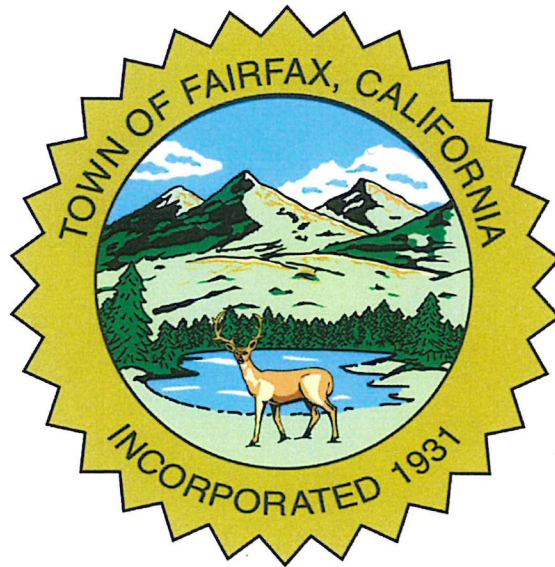


TOWN OF FAIRFAX

2017 - 2018 Operating and Capital Improvement PROPOSED Budget



MAYOR
John Reed

VICE MAYOR
Peter Lacques

COUNCIL MEMBERS
David Weinsoff
Renée Goddard
Barbara Coler

**PROPOSED BUDGET
FY 2017-2018
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TOWN OF FAIRFAX
142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
(415) 453-1584 Fax (415) 453-1618

May 2017

Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2017-18

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2017-18 Operating and Capital Improvement Budget. The total Operating and Capital budget is approximately \$13.1M of which approximately \$9.4M is allocated for general fund operations, \$2.7M for capital improvement projects (CIP), and \$1M for other expenses such as the debt service for Measure K bonds and COP refinancing of the Town's retirement side fund. The FY17-18 total operating and capital budget is approximately \$2M higher than last year's adopted budget. A large portion of the increase is for capital projects (approx. \$700,000) to repair the roads damaged by the winter storms.

The operating budget (General Fund) reflects an increase of approximately \$650,000 or 7.4% increase in operating expenses compared to the FY16-17 adopted budget. The increase is primarily due to increases in overall personnel costs and the prepayment (approx. \$180,000) of a portion of the Town's unfunded retirement liability including Fire. Much like pre-paying your mortgage, the Town will save significant interest by pre-paying a portion of its unfunded retirement liability.

The good news is that the increase in operating expenses is almost offset by a corresponding increase in revenue. Revenues are projected to be slightly less than \$520,000 higher than the FY16-17 adopted budget. Approximately 75% of the increase (\$390,000) is in property tax and sales tax revenues. The primary increase in sales tax is from the voter-approved extension and increase of the ½ cent sales tax to ¾ cent (\$200,000).

The capital improvement program (CIP) budget is \$800,000 higher than the FY16-17 CIP budget. The primary reason for the increase is the one-time inclusion of capital projects to address damage caused by the winter storms. The good news is that approximately 93% of the estimated \$700,000 in costs to repair the road damaged by the winter storms are reimbursable from FEMA. The capital improvement budget also includes an ambitious program of street improvements totaling over \$700,000 which would be funded from a variety of sources, including a loan from the County.

We are proposing the Town dip into General Fund Reserves by approximately \$249,000 to fund one-time expenses such as capital projects and the pre-payment of the Town's unfunded retirement liability. At year-end FY17-18, the Town is projected to maintain a robust GF fund balance of approximately 29.4% of the Town's operating budget. The Town's policy is to maintain a minimum reserve of 25% of GF expenditures. The Town began the year with over

\$3,000,000 in GF reserves which equates to a fund balance reserve of 35%. The starting GF fund balance is over \$500,000 higher than FY16-17 year end estimate due to expenditure savings, increased revenues, and adjustments to the fund balance based on the financial audit.

Over the next five years, the Five-Year Budget Forecast continues the practice of dipping into GF reserves for one-time expenses and the pre-payment of a portion of the Town's unfunded retirement liability. The Five Year Forecast shows the Town will continue to maintain a 25% GF reserve each year. From FY18-19 thru FY21-22, the Town is projected to experience modest revenue growth of approximately 2% per year. However, during the same four year period, expenditures are projected to only grow an average of 1.3% per year. The primary reason for the expenditure control is that the forecast reduces the level of the discretionary pre-payment of the Town's unfunded retirement liability each year to ensure the Town maintains the 25% GF reserve requirement.

One key assumption of the Five Year Forecast is the renewal of the Special Municipal Tax (aka Measure J). Measure J 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 2017-18
 - Revenues
 - Personnel Costs
 - Increase in Health and Retirement
 - Non-personnel Operating Expenditures
- Five Year General Fund Forecast
- Five Year Capital Improvement Plan (5 Yr. CIP)
- Challenges in FY17-18 and in the Future

Key Budget Highlights Fiscal Year 2017-18

The following are key budget assumptions used to develop the FY17-18 budget:

Stable Sales and Property Tax Revenues and Other Revenues

- *Sales tax* is projected to increase by approximately 17% above the FY16-17 budget. This significant increase is solely because of the voter-approved extension and increase of the Town's ½ cent sales tax to ¾ cent.
- Overall *property tax* revenues are projected to increase by approximately 5.1% or \$191,000 compared to the FY16-17 budget. Over 90% of the property tax increase is from secured properties (e.g., single family home).
- The *other revenue* increases come from increases in retirement fund revenue (approx. \$65,000), Planning and Building (\$35,000), Dispatch (\$21,000), and Recreation

(\$37,000).

Increase in Personnel Costs

Salaries and wages are anticipated to increase by approximately \$100,000.

Some specific items of note are:

- An increase of \$20,000 from \$60,000 to \$80,000 for a contractual project manager to provide Public Works engineering services. This is a better estimate of the cost for such services. The purpose for the position is to more effectively coordinate/manage the design and construction of the numerous capital improvement projects slated for FY17-18.
- The Planning and Building budget includes the creation of a part-time assistant planner position. The current zoning technician will be promoted to the position which better reflects her current level of duties and responsibilities. The zoning tech position will be left vacant. The cost is approximately \$6,000 for this action.
- The Recreation and Community Services (RCS) budget is adjusted to reflect the actual hours per pay period worked by staff to provide services. The cost is approximately \$12,000. However, this is the maximum cost as RCS staff are part-time and are not eligible for holiday or vacation pay (i.e., only paid for hours worked).
- The budget continues to keep one Administrative Assistant position vacant.
- The budget continues to keep one Police Officer position vacant.
- The FY17-18 budget reflects cost of living adjustments of 2% (COLAs) for non-PD staff and managers. The Police Officer's bargaining group will receive a 3% COLA. All COLAs take effect in January 1, 2018.

Health and Retirement Costs

- *Health-* We forecast an annual increase of 9% for medical premiums. However, since medical premiums are adjusted in January, the effective increase is approximately 4.5% 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-* The Town Council approved the refinancing of its CalPERS (the state retirement system) "side fund." A "side fund" is the amount a Town owes to CalPERS to fully fund its retirement obligations at a previous point of time¹. This side fund differs

¹ The side fund represents the amount the Town must pay to fund the shortfall in its pension obligations. This was caused by three key factors: 1) When the High Tech and Housing Bubble burst, CalPERS was unable to achieve its projected return on investment (ROI) needed to cover future pension obligations in

from what is referred to as the Town's Unfunded Retirement Liability. The Town's payment to the "side fund" is in addition to its annual contributions to CalPERS.

The refinancing of side fund is estimated to save the Town over \$80,000 in interest this year. We are recommending that the Town apply that "savings" as a pre-payment towards the Town's Unfunded Retirement Liability. Specifically, we are proposing a total of \$100,000 be allocated as pre-payment. Similar to pre-paying a portion of your mortgage, the Town would benefit from significant interest savings over time. We estimate that for every \$100,000 in pre-payment, the Town will reduce future costs by approximately \$200,000 resulting in a net interest savings of \$100,000 over a 20 year period.

In FY16-17, the Town paid approximately \$962,000 to CalPERS for retirement costs including the side fund payments. In FY17-18, the Town's contribution to CalPERS, including the \$100,000 pre-payment, is approximately \$977,000 or an increase of \$15,000.

Non-Personnel Operating Expenditures

- *Non-operating expenses* are projected to increase by approximately \$290,000 or over 7% above the FY16-17 budget. The majority of the increase (approx. 80%) is as follows:
 - Ross Valley Fire Department- approx. \$120,000 (see details below)
 - Election costs- \$34,000. The County indicates due to the low number of agencies/municipalities conducting an election in 2017, the cost will be higher (\$7-\$7.50 per registered voter). The County initially estimated a range of \$4-\$6.00 per registered voter. We budgeted \$14,000 for elections (Measure D) in FY16-17.
 - Town Attorney- \$40,000. This reflects the higher usage of the Town Attorney for land use and general ordinance issues.
 - Street light and traffic signal maintenance- \$24,000. This reflects a better estimate of the actual cost of annual maintenance.
 - All other non-operating expenses only increased by approximately \$70,000 or less than 2%.

- *RVFD*- 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). The Town's member contribution to RVFD is thus characterized as a non-operating expense.

Similar to the Town, the JPA is proposing that its members make a pre-payment towards the RVFD's unfunded retirement liability. In FY16-17, the total side fund payment for

essence, the Town is paying for the shortfall in ROI (7.75% v 1-2%) over those years, 2) the recent actuarial studies indicate employees are living longer which, obviously, impacts retirement costs, and 3) previously, CalPERS charged a percentage of payroll to cover retirement costs. However, the Tier I classification for retirement is closed to new members and CalPERS determined that its previous approach was unsustainable since the pool of members in Tier I was getting smaller and smaller due to retirements.

San Anselmo, Fairfax, and Sleepy Hollow was approximately \$604,000 (Note: Ross’s side fund payment is separate from the JPA). However, in FY17-18, the payments falls to approximately \$50,000 because a majority of the pension obligation bonds issued for the side fund have been repaid. The members have agreed that a portion of the “savings” should be applied to RVFD’s unfunded retirement liability which would reduce long term principal and interest costs. With the pre-payment, the Town’s annual contribution would increase by approximately 5.4%. Without the pre-payment, the Town would only experience a 1.4% increase in member contributions, excluding Ross and the \$15,000 each member budgets separately for station repair.

Five Year General Fund Forecast

The Five Year Forecast (Forecast) allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. Graph A shows the Town will need to dip into General Fund Reserves each year for one-time expenses, except for FY21-22. The Forecast does assume no significant cuts to service levels and the renewal of Measure J.

