

ROSS VALLEY FIRE DEPARTMENT

BACKGROUND: July 1, 1982, the Fairfax Fire Department merged with the San Anselmo Fire Department to form the Ross Valley Fire Department (RVFD), which is administered under joint powers agreement (JPA) to provide fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo.

July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. With the addition of Sleepy Hollow, the percentage shares of the Fire Department budget for the three members were set at: Fairfax 30.4%, San Anselmo 52.9%, and Sleepy Hollow 16.7%.

July 1, 2012, the joint powers agreement was amended to include the Town of Ross. With the addition of the Town of Ross the percentage shares of the Fire Department budget for the four members are: Fairfax 23.95%, San Anselmo 41.68%, Ross 21.21% and Sleepy Hollow 13.6%.

ORGANIZATION: The JPA is governed by a Board of Directors consisting of eight (8) Directors, two from each agency. An Executive Officers position rotates between the Town Managers of each of the towns. The Executive Officer and the Fire Chief report directly to the Board of Directors.

The department is comprised of the following personnel:

- 1 Fire Chief
- 3 Battalion Chiefs
- 12 Captains*
- 15 Engineers*
- 1 Administrative Assistant
- 1 Fire Inspector
- 17 Volunteer Firefighters

* 3 Captains and 6 Engineers are certified Paramedics

Total: 33 full time employees and 17 volunteers

2017-18 BUDGET:

The Ross Valley Fire Department operating budget for FY 2017-18 is approximately \$9,555,000. The budget is primarily funded through member contributions (\$8,949,000), outside revenues in the form of contracts for service provided to County of Marin (\$153,000), fees for service related to plan checks and inspections of (\$311,000), and reimbursements for costs by Ross Valley Paramedic Authority (\$76,000). The members are also responsible for maintaining an annual reserve of \$15,000 for building maintenance costs.

For this year, Fairfax, San Anselmo, and Sleepy Hollow will each make a one-time contribution of 4% of member contributions (based on FY16-17 contributions) towards RVFD's unfunded retirement liability. Ross pays for its share of unfunded separate from RVFD. The result of this one-time contribution is that the Town's member contribution increases from \$2,140,571 to \$2,224,571. Without the contribution, the Town's contribution would have increased by approximately 1.4% over FY16-17. With the one-time contribution, the Town's contribution increased by 5.4%.

Additional information regarding the Ross Valley Department is available at www.rossvalleyfire.org.



Town of Fairfax

2017-18 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **421 ROSS VALLEY FIRE**

ACTIVITY DESCRIPTION

The Fairfax Fire Department was merged with the San Anselmo Fire Department to form the Ross Valley Fire Authority in July 1982. The Sleepy Hollow Fire Protection District subsequently joined, as did the The Town of Ross in July, 2012. The Authority is governed by a eight person board consisting of two representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Dept operation budget is divided between the participating agencies. Fairfax's share is approximately 24.2% of the total. Each town owns and maintains their fire stations and is responsible for budgeting equipment replacement reserves and insurance on the station houses.

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
- 415 ACCRUED LEAVE CASHOUT
- 491 HEALTH INSURANCE
- 492 WORKERS COMP.
- 493 RETIREMENT
- 494 MEDICARE

				-	
				-	
				-	
				-	
				-	
				-	
				-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

- 493 RVFS RETIREMENT SEE NOTE
- 721 FIELD EQ MAINT
- 724 RVFS DEBT SERVICE
- 725 MERA DEBT SERVICE
- 731 BUILDINGS & GROUNDS MAINT
- 881 RVFS CONTRACT

	172,037	276,099	349,723	302,763	250,033
	31,199			-	46,600
	77,311	89,778	10,424	47,820	60,194
	11,619			-	11,628
	-	-	9,000	7,184	15,000
	1,594,625	1,657,215	1,750,143	1,750,143	1,866,116

SUBTOTAL OPERATING

1,886,791 2,023,092 2,119,290 2,107,910 2,249,571

TOTAL DEPARTMENT APPROPRIATION

1,886,791 2,023,092 2,119,290 2,107,910 2,249,571

Allocation of Expenses to Member Agencies

San Anselmo	41.68%	41.68%	42.22%	42.22%	41.62%
Fairfax	23.95%	23.95%	24.27%	24.27%	23.92%
Ross	21.21%	21.21%	20.18%	20.18%	21.32%
Sleepy Hollow	<u>13.16%</u>	<u>13.16%</u>	<u>13.33%</u>	<u>13.33%</u>	<u>13.14%</u>

Total Full Time Equivalent Employees

100.00% 100.00% 100.00% 100.00% 100.00%

NOTES:

493 The Ross Valley Fire Department participates in CalPERS with two plans in effect:

FY18 Budget includes an additional \$84,000 contribution for retirement sidefund & pre 2013 UAL

	CalPERS	Employer	Employee	Employee	Employer
	Plan	Rate	Rate	Paid share	Paid share
Safety	3.0%@55	23.397%	9.00%	0.00%	9.00%
Miscellaneous	2.7%@55	10.843%	8.00%	0.00%	8.00%

The Town's share is consists of:

	FY14	FY15	FY16	FY17	Increase	FY18 BUD
- Contribution	1,540,115	1,589,034	1,657,214	1,750,142	115,974	1,866,116
- Side Fund	167,015	172,037	177,604	183,573	(84,236)	99,337
- Retirement Unfunded Liability	26,168	26,139	98,495	119,190	31,506	150,696
- Apparatus Replacement	7,841	31,199	31,199	-	46,600	46,600
- OPEB Prior Liability	51,172	51,172	46,960	46,960	13,234	60,194
- Mera Bond	11,619	11,619	11,619	10,424	1,204	11,628
Total	<u>1,803,930</u>	<u>1,881,200</u>	<u>2,023,091</u>	<u>2,110,289</u>	<u>124,282</u>	<u>2,234,571</u>
% Change	4.28%	4.28%	7.54%	12.18%		5.89%

PUBLIC WORKS ADMINISTRATION

ORGANIZATION:

The Public Works Director position is filled with a combination of consultants and Town staff. The budget reflects the time the Town Manager and Building Official/PW Manager spend to perform duties of the position. The Town also retains an engineering consultant to assist with the management of capital projects.

The budget continues to provide funding for a half-time consulting engineer to act as a Public Works Director to coordinate and manage the Capital Improvement Projects (CIP). Below are the accomplishments and goals for the entire Public Works Department which consist of Street Maintenance, Parks, and Street Lighting divisions.

FY 2016-17 ACCOMPLISHMENTS:

CAPITAL IMPROVEMENTS

- Evaluated impacts on the Town regarding the new standards for Storm Water Pollution Prevention Program.
- Secured funding and issued bid for Bike Spine Completion (Class I Bike project); rebid scheduled for spring.
- Secure funding and installed new rapid flashing beacon system on SFD (approx. location Fairfax Market & M&G Burgers)
- Approved agreement for design of Azalea Bridge
- Completed interim repairs to Meadow Way bridge
- Completed Claus Circle park renovation project
- Purchased and installed new trash/recycling stations in downtown
- Rebuilt compost/sand bins walls
- Repaired picnic tables damaged by the storm
- Emergency repairs for roads damaged by the storm and design started
- Debris removal, repaired potholes, and clean up from storm damage
- Installed permanent bike rack area at Bolinas and Broadway
- Began design of Azalea bridge
- Continue design and environmental assessments of bridge projects
- Began trail improvements on the Tam to Scenic trail

FY 2017-18 GOALS AND OBJECTIVES:

- Replace selected play equipment in Peri Park
- Complete repairs to roads caused by the storm
- Begin design for street improvements identified in the adopted CIP budget
- Construct Class I bike lane to complete Bike Spine project
- Make improvements to the Women's Club regarding lighting, sound, roof repairs, and installation of lift to make the Women's Club stage ADA accessible and available for recreational uses
- Continue design for bridges
- Complete trail improvements on selected trails in town



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

ACTIVITY DESCRIPTION

Administration is responsible for the oversight of all maintenance divisions, encroachment permits, contract administration and capital projects. Staff participates in community and multiple joint-agency coordination efforts including neighborhood traffic calming, MCSTOPPP, MarinMap, ICLEI and others. Staff is responsible for writing grant proposals and submitting required documentation and invoices, and corresponding with FEMA and Caltrans. The Division is also responsible for staffing Open Space, Measure K and Measure F committees and reviewing development plans for compliance with Town Codes relating to Public Works.

