

TOWN OF FAIRFAX

2018 - 2019 Operating and Capital Improvement PROPOSED Budget



MAYOR
Peter Lacques

VICE MAYOR
Barbara Coler

COUNCIL MEMBERS
Bruce Ackerman
Renée Goddard
John Reed

**PROPOSED BUDGET
FY 2018-2019
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TOWN OF FAIRFAX

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May 25, 2017

Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2018-19

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2018-19 Operating and Capital Improvement Budget.¹ The total Operating and Capital budget is approximately \$13.4M of which approximately \$10M is allocated for general fund operations, \$2.4M for capital improvement projects (CIP), and \$1M for other expenses such as the debt service for Measure K bonds and refinancing of the Town's retirement side fund. The FY18-19 total operating and capital budget is approximately the same as last year's adopted budget.

Budget Summary

The total operating budget (General Fund) reflects an increase of approximately \$450,000 or 5% increase in operating expenses compared to the FY17-18 adopted budget. The increase is primarily due to increases in overall personnel costs including retirement, health, and cost of living adjustments, Public Works park, street and traffic signal maintenance costs, additional building plan check services for the proposed Victory Village project, and additional fire prevention services.

The good news is that increases in operating expenses increases are offset by a significant increase in revenue. General Fund Revenue (e.g., sales and property taxes) is projected to be approximately 7.5% or \$515,000 higher than the FY17-18 adopted budget. Approximately 95% of the general fund revenue increase (\$491,000) is from property and sales tax revenues. Other GF revenues such as retirement fund revenue and planning and building fees which are transferred into the GF to offset costs are also significantly higher (\$250,000) than the FY17-18 adopted budget. As a result, we anticipate ending FY18-19 with slightly higher GF reserves than the beginning of the year.

The Capital Improvement Program (CIP) budget of \$2.4M is significantly lower than FY17-18 CIP budget of \$2.9M due to the completion of major road repair projects damaged by the 2017 winter storms.

¹ As clarification, this is the Town's Manager's message for the proposed budget and, as a result, does not reflect the revisions made by the Town Council during the budget approval process. The Council's revisions are reflected in the actual adopted budget, but the Town Manager's budget message and Five-Year forecast is not revised to reflect those changes.

At year end FY17-18, we are anticipating that the Town will add approximately \$650,000 to GF reserves. The adopted FY17-18 budget projected an ending fund balance of \$2.7M based on the need to dip into GF fund balance to cover one-time expenses. However, due to a combination of significantly higher than anticipated revenues and lower expenditures, the Town did not need to dip into GF reserves during FY17-18.

We are projecting to end FY18-19 with a \$3.7M General Fund reserve (fund balance) which represents approximately 37% of proposed GF operating expenses. Town Council policy is to maintain a minimum 25% General Fund reserve. With such a significant fund balance, this year's budget shows the breakdown of General Fund reserves as designated and undesignated funds (see section below for more detail).

Over the next five years, the Five-Year Budget Forecast projects modest growth in revenues and expenditures with no need to dip into GF reserves. One key assumption of the Five-Year Forecast is the renewal of the Special Municipal Tax (aka Measure J) which expires June 2020. Currently, Measure J represents approximately 6% or \$713,000 of the Town's total source of funds. Without it, the Town would need to consider drastic cuts in services to balance the budget.

The budget message is divided into the following sections:

- Key Budget Highlights Fiscal Year 2018-19
- Five-Year General Fund Forecast
- Five-Year Capital Improvement Plan (5 Yr. CIP)
- Challenges in the Future

KEY BUDGET HIGHLIGHTS FISCAL YEAR 2018-19

This section highlights the following:

- Revenues
- Personnel Costs
- Increase in Health and Retirement
- Non-personnel Operating Expenditures

Revenues

We anticipate stable sales and property tax revenues and other revenues for FY18-19.

- *Sales tax* is projected to increase by approximately 7% above the FY17-18 adopted budget. This significant increase is primarily because of the voter-approved extension and increase of the Town's ½ cent sales tax to ¾ cent.
- *Property tax* revenues are projected to increase by approximately 10% or \$400,000 compared to the FY17-18 budget. This reflects the fact that properties are still being reassessed from the recession. However, any remaining reassessments will probably be completed this fiscal year resulting in more modest increases in the future.

- The *other revenue* increases come from retirement fund revenues (approx. \$100,000 higher) and Planning and Building fees (\$90,000), and Police dispatch contract with Ross and College of Marin (\$9,000). Utility and TOT (hotel tax) are projected to drop by \$10,000.

Increase in Personnel Costs

The Town is currently in negotiations with the Police Officers Association and SEIU (non-management) bargaining groups. We anticipate completing negotiations prior to the adoption of the budget. For budgetary purposes we included an allowance in the budget for anticipated increases in personnel costs.

Some specific items of note are:

- Town Clerk (pg. 20)- The budget includes \$15,000 for a part-time deputy Town Clerk to be trained to provide for succession planning in FY19-20.
- Recreation and Community Services (RCS, pg. 49-51) – The budget reflects an increase of approximately 10 hours per week in total staff time. The estimated annual cost is approximately \$16,000. All RCS staff are part-time, and this would reflect a slight increase in their weekly hours (i.e., 20 hours per week to 25 hrs./wk., 15 hrs./wk. to 20 hrs./wk.). This reflects the additional time needed to manage the following programs/projects:
 - Replacement of Peri Park equipment
 - Expanded senior services and support to Age-Friendly committee
 - Additional chipper days
 - Development of new Town website and assistance with other Town committee websites
- Police (pg. 30)- No budget or staffing impact, but PD is proposing to create a Lieutenant position and eliminate one sergeant and one corporal position. PD will continue to have 16 full-time employees as the new lieutenant position would be filled by an existing sergeant and the corporal position is currently vacant.
- Budget Assumptions- The budget continues to keep one Administrative Assistant position vacant and one Police Officer (corporal) position vacant.

Health and Retirement Costs

The following is a summary on health and retirement costs:

- *Health*- We forecast an annual increase of approximately 6% for medical premiums. However, since medical premiums are adjusted in January, the effective increase is approximately 3% for the fiscal year. The Town pays up to the Kaiser Family Rate for medical benefits per employee. All new employees hired after July 1, 2013 pay a share

of their medical premiums.

- *Retirement*- Increases in retirement costs for FY18-19 are offset by the interest savings from the Town's refinancing of its CalPERS side fund and pre-2013 unfunded liability. However, over the next five years, retirement costs will double due to CalPERS phasing in its discount rate from 7.5 to 7.0%. During this phase-in period, retirement costs will increase by 10%-15% per year.

The budget now includes a column showing retirement and side fund contributions by department (pg. 9). Please note that Non-Departmental (Fund 01-715 pg. 54) expenses are approximately \$90,000 lower than FY17-18 because the pre-payment of the Ross Valley Fire Department (RVFD) retirement/OPEB liability is now budgeted within the Fire budget. Like last year, the Town is continuing to make additional payments (\$100,000) to pre-pay its unfunded retirement liability. This pre-payment is reflected in the retirement costs.

Non-Personnel Operating Expenditures

Non-operating expenses are projected to increase by a net total of approximately \$260,000 or 6% above the FY17-18 budget. The Fire budget represents almost 60% of the increase. The other key increases in this budget can be attributed as follows:

- Town Council (pg. 13)- Added \$500 to provide a budget for the Climate Action Committee
- Town Attorney (pg. 16)- \$10,000 higher than FY17-18. This reflects an increase in the standard billing rate for Town Attorney. The last rate increase was in 2009.
- Town Clerk (pg. 20)- The budget allocates \$20,000 for redesigning the Town website to make it searchable and ADA compliant. These costs are offset by a significant reduction in election costs compared to FY17-18.
- Planning and Building (pg. 28)- \$50,000 increase for additional building plan check and inspections services primarily for the proposed Victory Village project. These costs would be offset by fees collected for the plan check service.
- Ross Valley Fire Department (RVFD, pg. 36) – The Town is a member of a Joint Powers Authority (JPA) consisting of San Anselmo, Ross, and Sleepy Hollow that operates the Ross Valley Fire Department (RVFD). Each member agency pays a share of the RVFD operating expenses based on a set formula. The Town's member contribution to RVFD is characterized as a non-operating expense since the JPA is an agreement for services.

The Town's contribution is approximately \$103,000 or 4.6% higher than FY17-18, but that includes the pre-payment of \$84,000 towards the RVFD unfunded retirement or OPEB liability. The Town made a similar pre-payment in FY17-18. This pre-payment is optional each year.

This year the Fire budget also includes \$50,000 for Fire Prevention Services. This is separate from the Town's JPA contribution to RVFD. The amount budgeted for fire prevention is for additional Fire Prevention Services (e.g., property inspections and follow up) beyond what can regularly be provided by existing RVFD staffing. While not part of the Fire budget, the Town's non-departmental budget does include \$20,000 to accommodate 8 Chipper days. We historically budget \$10,000 for Chipper days.

- Public Works Department (pg. 39-45)- a \$50,000 increase in street, parks, and traffic signal maintenance costs (non-personnel) which reflects the higher costs for water and power, supplies and materials, and maintenance services for traffic signals and crosswalk systems.
- Recreation and Community Services (pg. 49-52)- No additional non-operating funds requested, but staff has reallocated existing funding to expand senior programs, restructure the artist-in-residence and art collaboration activities, and to provide \$500 to assist the food pantry.
- Non-Departmental (pg. 54)- Expenses are approximately \$90,000 lower than FY17-18 because the pre-payment of the Ross Valley Fire Department (RVFD) retirement/OPEB liability is now budgeted within the Fire budget. Like last year, the Town is continuing to make additional payments (\$100,000) to pre-pay its unfunded retirement liability. This pre-payment is reflected in total retirement costs.
- Building Maintenance (pg. 55)- Added \$4,000 to reflect the need to clean and maintain the Town's facilities (e.g., Women's Club, Community Center, Pavilion) more often.

General Fund Reserves

One significant budget enhancement is that we now show the breakdown of General Fund (GF) reserves as designated, undesignated, and restricted funds. "Designated" means the funds are reserved for future, planned purchases such as for vehicles or a financial software system. These funds are not "technically" restricted for these uses since the Town Council can decide to reallocate funds before they are expended. However, it is a reminder that the funds are allocated for a future, identified use. "Undesignated" implies the funds aren't allocated to any specific, future use. For example, the "Dry Period" fund (Fund 02) is considered an undesignated fund balance because it is not for any specific use such as vehicle purchase. "Restricted" means the fund can only be expended for specific uses.

The Town's year end GF reserve is estimated to be approximately 37% of operating expenses which is well above the Town's policy of maintaining a minimum reserve of 25%. However, a closer look at the reserve will show that a portion of funds are designated for specific uses.

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Below is a table contained in the Dry Period Fund (pg. 56).

CALCULATION OF GENERAL FUND RESERVE BALANCE				
General Funds Appropriations		9,968,412	100.0%	
02	Dry Period Reserve	Undesignated	1,000,000	10.0%
01	General Fund	Undesignated	1,742,631	17.5%
03	Equipment Replacement	Designated	410,716	4.1%
04	Building & Planning Fees	Designated	137,167	1.4%
05	Building Reserve	Designated	40,000	0.4%
06	Retirement	Restricted	265,725	2.7%
08	Office Equipment	Designated	154,493	1.5%
Total General Fund Reserves		3,750,732	37.6%	
		Restricted	265,725	2.7%
		Designated	742,376	7.4%
		Undesignated	2,742,631	27.5%

The above table shows the designation of reserves toward future, one-time expenditures such as vehicle replacement. The benefit of this approach is that the Town will begin “saving” funds for future expenses. By maintaining designated reserves, the Town will avoid the need to finance future improvements or purchases and, thus, save on interest costs. The goal is to add to designated reserves each year, if possible. The concept is that the Town will have the funding available when it is ready to proceed with the improvements or vehicle purchase.

This approach will also reduce on-going general fund expenditures as we will no longer need to budget for lease payments every year. Even with the new designated reserve structure, the Town will still maintain an undesignated fund balance of approximately 27% of GF operating costs, which is still above the Town’s policy of 25%.

