,000				
33	Sewer Alt #2 Main/Laterals Replacement Design - Construction								3,400,000	3,400,000	3,400,000	
34	Storm Drain System Alt #1 Repairs (\$500/LF)											
35	Storm Drain System Replacement											
36	Storm Drain Ditch Cleaning (ES)		200,000									
37	Natural Gas Main Replacement - Design											
38	Natural Gas Main Replacement - Construction											
39	Electrical Conductors & Main Panels - Design											
40	Electrical Conductors & Substation Panels Construction											
41	<b>OTHER INFRASTRUCTURE REPLACEMENT - DISTRIBUTION/SERVICES</b>											
42	Current Water System Minor Upgrades & Maintenance		30,000		30,000							

		Approved	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
	CAPITAL COMPONENT	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34
43	Replace Main Switch, Testing Transformer Oil, Electrical Pedistal Replacements		350,000									
44	Gas Distribution & Shutoff Valve Replacement	30,000		30,000		30,000		30,000				
45	<b>RETAINING WALLS &amp; SLOPE STABILITY</b>											
46	Locations from geotechnical engineer slope stability report							150,000				
47	<b>Subtotal Conditions Survey Projected Expenditures</b>	\$ 30,000	\$ 680,000	\$ 380,000	\$ 880,000	\$ 880,000	\$ -	\$ 280,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ -
48	<b>TOTAL EXPENDITURES</b>	\$ 712,150	\$ 1,771,595	\$ 1,076,351	\$ 1,133,009	\$ 1,166,387	\$ 268,297	\$ 582,309	\$ 3,684,511	\$ 3,719,169	\$ 3,698,899	\$ 331,276

### Projected Fund Balances

Fund	Projected Fund Balance FY 2023/24	Projected Fund Balance FY 2024/25
Measure F (111)	156,631	10,305
Pension Reserve (114)	1,557	1,593
Self Insurance Reserve (115)	1,517,692	1,547,363
Emergency Disaster & Recovery Reserve (116)	4,650,754	TBD
Civic Center (117)	3,908	3,908
Long Term Maintenance Facilities (118)	829,396	717,719
Long Term Maintenance Infrastructure (119)	293,958	306,776
Deposits in Trust (120)	-	-
Housing Fund (210)	857,754	TBD
Stormwater (211)	234,493	71,693
Underground Utilities (212)	817,626	841,226
Parking Improvement (213)	(4,097)	(4,141)
Quimby (214)	87,650	138,990
Art in Public Places (215)	316,954	324,955
General Plan Surcharge (216)	572,308	712,052
Automation Surcharge (217)	69,280	TBD
Novato Arts Center (220)	1,883,883	2,102,036
Chapter 27 Assessments (221)	270,826	277,098
San Marin LAD (222)	61,611	40,440
Country Club LAD (223)	78,107	79,897
Wildwood Glen LAD (224)	5,087	4,590
Hillside LAD (225)	32,906	37,146
Light & LAD Downtown (226)	147,305	156,974
San Pablo (227)	78,031	78,024
Scottsdale Assessment District (228)	11,290	11,549
Gas Tax (229)	334,904	182,013
Operating Grants (233)	13,061	35,210
TAM Measure B (235)	66,514	226,514
Streets Measure A (236)	177,338	281,955
Parks Measure A (237)	1,108,370	1,185,670
Clean Stormwater (CIP) (238)	511,802	39,737
Street & Storm Drain (239)	294,504	300,262
Restricted Revenue (240)	(81,084)	(81,084)
PEG (246)	126,052	126,716
Equipment Replacement (602)	2,107,303	1,865,454
Technology Equipment (603)	234,798	TBD



## **STAFF REPORT**

MEETING DATE: June 6, 2024

TO: Novato Finance Advisory Commission

FROM: Amy Cunningham, City Manager

**SUBJECT: Strategic Plan and Fiscal Sustainability Update**

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### **REQUEST**

Receive report and provide feedback.

### **DISCUSSION**

Staff will provide the Finance Advisory Commission (Commission) with updates on outreach efforts regarding the Strategic Plan addressing fiscal sustainability.

### **ATTACHMENTS**

1. Link to May 7, 2024 [City Council Meeting, item G.4., Strategic Plan Update](#)

## **STAFF REPORT**

**MEETING**

**DATE:** June 6, 2024

**TO:** Finance Advisory Commission

**FROM:** Amy Cunningham, City Manager  
Carla Carvalho-Degraff, Finance Director

**SUBJECT: Update on Finance Department Activities**

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### **REQUEST**

Receive report.

### **DISCUSSION**

Staff will provide with updates to the Finance Advisory Commission (Commission) with updates on current finance activities including:

- **FY 22/23 Close and Audit Preparation**
- **FY 23/24 Close**
- **Finance Staffing Update**
- **Other Finance Activities**

Staff recommends the Commission receive the report.