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	67,659	76,521	81,734	81,241	84,299
NEW 411 REG PART-TIME SALARIES [PT PW DIR]			30,000	-	50,000
415 ACCRUED LEAVE CASHOUT	2,492	528	1,572	3,520	1,621
421 TEMP EMPLOYEES SEE NOTE			-	-	
491 HEALTH INSURANCE	13,058	13,359	14,642	13,876	13,717
492 WORKERS COMP.	1,762	2,786	4,018	2,679	5,811
493 RETIREMENT	10,085	7,722	8,089	8,033	8,002
494 MEDICARE	964	1,074	1,571	1,133	1,897
495 FICA/PTS			1,125	-	360
496 PERS UAL/SIDEFUND		6,200	6,950	3,115	7,090
611 ALLOWANCES		198		198	90
SUBTOTAL PERSONNEL	96,020	108,388	149,701	113,794	172,887

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE			100	-	100
731 BLDG-GROUNDS MAINTENANCE	1,809	990	391	1,049	246
804 TELEPHONE			500	-	500
811 POSTAGE	714	571	400	429	400
813 OFFICE SUPPLIES		25	308	-	308
815 PRINTING			100	-	100
821 OUTSIDE CONSULTING SVS SEE NOTE	37,204	48,715	60,000	22,913	60,000
822 OUTSIDE CONTRACT SVS SEE NOTE	4,009	3,346	3,500	3,937	3,500
823 STORMWATER POLLUTION	21,916	23,578	25,000	25,572	31,000
842 SPECIAL DEPT SUPPLIES			1,000	-	1,000
890 MISCELLANEOUS SEE NOTE		32	5,000	-	5,000
SUBTOTAL OPERATING	65,652	77,257	96,299	53,900	102,154

TOTAL DEPARTMENT APPROPRIATION 161,672 185,645 246,000 167,694 275,041

Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	0.30	0.30	0.30	0.30	0.30
CONSULTING PW DIRECTOR PT			0.25	-	0.42
BUILDING OFFICIAL/PW MANAGER	0.25	0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT II	-	-	-	-	-
MANAGEMENT ANALYST	-	-	-	-	-
ADMINISTRATIVE ASSISTANT PT					

Total Full Time Equivalent Employees 0.55 0.55 0.80 0.55 0.97

NOTES: 402 Public Works Dir (PT) 2/3 time
821 Consulting PW Project Mgr, Outside Eng services; TAM-CMA, MTC-PTAC, IWOQ, StreetSaver
822 One-half Fairfax share of annual Marin Map \$3,000
823 MCSTOPPP Fee (\$23,638), SWRCB Fee (\$7,000)
890 PW Office remodel

STREET MAINTENANCE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III
- .25 Maintenance Worker I

Total = 2.75 FTE

This Division is responsible for maintenance and repair of streets including storm drains, sidewalks, parking lots, and trees. The Division also maintains all Town facilities such as Town Hall, Pavilion, and Women's Club.

ACCOMPLISHMENTS/GOALS

See DPW Administration narrative



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	511 STREET MAINT & PUBLIC WORKS

ACTIVITY DESCRIPTION

The street maintenance division is responsible for preventive maintenance of storm water systems, traffic signs, streets, sidewalk and bike path maintenance. Routine activities include responding to citizen requests, patching pot holes, sweeping the downtown area and changing advertising and holiday banners weekly, and repainting the street markings and lane lines annually. Many hours are spent responding to emergency flooding and felled trees during the winter months while summer months are used to freshen up the town.

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

NEW	401	REGULAR SALARIES	118,159	133,616	141,135	129,745	142,773
	411	REG PART-TIME SALARIES [PT PW DIR]			15,000	-	15,000
	421	TEMP. EMPLOYEES				-	
	461	OVERTIME	1,663	635	1,500	7,804	1,500
	491	HEALTH INSURANCE	23,795	30,760	32,423	30,737	31,382
	492	WORKERS COMP.	2,858	5,154	5,381	3,587	6,540
	493	RETIREMENT	20,793	13,351	13,060	13,013	13,343
	494	MEDICARE	1,648	1,856	2,104	1,919	2,135
	495	FICA/PTS	5,301		916	-	-
	496	PERS UAL/SIDEFUND		17,500	19,618	15,260	20,014
	497	OVERTIME REIMBURSABLE	(875)		(1,000)	-	(1,000)
		SEE NOTE					
		SUBTOTAL PERSONNEL	173,342	202,872	230,136	202,065	231,687

OPERATING EXPENSES

641	EQUIPMENT RENTAL	SEE NOTE			500	-	500
721	FIELD EQUIP MAINTENANCE		1,269	645	500	-	500
722	VEHICLE MAINTENANCE		6,374	4,828	16,500	10,569	16,500
723	COMMUNICATION EQUIP MAINT				500	-	500
725	MERA DEBT SERVICE		8,857	8,857	8,871	11,264	8,871
726	MERA MEMBERSHIP FEE		6,424	6,814	7,103	8,524	7,103
731	BLDG-GROUNDS MAINTENANCE		4,096	2,283	570	543	359
802	POWER				1,500	-	1,500
803	DUMP FEES				300	-	300
804	TELEPHONE		1,107	1,236	1,000	1,024	1,000
806	FUEL		15,198	12,494	15,000	12,487	15,000
813	OFFICE SUPPLIES		431	510	2,000	-	2,000
821	OUTSIDE CONSULTING SVS	SEE NOTE	9,531	18,321	35,000	57,033	35,000
841	SMALL TOOLS		448		4,000	-	4,000
842	SPECIAL DEPT SUPPLIES	SEE NOTE	18,823	43,932	35,000	21,578	35,000
851	UNIFORM		1,240	1,291	1,381	1,148	1,381
861	TRAVEL/TOLLS		10		500	-	500
	SUBTOTAL OPERATING		73,808	101,211	130,225	124,169	130,014

TOTAL DEPARTMENT APPROPRIATION

	247,150	304,083	360,362	326,235	361,701
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Allocation of Positions:

CONSULTING PW DIRECTOR PT			0.125	-	0.125
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER	-	-	-	-	-
MAINT. WORKER III			1.00	1.00	1.00
MAINT. WORKER II	-	-	-	-	-
MAINT. WORKER I	1.00	1.00	0.45	0.50	0.25
Total Full Time Equivalent Employees	2.00	2.00	2.58	2.50	2.38

NOTES: 497 Overtime charged to Festival Fund for annual festival.	641 Rental of Equipment
	Maint Worker I - 50% of fulltime worker + parttimer
821 Use of County equipment, outside labor for right-of-way clearing & Biennial street markings.	
	inhouse contract services for maint of pavement sections (digouts), retaining walls, drainage, Center Blvd maint
842 Maint materials including pipe, asphalt, concrete and hardware; required Hazardous Materials response, street signs, and paint for curbs, crosswalks, street markings, replacing barricades etc...	



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	512 STREET LIGHTING

ACTIVITY DESCRIPTION

Provides for the ongoing operation, PG&E payments, and maintenance of street lights & traffic signals through contractual services. The Marin General Services Authority has a master contract for street light maintenance that the Town anticipates replacing all residential cobrahead lights and a large number of top-hat streetlights in the downtown area with LED streetlights. The energy savings from the new LED fixtures will finance the replacement lights. The Town will also save in maintenance costs.

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
- 415 ACCRUED LEAVE CASHOUT
- 421 TEMP. EMPLOYEES
- 461 OVERTIME
- 491 HEALTH INSURANCE
- 492 WORKERS COMP.
- 493 RETIREMENT
- 494 MEDICARE

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 802 POWER
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS

SEE NOTE
SEE NOTE

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
802 POWER	32,008	59,189	26,000	42,854	50,000
821 OUTSIDE CONSULTING SVS	33,288	24,454	30,000	21,752	35,000
822 OUTSIDE CONTRACT SVS		2,639	700	11,098	700

SUBTOTAL OPERATING

65,296 86,282 56,700 75,704 85,700

TOTAL DEPARTMENT APPROPRIATION

65,296 86,282 56,700 75,704 85,700

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:	802 Street lighting and signal charges by PG&E
	821 Contract with MGSA and DC Electric to provide maintenance of light poles for traffic signal maintenance costs, respectively. FY14 includes replacement of LED lights
	Basic agreement: Streetlights (\$10,000), traffic (\$9,000)



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

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
- 415 ACCRUED LEAVE CASHOUT
- 421 TEMP. EMPLOYEES
- 461 OVERTIME
- 491 HEALTH INSURANCE
- 492 WORKERS COMP.
- 493 RETIREMENT
- 494 MEDICARE

SUBTOTAL PERSONNEL

OPERATING EXPENSES

- 641 EQUIPMENT RENTAL
- 803 SANITARY & DUMP
- 821 OUTSIDE CONSULTING SERV
- 822 CONTRACT SERVICES
- 829 EMERGENCY REPAIRS
- 842 SPECIAL DEPT SUPPLIES
- 993 CONTINGENCY

			-	
			10,721	
			23,292	
			43,214	
			17,226	
			11,410	

SUBTOTAL OPERATING

- - - 105,863 -

TOTAL DEPARTMENT APPROPRIATION

- - - 105,863 -

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

PARKS MAINTENANCE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .50 Maintenance Worker I

Total = 1.50 FTE

Staff maintains all the Town owned parks, parking lots, and landscaped areas. Repairs park equipment as needed. Assists with Town sponsored events such as the Fairfax Festival. Provides assistance to the streets division as needed.