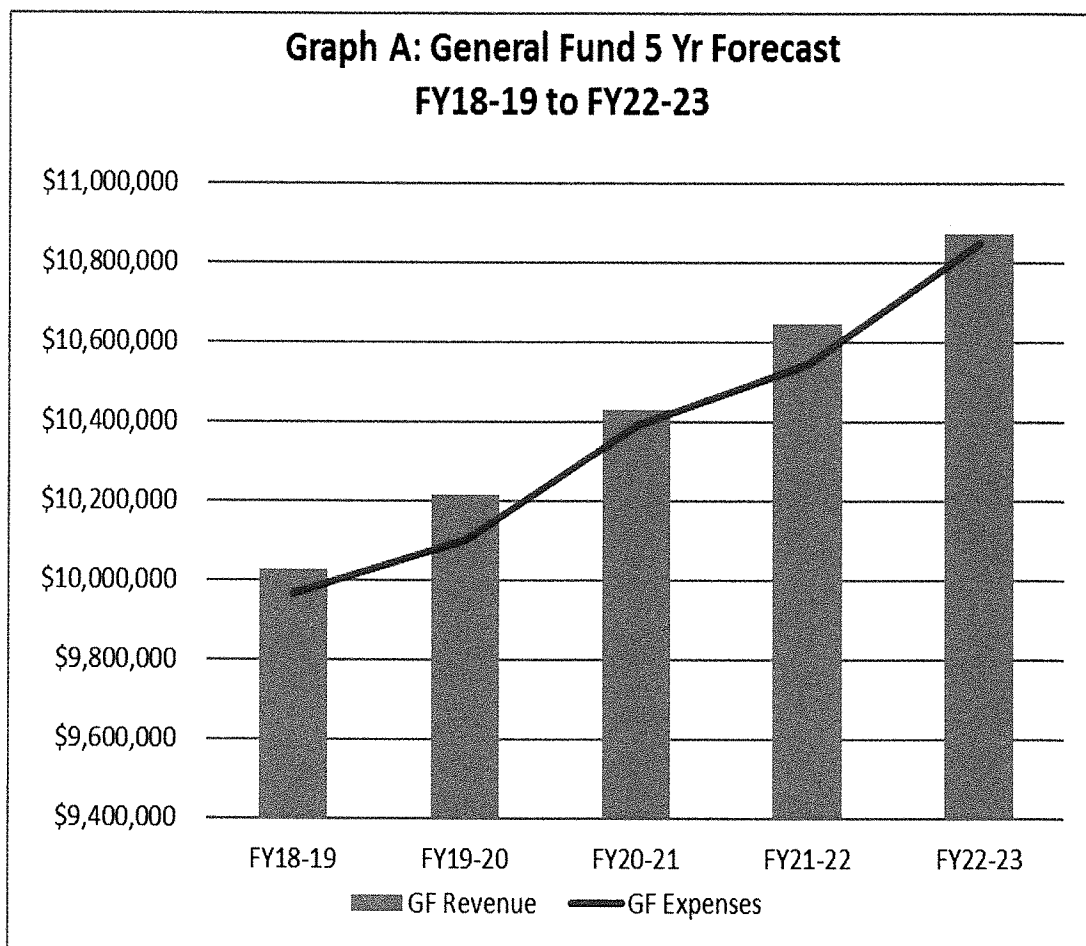
The reserve designations are characterized as follows:

- The Dry Period reserve is for economic downturns and emergencies such as the damage caused by the 2017 winter storms.
- The General Fund reserve is not specifically designated for any uses.
- Equipment Replacement reserve (Fund 03, pg. 57) is for future vehicle replacement and storm water pollution improvements. The Town’s largest dump truck and the street sweeper will not meet California’s air quality standard in January 1, 2020. We’ll need to save for their possible replacement. We also need to save for the purchase of new police vehicles as well as for storm water filtration systems required by California in future years.
- The Building and Planning reserve is for economic downturns which affect fee/permit revenues. The department would be able to tap into the reserves to keep operating at the same staffing level during the downturn.
- Building Improvement reserve (Fund 05, pg. 59) is for needed building improvements in the future such as roof repair or flooring replacement.

- Retirement reserve (Fund 06, pg. 60) is the only “Restricted” fund because it can only be used for retirement costs. We will most likely use these reserves to pre-pay the Town’s unfunded retirement liabilities.
- Office Equipment (Fund 08, pg. 62) includes the replacement of the Town’s financial software system which is antiquated at best.

Five Year General Fund Forecast

The Five-Year Forecast (Forecast) allows the Town Council an opportunity to plan based on projected revenues and expenditures. Graph A shows the Town will NOT need to dip into General Fund Reserves during the Forecast period. The Forecast assumes no significant cuts to service levels and the renewal of Measure J.



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Table A below shows projected revenues and expenses over the Forecast period. The Forecast shows that over the five-year period expenditures slowly “catch-up” to revenues. However, the Town’s GF reserves remain a robust 37% of GF expenses during the Forecast period. In FY21-22, the Town will have paid off its CalPERS side fund retirement debt obligations. This will result in a “savings” of approximately \$200,000 in principal payments.

TABLE A

5/18/2018

Five Year General Fund Forecast

	Estimated Year						
	End	Proposed	Projected	Projected	Projected	Projected	Projected
	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Total General Funds Appropriation	\$ 9,224,341	\$ 9,968,400	\$ 10,101,620	\$ 10,391,474	\$ 10,542,146	\$ 10,848,628	\$ 11,033,460
GF Revenue (taxes, fees)	\$ 6,829,575	\$ 7,041,300	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579	\$ 7,913,419
Other GF Rev*	\$ 2,217,986	\$ 2,126,000	\$ 2,114,150	\$ 2,157,004	\$ 2,200,929	\$ 2,255,952	\$ 2,312,351
Transfers In**	\$ 830,000	\$ 860,000	\$ 881,000	\$ 881,000	\$ 881,000	\$ 881,000	\$ 881,000
Subtotal GF Revenue	\$ 9,877,561	\$ 10,027,300	\$ 10,215,442	\$ 10,430,127	\$ 10,645,165	\$ 10,873,531	\$ 11,106,770
Net Surplus(Deficit) to GF reserves	\$ 653,220	\$ 58,900	\$ 113,822	\$ 38,653	\$ 103,019	\$ 24,903	\$ 73,310
Ending GF Bal	\$ 3,692,144	\$ 3,751,044	\$ 3,864,866	\$ 3,903,519	\$ 4,006,538	\$ 4,031,441	\$ 4,104,751
In % of GF Exp	40.0%	37.6%	38.3%	37.6%	38.0%	37.2%	37.2%

Note: General Funds appropriation includes equipment funds

* contributions from Planning and Building revenues and retirement fund assumes 2.5% increase/yr

** Special Municipal Tax (Measure J) less contributions to capital

Expense Assumptions

Includes allowance for salary adjustments and/or COLA's

Expenditures adjusted by one-time expenditures each year and employee turnover and retirements

Health benefits costs increase by 6%/yr

Retirement costs increase by CalPERs estimates (10%-15%/yr), plus pre-payment of a portion of the unfunded liability for RVFD and Town

Assumes renewal of special municipal tax (Measure J) at same level

All other expenses increase by 2%

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Table B below shows the breakdown of General Fund Revenues. For FY18-19, the County Assessor is projecting that property taxes will grow by over 4%. In the subsequent years, we use a lower growth average of 2.4% per year. This conservatism estimate reflects the fact that most properties will have been reassessed from the recession and that property taxes will grow at the maximum statutory increase of 2% per year plus reassessments due to home sales or improvements. Our sales tax consultant projects that sales tax will grow between 3% to 3.5% per year.

For Forecast purposes, most of the other revenues are kept relatively flat. The one exceptions are that "Charges for other Services" reflect increases in dispatch services provided to the Town of Ross and the College of Marin.

TABLE B
GENERAL FUND REVENUE 5 YEAR FORECAST

Revenue Detail	Estimated Year					
	End FY17-18	Proposed FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23
Property Tax	\$ 4,087,173	\$ 4,265,964	\$ 4,372,613	\$ 4,477,556	\$ 4,585,017	\$ 4,695,058
Sales Tax (1%)	\$ 745,742	\$ 756,594	\$ 784,588	\$ 812,049	\$ 839,658	\$ 868,207
Measure D Sales Tax (0.75%)	\$ 658,000	\$ 681,000	\$ 704,154	\$ 725,983	\$ 749,214	\$ 770,941
Utility	\$ 365,000	\$ 360,000	\$ 361,800	\$ 363,609	\$ 365,427	\$ 367,254
Subtotal Taxes	\$ 5,855,915	\$ 6,063,558	\$ 6,223,155	\$ 6,379,196	\$ 6,539,317	\$ 6,701,460
Other Revenues						
Franchise Fees	\$ 397,935	\$ 398,800	\$ 402,788	\$ 406,816	\$ 410,884	\$ 414,993
Business License	\$ 130,000	\$ 130,000	\$ 130,650	\$ 131,303	\$ 131,960	\$ 132,620
Fines	\$ 124,000	\$ 124,000	\$ 126,480	\$ 129,010	\$ 131,590	\$ 134,222
Rental & Maintenance Fees	\$ 25,000	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388
Revenues from other Agencies	\$ 50,706	\$ 48,812	\$ 49,056	\$ 49,301	\$ 49,548	\$ 49,796
Recreation/Class Fees	\$ 103,094	\$ 99,130	\$ 101,113	\$ 103,135	\$ 105,198	\$ 107,302
Charges for Svc/Other	\$ 142,925	\$ 152,800	\$ 160,800	\$ 165,800	\$ 165,800	\$ 165,800
Subtotal Other Rev	\$ 973,660	\$ 978,542	\$ 997,137	\$ 1,012,927	\$ 1,023,920	\$ 1,035,119
TOTAL GENERAL FUND REVENUE	\$ 6,829,575	\$ 7,042,100	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579

Assumptions for 5 yr GF Projections (not including FY18-19)

Total Prop Tax increase by avg. of 2.4% per yr

Sales tax based on consultant projections of avg. of 3.5% per year

Utility taxes remain flat

Franchise fees increased by 1%/yr; other revenues, and business license increased by 0.5%/yr; cable fees

Revenues from other agencies slight increase

Fines and recreation fees increased 2%/yr

Other Charges for svcs increased per Dispatch contract and increases for recreation activities, interest revenue

Table C below shows that General Fund revenues are projected to grow by approximately 7.5% in FY17-18 and then increase approximately 2.4% per year from FY19-20 to FY22-23. GF expenditures will also experience a significant increase of over 5% in FY18-19 and then average approximately 2.3% per year over the remaining four-year period. During the Forecast period, the Town will maintain a robust GF reserve balance above 36% (refer to Table A). Please note the GF reserve will be reduced when any of the designated reserves are used for their express purpose.

TABLE C

GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Proposed Budget FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23
Total GF Revenue*	\$ 7,042,100	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579
Rev. Incr. from prior yr adopted budget	\$ 515,000	\$ 178,192	\$ 171,832	\$ 171,113	\$ 173,342
Increase in %	7.5%	2.5%	2.4%	2.3%	2.3%
Total GF Expenses	\$ 9,968,400	\$ 10,101,620	\$ 10,391,474	\$ 10,542,146	\$ 10,848,628
Exp. Incr. from prior yr adopted budget	\$ 474,008	\$ 133,220	\$ 289,854	\$ 150,672	\$ 306,482
Increase in %	5.4%	1.4%	2.9%	1.5%	2.9%

* GF revenue does not include transfers or special revenue

The Forecast includes projected step increases and modest cost of living increases. Health care costs are estimated to increase annually by 6% which reflects the recent increases in Kaiser Health rates.

Retirement costs are estimated to double over the five-year period due to CalPERS phasing in its reduced interest rate assumptions from 7.5% to 7.0%. However, as stated above, the Town will have paid off its CalPERS side fund retirement debt obligations in FY21-22. This will result in a “savings” of approximately \$200,000 in principal payments.

Except for Fire services, all other non-personnel expenses are increased by 2% per year. The Town’s contribution to Fire is projected to increase an average of 4.5% per year, primarily due to retirement costs. Increases in health and retirement costs continue to represent the most significant impact to future budgets. Unfortunately, we have little control over those two factors.

As an offset against projected increases in expenditures, the Forecast does assume savings from some staff turnover/retirements, reductions in on-going operating costs associated with one-time expenditures (e.g., financial software), and reductions in the amount of the pre-payment toward unfunded retirement liability.

One major assumption of the Five-Year Forecast is the renewal of Measure J, the Special Municipal Tax of \$195 per residential/commercial unit, in 2019. Without a renewal, the tax would expire June 2020 which is reflected in Table D below. More significantly, Table D indicates that in FY20-21 the Town would need to fill an estimated \$713,000 gap in revenue which represents approximately 6% of General Fund expenditures. Without a replacement revenue source, this would necessitate a major restructuring of how the Town provides services such as police and public works.

Table D shows that unless the Town adopted major budget cuts, it would need to dip into GF reserves at an unsustainable pace beginning in FY20-21.

TABLE D
Revenue Scenarios Five Year Forecast

	Est. Yr. End					
	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Total GF Appropriations	\$ 9,224,341	\$ 9,948,400	\$ 10,121,620	\$ 10,411,874	\$ 10,562,954	\$ 10,869,852
Total GF Revenues and Transfers	<u>\$ 9,877,561</u>	<u>\$ 10,027,300</u>	<u>\$ 10,215,442</u>	<u>\$ 10,430,127</u>	<u>\$ 10,645,165</u>	<u>\$ 10,873,531</u>
Surplus (Deficit)	\$ 653,220	\$ 78,900	\$ 93,822	\$ 18,253	\$ 82,211	\$ 3,678
Less Special Municipal Tax (Measure J)	\$ -	\$ -	\$ -	\$ (713,000)	\$ (713,000)	\$ (713,000)
Adjusted Surplus(deficit)	\$ 653,220	\$ 78,900	\$ 93,822	\$ (694,747)	\$ (630,789)	\$ (709,322)
Proj. GF Fund Balance	\$ 3,692,536	\$ 3,771,436	\$ 3,865,258	\$ 3,170,511	\$ 2,539,722	\$ 1,830,401
In % of GF Exp	40.0%	37.9%	38.2%	30.5%	24.0%	16.8%

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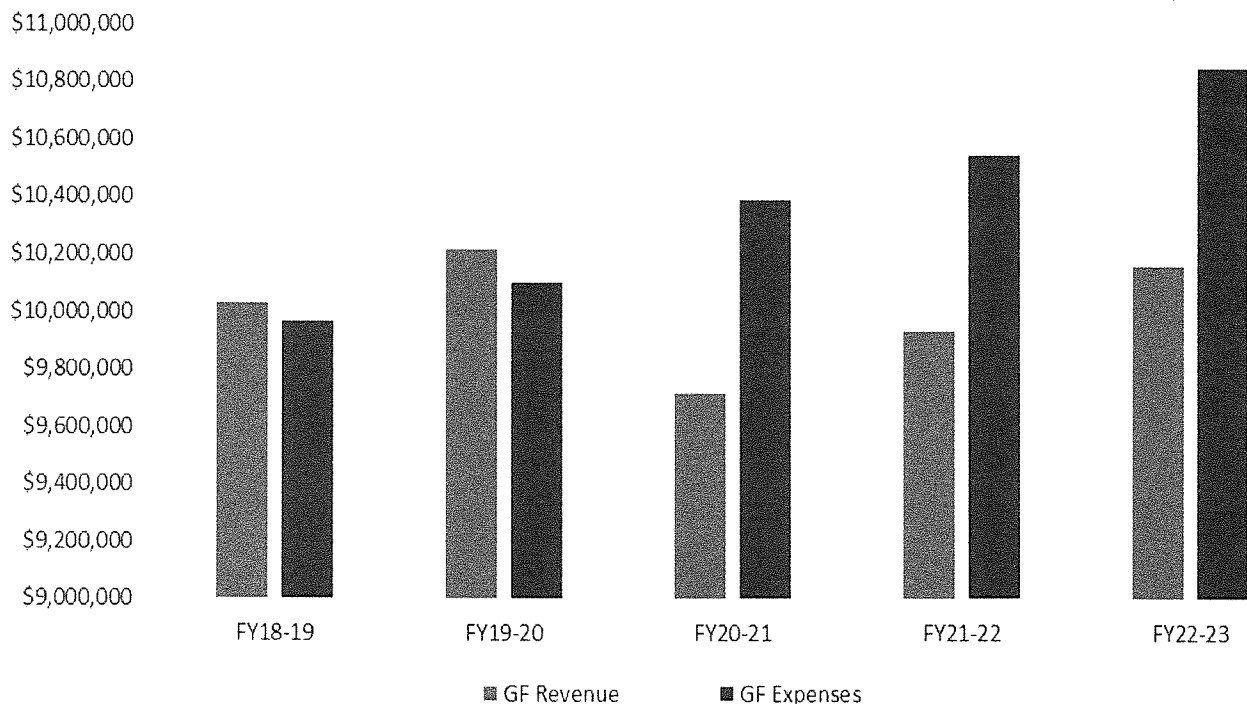
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Graph B shows the short fall beginning in FY20-21 between forecasted revenues and expenditures if the Town did not revise its budget to reflect the loss of Measure J revenues.