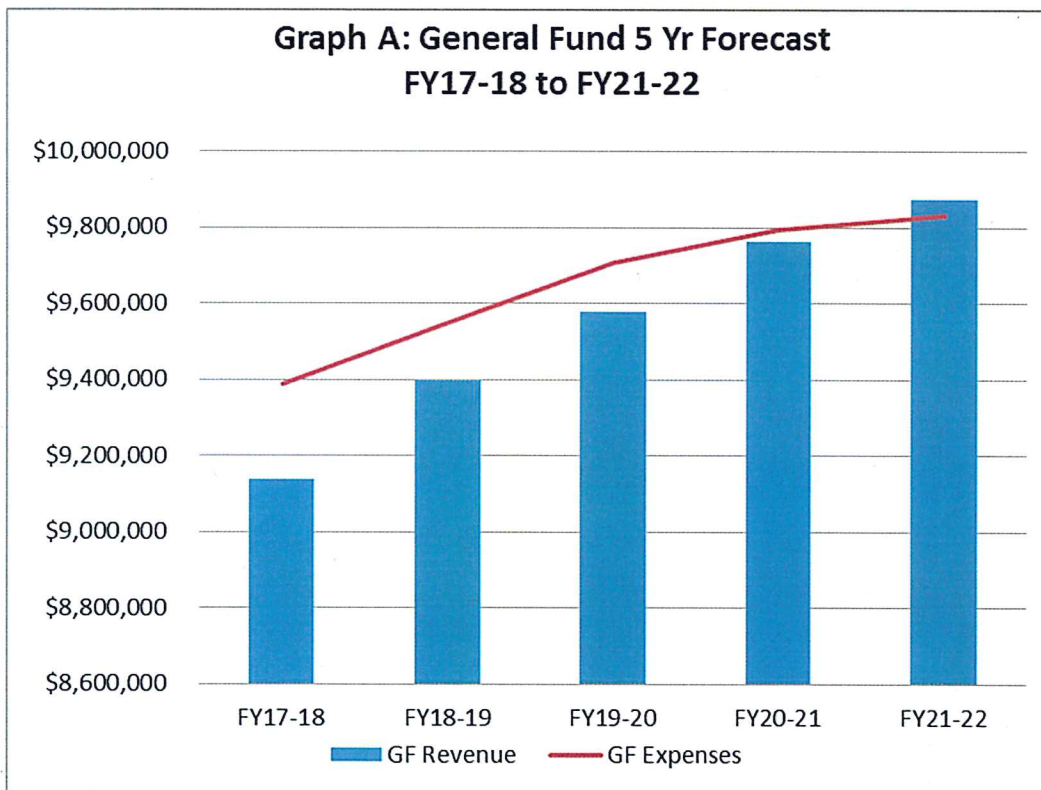


Table A below shows projected revenues and expenses over the Forecast period. In FY17-18, the Town is projected to begin the year with approximately \$3M (35%) in General Fund reserves. The Forecast shows the Town dipping into GF reserves annually to balance the budget for one-time expenses. The guiding parameter is that one-time expenses could not reduce GF reserves below the Town’s policy of maintaining a GF reserve balance of 25% of GF expenditures. In FY21-22, the Town will begin to add to GF fund balance as the Town will have paid off its side fund debt obligations. This will result in a “savings” of approximately \$250,000.

TABLE A
Five Year General Fund Forecast

	Est Yr End FY16-17	Budget FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22
Total General Funds Appropriation	\$ 8,560,564	\$ 9,385,995	\$ 9,546,690	\$ 9,705,549	\$ 9,794,180	\$ 9,831,659
GF Revenue (taxes, fees)	\$ 6,250,606	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904
Other GF Rev*	\$ 1,805,251	\$ 1,869,000	\$ 1,845,725	\$ 1,891,868	\$ 1,939,165	\$ 1,987,644
Transfers In**	\$ 861,154	\$ 740,663	\$ 881,000	\$ 881,000	\$ 881,000	\$ 801,000
Subtotal GF Revenue	\$ 8,917,011	\$ 9,136,763	\$ 9,396,371	\$ 9,579,386	\$ 9,764,246	\$ 9,874,548
Net Surplus(Deficit) to GF reserves	\$ 356,447	\$ (249,232)	\$ (150,319)	\$ (126,163)	\$ (29,934)	\$ 42,889
Ending GF Bal	\$ 3,008,924	\$ 2,759,692	\$ 2,609,373	\$ 2,483,210	\$ 2,453,276	\$ 2,496,166
In % of GF Exp	35.1%	29.4%	27.3%	25.6%	25.0%	25.4%

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 projects,

Expense Assumptions

Includes allowance for salary adjustments and/or COLA's

Salaries/benefits assumes some employee savings based on turnover and retirement over the 5 yrs

Health benefits costs increase by 9%/yr

Retirement costs increase by 10%/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%

Table B shows the breakdown of General Fund Revenues. Over the five-year forecast period, property taxes are projected to grow by a modest 2.5% per year. This conservative estimate reflects the fact that most properties have been reassessed from the recession and that property taxes will most likely grow at the maximum statutory increase of 2% per year. Sales tax is projected based on growth estimates from Muniservices which are very flat at less than an average of 2% per year.

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

TABLE B
GENERAL FUND REVENUE 5 YEAR FORECAST

Revenue Detail	Adopted Budget FY16-17	Proposed FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22
Property Tax	\$ 3,677,000	\$ 3,868,000	\$ 3,964,700	\$ 4,063,818	\$ 4,165,413	\$ 4,269,548
Sales Tax (1%)	\$ 703,000	\$ 695,200	\$ 707,000	\$ 720,000	\$ 734,000	\$ 748,000
Measure D Sales Tax (0.75%)*	\$ 440,000	\$ 649,000	\$ 658,500	\$ 667,500	\$ 676,500	\$ 687,000
Utility	\$ 372,000	\$ 370,000	\$ 371,850	\$ 373,709	\$ 375,578	\$ 377,456
Subtotal Taxes	\$ 5,192,000	\$ 5,582,200	\$ 5,702,050	\$ 5,825,027	\$ 5,951,491	\$ 6,082,004
Other Revenues						
Franchise Fees	\$ 402,000	\$ 388,800	\$ 392,688	\$ 396,615	\$ 400,581	\$ 404,587
Business License	\$ 128,000	\$ 130,000	\$ 130,650	\$ 131,303	\$ 131,960	\$ 132,620
Fines	\$ 116,000	\$ 124,000	\$ 126,480	\$ 129,010	\$ 131,590	\$ 134,222
Rental & Maintenance Fees	\$ 28,000	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388
Revenues from other Agencies	\$ 55,000	\$ 49,200	\$ 49,446	\$ 49,693	\$ 49,942	\$ 50,191
Recreation/Class Fees	\$ 72,000	\$ 109,100	\$ 111,282	\$ 113,508	\$ 115,778	\$ 118,093
Charges for Svc/Other	\$ 86,000	\$ 118,800	\$ 130,800	\$ 133,800	\$ 133,800	\$ 133,800
Subtotal Other Rev	\$ 887,000	\$ 944,900	\$ 967,596	\$ 981,491	\$ 992,591	\$ 1,003,900
TOTAL GENERAL FUND REVENUE	\$ 6,079,000	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904

Assumptions for 5 yr GF Projections (not including FY15-16)

Total Prop Tax increase by 2.5% per yr

Sales tax based on consultant data

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

*Measure D was the extensions and increase in 1/2% sales tax to 3/4%

Table C shows that General Fund revenues are projected to grow by 7.4% in FY17-18 and then increase approximately 2% per year from FY18-19 to FY21-22. GF expenditures will also experience a significant increase of 8.0% in FY17-18 and then average less than 2% per year over the remaining four year period. Even with modest increases in expenditures, the Town will need to dip into reserves to balance the budget during the Forecast period. However, due to the surplus in GF reserves in FY17-18, the Town will be able to continue to meet the Town's policy of maintaining a 25% reserve balance (refer to Table A) during the Forecast period.

TABLE C

GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Proposed FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22
Total GF Revenue*	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904
Rev. Incr. from adopted FY16-17	\$ 448,100	\$ 142,546	\$ 136,872	\$ 137,564	\$ 141,823
Increase in %	7.4%	2.2%	2.1%	2.0%	2.0%
Total GF Expenses	\$ 9,385,995	\$ 9,546,690	\$ 9,705,549	\$ 9,794,180	\$ 9,831,659
Exp. Incr. from adopted FY16-17	\$ 646,475	\$ 160,695	\$ 158,859	\$ 88,631	\$ 37,479
Increase in %	8.0%	1.8%	1.7%	0.9%	0.4%

* GF revenue does not include transfers or special revenue

The Forecast does include projected step increases and COLA adjustments per negotiated agreements with bargaining groups. Health care costs are estimated to increase annually by 9% which reflects the recent increases in Kaiser Health rates. Retirement costs are estimated to increase by 10% annually. We believe this inflator should be adequate to absorb the annual increases in retirement costs as CalPERS begins to phase-in its reduced interest assumptions from 7.5% to 7.0%. Non-personnel expenses are increased by 2% per year.

Personnel costs (salaries and benefits) represent approximately 2/3 of the Town's budget when you include the cost of Fire personnel. Needless to say, increases in health and retirement costs continue to represent the most significant impact to future budgets. Unfortunately, we have little control over these 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. In addition, the Forecast, beginning in FY18-19, limits contributions to capital projects from GF sources such as Measure J. Capital projects are primarily funded with state/federal grants, the new state transportation funds (e.g., increase in gas tax), loan financing, and restricted funding such as Measure A transportation funding from TAM.