ACCOMPLISHMENTS/GOALS

See the DPW administration narrative



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	611 PARK MAINTENANCE

ACTIVITY DESCRIPTION

The Park Maintenance Division responsibilities include the oversight of the Town-owned parks including Peri Park, Bolinas Park, and several pocket parks in the neighborhoods. This position is responsible for turf maintenance, irrigation management, weed abatement, trash removal and general clean-up of the downtown.

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

		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
	401 REGULAR SALARIES	62,229	69,613	87,489	85,760	89,186
NEW	411 REG PART-TIME SALARIES [PT PW DIR]			15,000	-	15,000
	415 ACCRUED LEAVE CASHOUT				-	
	461 OVERTIME	1,402	367		6,544	
	491 HEALTH INSURANCE	21,639	24,833	37,550	32,737	35,786
	492 WORKERS COMP.	1,587	2,813	3,573	2,382	4,324
	493 RETIREMENT	11,535	7,155	8,303	8,157	8,443
	494 MEDICARE	887	961	1,397	1,248	1,411
	495 FICA/PTS			563	-	
	PER: PERS SIDEFUND		9,700	10,874	8,459	7,591
	497 OVERTIME REIMBURSABLE				-	
	SUBTOTAL PERSONNEL	99,279	115,441	164,748	145,288	161,742

OPERATING EXPENSES

		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
	641 EQUIPMENT RENTAL			500	-	500
	721 FIELD EQUIP MAINT.			500	-	500
	722 VEHICLE MAINTENANCE			1,000	-	1,000
	801 WATER	13,705	11,984	10,000	11,011	10,000
	802 POWER	1,140	1,425	2,300	1,784	2,300
	821 OUTSIDE CONSULTING SVS	17,749	4,914	25,000	31,510	25,000
	841 SMALL TOOLS	-	-	1,000	-	1,000
	842 SPECIAL DEPT SUPPLIES	22,279	16,483	15,000	9,334	15,000
	851 UNIFORM	425	531	638	765	638
	881 SPECIAL SERVICES	-	-	-	-	-
	SUBTOTAL OPERATING	55,298	35,336	55,938	54,404	55,938

TOTAL DEPARTMENT APPROPRIATION

154,577	150,778	220,686	199,692	217,680
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Allocation of Positions:

CONSULTING PW DIRECTOR PT			0.125		0.125
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					
MAINT. WORKER I			0.50	0.50	0.50

Total Full Time Equivalent Employees

1.00	1.00	1.63	1.50	1.63
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NOTES:	821 Tree trimming and replacement of sidewalk trees.
	Town tree survey - streets & parks
	Trail Maintenance

Fairfax Recreation & Community Services

ORGANIZATION

This department is comprised of the following personnel:

- 3 Recreation and Community Service Managers (Part-time hourly)
 - Programs – .3 FTE
 - Events – .55 FTE
 - Marketing – .85 FTE
- = 1.45 FTE hourly/ part-time employees.

Fairfax Recreation and Community Services Department brings together the resources of town staff who all focus on community services, classes and events.

The Events Manager focuses on coordinating Parks and Recreation Commission (PARC) and Volunteer Board activities while the Programs Manager oversees the classes and recreational activities.

The Marketing Manager works on website development and promotional aspects of the department. As a department we produce a **Town of Fairfax** seasonal guide twice a year that showcases all our events, services and programs, including our Partnerships.

Fairfax Recreation has appreciated the ability to improve local community services, enhance utilization of our buildings and parks, and increase revenue for the Town of Fairfax. With the help of the Measure J and the General Fund we are able to establish high quality and affordable events and programs for the community and pay 3 part time employees to administer the program.

FY 2016-17 ACCOMPLISHMENTS

- Published two Town of Fairfax Recreation catalogs
- Continued successful Partnership programs
- Expanded and enhance class offering for all age groups
- Continued Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continued Camp Fairfax program – school aged youth and middle school Counselor in Training students
- Added Spanish camp and art camp for school aged children
- Expanded Senior programming and added additional yoga class and dance class
- Assisted in completion of Age Friendly Fairfax Community Assessment & Action Plan
- Continued to provide support for trails programs via the Fairfax Volunteers
- Worked with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continued to recruit more volunteers
- Selected new Artist-in-Resident for two year term
- Created Fairfax Arts Initiative Council in an effort to expand art programming
- Established rotating public art exhibit at the parkade
- Sponsored town-wide picnic
- Sponsored holiday wreath-making/caroling/potluck
- Sponsored annual Spring egg hunt
- Created new volunteer website for the Volunteer Board
- Began managing database for volunteer contacts in the community, including sending out monthly electronic newsletters for the Volunteer Board
- Installed two “Age Friendly” benches with armrests along Center Blvd
- Installed two new benches along Bolinas Road and Bank Street
- Installed new “Age Friendly” bench in Claus Circle park

FY 2017-18 GOALS AND OBJECTIVES

- Publish two Town of Fairfax Recreation catalogs reaching all Fairfax households
- Continue successful Partnership programs
- Enhance class offering for all age groups
- Continue Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continue Camp Fairfax program – school aged youth and middle school Counselor in Training students
- Continue Spanish Camp program and add art camp program to summer camps.
- Hired new Camp Director
- Expand Senior programming
- Continue to provide support for trails programs via the Fairfax Volunteers
- Work with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continue to recruit more volunteers
- Expand arts program by creating a Fairfax Artists Initiative and increasing stipend for Artist-in-Residence. This will include an art & wine walk, Faces of Fairfax campaign, street banners, and transit shelter signs.
- Hold Volunteer Recognition Awards ceremony honoring those who have volunteered and served throughout the year
- Continue to sponsor town-wide picnic
- Educate residents on disaster preparedness
- Continue to offer holiday wreath-making/caroling/potluck event
- Continue to host Spring egg hunt
- Sponsor Good Festival event through Parks & Recreation Commission.
- Install fountain in memory of Patrick Troup near the Women's Club through family donation
- Install new pet waste baggie dispenser in Claus Circle park



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	616 COMMUNITY SERVICES

ACTIVITY DESCRIPTION

Formerly "Volunteers for Fairfax", program is designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. The program is overseen by the Community Services Manager working with the Volunteer Board. Volunteers participate in creek cleanup for flood prevention, trail marking & maintenance, brush clearing for fire prevention and community service. On the fun side, Volunteers host the annual town-wide picnic, and the holiday caroling & wreath making event.

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	SEE NOTE	18,360	18,539	16,122	18,829	16,443
492 WORKERS COMP		476	580	550	367	672
493 RETIREMENT		3,343	1,946	1,598	1,892	1,690
494 MEDICARE		249	248	215	251	219
495 FICA/PTS					-	-
496 PERS UAL/SIDEFUND			2,375	2,662	2,071	2,716
SUBTOTAL PERSONNEL		22,428	23,688	21,146	23,410	21,739

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.		150	369	150	150	150
801 WATER	SEE NOTE	200	260	200	200	200
804 TELEPHONE		700	261	700	249	700
811 POSTAGE		400	1,065	400	157	400
813 OFFICE SUPPLIES		500	106	500	635	500
842 SPECIAL DEPT SUPPLIES	SEE NOTE	1,100	3,252	3,100	3,400	4,000
SUBTOTAL OPERATING		3,050	5,313	5,050	4,791	5,950

TOTAL DEPARTMENT APPROPRIATION	25,478	29,001	26,196	28,201	27,689
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Allocation of Positions:

Recreation & Comm Services Manager	0.30	0.30	0.30	0.30	0.30
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Total Full Time Equivalent Employees	0.30	0.30	0.30	0.30	0.30
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NOTES:	This department was formerly 216
	411 One half of part-time Community Resources Coord
	801 Water for Community Garden
	842 Includes additional \$2,000 for volunteer activities ie. Electronic Newsletter & outreach
	Additional funding for Volunteer recognition expenses



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	617 RECREATION EVENTS

ACTIVITY DESCRIPTION

The Recreation Department provides recreational activities and events for the citizens of Fairfax. The program is overseen by the Community Resources Corordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

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	SEE NOTE	30,860	17,724	13,858	13,858	14,198
411 REGULAR PT SALARIES			15,285	16,683	18,829	16,443
491 HEALTH INSURANCE		2,929	3,060	3,315	3,232	3,417
492 WORKERS COMP		794	1,106	1,025	683	1,252
493 RETIREMENT		5,844	3,499	3,075	3,309	3,149
494 MEDICARE		415	449	400	445	408
496 PERS UAL/SIDEFUND			4,500	5,045	3,924	5,147
SUBTOTAL PERSONNEL		40,842	45,623	43,401	44,280	44,013