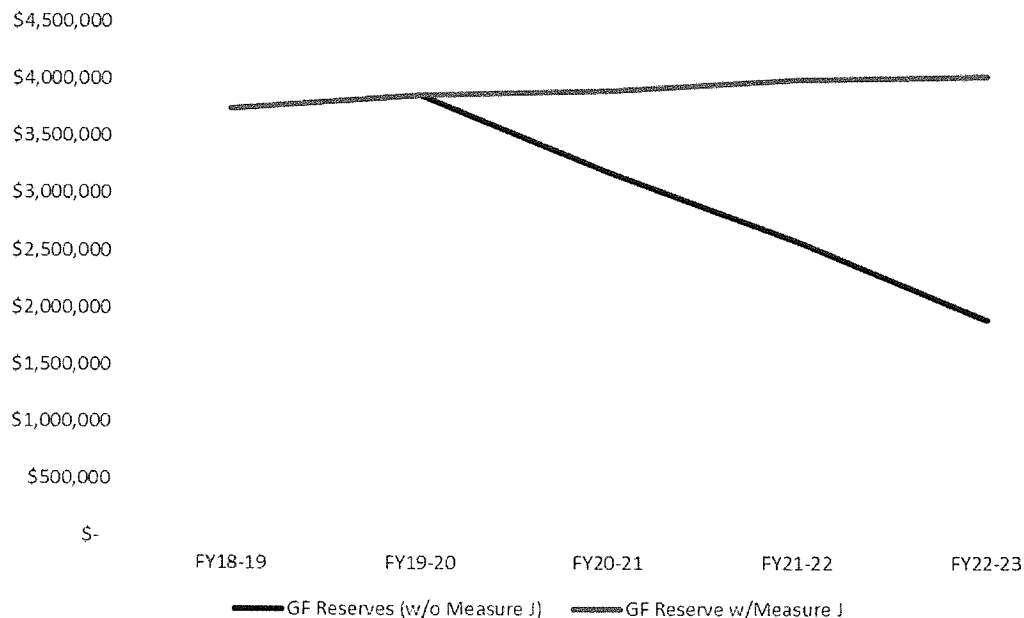
Graph B: Impact on General Fund Budget if Measure J is NOT Renewed



In FY22-23, if forecasted expenditures did not change (highly unlikely), Table D above indicates that General Fund reserves would be approximately 16%, which is well below the Town policy of maintaining a 25% fund balance reserves and would begin to adversely impact the Town's cash flow and operations. Ideally, communities should maintain a minimum 15% fund balance for cash flow purposes.

Graph C shows the precipitous drop in GF reserves without the renewal of Measure J. Presumably, the reductions in service levels would need to be in place prior to FY22-23 before the Town began to dip below its minimum GF reserve policy of 25%

Graph C: General Fund Reserves w/o Measure J



Overall, with the renewal of Measure J, the Five-Year Forecast indicates the Town will be able to manage its resources to maintain a stable financial position with significant reserves to weather downturns in the economy.

Five-Year Capital Improvement Plan (5 Yr CIP)

The Five-Year CIP will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr. CIP. While the total Five-Year CIP budget is approximately \$14,300,000, the budget for FY18-19 is approximately \$2,400,000. The funding comes from a variety of federal, state, local grants such as the Highway Bridge Program, FEMA, sales tax from TAM, gas tax, County loan, Measure C, Measure J, and Measure A Park money.

The FY18-19 CIP is lower than the previous year's CIP because the Town has completed a majority of the road damage caused by the 2017 winter storms. This CIP does carry-over projects from FY17-18 CIP such as general street resurfacing and repair, FEMA, downtown sidewalks, Parkade, and bridge improvements.

The largest new project is repaving of significant portions of upper and lower Scenic Road. The CIP also continues to budget significant funding for pedestrian trail improvements and the replacement of downtown sidewalks. For more information on the Five-Year CIP, please refer to the CIP list on pg. 76.

Financial Challenges in the Future

It is understood that the renewal of the Special Municipal Tax (Measure J) is one of the greatest challenges facing the Town over the five-year period. However, the good news is that the Town has sufficient lead time to discuss and address the issue. Similar to previous years where a Town tax measure was slated to expire, Table E explores other revenue options.

Table E- Future Funding OptionsTo Consider

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Renewal Measure J (Special Muni Tax)	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000
Increase Utility Tax by 1%	\$ 68,000	\$ 69,700	\$ 71,443	\$ 73,229	\$ 75,059
Parking Revenue @demand pricing (\$5000/week)	\$ 262,656	\$ 269,223	\$ 275,953	\$ 282,852	\$ 289,923
Increase MSS Franchise fees (1%/yr up to total of 5%)	\$ 16,000	\$ 32,000	\$ 48,000	\$ 64,000	\$ 64,000
Short Rental revenue	\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922	\$ 27,595
Marijuana Revenue	tbd	tbd	tbd	tbd	tbd
Annexation	tbd	tbd	tbd	tbd	tbd
Increase Fees and Permits (closer to 100% cost recovery)	\$ 23,639	\$ 24,230	\$ 24,836	\$ 25,457	\$ 26,093

Note : apply @ 2.5% CPI

Specifically, there are a few potentially large untapped resources:

- Utility Tax- Per the Town's Municipal Code, the Town can increase its utility tax from 4% to 5%.
- Parking revenue- The managed parking concept is anticipated to be discussed in 2018 after the Council completes its discussion regarding the Parkade. The estimate assumes demand pricing for parking and a permit system for the adjacent neighborhoods.
- MSS Franchise- The Town can increase its franchise fee for MSS from the current level of 10% to a maximum of 15%. Table E assumes a 1% increase per year.
- Short-term rentals- The Town has discussed allowing short-term rentals under certain conditions. This assume companies such as Airbnb or owners of the properties charge and remit TOT (hotel tax) to the Town for the short-term rentals.
- Revenue from a special tax on medical and/or non-medical marijuana- A special tax would require a vote. However, the Town currently has a moratorium on non-medical marijuana to allow the Council time to discuss regulations governing non-medical marijuana.

- Annexation of unincorporated areas which are partially surrounded by the Town limits- The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, is in the process of conducting a study to review and develop policies and procedures to effectuate city annexations of unincorporated lands that are entirely or substantially surrounded by the affected city (i.e., “islands”). Staff will keep the Council apprised of LAFCO’s progress on the Ross Valley study.
- Fee/Permit Increases- The Town is planning to conduct a fee study in FY18-19 with the goal of updating its fees and permits to better reflect the cost of services.

Special Thanks

I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to our Finance staff, mainly Finance Director, Michael Vivrette, for continuing his efforts to refine the budget format with a goal of creating a more transparent and readable budget.

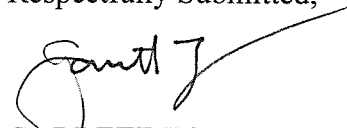
On behalf of Town staff, our continued “thanks” to all the Fairfax residents who supported the Town’s various tax measures in the past and, hopefully, in the future.

Staff members continue to wear multiple hats to balance the competing priorities of the Town. I continue to be impressed by our dedicated staff and the pride they take in doing their work. That attitude combined with the efforts of our numerous volunteers allows us to accomplish much more than we could otherwise. That is the essence of the Fairfax way.

This year the challenges facing the Town is not financial, but rather policy based. However, the Council has demonstrated the continued ability to weather a few storms, both figuratively and literally. In both cases, the Council has demonstrated the fortitude and leadership in meeting these challenges head on. I look forward to working with Council and community to continue our on-going goal of enhancing the quality of life in Fairfax.

Lastly, we all need to remember to *Keep Smiling* ☺

Respectfully Submitted,



GARRETT TOY
Town Manager

Town of Fairfax

2018-19 Operating Budget

<div><div><div></div></div><div>FUND SUMMARY</div><div>6/1/18 11:47 AM</div></div>													
	Audited Bal 30-Jun-17	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Balance 30-Jun-18	FY 17/18 ACTIVITY		Balance 30-Jun-18	FY 2018-19 Revenues	FY 2018-19 Approp	FY 2018-19 Transfers	Proj Balance 30-Jun-19	FY 18/19 ACTIVITY
GENERAL FUNDS													
01 General Fund	1,694,131	6,829,574	(9,149,750)	2,870,204	2,244,158	550,027		2,244,158	7,041,300	(9,912,423)	2,426,100	1,799,135	(445,023)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-		1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	47,689	-	(63,689)	60,404	44,405	(3,285)		44,405	-	(63,689)	430,000	410,716	366,311
04 Building & Planning Fund	2,264	745,402	-	(610,000)	137,667	135,402		137,667	609,500	-	(610,000)	137,167	(500)
05 Building Improvement Fund	4,404	-	-	(4,404)	0	(4,404)		0	-	-	40,000	40,000	40,000
06 Retirement Fund	177,432	1,472,193	-	(1,400,000)	249,625	72,193		249,625	1,516,100	(0)	(1,500,000)	265,725	16,100
08 Office Equip Replacement Fund	113,395	-	(10,902)	35,000	137,493	24,098		137,493	-	(18,000)	35,000	154,493	17,000
Total General Funds	3,039,316	9,047,169	(9,224,341)	951,204	3,813,348	774,032	41.3%	3,813,348	9,166,900	(9,994,112)	821,100	3,807,236	(6,112)
SPECIAL REVENUE FUNDS													
07 Special Police Fund	94,725	126,479	-	(221,204)	0	(94,725)		0	100,000	-	(100,000)	0	-
12 Fairfax Festival Fund	-	47,100	(47,100)	-	0	0		0	36,000	(31,000)	(5,000)	0	-
20 Measure J - Municipal Svs Tax Fund	41,536	713,600	-	(741,500)	13,636	(27,900)		13,636	713,600	-	(722,100)	5,136	(8,500)
21 Gas Tax Fund	-	215,685	-	(208,000)	7,685	7,685		7,685	325,672	-	(333,000)	357	(7,328)
22 Measure A - Transportation	48,324	223,937	-	(95,217)	177,045	128,720		177,045	-	-	(91,360)	85,685	(91,360)
23 Measure A - Parks	121,776	60,091	(30,000)	-	151,867	30,091		151,867	61,436	(161,000)	-	52,303	(99,564)
Total Special Revenue Funds	306,362	1,386,893	(77,100)	(1,265,921)	350,234	43,872		350,234	1,236,708	(192,000)	(1,251,460)	143,482	(206,752)
DEBT SERVICE FUNDS													
43-45 Measure K - Debt Service	977,460	503,746	(529,454)	-	951,752	(25,708)		951,752	532,458	(535,105)	-	949,105	(2,647)
48 Lease Agreement	1,284	452,909	(452,899)	-	1,294	10		1,294	466,842	(466,842)	-	1,294	-
Total Debt Service Funds	978,744	956,655	(982,353)	-	953,046	(25,698)		953,046	999,300	(1,001,947)	-	950,399	(2,647)
CAPITAL PROJECTS													
51 Capital Projects - Grants	441,273	535,182	(693,301)	260,717	543,871	102,598		543,871	1,055,460	(1,413,460)	359,360	545,231	1,360
52 Disaster Fund	-	584,724	(870,901)	-	(286,177)	(286,177)		(286,177)	631,177	(345,000)	-	0	286,177
53 Capital Projects - Town	106,391	332,625	(277,318)	50,000	211,698	105,307		211,698	560,000	(690,000)	67,000	148,698	(63,000)
Total Capital Projects Funds	547,664	1,452,531	(1,841,520)	310,717	469,392	(78,272)		469,392	2,246,637	(2,448,460)	426,360	693,929	224,537
FIDUCIARY FUNDS													
73 Open Space	29,024	604	(1,215)	4,000	32,413	3,389		32,413	2,000	(4,000)	4,000	34,413	2,000
Total Fiduciary Funds	29,024	604	(1,215)	4,000	32,413	3,389		32,413	2,000	(4,000)	4,000	34,413	2,000
TOTALS	4,901,109	12,843,853	(12,126,529)	-	5,618,433	717,324		5,618,432	13,651,545	(13,640,519)	-	5,629,459	11,026

