



# TOWN OF FAIRFAX

## STAFF REPORT

### July 16, 2014

**TO:** Mayor and Town Council

**FROM:** Michael Vivrette, Finance Director  
Garrett Toy, Town Manager

**SUBJECT:** Adoption of a resolution adopting the Town of Fairfax Operating and Capital Improvement Budgets for Fiscal Year July 1, 2014 through June 30, 2015 and Providing for the Appropriation of Expenditures in Said Budgets and Repealing All Resolutions in Conflict Therewith

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#### RECOMMENDATION

Approve resolution adopting the FY 2014-15 Budget

#### DISCUSSION

The FY2014-15 budget was presented at the budget workshop on June 6<sup>th</sup>. At its July 2<sup>nd</sup> meeting, the Town Council held a public hearing on the budget.

Based on discussions at the July 2<sup>nd</sup> meeting, the Council approved additional budget adjustments. These changes include:

1. Appropriation of funds for Sustainable Fairfax activities within the General Fund
2. Appropriation of funds for an evidence refrigerator in the Equipment Replacement Fund (carryover from FY13-14)
3. Appropriation of funds for website improvements to enhance communications with the public
4. Transfer of funds and the addition of revenues such as a Zero Waste grant to offset expenditures.
5. Appropriations to pay for copier leases and Docstar scanning in Office Equipment Fund (inadvertently omitted in the proposed budget)

Since the budget workshop on June 6<sup>th</sup>, total General Fund appropriations increased by \$80,000 and Revenue estimates increased by \$13,000. The net impact of \$67,000 represents a less than 1% change from the proposed budget to the adopted budget.

Attached is a sheet summarizing the adjustments made since (e.g., transfers, appropriations) the Council's workshop and public hearing on the budget. Also attached are replacement pages for the proposed budget.

#### ATTACHMENTS

Proposed Resolution

Budget Replacement Pages for Proposed Budget

Note: The Proposed FY14-15 Budget was distributed in the Council packet for July 2, 2014.

AGENDA ITEM # 1

**RESOLUTION NO. 14-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2014 THROUGH JUNE 30, 2015 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH**

**WHEREAS**, the Town Council of the Town of Fairfax has reviewed the proposed Operating Budget for FY 2014-15 and Capital Improvement Program for FY 2014-15 and has held such public hearings as are necessary prior to adoption of the Final Budget;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Town Council of the Town of Fairfax finds as follows:

1. That the budget for FY 2014-15 presented by the Town Manager in the document "Town of Fairfax, 2014-15 Operating and Capital Improvement Budget" is hereby approved and adopted as amended herein and attached as Exhibit "B".
2. That the total General Fund operating Budget is \$7,679,226 and is hereby appropriated for Department expenses as follows:

Town Council	\$ 230,055
General Administration	\$ 698,956
Developmental Services	\$ 606,364
Public Safety	\$ 4,653,348
Public Works	\$ 582,572
Parks & Facility Maintenance	\$ 244,575
Non Departmental	<u>\$ 663,355</u>

**TOTAL OPERATING BUDGET      \$ 7,679,226**

3. That \$ 755,731 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$ 2,193,325 is hereby appropriated for Capital Improvement Programs for Fiscal Year 2014-15.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 16<sup>th</sup> day of July, 2014, by the following vote to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
David Weinsoff, Mayor

Attest:

\_\_\_\_\_  
Michele Gardner, Town Clerk

# TOWN OF FAIRFAX

## **2014 - 2015 Operating and Capital Improvement PROPOSED Budget**

### **ADDITIONS**



TOWN OF FAIRFAX

OPERATING BUDGET FY15

CHANGES FROM DRAFT BUDGET V2.2 6/4/14

**01 GENERAL FUND** ENDING FUND BALANCE

**PRIOR YEAR ADJ** POLICE DISP SERV FY14  
 SALE OF ASSETS FY14  
 COMPELLENT LEASE FY14

**REVENUES - FY15**  
 01-010-101 CORR POLICE DISP SERV

**EXPENSES - FY15**  
 01-221 Town Clerk  
 01-611 Park Maint 821 + 25K

**TRANSFERS - FY15**  
 TO FUND 02 - DRY PERIOD  
 TO FUND 73 - OPEN SPACE  
 TO FUND 03 - EQUIP REPL

NET CHANGE

ENDING FUND BALANCE

GENERAL FUND (01)	DRY PERIOD FUND (02)	EQUIP REPL FUND (03)	OFFICE EQUIP FUND (08)	OPEN SPACE FUND (73)
915,439.79	858,053	129	60,103	58,617
1,000.00		6,000.00		
		(7,565.00)		
1,000.00				
(15,000.00)				
(25,000.00)				
(141,947.00)	141,947.00			
(4,000.00)				4,000.00
(10,000.00)		10,000.00		
(193,947.00)	141,947.00	8,435.00		4,000.00
721,492.79	1,000,000.00	8,564.00	60,103.00	62,617.00
12,335.86			(5,000.00)	
12,258.79				
(25,000.00)		(5,500.00)		
			(15,000.00)	
(20,000.00)			20,000.00	
(20,405.35)	-	(5,500.00)	-	-
701,087.44	1,000,000.00	3,064.00	60,103.00	62,617.00
(0.00)	-	0.19		0.39

CHANGES FROM BUDGET HEARING - 7/2/14

**PRIOR YEAR ADJ**  
 01-070-702 ADD ZWG  
 08-928-911 ADDL COPIER EXP

**REVENUES - FY15**  
 01-070-702 ADD ZWG

**EXPENSES - FY15**  
 01-715-822 SUSTAINABLE FAIRFAX  
 03-923-921 EVIDENCE FRIDGE  
 08-928-911 COPIER/DOCSTAR

**TRANSFERS - FY15**

NET CHANGE

ENDING FUND BALANCE



# Town of Fairfax

## 2014-15 Operating Budget

### ALL FUNDS FY15

FUND SUMMARY		Balance 30-Jun-14	FY 2014-15 Revenues	FY 2014-15 Approp	FY 2014-15 Transfers	Balance 30-Jun-15	FY 14/15 ACTIVITY
7/8/14 6:22 PM							
<b>GENERAL FUNDS</b>							
01	General Fund	1,029,998	5,515,259	(7,679,226)	1,835,056	701,087	(328,911)
02	Dry Period Fund	858,053	-	-	141,947	1,000,000	141,947
03	Equipment Replacement Fund	(4,514)	-	(92,422)	100,000	3,064	7,578
04	Building & Planning Fund	111,236	450,000	-	(450,000)	111,236	-
05	Communication Equip Replace Fund	0	-	-	-	0	-
06	Retirement Fund	17,339	1,130,000	-	(1,130,000)	17,339	-
08	Office Equip Replacement Fund	36,103	-	(25,000)	50,000	61,103	25,000
<b>Total General Funds</b>		<b>2,048,216</b>	<b>7,095,259</b>	<b>(7,796,648)</b>	<b>547,003</b>	<b>1,893,829</b>	(154,386)
						24.3%	(55,333)
<b>SPECIAL REVENUE FUNDS</b>							
07	Special Police Fund	2,950	100,000	-	(100,000)	2,950	-
11	Recreation Fund	(10,071)	82,000	(96,419)	25,000	510	10,581
12	Fairfax Festival Fund	4,746	36,000	(32,000)	(5,000)	3,746	(1,000)
20	Measure I - Municipal Svs Tax Fund	0	460,000	-	(460,000)	0	-
21	Gas Tax Fund	8,930	198,485	-	(207,000)	415	(8,515)
<b>Total Special Revenue Funds</b>		<b>6,555</b>	<b>876,485</b>	<b>(128,419)</b>	<b>(747,000)</b>	<b>7,621</b>	1,066
<b>DEBT SERVICE FUNDS</b>							
41-45	Measure K - Debt Service	771,263	448,528	(504,891)	-	714,901	(56,363)
<b>Total Debt Service Funds</b>		<b>771,263</b>	<b>448,528</b>	<b>(504,891)</b>	<b>-</b>	<b>714,901</b>	(56,363)
<b>CAPITAL PROJECTS</b>							
51	Capital Projects - Grants	131,182	1,750,774	(2,031,771)	280,997	131,182	-
52	Disaster Fund	0	-	-	-	0	-
53	Capital Projects - Town	(4,496)	96,554	(161,554)	65,000	(4,496)	-
54	Pavilion Renovation	150,765	-	-	(150,000)	765	(150,000)
55	Measure K - Capital Projects	(0)	-	-	-	(0)	-
<b>Total Capital Projects Funds</b>		<b>277,450</b>	<b>1,847,328</b>	<b>(2,193,325)</b>	<b>195,997</b>	<b>127,450</b>	(150,000)
<b>FIDUCIARY FUNDS</b>							
73	Open Space	8,617	55,000	(5,000)	4,000	62,617	54,000
<b>Total Fiduciary Funds</b>		<b>8,617</b>	<b>55,000</b>	<b>(5,000)</b>	<b>4,000</b>	<b>62,617</b>	54,000
<b>TOTALS</b>		<b>3,112,101</b>	<b>10,322,600</b>	<b>(10,628,282)</b>	<b>-</b>	<b>2,806,418</b>	(305,682)