OPERATING EXPENSES

804 TELEPHONE				-	
811 POSTAGE		200		200	200
813 OFFICE SUPPLIES		120	93	120	185
821 OUTSIDE CONSULTING SVS				-	
878 FAIRFAX ARTS & CULTURE COLLAB				-	6,900
881 SPECIAL SERVICES	SEE NOTE	6,650	7,119	6,650	3,685
SUBTOTAL OPERATING		6,970	7,212	6,970	3,871

TOTAL DEPARTMENT APPROPRIATION

47,812	52,835	50,371	48,150	52,433
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Allocation of Positions:

Recreation & Comm Services Manager	0.30	0.30	0.30	0.30	0.30
Admin Asst II		0.25	0.25	0.25	0.25

Total Full Time Equivalent Employees

0.30	0.55	0.55	0.55	0.55
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NOTES: This department was formerly 217

	FY17	FY18
878 Fairfax Arts & Culture Collaborative		
- Artist in Residence	400	400
- Fairfax Theater Co	3,350	3,500
- Art Collaboration Activities		3,000
881 Easter egg hunt	400	400
English Tea	2,500	400
Holiday Events		400
Recreation program costs are offset by participant fees charged in 01-080-903		



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	621 RECREATION CLASSES/ACTIVITIES

ACTIVITY DESCRIPTION

Fairfax Recreation and Community Services Department (formerly FOCAS and Volunteers) is a newly formed department that brings together and better coordinates the resources of town staff who all focus on community services, classes, recreational activities, and events. Fairfax Recreation and Community Services's (RCS) mission is to improve community services and activities for youth, adults, and senior as well as enhance utilization of our buildings and parks within our budgetary resources.

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.
 494 MEDICARE
 495 FICA/PTS

SEE FUND 11 FOR PRIOR YEAR ACTIVITY

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
		42,914	43,047	47,917	54,009
		1,735	1,597	1,065	2,371
		615	624	695	783
		1,609	1,614	1,797	2,025
SUBTOTAL PERSONNEL	-	46,873	46,882	51,473	59,188

OPERATING EXPENSES

804 TELEPHONE
 813 OFFICE SUPPLIES
 821 OUTSIDE CONSULTING SVS SEE NOTE
 822 CONTRACTED SERVICES
 842 SPECIAL DEPT SUPPLIES
 843 SENIOR PROGRAMS SEE NOTE
 861 MEETING/CONF & TRAVEL
 881 SPECIAL SERVICES
 890 MISCELLANEOUS

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
		1,734	840	2,403	840
				-	
		25,182	31,000	12,083	25,000
		675	600	1,033	600
		2,349	3,000	1,087	3,000
		4,990	8,000	9,678	10,000
			200	-	200
		6,616	7,000	8,946	8,000
		875	500	-	500
SUBTOTAL OPERATING	-	42,421	51,140	35,230	48,140

TOTAL DEPARTMENT APPROPRIATION

	-	89,294	98,022	86,703	107,328
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Allocation of Positions:

Recreation & Comm Services Manager (2)	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
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NOTES:

This department was formerly in Fund 11

821 Includes class instructors for newborn to seniors including art class, music, dance, mom group, Instuctors are compensated based on a 70/30 split of class revenues
 Classes are held at Womens Club, Pavilion, and youth center
 Includes \$5,000 Town match to Grant from Age Friendly Taskforce

843 In FY17, Town is expanding senior programs to include Chair Yoga & Movement Dance and support for Age Friendly Fairfax Taskforce. Senior programs are free to participants and subsidised by Measure J. FY18 \$2,000 increase
 Recreation program costs are offset by participant fees charged in 01-090-904



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 622 SUMMER CAMPS

ACTIVITY DESCRIPTION

Camp Fairfax is a summer camp for children 5-10 years old offered through the Recreation & Community Services. In Summer 2016 Town programming added Spanish Camp for bilingual families. children 5-8 years old In Summer 2017 Town will add an Art Camp for children 4-7 years old.

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.
- 494 MEDICARE
- 495 FICA/PTS
- 492 WORKERS COMP.

See Fund 11				

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 821 OUTSIDE CONSULTING SVS
- 822 CONTRACTED SERVICES
- 842 SPECIAL DEPT SUPPLIES
- 890 MISCELLANEOUS

SEE NOTE

7,622	2,511	12,500	12,590	17,000
1,174	5,523	600	1,114	1,000
1,543	1,375	1,200	1,277	1,600
675	-	100	-	100

SUBTOTAL OPERATING

11,014 9,409 14,400 14,981 19,700

TOTAL DEPARTMENT APPROPRIATION

11,014 9,409 14,400 14,981 19,700

Allocation of Positions:

Total Full Time Equivalent Employees

0.00

0.00

NOTES: This department was formerly in Fund 11

821 Expenses are offset by tuition fees & community grants

- Camp Fairfax Staffing - Camp Director, 3 councilors
- Spanish Camp Staffing - 1 credentialed bilingual teacher & assistant
- Art Camp Staffing - 1 art teacher & assistant

Recreation program costs are offset by participant fees charged in 01-090-822

- Camp Fairfax (25 per week @ \$230) for 3 weeks. 17,250
- Spanish Camp (8 persons x \$285) for 2 weeks 4,560
- Art Camp (10 per week @ \$285) for 2 weeks 5,700

27,510





Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 625 RENTAL FACILITIES

ACTIVITY DESCRIPTION

Formerly separated in two departments: 625-Rental Facilities-Women's Club & Ballpark and 626-Rental Facilities-Pavilion
This division is responsible for the care and maintenance of the Women's Club, Ballfield and Pavilion.
Duties include setting up for all Town meetings including the Town Council and Planning Commission.

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		5,827	10,359	10,313	10,724
421 TEMP LABOR	420			-	
415 ACCRUED LEAVE CASHOUT				-	
461 OVERTIME		37		709	
491 HEALTH INSURANCE		2,923	7,208	5,644	6,488
492 WORKERS COMP.	340	422	363	242	445
493 RETIREMENT		392	725	714	741
494 MEDICARE	9	70	142	133	145
495 FICA/PTS	40	-		-	
SUBTOTAL PERSONNEL	809	9,671	18,796	17,755	18,544

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.		9,651	18,726	20,405	18,365	17,925
801 WATER		837	1,028	800	1,004	800
802 POWER		25,954	1,262	16,500	1,795	16,500
803 SANITARY		-	-	-	-	-
804 TELEPHONE		403	361	400	357	400
821 OUTSIDE CONSULTING SVS		764	420	500	1,104	500
822 OUTSIDE CONTRACT SVS	SEE NOTE	1,418	9,022	9,000	5,881	9,000
841 SMALL TOOLS					-	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,616	4,861	6,000	6,281	6,000
851 UNIFORM		-	106	106	128	106
871 LIAB & PROP INSURANCE		SEE #715	SEE #715	SEE #715	SEE #715	SEE #715
SUBTOTAL OPERATING		41,643	35,786	53,711	34,914	51,231

TOTAL DEPARTMENT APPROPRIATION 42,452 45,457 72,507 52,669 69,775

Allocation of Positions:

MAINT. WORKER I 0.25 0.25 0.25

Total Full Time Equivalent Employees 0.50 0.50 0.25 0.25 0.25

NOTES:

822 Includes alarm, pest control. Janitor moved to 731 (alloc from 911)

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.

Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

This activity is to cover General Fund expenditures for items not funded directly by another department.

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

491 HEALTH INSURANCE		7,712			-	
491 RETIREE HEALTH BENEFITS	SEE NOTE	40,936	41,699	63,600	43,322	67,416
492 WORKERS COMP.		19,896			5,190	
493 RETIREMENT		6,573			3,601	200,000
495 FICA/PTS		(7,389)			-	
SUBTOTAL PERSONNEL		67,728	41,699	63,600	52,114	267,416

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS		605	2,916		1,920	
822 CONTRACTED SVCS	SEE NOTE	186,979	202,081	251,000	225,781	241,957
842 SPECIAL DEPT SUPPLIES		1,151	1,949	4,000	973	4,000
871 LIAB & PROP INSURANCE		109,431	121,594	131,200	131,200	144,627
881 SPECIAL SERVICES	SEE NOTE	17,196	18,989	10,000	25,594	20,000
890 MISCELLANEOUS		1,472	1,400	1,000	1,193	1,000
891 CLAIMS - WC / SETTLEMENTS	SEE NOTE	178,260	94,178	150,000	155,915	150,000
895 TRAN INTEREST	SEE NOTE	1,199	-	3,000	-	-
896 CERTB/OPEB		120,000	120,000	120,000	120,000	120,000
SUBTOTAL OPERATING		616,293	563,106	670,200	662,576	681,584

TOTAL DEPARTMENT APPROPRIATION

684,021	604,806	733,800	714,690	949,000
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Allocation of Positions:

ADMINISTRATIVE ASSISTANT II	1.00	1.00	-	-	-
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Total Full Time Equivalent Employees

0.00	0.00	0.00	0.00	0.00
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NOTES:

	FY15	FY16	FY17 BUD	FY17 PROJ	FY18 BUD
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)	2,261	2,221	2,400	2,400	2,400
CMCM (WEBCAST)	6,525	3,975	9,000	9,000	9,000
COUNTY OF MARIN MIDAS ACCOUNT	19,200	12,800	20,000	20,000	20,000
FAIRFAX CHAMBER OF COMMERCE	210	210	200	200	300
GOLSCH, C (WEBPAGE SERVICES)	11,700	8,775	11,700	11,700	11,700
HF&H CONSULTANTS (SOLID WASTE RATE STUDY)	12,640	13,660	15,000	15,000	15,000
HOMELESS (REST)			11,181	11,181	11,181
LEAGUE OF CALIFORNIA CITIES	4,048	4,413	4,800	4,800	4,800
MGSA (ANIMAL CONTROL)	72,687	90,695	81,655	81,655	76,200
MARIN COUNTY TAX COLLECTOR (LAFCO)	4,851	5,249	6,029	6,029	7,235
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	8,511	10,000	10,000	10,000	10,000
MARIN IT, INC	21,450	12,033	22,000	22,000	27,000
RV HEALTHY COMMUNITY COLLABORATION		2,500	2,500	2,500	2,500
SUSTAINABLE FAIRFAX	17,801	8,466	20,000	20,000	20,000
OTHER	5,096	27,084	34,535	34,535	24,641
	186,980	202,081	251,000	251,000	241,957

491 includes CalPERS PEMHCA payments (\$10,122) and OPEB retiree payments (\$42,666)

881 Chipper services - \$10,000 for services (4 days @ \$1500), debris box \$500 and signage

Offset by grant from FireSafe Marin. Additional funding to provide subsidy for residential collection.

891 Allocation for Worker's Comp claims and settlements

895 TRAN (Tax and Revenue Anticipation Notes) interest & fees



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 911 BUILDING MAINTENANCE

ACTIVITY DESCRIPTION

Provide daily maintenance of buildings, set up for public meetings, and respond to citizen complaints.
 Also responsible for minor building repairs including but not limited to plumbing, lighting, doors and windows.

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				-	
421 TEMP EMPLOYEES	420	-		-	
415 ACCRUED LEAVE CASHOUT	-	-		-	
461 OVERTIME	455	-		-	
491 HEALTH INSURANCE	-	-		-	
492 WORKERS COMP.	338	-		-	
494 MEDICARE	9	-		-	
495 FICA/PTS	(5,261)	-		-	
497 PAYROLL TSFR	-	-		-	
SUBTOTAL PERSONNEL	(4,038)	-	-	-	-

OPERATING EXPENSES

803 SANITARY/DUMP	-	-	500	-	500
821 OUTSIDE CONSULTING SVS	4,195	620	2,000	1,424	2,000
822 OUTSIDE CONTRACT SVS	35,922	42,009	39,000	27,770	32,000
842 SPECIAL DEPT SUPPLIES	3,865	9,547	5,000	2,973	5,000
851 CLOTHING	-	-	100	-	
SUBTOTAL OPERATING	43,982	52,176	46,600	32,167	39,500

SEE NOTE
SEE NOTE

SUBTOTAL APPROPRIATION

39,943	52,176	46,600	32,167	39,500
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ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(45,184)	(51,659)	(46,600)	(34,949)	(39,500)
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TOTAL DEPARTMENT APPROPRIATION

(5,241)	517	-	(2,782)	-
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Allocation of Positions:

MAINT. LEADWORKER	0.50	0.50
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Total Full Time Equivalent Employees

0.50	0.50
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ALLOCATION OF BUILDING MAINTENANCE

TO DEPARTMENTS:

	FY 17	JANITOR	OTHER	FY 18
211 TOWN MANAGER	2,800	1,280	834	2,114
221 TOWN CLERK	2,553	1,285	761	2,046
241 FINANCE	2,553	1,285	761	2,046
311 PLANNING	3,173	1,285	945	2,230
321 BUILDING INSP	2,347	1,285	699	1,984
411 POLICE	13,938	6,400	4,151	10,551
510 PUBLIC WORKS ADM	826		246	246
511 STREET MAINT/PW	1,205		359	359
625 RENTAL - W/C PAVILION	17,206	12,800	5,125	17,925
	46,600	25,620	13,880	39,500

NOTES:	822 Sewer service - Ross Valley Sanitary District	9,380
	Janitorial Service - San Rafael Building Maint	25,620
	842 Supplies needed for upkeep of town-owned buildings	



Town of Fairfax
2017-18 Operating Budget

FUND 02 DRY PERIOD
DEPT 715 MISCELLANEOUS

The Dry Period fund is a reserve account of the General Fund used to provide for emergencies or economic downturns. Town policy (Resolution 11-9 adopted 3/2/11) is to maintain a reserve balance 25% of General Funds expenditures. Council identified the optimal balance to be \$1,000,000. This reserve is part of the overall reserves for General Funds.

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
BEGINNING FUND BAL	858,053	1,000,000		1,000,000	1,000,000
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	141,947				
SUBTOTAL TRANSFER	141,947	-	-	-	-
NET DEPARTMENT ACTIVITY	141,947	-	-	-	-
ENDING FUND BAL	1,000,000	1,000,000		1,000,000	1,000,000

COMPONENTS OF FUND BALANCE:

NOTES:		
CALCULATION OF RESERVE BALANCE		
General Funds Appropriations	9,302,792	100.0%
Dry Period Reserve	1,000,000	10.7%
Other General Fund Balances	1,755,109	18.9%
Total General Fund Reserves	2,755,110	29.6%



Town of Fairfax

2017-18 Operating Budget

FUND 03 FIELD EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

In 2007, the IRS approved an allocation of \$249,000 in Clean Renewable Energy Bonds (CREBS) to install Solar Panels at the Pavilion capable of generating 25 kW AC. Estimated energy savings were \$1,888 per year for the 25 year life.

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

BEGINNING FUND BAL	(2,249)	60,133		67,635	47,689
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REVENUES

050 502 INVESTMENT EARNINGS	-	-			
090 901 SALE OF ASSETS	6,528		-		
SUBTOTAL REVENUES	6,528	-	-	-	-

APPROPRIATIONS

903 920 SOLAR PANEL LEASE	16,600	16,600	16,600	16,600	16,600
903 996 INTEREST	7,110			-	
923 921 FIELD EQUIPMENT SEE NOTE	125,371	41,828	52,703	53,346	50,600
923 STORM WATER POLLUTION REQ	-	-		-	
SUBTOTAL APPROPRIATIONS	149,081	58,428	69,303	69,946	67,200

TRANSFERS

100 910 CAPITAL LEASE FINANCING			-		
100 931 TSFR FROM 01-GENERAL FUND	204,935	68,300	50,000	50,000	40,000
SUBTOTAL TRANSFER	204,935	68,300	50,000	50,000	40,000

NET DEPARTMENT ACTIVITY	62,382	9,872	(19,303)	(19,946)	(27,200)
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ENDING FUND BAL	60,133	70,006		47,689	20,489
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COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION REQ	20,000
UNDESIGNATED	489

NOTES:	ORIGINAL	LAST PMT	FY15	FY16	FY17	FY18
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 FY15 MOBILE COMPUTING			28,818			
FY15 BODY CAMERAS			16,522			
VEHICLE PURCHASE			24,818			
FY10 ALLY - GMC 2011		1/1/2015				
FY12 FORD CHARGER (2)	75,686	05/01/15	20,495	-	-	-
FY13 FORD CHARGER	43,241	02/01/16	11,725	11,725		
FY14 FORDS (2) & TAURUS	110,643	01/01/17	30,103	30,103	30,103	-
FY17 POLICE CAR & (6) MDC	83,514	08/01/19			22,600	22,600
FY18 POLICE CAR (2)						28,000
TOTAL			132,481	58,428	69,303	67,200



Town of Fairfax

2017-18 Operating Budget

FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

The Building & Planning Fund is used to collect all Building and Planning fees for transfer to the General Fund

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	44,124	32,473		3,632	45,628
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REVENUES

030 311 BUILDING PERMITS	151,570	170,067	160,000	158,270	160,000
030 312 GENERAL PLAN MAINTENANCE FEES	5,205	6,151	5,400	5,100	5,400
030 313 TECHNOLOGY IMPROVEMENT FEES	7,485	8,768	8,200	7,888	8,000
030 314 ENCROACHMENT FEES	1,188	-	-	-	-
030 315 HOUSING INSPECTIONS	29,513	38,002	36,700	24,513	36,700
030 317 SEISMIC FEES	1,273	(284)	-	1,503	-
030 318 PLAN RETENTION	45	222	-	5,903	6,000
030 319 STREET OPENING	28,243	35,752	38,000	43,067	45,000
030 320 ROAD IMPACT FEES	125,312	130,548	125,000	133,666	135,000
030 321 INFRASTRUCTURE IMPROV FEES	7,417	8,779	8,000	7,888	8,000
030 904 MISCELLANEOUS SEE NOTE	-	-	-	-	-
030 904 COUNTY - OTHER	-	-	-	-	-
TOTAL PERMITS AND FEES	357,251	398,005	381,300	387,796	404,100
080 801 ZONING & FILING FEES	61,733	88,421	50,000	58,904	50,000
080 805 BUILDING PLAN CHECK FEES	19,738	29,986	20,000	27,216	25,000
080 806 ENGINEERING PLAN CHECKS	(10,373)	2,884	15,000	38,080	25,000
TOTAL CURRENT CHARGES	71,098	121,291	85,000	124,200	100,000
SUBTOTAL REVENUES	428,349	519,296	466,300	511,996	504,100