Town of Fairfax

2018-19 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS

FY 2015-16
Actual

FY 2016-17
Actual

FY 2017-18
Adopted

FY 2017-18
Projected

FY 2018-19
Proposed

TRANSFERS TO:

01 General Fund	2,655,373	2,693,076	2,811,100	3,005,204	2,962,100
02 Dry Period Fund	-	-	-	-	-
03 Equipment Replacement	68,300	50,000	40,000	50,000	430,000
05 Communications Fund	6,000	6,000	6,000	6,000	40,000
08 Office Equipment Replacement	55,000	25,000	35,000	35,000	35,000
11 Recreation	3,881	-	-	-	-
23 Measure A - Parks	18,893	-	-	-	-
49 CIP - Emergency Watershed	-	-	-	-	-
50 CIP - Fairfax Creek Restoration	-	-	-	-	-
51 CIP - Grants	290,745	220,891	443,603	260,717	359,360
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	108,446	40,000	50,000	50,000	67,000
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
73 Open Space	5,000	9,000	4,000	4,000	4,000
	3,211,638	3,043,967	3,389,703	3,410,921	3,897,460

TRANSFERS FROM:

01 General Fund	181,627	85,000	125,000	135,000	536,000
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	535,000	470,000	520,000	610,000	610,000
05 Communications Fund	-	-	-	-	-
06 Retirement Fund	1,250,000	1,300,000	1,400,000	1,400,000	1,500,000
07 Special Police Services	120,000	120,000	100,000	221,204	100,000
12 Fairfax Festival	3,273	5,000	5,000	-	5,000
20 Measure J - Municipal Services Tax	699,100	741,600	753,600	741,500	722,100
21 Gas Tax	215,000	159,476	208,000	208,000	333,000
22 Measure A - Transportation	85,745	157,891	253,103	95,217	91,360
23 Measure A - Parks	63,000	5,000	25,000	-	-
41-45 Debt Service	-	-	-	-	-
51 CIP - Grants	58,893	-	-	-	-
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	-	-	-	-	-
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
	3,211,638	3,043,967	3,389,703	3,410,921	3,897,460



Town of Fairfax

2018-19 Operating Budget

APPROPRIATIONS - ALL FUNDS

FUND SUMMARY

6/1/18 11:47 AM

GENERAL FUNDS

	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2018-19 Proposed
01 General Fund	1,102,099	772,863	5,760,490	761,371	552,016	963,583	9,912,423
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	47,089	-	-	16,600	63,689
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	-	-
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	18,000	-	-	-	-	-	18,000

Total General Funds

	1,120,099	772,863	5,807,579	761,371	552,016	980,183	9,994,112
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SPECIAL REVENUE FUNDS

07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,000	-	31,000
20 Measure J - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	161,000	-	161,000

Total Special Revenue Funds

	-	-	-	-	192,000	-	192,000
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DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	-	-	-	535,105	-	-	535,105
48 Lease Agreement	-	-	-	-	-	466,842	466,842

Total Debt Service Funds

	-	-	-	535,105	-	-	535,105
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CAPITAL PROJECTS

51 Capital Projects - Grants	-	-	-	1,413,460	-	-	1,413,460
52 Disaster Fund	-	-	-	345,000	-	-	345,000
53 Capital Projects - Town	-	-	-	690,000	-	-	690,000

Total Capital Projects Funds

	-	-	-	2,448,460	-	-	2,448,460
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FIDUCIARY FUNDS

73 Open Space	-	-	-	-	4,000	-	4,000
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Total Fiduciary Funds

	-	-	-	-	4,000	-	4,000
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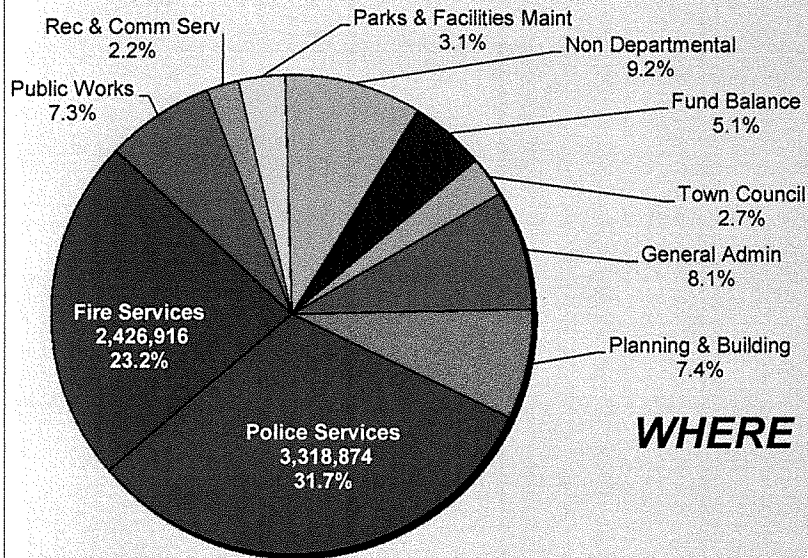
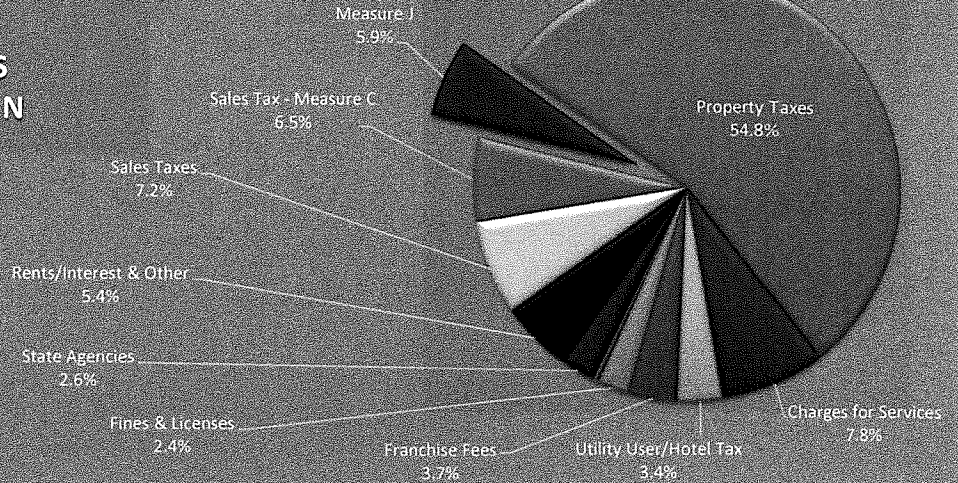
TOTAL APPROPRIATIONS - ALL FUNDS

Percent of Total Appropriations (with CIP)	1,120,099	772,863	5,807,579	3,744,936	748,016	1,447,025	13,640,519
	8.2%	5.7%	42.6%	27.5%	5.5%	10.6%	100.0%
Percent of Total Appropriations (NO CIP)	10.0%	6.9%	51.9%	33.5%	6.7%	12.9%	82.1%

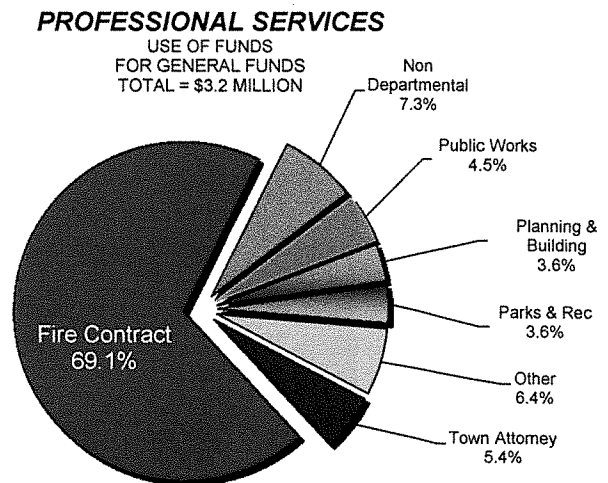
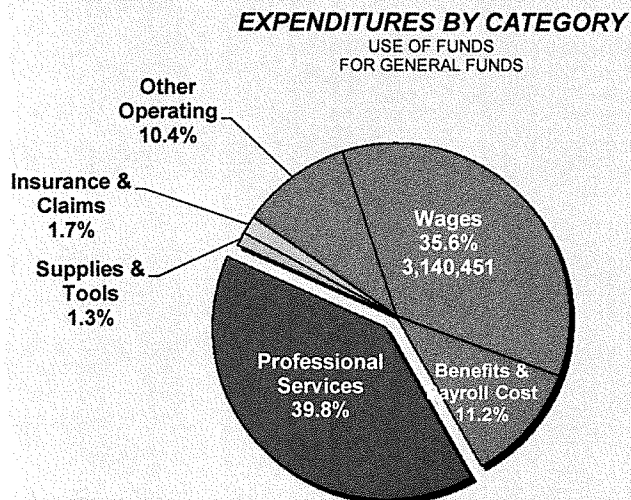


GENERAL FUND AT A GLANCE

WHERE THE MONEY COMES FROM... SOURCE OF FUNDS FOR GENERAL FUNDS TOTAL = \$10.4 MILLION



WHERE THE MONEY GOES TO... USE OF FUNDS FOR GENERAL FUNDS TOTAL = \$10.4 MILLION





Town of Fairfax

2018-19 Operating Budget

FUND
01 GENERAL FUND
DEPT

The General Fund is the primary fund for day-to-day operations. It is the largest portion of the budget and is used to account for all financial resources except those required to be accounted for in another fund.

The General Fund is one of seven funds (01,02,03,04,05,06,08) cumulatively referred to as the "General Funds".

FUND SUMMARY
FY 2015-16
Actual
FY 2016-17
Actual
FY 2017-18
Adopted
FY 2017-18
Projected
FY 2018-19
Proposed
BEGINNING FUND BAL

825,679

1,418,878

1,694,131

2,244,158

REVENUES

PROPERTY TAXES

3,565,462

3,819,912

3,868,000

4,087,173

4,265,964

SALES TAXES

1,145,060

1,207,125

1,344,200

1,403,742

1,437,594

USER FEES (UUT/TOT)

378,779

387,517

370,000

365,000

360,000

FRANCHISE FEES

377,810

383,858

388,800

397,935

392,000

FINES & LICENSES

266,349

265,913

254,000

254,000

254,000

RENTS & INTEREST

26,671

57,134

41,300

65,425

66,300

REVENUES FROM OTHER AGENCIES

61,582

46,859

49,200

50,706

48,812

CHARGES FOR CURRENT SERVICES

172,313

179,347

211,600

205,594

216,630

SUBTOTAL REVENUES

5,994,026

6,347,665

6,527,100

6,829,574

7,041,300

APPROPRIATIONS

100 TOWN COUNCIL

187,827

283,044

271,516

358,803

284,694

200 GENERAL ADMINISTRATION

610,826

617,035

775,795

721,592

817,405

300 DEVELOPMENT SERVICES

597,596

606,143

674,132

671,172

772,863

400 PUBLIC SAFETY

4,920,217

5,231,982

5,412,202

5,350,192

5,760,490

500 PUBLIC WORKS

576,010

706,726

722,442

623,717

761,371

600 RECREATION & COMMUNITY SERVICES

180,539

186,984

207,151

208,124

227,479

600 PARKS & FACILITY MAINTENANCE

196,752

257,398

287,454

258,304

324,537

700 NON DEPARTMENTAL

604,806

738,719

1,052,500

957,845

963,583

SUBTOTAL APPROPRIATIONS

7,874,573

8,628,030

9,403,192

9,149,750

9,912,423

TRANSFERS

TRANSFERS TO 01-GENERAL FUND

2,655,373

2,693,076

2,811,100

3,005,204

2,962,100

TRANSFERS FROM 01-GENERAL FUND

(181,627)

(85,000)

(125,000)

(135,000)

(536,000)

SUBTOTAL TRANSFER

2,473,746

2,608,076

2,686,100

2,870,204

2,426,100

NET DEPARTMENT ACTIVITY

593,199

327,711

(189,992)

550,027

(445,023)

ENDING FUND BAL

1,418,878

1,746,589

2,244,158

1,799,135

COMPONENTS OF FUND BALANCE:

Undesignated

1,418,878

1,746,589

2,244,158

1,799,135

NOTES:



Town of Fairfax

2018-19 Operating Budget

GENERAL FUND

The Town's General Fund accounts for all unrestricted revenues and pays for the day-to-day operating costs of traditional municipal services like police, fire, planning, public works maintenance and administrative support services.

REVENUE DETAIL	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
01-010-101 Property Taxes - Secured	2,317,234	2,441,810	2,600,000	2,653,381	2,774,000
01-010-102 Property Taxes - Unsecured	45,732	47,806	50,000	51,624	51,624
01-010-103 Property Taxes - Prior	1,723	1,911	3,000	3,000	3,000
01-010-104 Real Estate Transfer Tax	44,644	50,857	45,000	45,000	45,000
01-010-110 Supplemental Property Taxes	51,091	62,759	55,000	55,000	60,000
01-010-112 ERAF Excess Distribution	384,617	452,975	400,000	481,912	502,826
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	666,551	707,904	660,000	743,256	775,513
01-060-113 Storm Run-Off Fee	53,870	53,890	55,000	54,000	54,000
Total Property Taxes	3,565,462	3,819,912	3,868,000	4,087,173	4,265,964
01-010-105 In-Lieu Sales Tax ("Triple Flip")	121,750	-	-	-	-
01-010-106 Sales Tax ("Bradley Burns")	532,327	639,115	630,900	684,000	693,000
01-010-111 1/2 cent Sales Tax - Prop. 172	69,074	58,579	64,300	61,742	63,594
01-010-118 1/2 cent Sales Tax - Measure D	421,910	509,431	-	-	-
01-010-118 3/4 cent Sales Tax - Measure C	-	-	649,000	658,000	681,000
Total Sales Taxes	1,145,060	1,207,125	1,344,200	1,403,742	1,437,594
01-010-108 Utility Users Tax - Telecom	99,930	83,641	100,000	100,000	100,000
01-010-109 Utility Users Tax - Energy	250,811	283,277	240,000	240,000	240,000
01-010-114 Hotel Users Tax	28,039	20,599	30,000	25,000	20,000
Total User Taxes	378,779	387,517	370,000	365,000	360,000
01-020-201 Garbage	186,958	181,322	193,800	193,800	187,000
01-020-202 Gas & Electric	60,995	65,326	65,000	74,135	75,000
01-020-203 Cable	129,857	137,210	130,000	130,000	130,000
Total Franchise Fees	377,810	383,858	388,800	397,935	392,000
01 - GENERAL FUND TAXES & FEES	5,467,111	5,798,412	5,971,000	6,253,849	6,455,558

NOTES:

Secured & Unsecured Property Taxes - Homes, businesses, and other taxable real and personal property are subject to levy of property taxes. The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction property is reappraised at its full current market value. Property tax is the biggest revenue source for the General Fund.