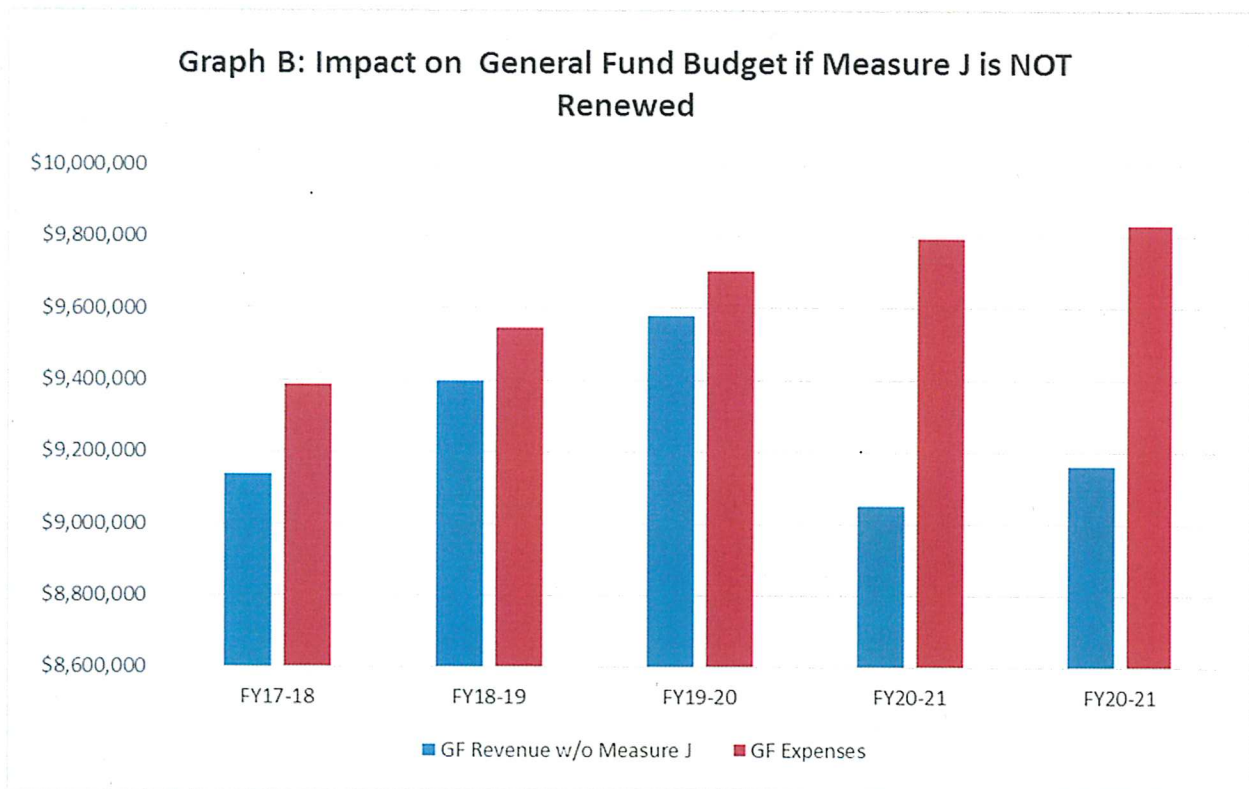
One major assumption of the Five Year Forecast is the renewal of Measure J, the Special Municipal Tax of \$195 per residential/commercial unit, in 2018 or 2019. Without a renewal, the tax would expire June 2020 which is reflected in Table D below. More significantly, Table D indicates that in FY20-21 the Town would need to fill an estimated \$713,000 gap in revenue which covers approximately 7% of General Fund expenditures in FY20-21. Without a replacement revenue source, this would necessitate a major restructuring of the projected budget in FY20-21 which would result in adverse impacts to Town services.

TABLE D

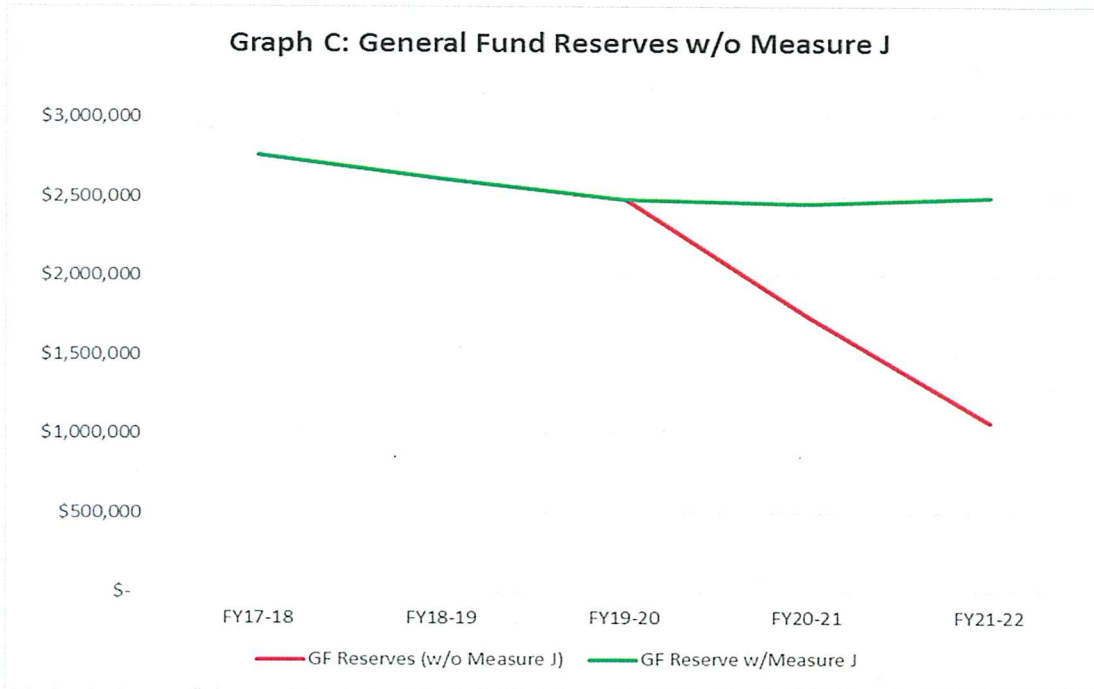
Revenue Scenarios Five Year Forecast

	Est Yr End					
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Total GF Appropriations	\$ 8,560,564	\$ 9,385,995	\$ 9,546,690	\$ 9,705,549	\$ 9,794,180	\$ 9,831,659
Total GF Revenues and Transfers	\$ 8,917,011	\$ 9,136,763	\$ 9,396,371	\$ 9,579,386	\$ 9,764,246	\$ 9,874,548
Surplus (Deficit)	\$ 356,447	\$ (249,232)	\$ (150,319)	\$ (126,163)	\$ (29,934)	\$ 42,889
Less Special Municipal Tax (Measure J)	\$ -	\$ -	\$ -	\$ -	\$ (713,000)	\$ (713,000)
Adjusted Surplus(deficit)	\$ 356,447	\$ (249,232)	\$ (150,319)	\$ (126,163)	\$ (742,934)	\$ (670,111)
Proj. GF Fund Balance	\$ 3,008,924	\$ 2,759,692	\$ 2,609,373	\$ 2,483,210	\$ 1,740,276	\$ 1,070,166
In % of GF Exp	35.1%	29.4%	27.3%	25.6%	17.8%	10.9%

Graph B illustrates the short fall between forecasted revenues and expenditures if the Town did not revise its budget to reflect the loss of Measure J revenues.



In FY21-22, if forecasted expenditures did not change (highly unlikely), Table D indicates that General Fund reserves would be approximately 11% which is well below the Town policy of maintaining a 25% fund balance reserves and would 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.



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 solid reserves.

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 5 Yr CIP budget is approximately \$11,200,000, the budget for FY17-18 is approximately \$2,700,000. The funding comes from a variety of federal, state, local grants such as the Highway Bridge Program, sales tax from TAM, gas tax, Measure J, and Measure A Park monies.

The FY17-18 CIP is much higher than the previous year’s CIP because it contains projects to repair the damage to roads caused by the winter storms. The CIP lists all those storm repair projects as one large CIP project of approximately \$700,000 because these projects are eligible for FEMA reimbursement. It should be noted that the list does include non-CIP costs such as emergency repairs and debris clean-up. However, this approach is preferred because it does not artificially increase General Fund expenditures for one year, allows us to better track costs, and recognizes the projects as one time budget expenditures.

If you remove the FEMA projects, the FY17-18 CIP is similar to previous CIP budgets. However, this CIP is one of the most ambitious programs to date. Specifically, the budget contains \$90,000 for trails improvements (\$30,000 in County Measure A Park funds and \$60,000 in Measure J funds) and eight major road related construction projects including maintenance projects. All the road projects are slated to begin this fiscal year. It should be noted that the consulting project engineer referred to in “Personnel Costs” section would be responsible for

managing these numerous projects. This CIP budget contemplates financing a few improvements with a loan from the County, but staff is still working out the details as to repayment sources and need for the upfront funding.

For more information on the Five Year CIP, please refer to the CIP narrative.

Financial Challenges in FY17-18 and in the Future

It goes without saying 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. Specifically, there are two potentially large untapped resources:

- Parking revenue- The managed parking concept is anticipated to be discussed in 2018 after the Council completes its discussion regarding the Parkade.
- 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.

Table E- Future Funding Options To Consider

	FY18-19	FY19-20	FY20-21	FY21-22
Renewal Measure J (Special Muni Tax)	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000
Increase Utility Tax by 1%	\$ 92,963	\$ 93,427	\$ 93,894	\$ 94,364
Parking Revenue (\$5000/weekend)	\$ 256,250	\$ 262,656	\$ 269,223	\$ 275,953
Annexation	tbd	tbd	tbd	tbd
Increase Fees and Permits (100% cost recovery)	\$ 23,063	\$ 23,639	\$ 24,230	\$ 24,836

Note : fees and permits @ 2.5% CPI

Another key issue for the Council to address will be the expiring labor contracts (MOU’s) with the Service Employees International Union (SEIU) and Fairfax Police Officer Association (FPOA). The current MOU’s are for three years, but will expire June 30, 2018.

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. Michael continues to strive to create a budget that meets the “best practice” guidelines of the California Society of Municipal Finance Officers.

On behalf of Town staff, our continued “thanks” to all the Fairfax residents who supported Measure D, the extension and increase in the local sales tax in 2016. My impression is that our citizenry continues to be happy with the level of Town services and the Council’s efforts to enhance services. Without our residents’ support, the Town would be facing a draconian reduction in service levels.

Staff members continue to wear multiple hats to balance the competing priorities of the Town. I am proud of 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.

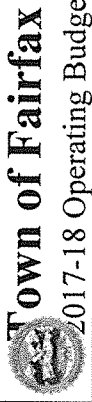
This past year the Town Council has had to weather a few storms, both figuratively and literally. In both cases, the Council has demonstrated the fortitude and leadership in meeting these challenges head on. I look forward to working with Council and community to continue our on-going goal of enhancing the quality of life in Fairfax.