APPROPRIATIONS

				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND	(440,000)	(535,000)	(470,000)	(470,000)	(520,000)
SUBTOTAL TRANSFER	(440,000)	(535,000)	(470,000)	(470,000)	(520,000)

NET DEPARTMENT ACTIVITY	(11,651)	(15,704)	(3,700)	41,996	(15,900)
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ENDING FUND BAL	32,473	16,769		45,628	29,728
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COMPONENTS OF FUND BALANCE:

RESERVE - PLANNING DEPOSITS	11,941	11,941		11,941	11,941
UNRESERVED	20,532	4,828		33,687	17,787

NOTES:
 904 Olema Rd Feasability Study



Town of Fairfax

2017-18 Operating Budget

FUND 05 COMMUNICATION EQUIP REPLACEMENT
DEPT 924 COMM EQUIP REPLACEMENT

The Communication Equipment Replacement fund is a component of the General Fund used to provide financing for major communication equipment purchases and leases. Police and Public Works have about 25 radios costing in excess of \$100,000

FUND SUMMARY		FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		-	-	6,000	6,189	6,189
REVENUES						
050 502 INVESTMENT EARNINGS					-	
					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
921 FIELD EQUIPMENT	SEE NOTE			6,000	6,000	6,000
					-	
					-	
SUBTOTAL APPROPRIATIONS		-	-	6,000	6,000	6,000
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND			6,000	6,000	6,000	6,000
SUBTOTAL TRANSFER		-	6,000	6,000	6,000	6,000
NET DEPARTMENT ACTIVITY		-	6,000	-	-	-
ENDING FUND BAL		-	6,000	6,000	6,189	6,189
COMPONENTS OF FUND BALANCE:						

NOTES:

921 Replace radios for Police & DPW as needed
 State funding also provides equipment directly



Town of Fairfax

2017-18 Operating Budget

FUND 06 RETIREMENT
DEPT 715 MISCELLANEOUS

The Retirement Fund is the repository for retirement funds collected from the Pension Obligation Parcel Tax. The Pension Obligation Tax of \$.091 per \$100 of Assessed Valuation was established in the 1960's. Proceeds are transferred as needed to the General Fund to offset retirement expenses. The Town participates in the California Public Employee Retirement System (PERS) and has two plans: Safety, for sworn Police and Fire and Miscellaneous for those working over half time. To address rising pension costs, the Town adopted a second lower tier for employees hired after July 1, 2009. In 2012, The state created a third lower tier (PEPRA) for employees hired after January 1, 2013. As of FY14, Town employees contribute their full employee share of pension ranging from 6.5% to 9% of salary. As of FY16, Safety employees are contributing 1% of employer share of cost

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

BEGINNING FUND BAL	28,630	5,965		76,886	70,141
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,114,982	1,270,274	1,285,000	1,231,762	1,300,000
010 102 PROPERTY TAX - CURRENT UNSEC	8,992	8,682	9,600	17,743	18,700
010 103 PROPERTY TAX - PRIOR YEARS	524	451	500	925	1,000
010 110 SUPPLEMENTAL PROPERTY TAX	31,624	30,355	25,000	32,678	34,500
050 607 SECURED HOPTR	11,213	11,160	11,700	10,145	10,700
SUBTOTAL REVENUES	1,167,335	1,320,922	1,331,800	1,293,255	1,364,900
	#DIV/0!	13.16%		-2.89%	5.54%

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND	(1,190,000)	(1,250,000)	(1,300,000)	(1,300,000)	(1,400,000)
SUBTOTAL TRANSFER	(1,190,000)	(1,250,000)	(1,300,000)	(1,300,000)	(1,400,000)

NET DEPARTMENT ACTIVITY	(22,665)	70,922	31,800	(6,745)	(35,100)
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ENDING FUND BAL	5,965	76,886		70,141	35,041
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Retirement Costs

Recap by Department

		FY18	FY18	FY18	FY18
		UAL PAYMT	REFI PMT	ER PERS	TOTAL
111 Town Council	0.29%	596	1,291	1,237	3,125
211 Town Manager	1.06%	2,221	4,812	11,646	18,679
221 Town Clerk	0.00%	-	-	5,838	5,838
231 Personnel	0.00%	-	-	3,453	3,453
241 Finance	0.86%	1,805	3,913	14,837	20,555
311 Planning & Building Services	6.50%	13,577	29,423	25,458	68,458
321 Building Inspection & Permits	2.55%	5,326	11,542	10,185	27,053
411 Police	81.79%	170,931	370,412	206,961	748,304
510 Public Works Administration	1.07%	2,239	4,851	8,002	15,092
511 Street Maintenance	3.02%	6,319	13,694	13,343	33,356
611 Park Maintenance	1.68%	3,503	7,591	8,443	19,536
616 Community Services	0.41%	857	1,858	1,690	4,406
617 Recreation	0.78%	1,625	3,522	3,149	8,296
625 Rental - Womens Club	0.00%	-	-	741	741
Subtotal Retirement	100.00%	209,000	452,909	314,983	976,892
412 Ross Fire *	SEE NOTE	150,696	99,337	311,910	561,943
Total Retirement		359,696	552,246	626,893	1,538,835

NOTES:

Ross Fire Contribution calculated from Town share of JPA costs



Town of Fairfax

2017-18 Operating Budget

FUND **07 SPECIAL POLICE**
DEPT **715 MISCELLANEOUS**

The Special Police Fund is the repository for special police revenues which are transferred to the General Fund to offset related police expenses.
 COPS (Citizens' Option for Public Safety) is part of the state SLESF (Supplemental Law Enforcement Services Fund).

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
BEGINNING FUND BAL	21,083	37,697		30,020	30,020
REVENUES					
070 733 COPS GRANT	116,614	128,937	100,000	100,000	100,000
SUBTOTAL REVENUES	116,614	128,937	100,000	100,000	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(100,000)	(120,000)	(100,000)	(100,000)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(100,000)	(120,000)	(100,000)	(100,000)	(100,000)
NET DEPARTMENT ACTIVITY	16,614	8,937	-	-	-
ENDING FUND BAL	37,697	46,634		30,020	30,020

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2017-18 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	11,248	30,835		101,658	115,013
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
822 OUTSIDE CONTRACT SERVICES		804		295	
911 OFFICE EQUIPMENT SEE NOTE	30,413	8,161	15,000	11,350	18,000
SUBTOTAL APPROPRIATIONS	30,413	8,965	15,000	11,645	18,000
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	50,000	55,000	25,000	25,000	35,000
SUBTOTAL TRANSFER	50,000	55,000	25,000	25,000	35,000
NET DEPARTMENT ACTIVITY	19,587	46,035	10,000	13,355	17,000
ENDING FUND BAL	30,835	76,869		115,013	132,013
COMPONENTS OF FUND BALANCE:					
DESIGNATED FOR FINANCIAL SOFTWARE	40,000	60,000		70,000	100,000
COMPUTER/SOFTWARE	11,247	16,869		45,013	4,000
UNDESIGNATED					28,013

NOTES:

911 Copier leases /Docstar license	15,000
Computer/Software replace	3,000
822 Copier service contract & charges	



Town of Fairfax

2017-18 Operating Budget

FUND 12 FAIRFAX FESTIVAL
DEPT 622 FAIRFAX FESTIVAL

The Fairfax Festival fund is a special revenue fund which raises funds to support the production of the annual festival. The Fairfax Festival reimburses all Police and Public Works overtime associated with Festival activities. In 2017, the festival is June 10 & 11.