Supplemental Property Taxes Include property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50.

Property Transfer Tax - The city levies a \$0.55 fee for each \$1,000 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. Estimates are based on historical experience.

Sales taxes are the General Fund's second largest revenue source. The Town's 1% Bradley Burns Sales Tax is levied on all merchandise. These funds are received directly from the State on a monthly basis. Measure C is the renewal and increase of the 1/2 cent to 3/4 cent sales tax which passed in November, 2016. Revenue estimate are based on projections from Avenu, the Town's revenue consultant

Utility (User) Taxes -The Municipal Code levies an 4% tax on the value of public utilities services consumed within the Town for electricity, natural gas, and telecommunications subject to a cap of \$360. Revenue is projected to decrease

Franchise Fees - Garbage, Gas & Electric, Cable, The Town receives franchise fees from various public utilities and other corporations who furnish gas, electric, water, Cable TV, refuse or similar services to citizens living within town boundaries. The various fees are delineated in franchise agreements and are paid directly to the town by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years.



Town of Fairfax

2018-19 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
01-030-301	Business Licenses	133,108	128,698	130,000	130,000	130,000
01-040-401	Vehicle Code Fines	27,837	24,765	24,000	24,000	24,000
01-040-402	Parking & Other Fines	105,404	112,450	100,000	100,000	100,000
	Total Fines & Licenses	266,349	265,913	254,000	254,000	254,000
	-					
01-050-501	Rents - Women's Club and Other	12,750	18,891	13,000	13,000	13,000
01-050-504	Rents - CYO - Pavilion	675	4,050	6,000	6,000	6,000
01-050-506	Rents - Pavilion - Other	2,850	8,890	5,000	5,000	5,000
01-050-507	Janitor.Maint fees	300	1,425	1,000	1,000	1,000
	Total Rental & Maintenance Fees	16,575	33,256	25,000	25,000	25,000
	-					
01-050-500	Interest Earnings - Bank	-	1,295	1,300	1,300	1,300
01-050-502	Interest Earnings - LAIF	10,096	22,583	15,000	39,125	40,000
	Total Investment Earnings	10,096	23,878	16,300	40,425	41,300
	-					
01-060-602	Motor Vehicle License Fees	3,080	3,333	3,500	3,500	3,500
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	13,215	13,043	13,200	12,812	12,812
01-060-614	State Aid	6,174	1,023	-	0	-
01-060-615	Police Training Reimbursement (POST)	1,878	4,035	5,300	7,194	5,300
01-060-619	SB90 - State Manadated Claims	16,976	-	-	0	-
01-060-699	Other & Miscellaneous Revenues & WC	8,000	13,259	15,000	15,000	15,000
01-070-702	Zero Waste Grant	12,259	12,166	12,200	12,200	12,200
	Total Revenues From Other Agencies	61,582	46,859	49,200	50,706	48,812
	-					
01-080-802	Sale Of Maps & Publications/Copies	1,237	1,673	1,500	1,500	1,500
01-080-803	Special Police Services (includes booking fees)	12,877	16,335	15,000	15,000	15,000
01-080-804	Police Dispatch Services	54,000	54,000	76,000	76,000	85,000
01-080-814	Miscellaneous - General	17,105	14,533	10,000	10,000	10,000
01-080-903	General Recreation	2,267	3,456	3,000	3,000	3,000
01-090-508	Recreation Rentals	11,670	9,150	15,000	15,000	15,000
01-090-790	Recreation Fundraising	5,323	10,851	9,000	9,000	9,000
01-090-822	Recreation Summer Camp Fees	11,680	18,470	27,100	21,094	23,130
01-090-904	Recreation Classes & Partnerships	56,154	50,879	55,000	55,000	55,000
	Total Charges For Current Services	172,313	179,347	211,600	205,594	216,630
	-					
	01 - GENERAL FUND TAXES & FEES	5,467,111	5,798,412	5,971,000	6,253,849	6,455,558
	01 - GENERAL FUND TOTAL	5,994,026	6,347,665	6,527,100	6,829,574	7,041,300
	-				104.6%	107.9%

Business Licenses - For the privilege of doing business within Town Limits, all businesses are assessed a business license fee in accordance with Municipal Code. The Town charges business license tax in accordance with the provisions of Government Code 37101

Transient Occupancy Tax (Motel or Bed Tax) - The Town levies a 10% tax for the privilege of occupying quarters on a transient basis. This tax is imposed upon persons staying 30 days or less in a motel or lodging facility.

Police Dispatch Services - The Town provides dispatch services to the Town of Ross and the College of Marin under an Intergovernmental Service Sharing agreement.




Town of Fairfax

2018-19 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
111	Town Council	28,653	27,839	31,714	29,385	32,133
112	Town Treasurer	2,340	4,009	4,802	4,402	4,811
116	Independent Auditor	59,325	27,789	55,000	80,017	57,750
121	Town Attorney	97,508	223,407	180,000	245,000	190,000
Total Town Council		187,827	283,044	271,516	358,803	284,694
211	Town Manager	170,545	179,746	191,330	190,971	200,249
221	Town Clerk	122,837	128,309	154,958	146,107	204,018
222	Elections	477	8,788	43,000	26,954	5,000
231	Personnel	70,772	62,793	74,223	60,982	77,116
241	Finance	246,195	237,399	312,284	296,578	331,022
Total General Administration		610,826	617,035	775,795	721,592	817,405
311	Planning	417,727	417,311	485,555	446,025	529,375
321	Building Inspection & Permits	179,869	188,832	188,578	225,147	243,488
Total Development Services		597,596	606,143	674,132	671,172	772,863
411	Police	2,892,599	3,106,950	3,148,031	3,101,610	3,318,874
418	Disaster Preparedness	4,526	8,755	14,600	10,639	14,700
421	Ross Valley Fire Service	2,023,092	2,116,277	2,249,571	2,237,943	2,426,916
Total Public Safety		4,920,217	5,231,982	5,412,202	5,350,192	5,760,490
510	Public Works Administration	185,645	170,012	275,041	187,110	268,705
511	Street Maintenance	304,083	318,974	361,701	340,620	394,666
512	Street Lighting & Traffic Signals	86,282	103,259	85,700	95,987	98,000
513	Storm Damage FEMA	-	114,481	-	-	-
Total Public Works		576,010	706,726	722,442	623,717	761,371
616	Community Services	29,001	30,545	27,689	26,432	32,245
617	Recreation	52,835	53,952	52,433	52,388	56,037
621	Fairfax Recreation	89,294	87,182	107,328	112,197	124,796
622	Summer Camps	9,409	15,303	19,700	17,108	14,400
Total Recreation & Community Services		180,539	186,984	207,151	208,124	227,479
611	Park Maintenance	150,778	205,184	217,680	202,884	249,216
625	Rental Facilities-WC & Ballfield	45,457	50,890	69,775	49,111	75,322
911	Building Maintenance	517	1,324	-	6,309	-
Total Parks & Facility Maintenance		196,752	257,398	287,454	258,304	324,537
715	Non Departmental	604,806	738,719	1,052,500	957,845	963,583
TOTAL GENERAL FUND APPROPRIATIONS		7,874,573	8,628,030	9,403,192	9,149,750	9,912,423

	Town of Fairfax 2018-19 Operating Budget	GENERAL FUND						
APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Retirement & Sidefund	Professional Services	Supplies & Tools	Other Operating	FY 2018-19 Proposed

111	Town Council	18,000	1,109	3,124	2,200	100	7,600	32,133
112	Town Treasurer	3,600	356	-	-	100	755	4,811
116	Independent Auditor	-	-	-	57,750	-	-	57,750
121	Town Attorney	-	-	-	190,000	-	-	190,000
Total Town Council		21,600	1,465	3,124	249,950	200	8,355	284,694

211	Town Manager	133,283	34,843	18,679	500	700	12,244	200,249
221	Town Clerk	114,411	34,184	5,838	45,000	100	4,485	204,018
222	Elections	-	-	-	5,000	-	-	5,000
231	Personnel	43,112	7,952	3,453	20,100	600	1,900	77,116
241	Finance	202,291	35,484	22,163	40,000	1,700	29,385	331,022
Total General Administration		493,096	112,463	50,133	110,600	3,100	48,014	817,405

311	Planning	300,157	78,139	71,220	55,000	4,000	20,861	529,375
321	Building Inspection & Permits	105,586	29,486	27,716	70,000	1,200	9,500	243,488
Total Development Services		405,743	107,624	98,935	125,000	5,200	30,361	772,863

411	Police	1,675,488	561,460	767,496	55,461	14,300	244,669	3,318,874
418	Disaster Preparedness	-	-	-	-	100	14,600	14,700
421	Ross Valley Fire Service	-	-	-	2,426,916	-	-	2,426,916
Total Public Safety		1,675,488	561,460	767,496	2,482,377	14,400	259,269	5,760,490

510	Public Works Administration	120,881	25,095	15,687	66,500	1,308	39,234	268,705
511	Street Maintenance	171,950	42,722	35,320	45,000	45,500	54,174	394,666
512	Street Lighting & Traffic Signals	-	-	-	48,000	-	50,000	98,000
513	Pollution Prevention	-	-	-	-	-	-	-
Total Public Works		292,831	67,817	51,007	159,500	46,808	143,408	761,371

616	Community Services	19,026	951	4,618	-	6,200	1,450	32,245
617	Recreation	33,748	5,097	8,672	7,000	120	1,400	56,037
621	Fairfax Recreation	73,992	5,704	-	23,600	3,000	18,500	124,796
622	Summer Camps	-	-	-	12,400	2,000	-	14,400
Total Recreation & Community Services		126,767	11,752	13,290	43,000	11,320	21,350	227,479

611	Park Maintenance	112,466	44,079	16,733	35,000	16,000	24,938	249,216
625	Rental Facilities-WC & Ballfield	12,461	7,093	866	9,500	6,000	39,402	75,322
911	Building Maintenance	-	-	-	39,000	5,500	(44,500)	-
Total Parks & Facility Maintenance		124,927	51,172	17,599	83,500	27,500	19,840	324,537

715	Non Departmental	-	71,461	100,000	255,762	4,000	532,360	963,583
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TOTAL GENERAL FUND APPROPRIATIONS		3,140,451	985,214	1,101,585	3,509,689	112,528	1,062,956	9,912,423
		31.7%	9.9%	11.1%	35.4%	1.1%	10.7%	100.0%

TOWN MANAGER
INCLUDES TOWN COUNCIL, TOWN TREASURER, TOWN ATTORNEY,
AND TOWN MANAGER BUDGET UNITS

ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected Town Council members of which one is chosen by Council Members to serve a one year term as Mayor
- 1 Elected Town Treasurer
- 1 Town Attorney appointed by the Town Council
- 1 Town Manager appointed by the Town Council

Total = 6 elected officials, 1.0 FTE benefited employee, 1 Contracted Town Attorney

2017-18 KEY ACCOMPLISHMENTS:

- As Executive Officer for the Ross Valley Fire Department (RVFD) assisted the RVFD Board with evaluating the Marin County Fire proposal to provide fire chief and other executive function to RVFD.
- Negotiated new MOU's with the Police Officers Association and SEIU
- Hired new Planning and Building Services Director
- Served as president of the Marin Manager's Association
- Secured FEMA reimbursement for a majority of 2017 winter storm damage and completed major road repair projects such as 300 Tamalpais Road, 345 Forrest Ave, and 92 Madrone Rd.
- Negotiated rate adjustments with Marin Sanitary Services (MSS)
- Served as Public Works Director overseeing the design of various capital improvements such as the completion of the Class I bike lane for the Bike spine project and the repaving of Tamalpais Road from Mountain View to Scenic Road and Mountain View Road from Manzanita Road to Tamalpais Road.
- Worked to have the Town included in the FEMA Community Rating System (CRS) resulting in a 5% reduction in flood insurance costs for residents.