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

Respectfully Submitted,



GARRETT TOY
Town Manager



Town of Fairfax
2017-18 Operating Budget

FUND SUMMARY

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GENERAL FUNDS

	Audited Bal 30-Jun-16	FY 2016-17 Revenues	FY 2016-17 Approp	FY 2016-17 Transfers	Balance 30-Jun-17	FY 16/17 ACTIVITY	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Balance 30-Jun-18	FY 17/18 ACTIVITY
01 General Fund	1,396,476	6,250,606	(8,469,558)	2,550,154	1,727,678	331,202	6,527,100	(9,299,692)	2,579,663	1,534,749	(192,929)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	-	-	-	1,000,000	-
03 Equipment Replacement Fund	67,635	-	(69,946)	50,000	47,689	(19,946)	-	(67,200)	40,000	20,489	(27,200)
04 Building & Planning Fund	3,632	511,996	-	(470,000)	45,628	41,996	504,100	-	(520,000)	29,728	(15,900)
05 Communication Equip Replace Fund	6,189	-	(6,000)	6,000	6,189	-	-	(6,000)	6,000	6,189	-
06 Retirement Fund	76,886	1,293,255	-	(1,300,000)	70,141	(6,745)	1,364,900	(0)	(1,400,000)	35,041	(35,100)
08 Office Equip Replacement Fund	101,658	-	(11,645)	25,000	115,013	13,355	-	(18,000)	35,000	132,013	17,000
Total General Funds	2,652,477	8,055,857	(8,557,149)	861,154	3,012,339	359,862	8,396,100	(9,390,892)	740,663	2,758,210	(254,129)
	0.06			35.2%		226,883				29.4%	(20,690)

SPECIAL REVENUE FUNDS

07 Special Police Fund	30,020	100,000	-	(100,000)	30,020	-	100,000	-	(100,000)	30,020	-
11 Recreation Fund											
12 Fairfax Festival Fund	5,544	36,000	(31,700)	(5,000)	4,844	(700)	36,000	(31,700)	(5,000)	4,144	(700)
20 Measure J - Municipal Svs Tax Fund	68,560	713,600	-	(741,600)	40,560	(28,000)	713,600	-	(741,600)	12,560	(28,000)
21 Gas Tax Fund	10,063	155,321	-	(170,000)	(4,616)	(14,679)	213,257	-	(253,000)	(44,359)	(39,743)
22 Measure A - Transportation	-	157,891	-	-	157,891	157,891	95,217	-	-	253,108	95,217
23 Measure A - Parks	74,097	55,751	-	(25,000)	104,848	30,751	60,091	-	(25,000)	139,939	35,091
Total Special Revenue Funds	188,284	1,218,563	(31,700)	(1,041,600)	333,547	145,263	1,218,165	(31,700)	(1,124,600)	395,412	61,865

DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	897,906	486,475	(402,824)	-	981,557	83,651	507,000	(522,200)	-	966,357	(15,200)
48 Lease Agreement		198,113	(198,113)	-	-	-	452,909	(452,909)	-	-	-
Total Debt Service Funds	897,906	684,588	(600,937)	-	981,557	83,651	969,909	(975,109)	-	966,357	(15,200)

CAPITAL PROJECTS

51 Capital Projects - Grants	405,026	817,083	(330,008)	83,000	975,101	570,075	1,529,779	(1,758,279)	190,500	937,101	(38,000)
52 Disaster Fund	(0)	-	-	-	(0)	-	666,563	(711,000)	44,437	-	0
53 Capital Projects - Town	145,992	18,554	(60,365)	88,446	192,627	46,635	44,000	(349,000)	145,000	32,627	(160,000)
Total Capital Projects Funds	551,018	835,637	(390,373)	171,446	1,167,728	616,710	2,240,342	(2,818,279)	379,937	969,728	(198,000)

FIDUCIARY FUNDS

73 Open Space	15,692	370	(461)	9,000	24,601	8,909	2,000	(4,000)	4,000	26,601	2,000
Total Fiduciary Funds	15,692	370	(461)	9,000	24,601	8,909	2,000	(4,000)	4,000	26,601	2,000
TOTALS	4,305,377	10,795,015	(9,580,619)	-	5,519,773	1,214,396	12,816,516	(13,219,980)	-	5,116,309	(403,464)



Town of Fairfax
2017-18 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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TRANSFERS TO:

01 General Fund	2,209,324	2,655,373	2,683,600	2,683,600	2,749,100
02 Dry Period Fund	141,947	-	-	-	-
03 Equipment Replacement	204,935	68,300	50,000	50,000	40,000
05 Communications Fund	-	6,000	6,000	6,000	6,000
08 Office Equipment Replacement	50,000	55,000	25,000	25,000	35,000
11 Recreation	58,185	3,881	-	-	-
23 Measure A - Parks			-	-	-
49 CIP - Emergency Watershed	-	-	-	-	-
50 CIP - Fairfax Creek Restoration	-	-	-	-	-
51 CIP - Grants	213,023	290,745	240,891	83,000	190,500
52 CIP - Storm	-		-		44,437
53 CIP - Town	144,756	108,446	40,000	88,446	145,000
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
73 Open Space	8,000	5,000	14,000	9,000	4,000
	3,030,170	3,192,744	3,059,491	2,945,046	3,214,037

TRANSFERS FROM:

01 General Fund	698,846	181,627	85,000	133,446	169,437
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	440,000	535,000	470,000	470,000	520,000
05 Communications Fund	-	-	-	-	-
06 Retirement Fund	1,190,000	1,250,000	1,300,000	1,300,000	1,400,000
07 Special Police Services	100,000	120,000	100,000	100,000	100,000
12 Fairfax Festival	5,000	3,273	5,000	5,000	5,000
20 Measure J - Municipal Services Tax	403,300	699,100	741,600	741,600	741,600
21 Gas Tax	172,000	215,000	170,000	170,000	253,000
22 Measure A - Transportation			157,891	-	-
23 Measure A - Parks			30,000	25,000	25,000
41-45 Debt Service	-	-			
51 CIP - Grants	-	58,893	-	-	-
52 CIP - Storm	21	-	-	-	-
53 CIP - Town					-
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
	3,009,167	3,062,892	3,059,491	2,945,046	3,214,037
	21,003	128,852	-	-	-

NOTES:

See Fund sheets for detail of transfers



Town of Fairfax
2017-18 Operating Budget

FUND SUMMARY

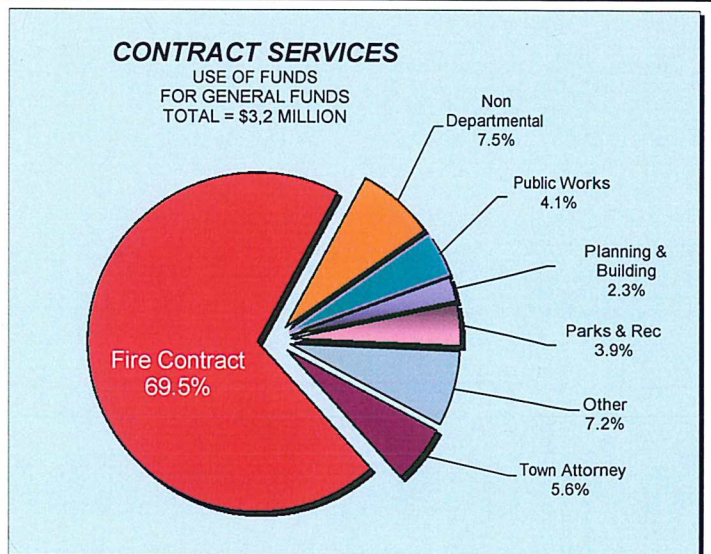
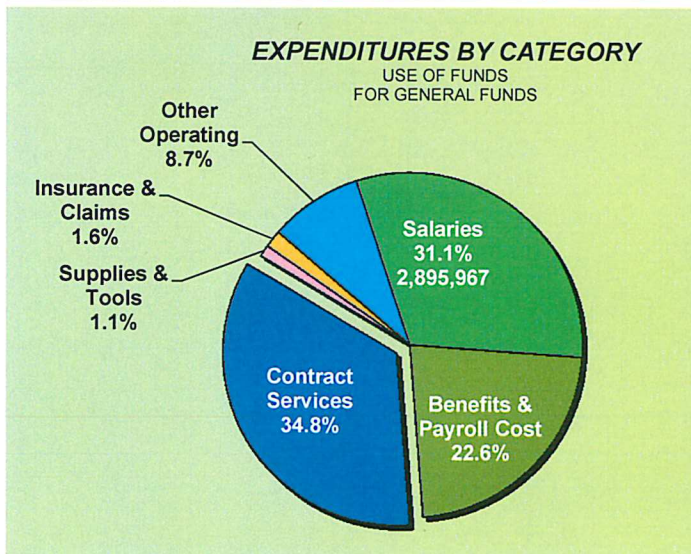
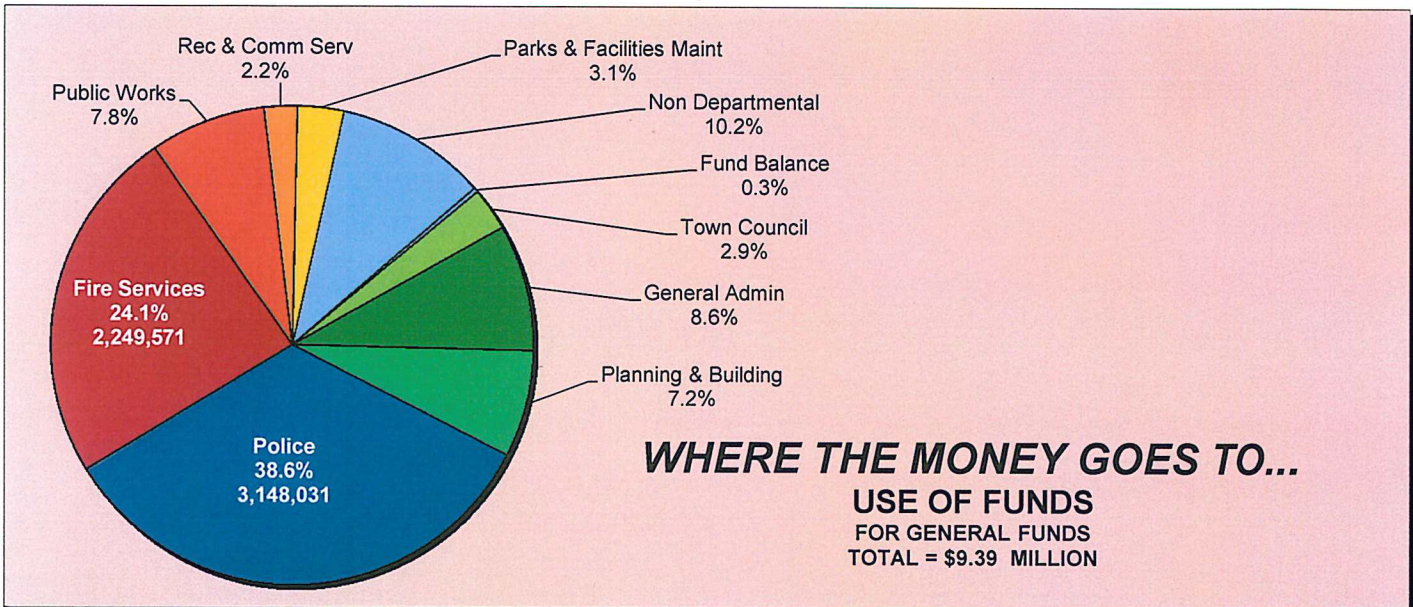
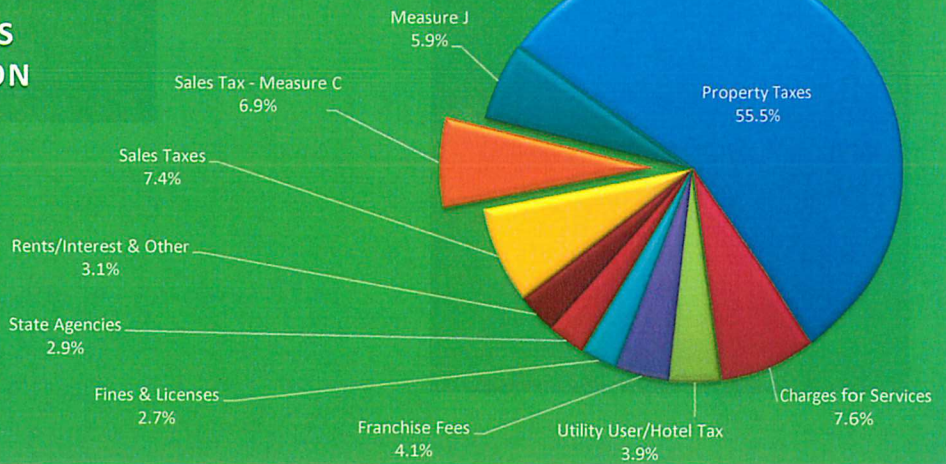
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APPROPRIATIONS - ALL FUNDS