FUND SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
BEGINNING FUND BAL		(7,621)	4,965		5,544	4,844
REVENUES						
090 882 FESTIVAL REVENUE		58,127	38,890			
090 823 SPONSORS				3,000	3,000	3,000
090 824 VENDORS/BOOTH				30,000	30,000	30,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000	3,000	3,000
070 699 OTHER						
SUBTOTAL REVENUES		58,127	38,890	36,000	36,000	36,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE	1,770	5,000	5,000	5,000	5,000
814 ADVERTISING		2,465	2,500	2,500	2,500	2,500
815 PRINTING	SEE NOTE	1,017	300	300	300	300
821 OUTSIDE CONSULTING SVS	SEE NOTE	10,162	2,500	2,500	2,500	2,500
822 CONTRACT SERVICES		7,805	7,000	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER		12,007	4,000	4,000	4,000	4,000
890 MISCELLANEOUS		5,315	10,400	10,400	10,400	10,400
SUBTOTAL APPROPRIATIONS		40,541	31,700	31,700	31,700	31,700
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		(5,000)	(3,273)	(5,000)	(5,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		(5,000)	(3,273)	(5,000)	(5,000)	(5,000)
NET DEPARTMENT ACTIVITY		12,586	3,918	(700)	(700)	(700)
ENDING FUND BAL		4,965	8,882		4,844	4,144

NOTES:

825 Shirts, food & drinks

497 Reimburse Town for Police & Public Works overtime

Actual overtime expenses in 2011 were 1,089 for Public Works and \$4,500 for Police

815 Posters/Tee shirts

821 Music

Performers

Website



Town of Fairfax

2017-18 Operating Budget

FUND 20 MEASURE J - MUNICIPAL SERVICES
DEPT 715 MISCELLANEOUS

Measure J "Special Purpose Tax" is a voter approved Municipal Services tax providing funding for:

- (1) extended 24/7 staffing of Police and Fire department
- (2) perform Public Works safety improvements,
- (3) providing matching funds for state and federal grants, and
- (4) revitalizing Youth & Senior Programs.
- (5) expand pedestrian trails

Measure J is five-year tax effective July 2015 expiring June 2020. The tax renews Measure I (\$125 per unit) and replaces the "General Purpose" tax (\$50 per unit). The renewed rate is \$195 per unit.

Programs are overseen by a citizen committee.

FUND SUMMARY		FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(0)	53,084		68,560	40,560
REVENUES						
010 120 \$125 SPECIAL MUNI SERV TAX		456,384	714,576	713,600	713,600	713,600
SUBTOTAL REVENUES		456,384	714,576	713,600	713,600	713,600
APPROPRIATIONS						
715 996 DEBT SERVICE				32,000	-	
SUBTOTAL APPROPRIATIONS		-	-	32,000	-	-
TRANSFERS						
725 971 TSFR TO FUND 01 - GENERAL FUND		(326,300)	(562,100)	(638,600)	(638,600)	(560,100)
725 951 TSFR TO FUND 51 - CIP GRANTS		(57,000)	(117,000)	(63,000)	(63,000)	(81,500)
725 953 TSFR TO FUND 53 - CIP TOWN		(20,000)	(20,000)	(40,000)	(40,000)	(100,000)
SUBTOTAL TRANSFER		(403,300)	(699,100)	(741,600)	(741,600)	(741,600)
NET DEPARTMENT ACTIVITY		53,084	15,476	(60,000)	(28,000)	(28,000)
ENDING FUND BAL		53,084	68,560		40,560	12,560
ALLOCATION OF REVENUES:						
37% POLICE SERVICES		158,300	294,100		360,600	272,100
34% FIRE SERVICES		150,000	250,000		250,000	250,000
5% YOUTH & SENIOR PROGRAMS		18,000	18,000		28,000	38,000
13% PUBLIC WORKS IMPROVEMENTS		20,000	20,000		40,000	100,000
11% MATCHING FUNDS FOR GRANTS		57,000	117,000		63,000	81,500
TOTAL		403,300	699,100		741,600	741,600
DESIGNATION OF FUND BALANCE:						
CIP - MEADOWWAY & BPMP					60,000	
UNDESIGNATED				276,360	(19,440)	12,560

NOTES:

Measure J funds are transferred and spent from other funds



Town of Fairfax

2017-18 Operating Budget

FUND 21 GAS TAX
DEPT 715 MISCELLANEOUS

This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets. Gas tax is collected by the state through taxes on fuel sales and distributed to local agencies monthly on a per capita basis. Cities receive 15.9% of the tax collected, which is currently 18 cents per gallon, Effective 11/1/17 the base excise tax will increase to 30 cents per gallon.

FUND SUMMARY		FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		200	51,080		10,063	(4,616)
REVENUES						
060 604 Gas Tax - Section 2106		36,823	34,095	28,073	31,930	30,921
060 605 Gas Tax - Section 2107		57,564	55,811	66,210	58,027	55,871
060 606 Gas Tax - Section 2107.5		4,000	4,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105		44,701	44,701	47,679	44,922	43,249
060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE	79,792	79,792	18,006	18,442	29,792
060 Gas Tax - Loan Repayment	SEE NOTE					8,514
060 Gas Tax - Road Main & Rehab	SEE NOTE					42,910
TOTAL REVENUES		222,880	218,399	161,968	155,321	213,257
						SEE NOTE 1
APPROPRIATIONS						
SUBTOTAL		-	-	-	-	-
TRANSFERS						
725 951 TSFR TO FUND 51 - CIP GRANTS		-	-			(44,000)
725 953 TSFR TO FUND 53 - CIP TOWN		(45,000)	(30,000)			(45,000)
725 971 TSFR TO FUND 01 - GENERAL FUND		(127,000)	(185,000)	(170,000)	(170,000)	(164,000)
SUBTOTAL		(172,000)	(215,000)	(170,000)	(170,000)	(253,000)
NET DEPARTMENT ACTIVITY		50,880	3,399	(8,032)	(14,679)	(39,743)
ENDING FUND BAL		51,080	54,479		(4,616)	(44,359)

NOTES:

NOTE 1

Revenue projections provided by California City Finance 4/6/17

The Gas Tax projection for FY19 is \$ 301,149



Town of Fairfax

2017-18 Operating Budget

FUND 22 MEASURE A - TRANSPORTATION
DEPT 715 MISCELLANEOUS

Measure A transportation funds are generated from a 20 year 1/2 cent sales tax passed in November 2004. The tax is administered by the Transportation Authority of Marin (TAM) which is a joint powers agency (JPA) consisting of the 11 cities and towns in the County of Marin. Additional funding was added in November 2010 with the passing of Measure B which added \$10 per vehicle to the annual Vehicle Licence Fee to fund transportation programs. Funds are allocated to Town based 50% on road miles and 50% on population.

FUND SUMMARY	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES					
BEGINNING FUND BAL				-	157,891
REVENUES					
060 920 MEASURE A&B FUNDS	96,554	85,745	157,891	157,891	95,217
SUBTOTAL REVENUES		85,745	157,891	157,891	95,217
APPROPRIATIONS					
715 893 VARIOUS					
SUBTOTAL APPROPRIATIONS			-		-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS		(85,745)	(157,891)		
725 953 TSFR TO FUND 53 - CIP TOWN					
725 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER		(85,745)	(157,891)	-	-
NET DEPARTMENT ACTIVITY		-	-	157,891	95,217
ENDING FUND BAL				157,891	253,108

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
MEASURE A TRANSPORTATION - APPROPRIATIONS					
51 897 BANK ST PARKING LOT					
53 819 MANZANITA RD RECONSTRUCTION	96,554				
53 894 PARKADE IMPR					
51 816 CANYON RD REPAIR		85,745		85,745	
51 814 MOUNTAIN VIEW RD RECONST			157,891		157,891
51 810 STREET RESURFACE & REPAIR					95,212
	96,554	85,745	157,891	85,745	253,103

NOTES:

Funds are transferred to Capital Improvement funds for expenditure

Measure A expenses will be charged directly to Measure A funds and transferred fo CIP



Town of Fairfax

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FUND 23 MEASURE A - PARKS
DEPT 715 MISCELLANEOUS

Measure A funds are generated from a 1/4 cent sales tax passed in November 2012 to care for Marin's existing parks and open spaces, support regional community parks projects and programs, and further farmland preservation. 15% of the revenue generated is available to the cities and towns to enhance and manage their parks, nature preserves, recreation programs, and vegetation to reduce wildfire risk. A Measure A committee consisting of councilmembers and representatives of FOSC, PARC and the Volunteer Board make annual workplan recommendations to the council for the use of funds. The council must approve and submit a workplan to the county each year.