# Town of Fairfax

## 2014-15 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 715 NON DEPARTMENTAL

### ACTIVITY DESCRIPTION

This activity is to cover General Fund expenditures for items not funded by another department.  
 Formerly titled "Miscellaneous"

### DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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### PERSONNEL

401 REGULAR SALARIES	48,899	48,101	-	-	-
421 TEMP SALARIES	78			-	
461 OVERTIME				-	
491 HEALTH INSURANCE	7,712	7,712		-	
491 RETIREE HEALTH BENEFITS SEE NOTE	14,089	29,996	36,000	51,152	52,788
492 WORKERS COMP.	-	1,171		-	
493 RETIREMENT	10,600	9,962		566	566
494 MEDICARE	726	726		-	
<b>SUBTOTAL PERSONNEL</b>	<b>82,105</b>	<b>97,668</b>	<b>36,000</b>	<b>51,718</b>	<b>53,355</b>

### OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	45,984	-	-	-	
822 CONTRACTED SVCS SEE NOTE	104,573	217,823	160,000	149,400	205,000
841 SMALL TOOLS	43	-	1,700	-	-
842 SPECIAL DEPT SUPPLIES	2,758	2,288	4,000	2,521	4,000
871 LIAB & PROP INSURANCE	SEE DEPTS	268	90,000	116,680	110,000
881 SPECIAL SERVICES SEE NOTE	8,509	37,253	17,000	16,778	17,000
890 MISCELLANEOUS	(4)	95	16,000	1,430	1,000
891 CLAIMS - WC / SETTLEMENTS SEE NOTE	85,414	113,692	150,000	123,851	150,000
895 TRAN INTEREST SEE NOTE	22,847	2,701	5,000	2,166	3,000
896 CERTB/OPEB		60,000	90,000	90,000	120,000
<b>SUBTOTAL OPERATING</b>	<b>270,125</b>	<b>434,120</b>	<b>533,700</b>	<b>502,827</b>	<b>610,000</b>

### TOTAL DEPARTMENT APPROPRIATION

**352,230      531,788      569,700      554,544      663,355**

### Allocation of Positions:

ADMINISTRATIVE ASSISTANT II      1.00      1.00      -      -      -

### Total Full Time Equivalent Employees

**1.00      1.00      0.00      0.00      0.00**

### NOTES:

	FY12	FY13	FY14 bud	FY14	FY15 bud
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)		1,991	2,000	2,200	2,400
CITTASLOW USA	2,000	2,825			
CMCM (WEBCAST)			6,000	7,450	7,700
COUNTY OF MARIN MIDAS ACCOUNT	13,600	17,775	18,000	19,375	20,000
FAIRFAX CHAMBER OF COMMERCE		210	250	paid #211	-
GOLSCH, C (WEBPAGE SERVICES)	6,000	9,000	9,000	9,000	11,700
LEAGUE OF CALIFORNIA CITIES	4,103	4,348	5,000	4,598	4,600
MARIN COUNTY ADMIN (ANIMAL CONTROL)	41,215	65,907	73,703	73,703	72,687
MARIN COUNTY SHERIFFS DEPT		4,322			
MARIN COUNTY TAX COLLECTOR (LAFCO)	300	3,469	3,597	3,597	4,500
MARIN GENERAL SERVICES AUTHORITY		2,000	14,000	13,508	11,511
MARIN IT, INC	9,339	11,344	20,000	15,969	16,000
SOLID WASTE RATE STUDY      Moved from 211			1,200		
SUSTAINABLE FAIRFAX      Moved from Fund 51					25,000
OTHER	28,016	94,632	7,250	-	28,902
	104,573	217,823	160,000	149,400	205,000
491 includes CalPERS PEMHCA payments (\$10,122) and OPEB retiree payments(\$42,666)					
881 Chipper services - \$10,000 Other \$7,000					
891 Allocation for Worker's Comp claims and settlements					
895 TRAN (Tax and Revenue Anticipation Notes) interest & fees					