	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2016-17 Proposed
GENERAL FUNDS							
01 General Fund	1,047,311	674,132	5,412,202	722,442	497,705	949,000	9,302,792
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	50,600	-	-	16,600	67,200
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	6,000	-	-	-	6,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	18,000	-	-	-	-	-	18,000
Total General Funds	1,065,311	674,132	5,468,802	722,442	497,705	965,600	9,393,992
SPECIAL REVENUE FUNDS							
07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,700	-	31,700
20 Measure J - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	31,700	-	31,700
DEBT SERVICE FUNDS							
43-45 Measure K - Debt Service	-	-	-	522,200	-	-	522,200
48 Lease Agreement	-	-	-	-	-	452,909	452,909
Total Debt Service Funds	-	-	-	522,200	-	-	522,200
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	1,758,279	-	-	1,758,279
52 Disaster Fund	-	-	-	711,000	-	-	711,000
53 Capital Projects - Town	-	-	-	399,000	-	-	399,000
Total Capital Projects Funds	-	-	-	2,868,279	-	-	2,868,279
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds	-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS	1,065,311	674,132	5,468,802	4,112,921	533,405	1,418,509	13,273,080
Percent of Total Appropriations (with CIP)	8.0%	5.1%	41.2%	31.0%	4.0%	10.7%	100.0%
Percent of Total Appropriations (NO CIP)	10.2%	6.5%	52.6%	39.5%	5.1%	13.6%	78.4%



**WHERE THE MONEY COMES FROM...
SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$9.39 MILLION**





Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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BEGINNING FUND BAL	1,036,099	842,740		1,396,476	1,727,678
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REVENUES

PROPERTY TAXES	3,400,902	3,565,462	3,677,000	3,825,516	3,868,000
SALES TAXES	1,103,075	1,145,060	1,143,000	1,125,352	1,344,200
USER FEES (UUT/TOT)	350,081	378,779	372,000	360,220	370,000
FRANCHISE FEES	347,215	377,810	402,000	384,401	388,800
FINES & LICENSES	256,808	266,349	244,000	282,025	254,000
RENTS & INTEREST	30,828	26,671	34,000	46,554	41,300
REVENUES FROM OTHER AGENCIES	131,991	61,582	55,000	49,574	49,200
CHARGES FOR CURRENT SERVICES	67,865	172,313	152,000	176,964	211,600
SUBTOTAL REVENUES	5,688,765	5,994,026	6,079,000	6,250,606	6,527,100

APPROPRIATIONS

100 TOWN COUNCIL	246,031	187,827	228,326	294,943	271,516
200 GENERAL ADMINISTRATION	554,211	610,826	700,657	622,356	775,795
300 DEVELOPMENT SERVICES	576,668	597,596	658,812	651,930	674,132
400 PUBLIC SAFETY	4,581,461	4,920,217	5,182,377	5,082,532	5,412,202
500 PUBLIC WORKS	474,118	576,010	663,062	675,495	722,442
600 RECREATION & COMMUNITY SERVICES	84,304	180,539	188,989	178,036	207,151
600 PARKS & FACILITY MAINTENANCE	191,788	196,752	293,193	249,579	287,454
700 NON DEPARTMENTAL	684,021	604,806	733,800	714,690	949,000
SUBTOTAL APPROPRIATIONS	7,392,602	7,874,573	8,649,217	8,469,558	9,299,692

TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,209,324	2,655,373	2,683,600	2,683,600	2,749,100
TRANSFERS FROM 01-GENERAL FUND	(698,846)	(181,627)	(85,000)	(133,446)	(169,437)

SUBTOTAL TRANSFER	1,510,479	2,473,746	2,598,600	2,550,154	2,579,663
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NET DEPARTMENT ACTIVITY	(193,359)	593,199	28,383	331,202	(192,929)
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ENDING FUND BAL	842,740	1,435,939		1,727,678	1,534,749
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COMPONENTS OF FUND BALANCE:

Undesignated	842,740	1,435,939		1,727,678	1,534,749
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NOTES:



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
01-010-101 Property Taxes - Secured	2,182,917	2,317,234	2,420,000	2,488,878	2,600,000
01-010-102 Property Taxes - Unsecured	45,374	45,732	50,000	47,800	50,000
01-010-103 Property Taxes - Prior	3,442	1,723	5,000	1,911	3,000
01-010-104 Real Estate Transfer Tax	44,760	44,644	50,000	40,369	45,000
01-010-110 Supplemental Property Taxes	63,873	51,091	52,000	53,480	55,000
01-010-112 ERAF Excess Distribution	389,817	384,617	385,000	478,078	400,000
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	615,950	666,551	660,000	660,000	660,000
01-060-113 Storm Run-Off Fee	54,770	53,870	55,000	55,000	55,000
Total Property Taxes	3,400,902	3,565,462	3,677,000	3,825,516	3,868,000
01-010-105 In-Lieu Sales Tax ("Triple Flip")	155,125	121,750	-	-	-
01-010-106 Sales Tax ("Bradley Burns")	468,368	532,327	638,000	619,639	630,900
01-010-111 1/2 cent Sales Tax - Prop. 172	64,292	69,074	65,000	63,129	64,300
01-010-118 1/2 cent Sales Tax - Measure D	415,290	421,910	440,000	442,584	-
01-010-118 3/4 cent Sales Tax - Measure C	-	-	-	-	649,000
Total Sales Taxes	1,103,075	1,145,060	1,143,000	1,125,352	1,344,200
01-010-108 Utility Users Tax - Telecom	104,402	99,930	100,000	92,389	100,000
01-010-109 Utility Users Tax - Energy	211,043	250,811	240,000	240,000	240,000
01-010-114 Hotel Users Tax	34,637	28,039	32,000	27,831	30,000
Total User Taxes	350,081	378,779	372,000	360,220	370,000
01-020-201 Garbage	166,310	186,958	190,000	191,777	193,800
01-020-202 Gas & Electric	57,673	60,995	62,000	65,326	65,000
01-020-203 Cable	123,231	129,857	150,000	127,297	130,000
Total Franchise Fees	347,215	377,810	402,000	384,401	388,800
01 - GENERAL FUND TAXES & FEES	5,201,273	5,467,111	5,594,000	5,695,489	5,971,000

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. Sales taxes represent approximately 29% of the General Fund revenues. Measure D is the five year 1/2 cent sales tax passed in November, 2012 Expiring April 2017. Revenue estimate are based on projections from Muni Finance, 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

2017-18 Operating Budget

GENERAL FUND

REVENUE DETAIL	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
01-030-301 Business Licenses	125,721	133,108	128,000	133,000	130,000
01-040-401 Vehicle Code Fines	25,161	27,837	21,000	23,376	24,000
01-040-402 Parking & Other Fines	105,925	105,404	95,000	125,650	100,000
Total Fines & Licenses	256,808	266,349	244,000	282,025	254,000
01-050-501 Rents - Women's Club and Other	11,762	12,750	13,000	14,189	13,000
01-050-504 Rents - CYO - Pavilion	6,110	-	10,000	5,400	6,000
01-050-506 Rents - Pavilion - Other	7,605	2,850	4,000	8,064	5,000
01-050-507 Janitor.Maint fees	1,150	975	1,000	1,000	1,000
Total Rental & Maintenance Fees	26,627	16,575	28,000	28,653	25,000
01-050-500 Interest Earnings - Bank	122	-	1,000	1,295	1,300
01-050-502 Interest Earnings - LAIF	4,080	10,096	5,000	16,606	15,000
Total Investment Earnings	4,201	10,096	6,000	17,901	16,300
01-060-602 Motor Vehicle License Fees	-	3,080	2,500	3,333	3,500
01-060-607 Homeowner's Property Tax Rebates (HOPTR)	13,186	13,215	13,200	13,044	13,200
01-060-614 State Aid	13,999	6,174	-	657	-
01-060-615 Police Training Reimbursement (POST)	2,183	1,878	2,000	5,380	5,300
01-060-619 SB90 - State Manadated Claims	84,269	16,976	-	-	-
01-060-699 Other & Miscellaneous Revenues & WC	6,095	8,000	25,000	14,995	15,000
01-070-702 Zero Waste Grant	12,259	12,259	12,300	12,166	12,200
Total Revenues From Other Agencies	131,991	61,582	55,000	49,574	49,200
01-080-802 Sale Of Maps & Publications/Copies	1,478	1,237	1,000	1,558	1,500
01-080-803 Special Police Services (includes booking fees)	14,922	12,877	15,000	14,542	15,000
01-080-804 Police Dispatch Services	45,000	54,000	54,000	54,000	76,000
01-080-814 Miscellaneous - General	3,170	17,105	10,000	10,438	10,000
01-080-903 General Recreation	3,295	2,267	3,000	2,560	3,000
01-090-508 Recreation Rentals	-	11,670	5,000	8,275	15,000
01-090-790 Recreation Fundraising	-	5,323	9,000	10,851	9,000
01-090-822 Recreation Summer Camp Fees	-	11,680	15,000	19,540	27,100
01-090-904 Recreation Classes & Partnerships	-	56,154	40,000	55,200	55,000
Total Charges For Current Services	67,865	172,313	152,000	176,964	211,600
01 - GENERAL FUND TAXES & FEES	5,201,273	5,467,111	5,594,000	5,695,489	5,971,000
01 - GENERAL FUND TOTAL	5,688,765	5,994,026	6,079,000	6,250,606	6,527,100
				102.8%	107.4%