FY 2018-19 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Adopt new personnel policies
- Begin design of the Parkade
- Continue to complete repairs to roads damaged by the 2017 winter storms
- Complete road maintenance projects

Council Goals for 2018
(not in order of priority)

- Discuss strategies for addressing parking in the downtown area including the adjacent neighborhoods
- Amend zoning code to reduce maximum home size
- Explore innovative approaches, such as Tiny Homes, to create more affordable housing opportunities
- Continue to make improvements to pedestrian trails
- Allow mobile shower pilot program in Town
- Begin design of the seismic retrofit and ADA improvements to the Pavilion
- Complete design and begin construction of the ADA and parking improvements to the Parkade
- Repair portions of sidewalks in downtown along Bolinas Rd. and Broadway from Bank St. to Pacheco Ave.
- Regulate commercial cannabis businesses
- Implement fire prevention program including risk reduction activities, property inspections, creation of Firewise neighborhoods, emergency preparedness, community outreach/education, and the development of a plan with easy maps for the community to use in the event of a disaster.
- Consider establishment of density limits and objective development standards in commercial zones to address potential residential development on sites

2017-2018
Key Town Accomplishments

- Approved Victory Village, a 54-unit affordable senior housing project, with a streamlined zoning approach
- Adopted or introduced 10 Ordinances:
 - Amended code to change regular election from odd-numbered to even-numbered years
 - Added a new chapter 17.090 (RM-S Multi-Family Residential – Senior) and amended the town zoning map for Victory Village
 - Adopted urgency interim moratorium on commercial cannabis
 - Amended code for accessory and junior accessory dwelling units to conform to state law, creating a 10-year amnesty/incentive program to legalize ADUs/JADUs with 50% fees and waiving penalties
 - Added electric vehicle charging stations expedited permit processing
 - Extended temporary moratorium on commercial cannabis
 - Amended code to prohibit residents from discarding organics into landfill containers and provided composting pails to all single-family residences
 - Amended smoking regulations to prohibit smoking in unenclosed service areas, raise the age to purchase tobacco products and require the licensure of tobacco retailers; the American Lung Association's 2018 State of Tobacco Control report awarded Fairfax an "A" for its smoke-free regulations, implemented to protect the public and visitors.
 - Amended Social Host to include marijuana, to add party buses, and to provide for a juvenile diversion program
 - Conducted first reading of source of income ordinance to prohibit rental discrimination solely on the basis of source of income (e.g., housing voucher)
- Completed the MCE Deep Green Incentive Program. Fairfax has by far the highest rate of Deep Green users of any MCE jurisdiction (~8%). 157 households (includes 47 added w/tabling prior to incentive program) switching to DG saves about 115 MTCO₂E annually.
- Repaved Tamalpais and Mountain View roads; repaired selected portions of Sir Francis Drake; and installed additional crosswalk flashing beacon systems
- Implemented more senior programs, forums, and improvements (e.g., benches); on January 2, 2018, Fairfax was notified it was an official member of AARP's Age Friendly Network.
- Completed repairs to roads severely damaged by the 2017 winter storms such as Forrest Ave., Tamalpais Rd. and Madrone Rd. and worked to secure reimbursement from FEMA
- Completion of the Class I Bike lane from Glenn Drive to Lefty Gomez field, thus completing the Bike Spine project.
- Conducted the 2017 Town election
- Began retrofit of streetlights to LED's using PGE turnkey and financing programs
- Reached a resolution regarding Peri's use permit and noise issues.
- Established the Art and Culture Collaborative using the Artist in Residence program
- Endorsed as a Council the 'Elevate the Discussion' pledge
- Initiated the Fire Wise Cascades project with a Town wide fire safe workshop
- Adopted resolution in support of SB 54 prohibiting law enforcement from cooperating with ICE
- Adopted initiative to prohibit land uses that adversely affect community recreational sports fields, including Lefty Gomez Park
- Approved MOU with Marin County regarding improvements to the Elliott Preserve
- Appointed new Planning and Building Services Director
- Began preliminary discussions of Parkade improvements
- Completion of pedestrian trail improvements such as the Scenic to Scenic trails, Park Lane, and spur trail from Scenic to Berry trail



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

The Town Council consists of five representatives elected at large by the citizens of Fairfax. Town Council is the policy-making legislative body of the Town and is responsible to the community for the implementation of all programs and services provided by the Town. The Council reviews proposals to meet community needs and initiates action for new programs. The Council also determines the ability of the Town to provide financing for various programs and services. The Council appoints various members of the community to commissions, boards and committees. The Council acts to influence local, regional and state policies favorable to the Town, through various organizations.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES
 411 REG PART-TIME SALARIES
 415 ACCRUED LEAVE CASHOUT
 421 TEMP EMPLOYEES
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE
 496 PERS UAL/SIDEFUND

18,000	18,000	18,000	18,000	18,000
684	312	747	747	806
1,258	1,158	1,237	1,237	1,237
244	238	244	244	249
1,650	2,004	1,887	1,887	1,941

SUBTOTAL PERSONNEL

21,836 21,712 22,114 22,115 22,233

OPERATING EXPENSES

813 OFFICE SUPPLIES
 815 PRINTING
 822 PROFESSIONAL SERVICES
 842 SPECIAL DEPT SUPPLIES
 861 BUS.MEET/CONF.
 862 DUES & SUBSCRIPTIONS
 890 MISCELLANEOUS

SEE NOTE

SEE NOTE

SEE NOTE

	-	100	-	100
	-	200	-	100
1,904	1,931	2,000	2,669	2,200
407	325	300	582	500
3,556	3,871	6,000	4,019	6,000
950	-	1,000	-	500
	-		-	500

SUBTOTAL OPERATING

6,817 6,127 9,600 7,270 9,900

TOTAL DEPARTMENT APPROPRIATION

28,653 27,839 31,714 29,385 32,133

Allocation of Positions:

Councilmembers

5.00 5.00 5.00 5.00 5.00

Total Full Time Equivalent Employees

5.00 5.00 5.00 5.00 5.00

NOTES:

822 State Lobbyist - Calif League of Cities
 861 LOCC - New Councilmember orientation / MCCMC events
 890 Climate Action Committee (CAC) budget



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

The Treasurer is elected to provide assistance to the Town Council and Town staff regarding the Town's investments and assist in reviewing the overall management of the Town's finances and annual audit. Resolution 2571 adopted by the Council on August 6, 2008 established additional duties and authorized compensation for the Town Treasurer of \$300 per month.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES
 411 REG PART-TIME SALARIES
 415 ACCRUED LEAVE CASHOUT
 421 TEMP EMPLOYEES
 461 OVERTIME
 491 HEALTH INSURANCE
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE
 495 FICA/PTS

			-	
			-	
			-	
2,096	3,600	3,600	3,600	3,600
			-	
			-	
	67	160	160	169
61	135		-	
27	52	52	52	52
		135	135	135

SUBTOTAL PERSONNEL

2,185	3,854	3,947	3,947	3,956
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OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT
 711 OFFICE EQUIP MAINT.
 731 BLDG-GROUNDS MAINT.
 801 WATER
 804 TELEPHONE
 811 POSTAGE
 813 OFFICE SUPPLIES
 815 PRINTING
 822 PROFESSIONAL SERVICES
 842 SPECIAL DEPT SUPPLIES
 861 BUS.MEET/CONF.
 862 DUES & SUBSCRIPTIONS
 890 MISCELLANEOUS

			-	
			-	
			-	
			-	
			-	
			-	
		100	-	100
			-	
			-	
			-	
		600	300	600
155	155	155	155	155
			-	

SUBTOTAL OPERATING

155	155	855	455	855
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TOTAL DEPARTMENT APPROPRIATION

2,340	4,009	4,802	4,402	4,811
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Allocation of Positions:

TOWN TREASURER

1.00	1.00	1.00	1.00	1.00
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Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.00
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NOTES:



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

In conformance with State requirements the Town is audited each year by a qualified CPA firm hired by the Town Council to ensure the Town financial statements conform to Generally Accepted Accounting Procedures (GAAP).
The current auditors are Maze & Associates Accountancy Corporation of Pleasant Hill, CA.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES
411 REG PART-TIME SALARIES
415 ACCRUED LEAVE CASHOUT
421 TEMP EMPLOYEES
461 OVERTIME
491 HEALTH INSURANCE
492 WORKERS COMP
493 RETIREMENT
494 MEDICARE

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT
711 OFFICE EQUIP MAINT.
731 BLDG-GROUNDS MAINT.
801 WATER
804 TELEPHONE
811 POSTAGE
813 OFFICE SUPPLIES
815 PRINTING
821 OUTSIDE CONSULTING SVS
822 PROFESSIONAL SERVICES
842 SPECIAL DEPT SUPPLIES
861 BUS.MEET/CONF.
862 DUES & SUBSCRIPTIONS
890 MISCELLANEOUS

SEE NOTE
SEE NOTE

8,150	3,900	9,585	9,585	10,064
51,175	23,889	45,415	70,432	47,686

SUBTOTAL OPERATING

59,325 27,789 55,000 80,017 57,750

TOTAL DEPARTMENT APPROPRIATION

59,325 27,789 55,000 80,017 57,750

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

821 Preparation of State Controller's Report, CAFR assistance & Single Audit, GASB 68 reports
822 Auditor Contract - Maze & Associates



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

The Town Attorney is appointed by the Town Council and is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in lawsuits, litigation and hearings, and reviews all ordinances, contracts and other legal documents and renders legal advice and opinions for the Town. The Town Attorney attends all Council Meetings. The Town Attorney is Janet Coleson of Best, Best & Krieger in Walnut Creek.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES
 411 REG PART-TIME SALARIES
 415 ACCRUED LEAVE CASHOUT
 421 TEMP EMPLOYEES
 461 OVERTIME
 491 HEALTH INSURANCE
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT
 711 OFFICE EQUIP MAINT.
 731 BLDG-GROUNDS MAINT.
 801 WATER
 804 TELEPHONE
 811 POSTAGE
 813 OFFICE SUPPLIES
 815 PRINTING
 821 OUTSIDE CONSULTING SVS
 822 PROFESSIONAL SERVICES
 842 SPECIAL DEPT SUPPLIES
 861 BUS.MEET/CONF.
 862 DUES & SUBSCRIPTIONS
 890 MISCELLANEOUS

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
97,508	223,407	180,000	245,000	190,000
			-	
			-	
			-	
			-	
			-	

SUBTOTAL OPERATING

97,508 223,407 180,000 245,000 190,000

TOTAL DEPARTMENT APPROPRIATION

97,508 223,407 180,000 245,000 190,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

821 contract Town Attorney fees



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

The Town Manager is responsible for carrying out Town Council policy and directing all Town departments. Specific responsibilities include preparation of the annual budget, representing the Town in negotiations with employee groups, advising the Council on the financial condition and needs of the Town. The Town Manager prepares the agenda for each Town Council meeting and reviews and approves all staff reports in the agenda packet, attends all council meetings. The Manager serves as Human Resource Director, acts as the Public Works Director, and alternates as Executive Officer of the Ross Valley Fire Authority.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	112,570	121,969	126,194	126,194	133,283
415 ACCRUED LEAVE CASHOUT		4,223	2,154	2,154	2,154
421 TEMP EMPLOYEES	-	-		-	
491 HEALTH INSURANCE	21,119	19,468	19,299	19,299	20,233
492 WORKERS COMP	3,997	2,179	5,398	5,398	5,717
493 RETIREMENT	11,177	11,184	11,646	11,646	11,740
494 MEDICARE	1,597	1,697	1,762	1,762	1,764
495 FICA/PTS			720	720	720
496 PERS UAL/SIDEFUND	6,150	2,883	7,033	7,033	7,234
611 ALLOWANCES	3,816	3,816	3,960	3,960	3,960
SUBTOTAL PERSONNEL	160,427	167,418	178,166	178,166	186,804

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	500	-	500
711 OFFICE EQUIP MAINT.			100	-	100
731 BLDG-GROUNDS MAINT.	3,131	1,914	2,114	1,879	2,294
801 WATER	499	487	450	532	450
802 POWER	591	883	800	890	800
804 TELEPHONE	1,060	2,219	1,500	1,270	1,500
811 POSTAGE	571	516	400	286	400
813 OFFICE SUPPLIES	761	1,185	700	1,001	700
821 OUTSIDE CONSULTING SVS			-	-	-
822 PROFESSIONAL SERVICES	251	212	1,000	153	500
861 BUS.MEET/CONF.	765	2,015	3,400	5,235	4,000
862 DUES & SUBSCRIPTIONS	2,488	2,897	2,200	1,559	2,200
871 LIAB & PROP INSURANCE	-	-			
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	10,118	12,328	13,164	12,805	13,444

SEE NOTE
SEE #715

TOTAL DEPARTMENT APPROPRIATION

170,545	179,746	191,330	190,971	200,249
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Allocation of Positions:

TOWN MANAGER	0.70	0.60	0.60	0.60	0.60
INTERIM TOWN MANAGER	-	-	-	-	-
MANAGEMENT ANALYST (VACANT)					
ADMINISTRATIVE ASSISTANT II	0.25	0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT PT					
Total Full Time Equivalent Employees	0.95	0.85	0.85	0.85	0.85

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, while the Assistant to the Town Manager is a staff position. The elected Clerk is responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code, and include such matters as conducting elections; recording, publication, filing, indexing, and safekeeping of Town Council proceedings; recording and certifying all ordinances and resolutions; authenticating official records on behalf of the Town; coordinating the preparation of Town Council meeting agendas and packets; updating and maintaining the Town Code; serving as custodian of the official Town records, including filing and safekeeping of all official municipal documents; preparing, publishing, and posting legal notices; providing information and research assistance to the Town Council and staff; filling public records requests; serving as filing officer for economic interest and campaign disclosure statements; and serving as the financial disclosure officer.

This department has been comprised of one person since the elimination of a shared administrative assistant position in 2006.