# Town of Fairfax

## 2014-15 Operating Budget

**FUND 03 EQUIP REPLACEMENT**  
**DEPT 923 EQUIP REPLACEMENT**

The Equipment Replacement fund is a component of the General Fund used to provide financing for major equipment purchases and leases.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(80,664)	(63,804)		19,144	(4,515)
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
090 901 SALE OF ASSETS			3,460		6,000	
<b>SUBTOTAL REVENUES</b>		-	3,460	-	6,000	-
<b>APPROPRIATIONS</b>						
923 921 FIELD EQUIPMENT	SEE NOTE	33,140	64,908	72,118	84,658	75,822
903 996 SOLAR PANEL LEASE				16,600	16,600	16,600
<b>SUBTOTAL APPROPRIATIONS</b>		33,140	64,908	88,718	101,258	92,422
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		50,000	144,396	71,600	71,600	100,000
<b>SUBTOTAL TRANSFER</b>		50,000	144,396	71,600	71,600	100,000
<b>NET DEPARTMENT ACTIVITY</b>		16,860	82,948	(17,118)	(23,658)	7,578
<b>ENDING FUND BAL</b>		(63,804)	19,144		(4,515)	3,064
<b>COMPONENTS OF FUND BALANCE:</b>						

<b>NOTES:</b>	<b>LAST PMT</b>				
EVIDENCE REFRIGERATOR					5,500
921 MOBILE COMPUTING - PANASONIC			15,683		8,000
LEASE - SERVERS (2) - COMPELLENT	03/25/14		7,574		7,565
					-
FY10 VEHICLE LOAN - ALLY	01/01/15		8,910	8,910	13,885
FY12 VEHICLE LOAN - FORD	05/01/15		20,494	20,494	20,494
FY13 VEHICLE LOAN - FORD	02/01/16		12,247	11,712	11,712
FY14 VEHICLE LOAN - FORD	01/01/17			31,002	31,002
<b>TOTAL</b>			<b>64,908</b>	<b>72,118</b>	<b>84,658</b>
					<b>75,822</b>



# Town of Fairfax

## 2014-15 Operating Budget

**FUND**            08 OFFICE EQUIP REPLACEMENT  
**DEPT**            928 OFFICE EQUIP REPLACEMENT

The Office Equipment Replacement fund is a component of the General Fund used to provide financing for major office equipment purchases and leases.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		31,358	25,324		31,247	36,102
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
911 OFFICE EQUIPMENT	SEE NOTE	14,034	14,076	10,000	15,145	25,000
					-	
					-	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>14,034</b>	<b>14,076</b>	<b>10,000</b>	<b>15,145</b>	<b>25,000</b>
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		8,000	20,000	20,000	20,000	50,000
<b>SUBTOTAL TRANSFER</b>		<b>8,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>50,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(6,034)</b>	<b>5,924</b>	<b>10,000</b>	<b>4,855</b>	<b>25,000</b>
<b>ENDING FUND BAL</b>		<b>25,324</b>	<b>31,247</b>		<b>36,102</b>	<b>61,102</b>
<b>COMPONENTS OF FUND BALANCE:</b>						
DESIGNATED FOR SOFTWARE REPLACEMENT			20,000		40,000	60,000
UNDESIGNATED		25,324	11,247		(3,898)	1,102

<b>NOTES:</b>	
911 Copier leases/Docstar license	15,000
Replace 6 computers - Admin	10,000
	25,000