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

2017-18 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
111	Town Council	26,103	28,653	28,552	28,059	31,714
112	Town Treasurer	246	2,340	4,774	4,062	4,802
116	Independent Auditor	54,081	59,325	55,000	51,684	55,000
121	Town Attorney	165,601	97,508	140,000	211,137	180,000
Total Town Council		246,031	187,827	228,326	294,943	271,516
211	Town Manager	158,810	170,545	187,612	179,901	191,330
221	Town Clerk	111,459	122,837	143,706	127,251	154,957
222	Elections	4,866	477	14,000	10,843	43,000
231	Personnel	56,482	70,772	67,962	63,804	74,223
241	Finance	222,594	246,195	287,378	240,558	312,284
Total General Administration		554,211	610,826	700,657	622,356	775,795
311	Planning	420,396	417,727	487,568	473,065	485,555
321	Building Inspection & Permits	156,272	179,869	171,244	178,864	188,578
Total Development Services		576,668	597,596	658,812	651,930	674,132
411	Police	2,676,118	2,892,599	3,051,487	2,965,345	3,148,031
418	Disaster Preparedness	MOVED	18,552	4,526	11,600	9,277
421	Ross Valley Fire Service	1,886,791	2,023,092	2,119,290	2,107,910	2,249,571
Total Public Safety		4,581,461	4,920,217	5,182,377	5,082,532	5,412,202
510	Public Works Administration	161,672	185,645	246,000	167,694	275,041
511	Street Maintenance	247,150	304,083	360,362	326,235	361,701
512	Street Lighting & Traffic Signals	65,296	86,282	56,700	75,704	85,700
513	Storm Damage FEMA	-	-	-	105,863	-
Total Public Works		474,118	576,010	663,062	675,495	722,442
616	Community Services	MOVED	25,478	29,001	26,196	27,689
617	Recreation	MOVED	47,812	52,835	50,371	52,433
621	Fairfax Recreation	MOVED	-	89,294	98,022	86,703
622	Summer Camps	MOVED	11,014	9,409	14,400	19,700
Total Recreation & Community Services		84,304	180,539	188,989	178,036	207,151
611	Park Maintenance	154,577	150,778	220,686	199,692	217,680
625	Rental Facilities-WC & Ballfield	42,452	45,457	72,507	52,669	69,775
911	Building Maintenance	(5,241)	517	-	(2,782)	-
Total Parks & Facility Maintenance		191,788	196,752	293,193	249,579	287,454
715	Non Departmental	684,021	604,806	733,800	714,690	949,000
TOTAL GENERAL FUND APPROPRIATIONS		7,392,602	7,874,573	8,649,217	8,469,558	9,299,692



Town of Fairfax

2017-18 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2017-18 Proposed
111	Town Council	18,000	4,114	2,000	100	7,500	31,714
112	Town Treasurer	3,600	347	-	100	755	4,802
116	Independent Auditor	-	-	55,000	-	-	55,000
121	Town Attorney	-	-	180,000	-	-	180,000
Total Town Council		21,600	4,461	237,000	200	8,255	271,516
211	Town Manager	128,348	49,818	1,000	700	11,464	191,330
221	Town Clerk	86,141	37,198	26,564	200	4,854	154,957
222	Elections	-	-	43,000	-	-	43,000
231	Personnel	40,682	10,941	20,100	600	1,900	74,223
241	Finance	178,314	52,625	40,000	1,500	39,846	312,284
Total General Administration		433,485	150,583	130,664	3,000	58,063	775,795
311	Planning	286,299	129,951	50,000	3,500	15,805	485,555
321	Building Inspection & Permits	100,733	53,536	23,750	1,500	9,059	188,578
Total Development Services		387,032	183,486	73,750	5,000	24,864	674,132
411	Police	1,544,154	1,300,270	44,000	14,300	245,307	3,148,031
418	Disaster Preparedness				100	14,500	14,600
421	Ross Valley Fire Service			2,249,571		-	2,249,571
Total Public Safety		1,544,154	1,300,270	2,293,571	14,400	259,807	5,412,202
510	Public Works Administration	135,920	36,967	63,500	1,308	37,346	275,041
511	Street Maintenance	157,773	73,913	35,000	37,000	58,014	361,701
512	Street Lighting & Traffic Signals			35,700		50,000	85,700
513	Pollution Prevention					-	-
Total Public Works		293,693	110,880	134,200	38,308	145,360	722,442
616	Community Services	16,443	5,296		4,500	1,450	27,689
617	Recreation	30,641	13,373	6,900	120	1,400	52,433
621	Fairfax Recreation	54,009	5,179	33,600	3,000	11,540	107,328
622	Summer Camps		-	18,000	1,600	100	19,700
Total Recreation & Community Services		101,093	23,848	58,500	9,220	14,490	207,151
611	Park Maintenance	104,186	57,556	25,000	16,000	14,938	217,680
625	Rental Facilities-WC & Ballfield	10,724	7,820	9,500	6,000	35,731	69,775
911	Building Maintenance		-	34,000	5,000	(39,000)	-
Total Parks & Facility Maintenance		114,910	65,376	68,500	27,000	11,668	287,454
715	Non Departmental	-	267,416	241,957	4,000	435,627	949,000
TOTAL GENERAL FUND APPROPRIATIONS		2,895,967	2,106,321	3,238,142	101,128	958,135	9,299,692
		31.1%	22.6%	34.8%	1.1%	10.3%	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

2016-17 ACCOMPLISHMENTS:

- Served as Executive Officer for the Ross Valley Fire Department and negotiated new MOU's with fire bargaining groups.
- Continued Chair of Marin County Hazardous and Solid Waste Management JPA and new chair of Marin Manager's Association
- Prepared applications for FEMA reimbursement regarding winter storm damage
- Negotiated rate adjustments with MSS
- Continue to act 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
- Conducted 2 CH-CC workshops with density bonus primer
- Conducted 2 Town Center Plan workshops including
- Began hiring process to replace Planning and Building Services Director
- Assisted with adoption of 10 ordinances.
- Facilitated refinancing of CalPERs "side fund" retirement obligations
- Facilitated approval for the affordable senior housing project (Victory Village)
- As acting Planning Director facilitated discussions at the Planning Commission regarding Victory Village and general policy issues.

FY 2017-18 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Adopt new personnel policies
- Begin design of the Parkade
- Complete repairs to roads damaged by the winter storms
- Obtain reimbursement from FEMA for the winter storm repairs
- Hire Planning & Building Services Director
- Continue design for bridges

COUNCIL GOALS 2017
(Not in order of priority)

- Regulate non-medical marijuana
- Take action on the Victory Village/Senior Housing project including new senior housing zone and dedication of open space
- Provide enhanced funding and support for senior and teen programming
- Repair/renovate 5 to 8 pedestrian trails and notify property owners of encroachments
- Replace/repair downtown sidewalks and increase incentives under the sidewalk grant program
- Develop a community "emergency preparedness handbook" with information on how to prepare for disasters, what to do in the event of a disaster, and evacuation maps including pedestrian trails.
- Complete design and begin the renovation of Parkade by 2018
- Begin the preliminary design for the seismic retrofit of the Pavilion
- Take action on the development of a detention basin at Sunnyside Nursery, green infrastructure, and other flood control measures.

TOWN ACCOMPLISHMENTS DEVELOPED BY COUNCIL

Passage of Measure C Sales tax

Adopted Junior Second Unit ordinance

Adopted Medical Marijuana cultivation ordinance

Refinanced Pre-2013 Retirement Obligations using COP's

Installed permanent bike corral and temporary bike corral

Public Works performance during storm events

Refined the direction of the Town Center plan

Planning and legal analysis for the rezoning language required for Victory Village

Police use of social media and other media (Next Door) for communication

Efficiency and effectiveness of Town staff in providing services

Council establishing a culture of robust but civil debates

Ensuring movement toward implementing effective flood protection.

Renovated Claus Park with neighborhood assistance

Amended the Emergency Homeless Shelter Ordinance

Adopted the Low Flush Volume changes to Toilet Ordinance

Launched the MCE Deep Green Incentive Program

Approved rate decrease for MSS Service

Approved retrofit of 500+ streetlights to LED fixtures under the PGE turnkey program and on-bill financing

Pavilion Parking lot volunteer green infrastructure project

Adopted the 2016 updates to the Fire and Building Codes

Achieved General fund surplus

Conducted the Oct. 1 Town Center workshop



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	17,523	18,000	18,000	18,000	18,000
492 WORKERS COMP	466	684	623	415	747
493 RETIREMENT	1,982	1,258	1,236	1,234	1,237
494 MEDICARE	238	244	244	239	244
496 PERS UAL/SIDEFUND		1,650	1,850	-	1,887
SUBTOTAL PERSONNEL	20,209	21,836	21,952	19,888	22,114

OPERATING EXPENSES

813 OFFICE SUPPLIES			100	1,295	100
815 PRINTING	153		200	-	200
822 OUTSIDE CONTRACT SVS	2,739	1,904	2,000	2,317	2,000
842 SPECIAL DEPT SUPPLIES	500	407	300	250	300
861 BUS.MEET/CONF.	1,752	3,556	3,000	4,309	6,000
862 DUES & SUBSCRIPTIONS	750	950	1,000	-	1,000
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	5,894	6,817	6,600	8,171	9,600

TOTAL DEPARTMENT APPROPRIATION

26,103	28,653	28,552	28,059	31,714
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Allocation of Positions:

Councilmembers	5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

5.00	5.00	5.00	5.00	5.00
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NOTES:	822 State Lobbyist - Calif League of Cities	\$ 1,321
	861 LOCC - New Councilmember orientation / MCCMC events	



