



## Agenda Item No. 9f.

### Staff Report

**Date:** June 14, 2016  
**To:** Mayor Hoertkorn and Council Members  
**From:** Joe Chinn, Town Manager  
**Subject:** Council Approval of Budget Adjustments for Fiscal Year 2015-16

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#### Recommendation

Staff recommends the Council approve adjustments to the Fiscal Year 2015-16 (FYE16) budget to more accurately reflect the fiscal year activities.

#### Background and discussion

The Town Council approved the FYE16 budget on May 21, 2015. During the course of the year, there have been some significant adjustments to the level of activity. The recommendation is to increase both the General Fund revenue and expense budgets by \$263,000 for FYE16. Building permit and encroachment permit activities have been significantly higher than was anticipated which results in both revenues and expenses increasing with the adjustments to revenues increasing by \$263,000 and expenses increasing by \$260,000 in the Public Works/Building Department.

Another budget adjustment relates to the addition of \$45,000 budget for the purchase of a new police vehicle with all the associated police equipment. A new police vehicle was originally scheduled to occur in FYE17 but when the vehicle to be replaced broke down this fiscal year it was determined to make the purchase this year. Offsetting most of this budget increase, the recommendation is to reduce the budget for a seismic study of the civic center by \$42,000. With these two adjustments the Facilities and Equipment unit expenses are increased by \$3,000 for FYE16.

The budget adjustments are detailed below in the fiscal section of this report.

#### Fiscal, resource and timeline impacts

If Council approves the budget adjustments, the following adjustments to the budget will be reflected:

##### General Fund Revenues

	Current Budget	Revised Budget	Change
Building Permits	\$550,000	\$788,000	\$238,000
Technology Surcharge Fee	\$100,000	\$125,000	\$25,000
<b>Revenue Change</b>	<b>\$650,000</b>	<b>\$913,000</b>	<b>\$263,000</b>

## General Fund Expenses

	Current Budget	Revised Budget	Change
<b>Public Works/Building</b>			
Building Dept. Admin.	\$30,000	\$80,000	\$50,000
Building Dept. Plan Review	\$150,000	\$220,000	\$70,000
Engineering Services	\$120,000	\$260,000	\$140,000
<b>Subtotal PW/Building</b>	<b>\$300,000</b>	<b>\$560,000</b>	<b>\$260,000</b>
<b>Facilities and Equipment</b>			
Seismic Study - Civic Center	\$45,000	\$3,000	(\$42,000)
New Police Vehicle	\$0	\$45,000	\$45,000
<b>Subtotal Facilities and Equip.</b>	<b>\$45,000</b>	<b>\$48,000</b>	<b>\$3,000</b>

With these budget adjustments, the Town total General Fund expense budget for FYE16 would be:

	Original Budget	Revised for prepayment of County of Marin TRAN Note	Previous Revisions Revised for CalPERS UAL paydown	Current Revisions	Revised budget
<b>General Fund Expenses</b>					
Operating	\$ 5,609,160	\$ 188,717	\$ -	\$ 260,000	\$ 6,057,877
Recreation	1,174,434				1,174,434
Facilities and Equipment	233,727			3,000	236,727
Legal Defense	-				-
Emergency	-				-
<b>Total General Fund before UAL Paydown</b>	<b>7,017,321</b>	<b>188,717</b>	<b>-</b>	<b>263,000</b>	<b>7,469,038</b>
CalPERS UAL paydown	1,850,000		(699,893)		1,150,107
<b>Total General Fund Expenses</b>	<b>\$ 8,867,321</b>	<b>\$ 188,717</b>	<b>\$ (699,893)</b>	<b>\$ 263,000</b>	<b>\$ 8,619,145</b>

The Special Revenue Funds are not being modified with this Council action.

### Alternative actions

Do not approve the budget adjustments.

### Environmental review (if applicable)

N/A

### Attachment

None