Accomplishments for 2017-18

- Conducted the November 2017 general election for the offices of three members of the Town Council
- Processed one initiative petition
- Continued to coordinate the online and print updates to the Town Code
- Facilitated the migration of all Town email to the cloud

TOWN CLERK/ELECTIONS

Goals for 2018-19

- Evaluate and select new website host
- Coordinate redesign of Town website to improve community engagement
- Evaluate and implement new document management software to continue efforts to automate records retention program
- Conduct the November 2018 special election
- Expand staff so that the Town Clerk's Office may to continue to provide a high level of service to the community, staff, and Council, in addition to completing projects and assignments. Consider a job-share model with a deputy.
- Coordinate audio-visual technology improvements in the council chambers



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

The Town Clerk is an elected position in Fairfax. The Town Clerk's department provides assistance to the Mayor and Town Council, prepares Council meeting agendas and packets, and gives notice of public hearings. The Department also administers local elections, oversees compliance with legal requirements, and maintains liability claims. It keeps all official town records and authenticates official records on behalf of the Town. In addition, it responds to requests for public records.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	69,885	77,869	84,516	84,516	96,821
411 REG PART-TIME SALARIES	-	-	-	-	15,825
415 ACCRUED LEAVE CASHOUT	-	-	1,625	1,625	1,765
491 HEALTH INSURANCE	25,055	25,257	26,249	26,249	27,939
492 WORKERS COMP	2,659	1,354	3,582	3,582	4,115
493 RETIREMENT	4,834	4,994	5,838	5,838	6,340
494 MEDICARE	949	1,054	1,169	1,169	1,269
496 PERS UAL/SIDEFUND	-	4	-	-	-
611 ALLOWANCES	360	360	360	360	360
SUBTOTAL PERSONNEL	103,743	110,891	123,340	123,340	154,433

SEE NOTE

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	200	-	-
731 BLDG-GROUNDS MAINT.	2,843	1,829	2,046	2,046	2,285
801 WATER	-	-	100	-	-
804 TELEPHONE	449	808	108	534	500
811 POSTAGE	571	421	900	286	500
813 OFFICE SUPPLIES	574	657	500	578	500
814 LEGAL ADS	225	697	400	438	400
821 OUTSIDE CONSULTING SVS	90	1,230	360	360	20,000
822 PROFESSIONAL SERVICES	13,091	11,287	26,204	18,143	25,000
842 SPECIAL DEPT SUPPLIES	939	168	200	80	100
861 BUS.MEET/CONF.	118	321	400	90	100
862 DUES & SUBSCRIPTIONS	195	-	200	213	200
SUBTOTAL OPERATING	19,094	17,418	31,618	22,767	49,585

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

122,837	128,309	154,958	146,107	204,018
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Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER	-	-	1.00	1.00	1.00
DEPUTY TOWN CLERK/MANAGEMENT ANALYST	1.00	1.00	-	-	0.25
ADMINISTRATIVE ASSISTANT PT	-	-	0.0625	0.0625	0.0625

Total Full Time Equivalent Employees

1.00	1.00	1.06	1.06	1.31
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NOTES:

411 P/T Deputy Town Clerk for succession planning/job share
821 Website hosting / new website development through Proud City
822 Code updates; Minutes Clerk; OpenGov, webmaster



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

Local regular elections for Town offices (councilmembers, treasurer, and clerk) have been held every two years (to stagger the terms) in November of odd-numbered years pursuant to the Town Code. Beginning in 2020, the Town will change to even-numbered year elections, pursuant to state law and Town Ordinance No. 807. The Town consolidates its local elections with the County of Marin, with costs shared by all of the local agencies, school districts, and special districts. As of May 2018, Fairfax had 5,460 registered voters.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES
411 REG PART-TIME SALARIES
415 ACCRUED LEAVE CASHOUT
421 TEMP EMPLOYEES
491 HEALTH INSURANCE
492 WORKERS COMP
493 RETIREMENT
494 MEDICARE

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT
711 OFFICE EQUIP MAINT.
731 BLDG-GROUNDS MAINT.
801 WATER
804 TELEPHONE
811 POSTAGE
813 OFFICE SUPPLIES
814 LEGAL ADS
815 PRINTING
821 OUTSIDE CONSULTING SVS
822 PROFESSIONAL SERVICES
842 SPECIAL DEPT SUPPLIES
861 BUS.MEET/CONF.
862 DUES & SUBSCRIPTIONS
890 MISCELLANEOUS

	2,895		5,000	
			-	
477	5,893	43,000	21,954	5,000
-	-	-	-	

SUBTOTAL OPERATING

477 8,788 43,000 26,954 5,000

TOTAL DEPARTMENT APPROPRIATION

477 8,788 43,000 26,954 5,000

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
DEPUTY TOWN CLERK

- - - - -
- - - - -

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

822 Cost vary year to year; in FY18-19 there is the renewal of RVPA tax.



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

Personnel cost include contractual Human Resources (HR); legal and consulting services and other costs such as recruitment, testing, physical & psychological exams as required.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	28,574	30,354	32,455	32,455	34,809
411 REG PART-TIME SALARIES	7,609	7,480	7,625	7,625	7,700
415 ACCRUED LEAVE CASHOUT		939	601	601	603
421 TEMP EMPLOYEES	-	-		-	
461 OVERTIME				-	
491 HEALTH INSURANCE	491	460	4,957	4,957	5,260
492 WORKERS COMP	1,372	691	1,700	1,700	1,808
493 RETIREMENT	3,375	3,326	3,453	3,453	3,502
494 MEDICARE	508	520	555	555	558
495 FICA/PTS			240	240	240
496 PERS UAL/SIDEFUND	1,225	-		-	
611 ALLOWANCES	72	72	36	36	36
SUBTOTAL PERSONNEL	43,225	43,843	51,623	51,623	54,516

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
814 LEGAL ADS	225	1,061	500	-	500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	26,974	17,398	20,000	8,278	20,000
822 PROFESSIONAL SERVICES			100	-	100
842 SPECIAL DEPT SUPPLIES	348	490	600	581	600
861 BUS.MEET/CONF.			1,000	500	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	27,546	18,949	22,600	9,359	22,600

TOTAL DEPARTMENT APPROPRIATION

70,772	62,793	74,223	60,982	77,116
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Allocation of Positions:

TOWN MANAGER	0.10	0.10	0.10	0.10	0.10
FINANCE DIRECTOR	0.10	0.10	0.10	0.10	0.10
PART-TIME ACCOUNTANT	0.10	0.10	0.10	0.10	0.10

Total Full Time Equivalent Employees

0.30	0.30	0.30	0.30	0.30
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NOTES:

821 Preemployment services, Attorney Fees & outside HR services, as needed

842 Staff recognition

FINANCE DEPARTMENT

2017-18 ACCOMPLISHMENTS:

- Adopted FY18 budget in July
 - Added Funds for Special revenues – Measure A TAM
 - Added Fund for Lease Financing for refunding of \$3,880,000 of UAL/sidefund obligations in January, 2017
 - Improved budget document formats & added images
- Arranged for five year \$500,000 loan from the County of Marin in February for Capital Improvements and disaster repairs at favorable rates 3.5% to 4.0%
- Investigated feasibility of refinancing 2008 bonds for additional road funds or lower interest rates.
- Worked with GovInvest to implement software to track pension & OPEB liabilities
 - Increase transparency
 - Implement GASB 68 – Pension reporting
- Worked with Urban Futures to provide continuing disclosures for debt issues
- Succeeded in avoiding TRAN borrowing for third year
- Implemented major ADP payroll software update.
- Implemented accounting tracking for FEMA storm reporting. Submitted FEMA and National Highway Transportation Board claims for storm damage to streets and hillsides.
- Continued to maintain current status of annual Town audits with minimal adjustments to General ledger and internal controls.
- Prepared all required annual reports including State Controller's report (2), State Controller's compensation report.
- Responded to all requests for information from public and private organizations.
- Assisted Town Manager in codifying and refining Town Personnel Rules.
- Refined revenue recording process for Franchise Tax Board parking fine collections
- Assisted Town Manager in preparing for Measure A Parks Funds audit
- Assisted Town Manager in MOU negotiations with labor bargaining units
- Attended seminars for new tax & payroll laws and creating AP Procedures and Policy
- Served as Treasurer and Executive Board Member of Bay Cities Joint Powers Insurance Authority (BCJPIA)
- Prepared financial informational presentation for Council Candidates in November election.
- Reduced charge to citizens for GO Bond Debt Service payments

FINANCE DEPARTMENT

FY 2018-19 GOALS AND OBJECTIVES:

- Continue evaluation of accounting software programs to replace current BDS accounting software, integrating cash receipts, business license, payroll and fixed assets.
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Fee Study to update Master Fee Schedule
- Continue update of personnel rules with Town Manager.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams
- Work with Building & Planning Department to implement systems for building deposits and revenue tracking



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 241 FINANCE

ACTIVITY DESCRIPTION

The Finance Department is responsible for all the Town financial and accounting operations, payables, receivables, retirement, payroll, and managing portions of the insurance requirements for the town. They oversee business license collection, prepare monthly revenue & expenditure reports, and maintain the fixed asset inventories on an annual basis. The department prepares financial reports mandated by the State, the County of Marin, and other agencies. The Finance Department also prepares and oversees budget preparation.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	110,016	111,116	113,339	115,092	142,748
411 REG PART-TIME SALARIES	37,152	36,522	44,838	44,838	44,543
415 ACCRUED LEAVE CASHOUT	2,351	2,116	2,137	2,137	2,201
421 TEMP EMPLOYEES	8,116	5,084	18,000	13,182	15,000
491 HEALTH INSURANCE	21,970	22,312	20,794	20,794	21,999
492 WORKERS COMP	5,954	3,048	7,442	7,442	7,878
493 RETIREMENT	13,704	13,074	14,837	14,837	16,281
494 MEDICARE	2,132	2,102	2,429	2,429	2,431
495 FICA/PTS	310	38	1,080	1,080	651
496 PERS UAL/SIDEFUND	5,000	1,722	5,718	5,718	5,882
611 ALLOWANCES	324	324	324	324	324
SUBTOTAL PERSONNEL	207,028	197,457	230,938	227,873	259,937

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE		30,000	30,000	20,000
711 OFFICE EQUIP MAINT.			300	-	300
731 BLDG-GROUNDS MAINT.		2,843	1,829	2,046	1,818
804 TELEPHONE		454	808	1,000	534
811 POSTAGE		573	502	800	286
813 OFFICE SUPPLIES		1,227	1,113	1,500	1,661
815 PRINTING		277	159	1,200	34
821 OUTSIDE CONSULTING SVS	SEE NOTE	8,975	8,008	15,000	9,931
822 PROFESSIONAL SERVICES	SEE NOTE	24,412	26,624	25,000	23,627
861 BUS.MEET/CONF.		120	546	500	567
862 DUES & SUBSCRIPTIONS		175	175	1,000	147
890 MISCELLANEOUS		112	178	3,000	100
SUBTOTAL OPERATING		39,168	39,941	81,346	68,705

TOTAL DEPARTMENT APPROPRIATION	246,195	237,399	312,284	296,578	331,022
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Allocation of Positions:

FINANCE DIRECTOR	0.90	0.90	0.90	0.90	0.90
MANAGEMENT ANALYST (VACANT)	-	-	-	-	-
PART-TIME ACCOUNTANT (2)	0.50	0.50	0.70	0.70	0.70
PART-TIME OFFICE ASST	0.10	0.10	0.10	0.10	0.10

Total Full Time Equivalent Employees	1.50	1.50	1.70	1.70	1.70
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NOTES: 636 Contribution to reserve to replace accounting software using lease-purchase financing.
821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Assistance with implementaion of accounting software
822 Payroll service, Sales tax analysis, merchant fees, bank analysis, fee study
Accounting Software license (BDS, AssetMaxx); GovInvest (GASB 75 actuarial)

Department/Division: Planning & Building Services

The Planning and Building Services Department consists of a Director, Principal Planner, Building Official, and half-time Assistant Planner. The Department is responsible for supporting the Planning Commission, processing Planning and Building permits, and implementing the General Plan and Planning and Building work programs. The Town Hall Administrative Assistant also provides support to the Planning and Building Department.

Activity/Description	Est. Year End FY16-17	Est. Year End FY17-18	Est. FY18-19
Planning Permits Processed	40	69	60
Building Permits Processed	400	440	425
Resale Inspections	65	94	70
Building Inspections	2,140	2,200	2,200
Violations Processed	30	30	30
Administrative Citations	5	5	5
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5-8/day); 1,750 (approx. 5-8/day)	1,800 1,800	1,800 1,800
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 4,000 (15+/day)	2,700 4,000	2,700 4,000
<u>Emails for service:</u> (not inter-office / junk mail) Planning Staff Building Staff	2,400 (9/day) 900 (3-4/day)	2,400 900	2,400 900

Planning & Building Services

2017 - 2018 Accomplishments

- Cannabis:
 - Panel discussion workshop
 - Cannabis online survey
 - Cannabis moratorium
 - draft Cannabis work program outline
- Streamlined/online EVCS processing ordinance
- Online Solar panel permitting
- Planning Commission workshop and study sessions on Planning Department/Commission FY 2018 Work Program. Includes:
 - General Plan Program Implementation Priorities
 - Marinda Heights subdivision of Wall Property
 - Cannabis program
 - Proposed zoning amendments
- Fairfax Tree Committee training session w/Town Arborist
- Marinda Heights subdivision of Wall Property
 - application processing
 - project website
 - FOSC review
- Zoning Map update/correction
- Digitization and GIS georeferencing Town General Plan thematic maps (ongoing)
- Housing
 - Approval of Victory Village discretionary application, rezoning
 - Adoption of Accessory Dwelling Unit Ordinance
- Planning Commission
 - League of CA Cities Training Academy
- Building
 - Issue permits for > \$10,000,000 in valuation

2018-2019 Goals

- Implement Planning Work Program, including:
 - Develop cannabis ordinance governing commercial uses
 - Process Marinda Heights subdivision of the Wall Property, including EIR
 - Implement General Plan Programs pertaining to affordable housing, historic preservation, post-disaster recovery, thematic map digitization
 - Develop amendments to Zoning Ordinance, including clarifying ridgeline regulations and improving application processing
- Respond to State housing and other planning regulations
- Explore software options to improve application processing, tracking, and recordkeeping



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

The Department of Building & Planning Services provides staff services to the public at the front counter at Town Hall, to the Town Council, Planning Commission/Design Review Board, and the General Plan Implementation Committee; related to the creation and implementation of planning and land use policies and regulations in Fairfax.