Town of Fairfax
2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 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 OUTSIDE CONTRACT SVS
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
165,601	97,508	140,000	211,137	180,000
			-	
			-	
			-	
			-	
			-	

SUBTOTAL OPERATING

165,601 97,508 140,000 211,137 180,000

TOTAL DEPARTMENT APPROPRIATION

165,601 97,508 140,000 211,137 180,000

Allocation of Positions:

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

821 Attorney fees



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES	98,736	112,570	122,395	121,091	126,194
415 ACCRUED LEAVE CASHOUT	4,985		2,076	5,631	2,154
421 TEMP EMPLOYEES	-	-		-	
491 HEALTH INSURANCE	20,137	21,119	21,063	19,668	19,299
492 WORKERS COMP	2,441	3,997	4,357	2,905	5,398
493 RETIREMENT	12,850	11,177	11,922	11,834	11,646
494 MEDICARE	1,407	1,597	1,703	1,710	1,762
495 FICA/PTS	(1)			-	720
496 PERS UAL/SIDEFUND		6,150	6,894	778	7,033
611 ALLOWANCES	3,600	3,816	3,600	3,816	3,960
SUBTOTAL PERSONNEL	144,155	160,427	174,010	167,433	178,166

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	500	-	500
711 OFFICE EQUIP MAINT.			100	-	100
731 BLDG-GROUNDS MAINT.	3,329	3,131	2,552	2,297	2,114
801 WATER	490	499	450	380	450
802 POWER	496	591	800	921	800
804 TELEPHONE	1,740	1,060	1,500	2,021	1,500
811 POSTAGE	900	571	400	610	400
813 OFFICE SUPPLIES	1,228	761	700	1,341	700
821 OUTSIDE CONSULTING SVS	2,868		-	-	-
822 OUTSIDE CONTRACT SVS	863	251	1,000	176	1,000
861 BUS.MEET/CONF.	332	765	3,400	1,814	3,400
862 DUES & SUBSCRIPTIONS	2,409	2,488	2,200	2,908	2,200
871 LIAB & PROP INSURANCE	-	-		SEE #715	
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	14,655	10,118	13,602	12,468	13,164

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

158,810	170,545	187,612	179,901	191,330
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Allocation of Positions:

TOWN MANAGER	0.70	0.70	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	0.95	0.85	0.85	0.85

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, while the Deputy Town Clerk 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 is comprised of one person since the elimination of a shared administrative assistant position in 2006.

Accomplishments for 2016-17

- Administered the November 2016 local election to renew and extend the Town's sales tax
- Helped to implement the California Voter Participation Rights Act (SB 415) to change municipal elections to even-numbered years
- Increased use of the website for communication to the community
- Increased agenda email distribution
- Facilitated updates to the Town Code, including mid-year online updates
- Worked with the FPPC to implement electronic filing of conflict of interest statements

Goals for 2017-18

- Administer the November 7, 2017 Election
- Upgrade the Town website for more functionality
- Coordinate the biennial Brown Act and Ethics training for Town Council & Committees



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES	64,725	69,885	76,485	75,725	84,516
415 ACCRUED LEAVE CASHOUT	-	-	1,472	-	1,625
491 HEALTH INSURANCE	24,906	25,055	27,038	25,333	26,249
492 WORKERS COMP	1,625	2,659	2,707	1,805	3,582
493 RETIREMENT	4,371	4,834	5,300	5,240	5,838
494 MEDICARE	873	949	1,058	1,032	1,169
496 PERS UAL/SIDEFUND			-	3	-
611 ALLOWANCES			-	-	360
SUBTOTAL PERSONNEL	96,500	103,383	114,059	109,138	123,340

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT		360	200	324	200
731 BLDG-GROUNDS MAINT.	2,778	2,843	2,439	2,195	2,046
801 WATER			100	-	100
804 TELEPHONE	694	449	108	735	108
811 POSTAGE	809	571	900	497	900
813 OFFICE SUPPLIES	552	574	500	597	500
814 LEGAL ADS	87	225	400	612	400
821 OUTSIDE CONSULTING SVS		90	200	1,368	360
822 OUTSIDE CONTRACT SVS		13,091	24,000	11,445	26,204
842 SPECIAL DEPT SUPPLIES	26	939	200	46	200
861 BUS.MEET/CONF.	855	118	400	293	400
862 DUES & SUBSCRIPTIONS	135	195	200	-	200
SUBTOTAL OPERATING	14,959	19,454	29,647	18,113	31,618

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

111,459 122,837 143,706 127,251 154,957

Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00 1.00 1.06 1.06 1.06

NOTES:

821 ABAG Website hosting
 822 Code updates; Minutes Clerk; Peak Democracy, website development



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

Personnel covers costs of recruitment, testing, physical & psychological exams as required.

DEPARTMENT SUMMARY

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES	26,266	28,574	30,427	30,164	32,455
411 REG PART-TIME SALARIES	6,820	7,609	8,564	7,475	7,625
415 ACCRUED LEAVE CASHOUT	831		584	1,252	601
421 TEMP EMPLOYEES	-	-		-	
461 OVERTIME				-	
491 HEALTH INSURANCE	537	491	5,277	464	4,957
492 WORKERS COMP	879	1,372	1,382	921	1,700
493 RETIREMENT	3,677	3,375	3,587	3,485	3,453
494 MEDICARE	452	508	540	524	555
495 FICA/PTS				-	240
496 PERS UAL/SIDEFUND		1,225		-	
611 ALLOWANCES		72		72	36
SUBTOTAL PERSONNEL	39,462	43,225	50,362	44,359	51,623

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	500	1,274	500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS SEE NOTE	16,659	26,974	15,000	17,711	20,000
822 OUTSIDE CONTRACT SVS			100	-	100
842 SPECIAL DEPT SUPPLIES SEE NOTE	361	348	600	461	600
861 BUS.MEET/CONF.			1,000	-	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	17,020	27,546	17,600	19,445	22,600

TOTAL DEPARTMENT APPROPRIATION

	56,482	70,772	67,962	63,804	74,223
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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 & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT

2016-17 ACCOMPLISHMENTS:

- Adopted FY17 budget in July
 - Revised department structure to group recreation & public safety accounts
 - Absorbed Recreation fund into General Fund
 - Improved budget document formats & added images
- Refunded \$3.86M CalPERS sidefund and Pre 2013 UAL pension liability through lease agreement with Capital One in January 2017
 - Reduced interest payments from 7.5% rate charged by CalPERS
 - Saving the Town \$600K over 20 years (\$200K in next five years)
- 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 second year
- Participated in preparations for resolving FLSA cash-in-lieu procedure
- Upgraded ADP payroll software
- Implemented accounting tracking for FEMA storm reporting

FY 2017-18 GOALS AND OBJECTIVES:

- Investigate feasibility of refinancing 2008 bonds for additional road funds or lower interest rates
- Negotiate with County for five year capital improvement financing loan
- Evaluate accounting software programs to replace BDS accounting software
- 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
- Negotiate TRAN financing for FY15-16 with County to facilitate cash flow for operational expenses and Capital Improvement Program.
- 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

Department/Division: Finance

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY16-17	Projected FY17-18
Number of Checks issues - Payables EFT Payroll (39 employees)	1,100 210 960	1,100 (increase use of EFT) 210 950
Number of AP Vendors	395	395
Number of 1099s issued	50	50
Number of Business Licenses	663	700
Number of CalPERS participants	32 Health 30 Retirement	32 Health 30 Retirement

WORKPLAN FY17-18

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Upgrade financial reporting system	Identify needs	MAR 2013	MAR 2013
	Identify products/vendors	MAR 2013	MAR 2013
	Review vendor proposals	AUG 2014	AUG 2014
	Vendor presentations		
	Selection		
	Implementation	OCT 2017	MAR 2018
Update Account Codes - include projects	Identify software and account structure	OCT 2014	
	Draft	NOV 2017	DEC 2017
Payroll & Personnel Administration	Update benefits system	MAR 2014	
	Implement tracking system for payroll /benefits by employee	SEP 2016	OCT 2016
	Research practicability of bringing payroll in-house with new software	SEPT 2017	OCT 2017



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES	107,782	110,016	114,530	110,627	113,339
411 REG PART-TIME SALARIES	36,260	37,152	43,245	36,498	44,838
415 ACCRUED LEAVE CASHOUT		2,351	2,137	2,821	2,137
421 TEMP EMPLOYEES	941	8,116	15,000	6,587	18,000
491 HEALTH INSURANCE	22,594	21,970	21,415	22,439	20,794
492 WORKERS COMP	3,953	5,954	6,095	4,063	7,442
493 RETIREMENT	16,324	13,704	14,138	13,811	14,837
494 MEDICARE	1,995	2,132	2,382	2,111	2,429
495 FICA/PTS	(1)	310	691	134	1,080
496 PERS UAL/SIDEFUND		5,000	5,605	11	5,718
611 ALLOWANCES		324		324	324
SUBTOTAL PERSONNEL	189,848	207,028	225,239	199,425	230,938

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE		10,000	10,000	30,000
711 OFFICE EQUIP MAINT.			300	-	300
731 BLDG-GROUNDS MAINT.		1,124	2,843	2,439	2,195
804 TELEPHONE		708	454	1,500	735
811 POSTAGE		871	573	700	603
813 OFFICE SUPPLIES		1,246	1,227	1,500	1,030
815 PRINTING		784	277	1,200	191
821 OUTSIDE CONSULTING SVS	SEE NOTE	6,921	8,975	15,000	7,116
822 CONTRACT SERVICES	SEE NOTE	20,417	24,412	25,000	18,310
861 BUS.MEET/CONF.		400	120	500	581
862 DUES & SUBSCRIPTIONS		110	175	1,000	210
890 MISCELLANEOUS		165	112	3,000	162
SUBTOTAL OPERATING		32,746	39,168	62,139	41,132

TOTAL DEPARTMENT APPROPRIATION	222,594	246,195	287,378	240,558	312,284
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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
Accounting Software (BDS, AssetMaxx)

Department/Division: Planning & Building Services

The Planning and Building Services Department consists of a Director, Principal Planner, Building Official, and part-time Assistant Planner. The Department is responsible for supporting the Planning Commission. The Town Hall administrative assistant also provides support to the Planning and Building Department.

PERFORMANCE HIGHLIGHTS

Activity/Description	Est. Year End FY15-16	Est. Year End FY16-17	Est. FY17- 18
Planning Permits Processed	46	40	44
Building Permits Processed	378	400	410
Resale Inspections	81	65	65
Building Inspections	1,740	2,140	2,200
Violations Processed	30	30	30
Administrative Citations	3	5	3
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5- 8/day approx.) 1,700 (5-8/day)	1,800 1,750	1,800 1,800
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 3,600 (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) 800 (6/day)	2,400 900	2,400 900

Planning & Building Services

2016-2017 Accomplishments

- Conducted several Planning Commission hearings and joint Town Council/Planning Commission meeting on revising CH to CC zoning including revising and evaluating CC provisions contained in the Town Code.
- Held two community workshop regarding Town Center Plan including the design of the Parkade
- Planning Commission recommended approval of Victory Village, an affordable low income senior housing project.
- Planning Commission recommended modifications to the Town Code provisions on accessory dwelling units to ensure compliance with State regulations.
- Developed public informational material regarding junior second units.
- Completed the Update to Pedestrian & Bicycle Master Plan.
- Conducted PC study sessions on State density bonus law, medical marijuana delivery, and short-term rentals.
- Planning Commission recommended an ordinance regulating medical marijuana cultivation
- Held workshops on the Wall Property (2) and the Fairfax Market site (1).

2017-2018 Goals

- Develop an ordinance governing short-term rentals (e.g., Air B&B).
- Develop an ordinance governing recreational marijuana and delivery including modifications to the existing Medicinal Marijuana Ordinance to ensure consistency with State and local provisions.
- Recommend updates to the Zoning Ordinance to correct errors, address inconsistencies, and incorporate Planning best practices.
- Explore software options to improve application tracking and file retention
- Begin design of the Parkade.



Town of Fairfax

2017-18 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 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
Actual	Actual	Adopted	Projected	Proposed

PERSONNEL

401 REGULAR SALARIES	236,200	241,147	269,623	194,812	248,008
411 REG PART-TIME SALARIES	540	16,462	5,000	22,853	28,800
415 ACCRUED LEAVE CASHOUT	4,274	2,008	4,403	3,120	4,491
421 TEMP EMPLOYEES	1,753	1,836	15,000	24,149	5,000
491 HEALTH INSURANCE	39,861	41,634	45,420	39,425	44,373
492 WORKERS COMP.	6,291	9,592	8,638	5,759	11,518
493 RETIREMENT	43,388	25,409	24,859	19,910	25,458
494 MEDICARE	3,206	3,396	3,684	2,916	3,791
495 FICA/PTS		471	985	748	1,091
496 PERS UAL/SIDEFUND		37,600	42,150	32,785	43,000
611 ALLOWANCES		720	-	584	720
SUBTOTAL PERSONNEL	335,513	380,275	419,760	347,060	416,249

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	4,135	3,565	2,733	2,460	2,230
802 POWER	248	295	250	460	250
804 TELEPHONE	1,479	902	1,500	1,700	1,500
811 POSTAGE	977	620	2,000	760	2,000
812 REPRODUCTION	1,041	-	1,000	-	1,000
813 OFFICE SUPPLIES	1,642	1,532	1,500	1,173	1,500
814 LEGAL ADS	1,852	929	1,500	243	1,500
815 PRINTING	523	106	2,000	2,165	2,000
821 OUTSIDE CONSULTING SVS	64,520	19,371	45,000	112,131	45,000
822 OUTSIDE CONTRACT SVS	3,423	5,390	5,000	4,027	5,000
842 SPECIAL DEPT SUPPLIES	2,030	2,263	2,000	596	2,000
861 BUS.MEET/CONF.	2,898	2,478	3,000	291	5,000
862 DUES & SUBSCRIPTIONS	115	-	325	-	325
SUBTOTAL OPERATING	84,883	37,452	67,808	126,006	69,305

TOTAL DEPARTMENT APPROPRIATION

420,396 417,727 487,568 473,065 485,555

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 / FY15 - Zoning Tech @ \$30/hr & Intern
	814 GP & zone changes updates
	821 Town Center plan dev process (LAK, Parisi, SD,al). Costs include reimbursable expenses
	822 Televis Planning Commission meetings \$ 3,300



Town of Fairfax

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

401 REGULAR SALARIES	95,079	96,884	97,657	96,730	99,100
415 ACCRUED LEAVE CASHOUT		1,585	1,585	2,113	1,633
421 TEMP EMPLOYEES				-	
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	19,439	19,708	21,161	20,024	20,746
492 WORKERS COMP.	2,422	3,676	3,375	2,250	4,122
493 RETIREMENT	17,416	10,207	9,945	9,889	10,185
494 MEDICARE	1,273	1,353	1,319	1,317	1,345
496 PERS UAL/SIDEFUND		14,750	16,535	12,861	16,868
611 ALLOWANCES		270		270	270
SUBTOTAL PERSONNEL	135,629	148,432	151,577	145,455	154,269

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.				-	
722 VEHICLE MAINTENANCE	SEE NOTE	3,377	2,883	3,500	2,775
731 BLDG-GROUNDS MAINT.		2,326	2,602	2,342	2,108
802 POWER		248	295	500	460
804 TELEPHONE		1,479	902	1,500	1,700
811 POSTAGE		987	808	300	637
812 REPRODUCTION		-	-	-	-
813 OFFICE SUPPLIES		764	1,139	1,500	586
815 PRINTING		-	-	-	-
821 OUTSIDE CONSULTING SVS	SEE NOTE	10,687	13,275	5,000	19,406
822 OUTSIDE CONTRACT SVS	SEE NOTE		5,427	3,750	5,027
851 CLOTHING					-
861 BUS.MEET/CONF.	SEE NOTE	215	1,929	1,000	12
862 DUES & SUBSCRIPTIONS	SEE NOTE	560	2,176	275	700
SUBTOTAL OPERATING		20,643	31,437	19,667	33,409

TOTAL DEPARTMENT APPROPRIATION	156,272	179,869	171,244	178,864	188,578
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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

ORGANIZATION

The department is comprised of the following personnel:

- 1 police chief
- 3 sergeants
- 2 corporals
- 5 patrol officers
- 1 frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 1 reserve police officer (part time /hourly as needed)
- 4 reserve dispatchers (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 quality of life.

2016-17 ACCOMPLISHMENTS

- Upgraded the 911 Dispatch Center and Phone System
- Re-negotiated new dispatch contract with College of Marin – doubling our revenue for dispatch services
- Re-negotiated new dispatch contract with Ross Police 15K increase over next two years.
- Completed installation of new 911 phone system (no cost to town) and remodel of entire dispatch center (minimal cost to town) from State Funds
- Completed Bi-Annual POST (Peace Officer Standards and Training) mandated training requirements for all personnel and in person POST audit of mandated training files
- Continued to work on updating the Police Officer Field Training Program in accordance with new POST (Peace Officer Standards and Training) guidelines (this is a rather large, labor intensive project which could take a couple of years to complete)
- Upgraded the department's Computer Aided Dispatching program (RIMS) to integrate with GOOGLE MAPS in place of the current ARCGIS program that required costly annual licensing fees.
- Upgraded all police vehicle Mobile Data Computers to function with new technologies of 911 dispatch center and to comply with new DOJ requirements
- Promoted, from within existing personnel, a Police Corporal to Police Sergeant

2017–2018 GOALS AND OBJECTIVES

- Provide outstanding service to our community
- Continue to update the Police Officer Field Officer Training Program to meet current POST guidelines/standards.
- Maintain the County's only police lobby that is open and staffed 24/7 by our 911 dispatchers
- Continue our program of residential vacation checks
- Expand use of social media to reach out to our community (Twitter and Instagram)
- Ongoing public awareness campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings, School Resource/Outreach, etc.)
- Continue purge of Property and Evidence Room
- Continue purge of Records Storage



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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OPERATING EXPENSES

631	COMM EQUIP REPLACE		6,777	7,282	7,000	-	7,000
711	OFFICE EQUIP MAINTENANCE		15	89	1,500	-	1,500
712	COMPUTER EQUIP MAINTENANCE	SEE NOTE	28,133	27,338	29,000	26,092	29,000
721	FIELD EQUIP MAINTENANCE		2,212	-	1,000	281	1,000
722	VEHICLE MAINTENANCE		8,313	27,938	20,000	14,853	20,000
723	COMMUNICATION EQUIP MAINT		2,808	2,875	3,000	1,680	3,000
725	MERA DEBT SERVICE	SEE NOTE	38,297	38,301	38,340	37,823	38,317
726	MERA MEMBERSHIP FEE		27,764	29,448	30,698	30,698	32,090
731	BLDG-GROUNDS MAINTENANCE		20,141	59,270	26,000	23,000	26,000
801	WATER		1,507	1,693	1,900	1,591	1,900
802	POWER		993	1,244	2,000	1,842	2,000
804	TELEPHONE		17,368	15,175	17,000	14,284	17,000
806	FUEL		15,850	16,288	18,000	13,563	18,000
811	POSTAGE		959	989	2,000	1,855	2,000
812	REPRODUCTION		2,789	2,882	2,500	2,162	2,500
813	OFFICE SUPPLIES		1,252	1,763	1,300	173	1,300
815	PRINTING		3,695	2,723	3,000	2,117	3,000
822	OUTSIDE CONTRACT SVS	SEE NOTE	36,964	29,926	44,000	37,000	44,000
841	SMALL TOOLS		198	347	500	169	500
842	SPECIAL DEPT SUPPLIES		10,643	5,959	12,500	12,000	12,500
851	UNIFORM		18,553	17,056	17,100	18,000	17,100
861	BUS.MEET/CONF.		558	1,039	500	1,372	500
862	DUES & SUBSCRIPTIONS	SEE NOTE	4,969	8,986	9,400	10,464	11,400
871	LIAB & PROP INSURANCE			-		-	
883	P.O.S.T.		4,370	15,788	9,000	12,954	9,000
889	BOOKING FEES		1,688	1,619	3,000	526	3,000
SUBTOTAL OPERATING			256,816	316,018	300,238	264,501	303,607

TOTAL DEPARTMENT APPROPRIATION

2,676,118	2,892,599	3,051,487	2,965,345	3,148,031
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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

2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

-	-	-	-	-
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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
13,466	4,508	4,900	4,900	9,900
5,086	-	3,000	777	1,000
		3,600	3,600	3,600

SUBTOTAL OPERATING

18,552	4,526	11,600	9,277	14,600
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TOTAL DEPARTMENT APPROPRIATION

18,552	4,526	11,600	9,277	14,600
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Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:	This department was formerly 218
	842 Update data equipment in EOC
	821 Marin County Sheriff OES & consultant to prepare disaster preparedness materials
	881 Agility Recovery \$3,600/yr