Department staff also oversees the contracted work of a Town Civil Engineer, the work of a prime planning consultant and sub-consultants assisting in the General Plan revisions and/or the Zoning Ordinance update as well as special environmental review (CEQA) tasks. The Planning Division processes "entitlement" permit applications, and oversees the enforcement of Town ordinances that govern the development and use of property within the community.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	241,147	171,259	248,008	248,008	265,157
411 REG PART-TIME SALARIES	16,462	24,404	28,800	28,800	30,000
415 ACCRUED LEAVE CASHOUT	2,008	2,340	4,491	4,491	7,670
421 TEMP EMPLOYEES	1,836	40,839	5,000	5,000	5,000
491 HEALTH INSURANCE	41,634	36,585	44,373	44,373	52,118
492 WORKERS COMP.	9,592	4,319	11,518	11,518	12,625
493 RETIREMENT	25,409	16,726	25,458	25,458	26,990
494 MEDICARE	3,396	2,677	3,791	3,791	3,895
495 FICA/PTS	471	812	1,091	1,091	1,110
496 PERS UAL/SIDEFUND	37,600	45,655	43,000	43,000	44,230
611 ALLOWANCES	720	513	720	720	720
SUBTOTAL PERSONNEL	380,275	346,128	416,249	416,249	449,515

SEE NOTE

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	3,565	2,050	2,230	2,230	2,411
802 POWER	295	441	250	445	450
804 TELEPHONE	902	1,866	1,500	1,100	1,500
811 POSTAGE	620	651	2,000	500	1,500
812 REPRODUCTION	-	822	1,000	500	1,000
813 OFFICE SUPPLIES	1,532	1,295	1,500	2,000	2,000
814 LEGAL ADS	929	364	1,500	1,000	1,500
815 PRINTING	106	1,805	2,000	1,500	2,000
821 OUTSIDE CONSULTING SVS	19,371	55,044	45,000	10,000	50,000
822 PROFESSIONAL SERVICES	5,390	6,065	5,000	5,000	5,000
842 SPECIAL DEPT SUPPLIES	2,263	537	2,000	1,500	2,000
861 BUS.MEET/CONF.	2,478	242	5,000	4,000	5,000
862 DUES & SUBSCRIPTIONS	-	-	325	-	5,500
SUBTOTAL OPERATING	37,452	71,183	69,305	29,775	79,861

SEE NOTE

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

417,727	417,311	485,555	446,025	529,375
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Allocation of Positions:

PLANNING DIRECTOR	1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	1.00	1.00	1.00	1.00	1.00
SENIOR PLANNER	-	-	-	-	-
ADMIN ASSISTANT II	0.25	0.25	0.25	0.25	0.25
PLANNING INTERN	0.20	0.20	0.10	0.10	0.10
ZONING TECH / ASST PLANNER			0.50	0.50	0.50
Total Full Time Equivalent Employees	2.45	2.45	2.85	2.85	2.85

NOTES:

- 411 Planning Commission minutes / Zoning Tech & Intern
- 814 legal notices as required
- 821 Outside services to implement PC workplan; pass-thru cost & revs are discussed in appendix
- 822 Televised Planning Commission meetings \$100/hr/meeting
- 861 1/2 of Marin Maps (\$3,000) and MCEP fees



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

The Building Inspection Division provides "building" permits for construction activity and and code enforcement related to the California Building Code.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	96,884	97,157	99,100	99,100	105,586
415 ACCRUED LEAVE CASHOUT	1,585	1,585	1,633	1,633	1,633
421 TEMP EMPLOYEES				-	
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	19,708	19,991	20,746	20,746	21,669
492 WORKERS COMP.	3,676	1,688	4,122	4,122	4,520
493 RETIREMENT	10,207	9,141	10,185	10,185	10,365
494 MEDICARE	1,353	1,313	1,345	1,345	1,395
496 PERS UAL/SIDEFUND	14,750	17,910	16,868	16,868	17,351
611 ALLOWANCES	270	270	270	270	270
SUBTOTAL PERSONNEL	148,432	149,055	154,269	154,269	162,788

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.				-	
722 VEHICLE MAINTENANCE	SEE NOTE	2,883	2,991	3,500	3,500
731 BLDG-GROUNDS MAINT.		2,602	1,757	1,984	2,000
802 POWER		295	441	500	500
804 TELEPHONE		902	1,866	1,500	1,500
811 POSTAGE		808	619	300	500
812 REPRODUCTION		-	-	-	-
813 OFFICE SUPPLIES		1,139	870	1,500	1,200
815 PRINTING		-	-	-	-
821 OUTSIDE CONSULTING SVS	SEE NOTE	13,275	22,781	20,000	60,000
822 PROFESSIONAL SERVICES	SEE NOTE	5,427	6,789	3,750	2,000
851 CLOTHING					
861 BUS.MEET/CONF.	SEE NOTE	1,929	845	1,000	500
862 DUES & SUBSCRIPTIONS	SEE NOTE	2,176	818	275	420
SUBTOTAL OPERATING		31,437	39,777	34,309	70,879

TOTAL DEPARTMENT APPROPRIATION	179,869	188,832	188,578	225,147	243,488
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Allocation of Positions:

BUILDING OFFICIAL	0.75	0.75	0.75	0.75	0.75
ADMIN ASSISTANT II	0.25	0.25	0.25	0.25	0.25

Total Full Time Equivalent Employees	1.00	1.00	1.00	1.00	1.00
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NOTES:

- 722 Fuel & upkeep on Building Official Vehicle
- 821 Coastland Engineering plan check, Town Engineer
- 822 Janitorial allocation; scanning building plans /relief building inspector
- 861 Building official/ICBO meetings
- 862 Professional membership renewals for Building Official

POLICE DEPARTMENT

ORGANIZATION:

The department is comprised of the following personnel/Classifications

- 1 Police Chief
- 1 Lieutenant (proposed FY18-19)
- 2 sergeants (instead of 3 if Lieutenant classification is implemented)
- 2 corporal (instead of 3 if Lieutenant classification is implemented)
- 5 patrol officers
- 1 Frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 1 reserve police officers (part time /hourly as needed)
- 4 reserve dispatcher (part time/hourly as needed)
- 2 police cadets (part time/hourly as needed)

Total: 16 full time employees (FTE's)

7 part time reserve employees

THE DEPARTMENT

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement and related programs, public safety awareness programs, computer aided 911 dispatch center (Which also serves The communities of Ross and the College of Marin). We operate a staffed police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

MISSION:

Preventing Crime; Enforcing laws; Arresting offenders; Resolving community problems; Improving the quality of life.

POLICE DEPARTMENT

2017-2018 ACCOMPLISHMENTS

- Completed sending 80% of all personnel to all mandated POST training (needs to be finished by December 2018)
- Completed Property and Evidence inventory and purge calendar year end 2017
- Completed 2017 Records storage purge
- Brought the Town on line with Nixle (complimenting our existing presence on Nextdoor and Twitter & Instagram)
- Acquisition of new speed radar signs and implementation of this now expanded program throughout town
- Completed Fairfax Police Policy Manual update
- Completed Fairfax's participation in it's 15th & 16th National Drug Take Back Day

2018–2019 GOALS AND OBJECTIVES:

- Implement a Lieutenant Classification into organization from within existing personnel allotment
- Acquire state of the art Body Worn Camera equipment
- Finish POST mandated training for remaining personnel by December 31, 2018
- Continue the updating of the POST Mandated Field Training Officer Program (several year project)
- Recruitment of new personnel with the anticipated loss of two sworn officer in 2018
- Implement through the budget process the classification of Police Lieutenant (filled through existing personnel, not a new "sworn" position)
- Fill existing vacancies of two police corporals from the police officer rank



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement and related programs, public safety awareness programs, computer aided 911 dispatch center, which also serves The communities of Ross and the College of Marin. We operate a staffed police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	343,384	350,478	360,013	357,013	389,698
402 SAFETY SALARIES	SEE NOTE	999,597	991,660	1,116,141	1,076,141	1,220,790
415 ACCRUED LEAVE PAYOUT		6,464	44,060	3,000	7,181	3,000
421 TEMP EMPLOYEES		78,747	94,641	65,000	62,000	65,000
461 OVERTIME		128,336	166,712	160,000	150,000	160,000
481 HOLIDAY PAY		70,343	70,489	77,122	77,122	79,928
491 HEALTH INSURANCE		234,959	214,417	235,205	215,000	236,393
492 WORKERS COMP.		55,500	28,111	68,089	68,089	68,089
493 RETIREMENT		205,573	180,298	206,437	201,000	221,311
494 MEDICARE		21,545	22,534	24,714	24,714	25,450
495 FICA/PTS		1,756	1,413	-	1,000	-
496 PERS UAL/SIDEFUND		428,346	667,136	541,343	546,185	546,185
497 OVERTIME REIMB	SEE NOTE	(800)	-	(15,000)	(800)	(15,000)
611 ALLOWANCES		2,830	1,235	2,360	3,600	3,600
SUBTOTAL PERSONNEL		2,576,581	2,833,183	2,844,424	2,788,245	3,004,444

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
LIEUTENANT	-	-	-	-	1.00
SERGEANT	3.00	3.00	3.00	3.00	2.00
DETECTIVE / JUVENILE OFFICER	1.00	1.00	-	1.00	-
CORPORAL	2.00	2.00	3.00	2.00	2.00
POLICE OFFICER	4.00	4.00	5.00	4.00	5.00
DISPATCHER	4.00	4.00	4.00	4.00	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00

Total Full Time Equivalent Employees	16.00	16.00	17.00	16.00	16.00
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DISPATCHER, RESERVE	4.00	4.00	4.00	4.00	4.00
POLICE OFFICER, RESERVE	2.00	2.00	2.00	2.00	1.00
POLICE CADET			1.00	1.00	2.00
DISPATCHER / CSO			1.00	1.00	

NOTES:

497 Reimbursible Overtime - from events such as Fairfax Festival



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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OPERATING EXPENSES

631	COMM EQUIP REPLACE		7,282	-	7,000	6,858	7,000
711	OFFICE EQUIP MAINTENANCE		89	20	1,500	-	1,500
712	COMPUTER EQUIP MAINTENANCE	SEE NOTE	27,338	24,102	29,000	28,000	29,000
721	FIELD EQUIP MAINTENANCE		-	2,169	1,000	500	1,000
722	VEHICLE MAINTENANCE		27,938	20,553	20,000	26,000	20,000
723	COMMUNICATION EQUIP MAINT		2,875	3,142	3,000	2,000	3,000
725	MERA DEBT SERVICE	SEE NOTE	38,301	37,823	38,317	38,317	38,355
726	MERA MEMBERSHIP FEE		29,448	30,698	32,090	32,090	31,414
731	BLDG-GROUNDS MAINTENANCE		59,270	15,113	26,000	24,000	26,000
801	WATER		1,693	1,970	1,900	1,900	1,900
802	POWER		1,244	1,766	2,000	2,000	2,000
804	TELEPHONE		15,175	16,736	17,000	15,500	17,000
806	FUEL		16,288	16,470	18,000	17,000	18,000
811	POSTAGE		989	1,693	2,000	2,800	2,000
812	REPRODUCTION		2,882	1,802	2,500	3,700	2,500
813	OFFICE SUPPLIES		1,763	1,705	1,300	1,300	1,300
815	PRINTING		2,723	3,451	3,000	3,500	3,000
822	PROFESSIONAL SERVICES	SEE NOTE	29,926	38,082	44,000	38,000	55,461
841	SMALL TOOLS		347	211	500	500	500
842	SPECIAL DEPT SUPPLIES		5,959	9,679	12,500	31,000	12,500
851	UNIFORM		17,056	18,070	17,100	16,000	17,100
861	BUS.MEET/CONF.		1,039	1,606	500	500	500
862	DUES & SUBSCRIPTIONS	SEE NOTE	8,986	10,347	11,400	11,400	11,400
871	LIAB & PROP INSURANCE		-	-	-	-	-
883	P.O.S.T.		15,788	15,930	9,000	10,000	9,000
889	BOOKING FEES		1,619	630	3,000	500	3,000
SUBTOTAL OPERATING			316,018	273,767	303,607	313,365	314,430

TOTAL DEPARTMENT APPROPRIATION	2,892,599	3,106,950	3,148,031	3,101,610	3,318,874
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NOTES:

712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network.

725 Includes \$3,659 to Marin Emergency Services and \$34,681 to Bank of New York for 2007 notes
Costs are split with Public Works Dept 511

822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force and the Prandi Childrens Center (forensic interview for child victims of violent crimes).

862 Includes Lexipol police policy manual updates



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 418 DISASTER PREP & EOC

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and was activated as a result of the 2005/06 flood. The Council reconvened in 2015. It is charged with reviewing the Town policies and procedures for emergencies and providing outreach and education to the residents & businesses of Fairfax. The Council is made up of representatives of local public safety agencies including the Sheriff's Office of Emergency Services, and disaster relief agencies such as the American Red Cross. The Emergency Operations Center (EOC) is located in the Firehouse and is manned by key Town staff in the event of declared emergencies.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Proposed
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PERSONNEL

411 REGULAR PT SALARIES
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE
 496 PERS UAL/SIDEFUND

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

804 TELEPHONE
 811 POSTAGE
 813 OFFICE SUPPLIES
 821 OUTSIDE CONSULTING
 842 SPECIAL DEPT SUPPLIES
 881 SPECIAL SERVICES

SEE NOTE
 SEE NOTE

			-	
			-	
18		100		100
4,508	4,508	9,900	7,039	10,000
-	647	1,000	-	1,000
	3,600	3,600	3,600	3,600

SUBTOTAL OPERATING

4,526 8,755 14,600 10,639 14,700

TOTAL DEPARTMENT APPROPRIATION

4,526 8,755 14,600 10,639 14,700

Allocation of Positions:

	0.00	0.00	0.00	0.00	0.00
Total Full Time Equivalent Employees					

NOTES: This department was formerly 218

842 Update data equipment in EOC

821 Marin County Sheriff OES (\$5,000) & consultant to prepare disaster preparedness materials

881 Agility Recovery \$3,600/yr