FUND SUMMARY	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES					
BEGINNING FUND BAL				74,097	104,848
REVENUES					
060 920 MEASURE A FUNDS	73,771	118,204	54,000	55,751	60,091
SUBTOTAL REVENUES		54,107	54,000	55,751	60,091
APPROPRIATIONS					
715 893 VARIOUS	73,771		24,000		
SUBTOTAL APPROPRIATIONS		-	24,000	-	-
TRANSFERS					
100 941 TSFR FROM FUND 51 - CIP GRANTS		18,893	-	-	-
725 951 TSFR TO FUND 51 - CIP GRANT		(58,000)	(20,000)	(20,000)	(25,000)
725 972 TSFR TO FUND 73 - OPEN SPACE		(5,000)	(10,000)	(5,000)	
SUBTOTAL TRANSFER		(63,000)	(30,000)	(25,000)	(25,000)
NET DEPARTMENT ACTIVITY		(8,893)	-	30,751	35,091
ENDING FUND BAL		(8,893)		104,848	139,939

		FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Actual	Adopted	Projected	Proposed
MEASURE A PARKS - APPROPRIATIONS					
51 820	RENOVATION OF WOMENS CLUB STAGE		10,000	10,000	25,000
51 841	PAVILION PARKING IMPROVEMENTS	13,771			
51 841	REPAIR OF PARK EQUIPMENT			21,500	
51 841	TRAIL REPAIR & IMPROVEMENT		15,000	50,000	
51 841	RENOVATION OF CLAUS CIRCLE PARK		7,000	12,500	
51 841	PAVILION LED LIGHT REPLACEMENT		6,000		
51 841	PERI PARK PUMP TRACK		6,000		
73 673 931	PARKLAND ACQUISITION	50,000	10,000	10,000	
73 673	PARKLAND RESTORATION			5,000	
		63,771	54,000	109,000	25,000

NOTES:	
894	A portion of the park equipment funding (\$5,000) is contingent on Measure A receipts received
	A portion of the trail repair funding (\$4,000) is contingent on actual Measure A receipts received
	An additional \$26,000 of Measure J funds has been added for trail repair.
FY17	Additional \$10,000 has been added for equipment repair
See Appendix for Measure A Parks annual workplan	



Town of Fairfax

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FUND 43-46 DEBT SERVICE MEASURE K
DEPT 716 DEBT SERVICE

The Measure K Debt service fund exists to handle the debt payments on the Measure K General Obligation bonds issued between FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Borrowed funds were spent from the Fund 54 Measure K capital improvement fund. Revenues are raised property taxes designated for debt service at a rate adopted by a council annually sufficient to pay principal and interest on the bond issues. The 2000 series bonds were refinanced in 2008 which provided \$158,050 of additional project funds. The 2002 series bonds were refunded in 2012 which provided \$193,726 of additional capital for Measure K street purposes. The Town refunded the 2006 issue in May, 2016 reducing debt service(interest) costs to ratepayers (See Fund 46). The rate charged to ratepayers will be .02891 per \$100 of Assessed valuation, down 8.95% from .03150 charged in FY17.

FUND SUMMARY		FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		968,015	969,040		897,906	981,557
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	473,683	534,765	408,281	462,798	483,400
010 102	PROPERTY TAX - CURRENT UNSEC	4,430	3,740		7,639	7,600
010 103	PROPERTY TAX - PRIOR YEARS	267	218		402	400
010 110	SUPPLEMENTAL PROPERTY TAX	12,001	13,107	2,876	12,142	12,100
050 607	SECURED HOPTR	6,725	6,725	3,000	3,494	3,500
SUBTOTAL REVENUES		497,106	558,554	414,157	486,475	507,000
APPROPRIATIONS						
FUND 43 - 2006 GENERAL OBLIGATION BONDS						
716 995	PRINCIPAL	70,000	150,000	-		-
716 996	INTEREST	75,475	107,475	-		-
		145,475	257,475	-	-	-
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	96,000	105,000	114,000	114,000	123,000
716 996	INTEREST	69,934	74,776	70,801	70,801	66,204
		165,934	179,776	184,801	184,801	189,204
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	108,000	117,400	126,600	126,600	140,300
716 996	INTEREST	74,266	70,942	67,343	67,343	63,406
		182,266	188,342	193,943	193,943	203,706
FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL					98,000
716 996	INTEREST			17,780	17,780	24,990
		-	-	17,780	17,780	122,990
871	INSURANCE & FEES	2,405	2,405	3,600	3,600	3,600
821	CONTRACT SERVICES			2,700	2,700	2,700
SUBTOTAL APPROPRIATIONS		496,080	627,998	402,824	402,824	522,200
NET DEPARTMENT ACTIVITY		1,026	(69,444)	11,333	83,651	(15,200)
ENDING FUND BAL		969,040	899,596		981,557	966,357

NOTES:		Original	Balance	Final	
		Issue	6/30/2017	Payment	
Fund 43	General Obligation Bonds Series 2006 (Refunded 2016)	\$ 1,765,000	\$ -	5/11/2016	Defeased
Fund 44	General Obligation Refunding Bonds Series 2008	\$ 2,231,000	\$ 1,540,000	8/1/2025	
Fund 45	General Obligation Refunding Bonds Series 2012	\$ 2,880,000	\$ 2,309,900	8/1/2027	
Fund 46	General Obligation Bonds Series 2016	\$ 1,239,000	\$ 1,239,000	8/1/2027	
Note 1	Disclosure & dissemination compliance services (Urban Futures)				



Town of Fairfax

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FUND 48 LEASE AGREEMENT
DEPT 716 DEBT SERVICE

On January 18, 2017, the Town entered into a lease financing agreement with Capital One Public Funding, LLC to refinance a significant portion of its Unaccrued Actuarial Liability (UAL) owed to CalPERS for Miscellaneous and Safety pensions. The Lease was in the amount of \$3,860,000 which covered payoff in full of the Town's Retirement Side Funds and Pre-2013 UAAL for both Miscellaneous and Safety employees. The lease was put out through a placement agent to competitive bid to institutional buyers and the successful proposal gave a rate of interest for the 20 year lease of 5.40%, taxable (because the proceeds benefit private parties). In comparison to what the Town was projected to pay to CalPERS, the Town will receive a Net Present Value Savings of 17.32%, or a total of \$653,340. The annual savings for each of the first 5 years will be approximately \$78,000, and annual savings in the following 16 years will range between \$28,207 and \$52,463 for a total of \$1,023,550 in savings. Payments began June, 2017.

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
BEGINNING FUND BAL					-
REVENUES					
INTERDEPARTMENTAL CHARGES				198,113	452,909
SUBTOTAL REVENUES			-	198,113	452,909
APPROPRIATIONS					
716 995 PRINCIPAL				113,000	254,000
716 996 INTEREST				85,113	198,909
SUBTOTAL APPROPRIATIONS			-	198,113	452,909
TRANSFERS					
100 931 TSFR FROM 01-GENERAL FUND			-		
SUBTOTAL TRANSFER			-	-	-
NET DEPARTMENT ACTIVITY			-	-	-
ENDING FUND BAL				-	-

ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)

01 - 111	Town Council
01 - 211	Town Manager
01 - 241	Finance
01 - 311	Planning & Building Services
01 - 321	Building Inspection & Permits
01 - 411	Police
01 - 510	Public Works Administration
01 - 511	Street Maintenance
01 - 611	Park Maintenance
01 - 616	Volunteers for Fairfax
01 - 617	Recreation
UAL/Side Fund charge to departments	

PRIOR

1,850	0.29%	1,291
6,894	1.06%	4,812
5,605	0.86%	3,913
42,150	6.50%	29,423
16,535	2.55%	11,542
530,644	81.79%	370,412
6,950	1.07%	4,851
19,618	3.02%	13,694
10,874	1.68%	7,591
2,662	0.41%	1,858
5,045	0.78%	3,522
648,827		452,909

NOTES:

Allocation based on prior year Side Fund expense percentage



Town of Fairfax

2017-18 Operating Budget

FUND 51 CIP - GRANTS
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.
 Additional funding is provided by transfers from Measure A - Parks & Transportation, Measure J and Gas Tax 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	199,887	35,754		405,026	975,101
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REVENUES

070 695 COUNTY	-	-	35,000		35,000
060 920 MEASURE A PARK & TRANSP	32,663	-		211,054	378,217
070 711 FEDERAL/STATE GRANT REVENUE	5,000	-	56,000	56,029	157,891
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	10,884	651,532	631,000	550,000	597,000
070 704 RECYCLING GRANT	5,000	5,000	-		
FED/STATE FINANCING			217,329		275,000
OTHER	213,699	108,330	101,671		86,671
SUBTOTAL REVENUES	267,247	764,862	1,041,000	817,083	1,529,779

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	264				47,000
825 ENVIRONMENTAL & PERMITS	-				53,500
826 ENGINEERING & DESIGN	444,293				743,891
827 CONSTRUCTION	178,842				883,888
OTHER					30,000
SUBTOTAL APPROPRIATIONS	623,399	742,443	1,703,891	330,008	1,758,279

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND	156,023				40,000
100 941 TSFR FROM FUND 20 - MEASURE J	57,000	117,000	63,000	63,000	81,500
100 942 TSFR FROM FUND 21 - GAS TAX	-	30,000	-	-	44,000
100 956 TSFR FROM FUND 22 - MEAS A TRANS		85,745	157,891		-
100 957 TSFR FROM FUND 23 - MEAS A PARK		58,000	20,000	20,000	25,000

725 971 TSFR TO FUND 01 - GENERAL FUND	(21,003)				
725 976 TSFR TO FUND 23 - MEAS A PARK		(18,893)	-	-	-
725 953 TSFR TO FUND 53 - CIP TOWN		(40,000)			

SUBTOTAL TRANSFER	192,020	231,852	240,891	83,000	190,500
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NET DEPARTMENT ACTIVITY	(164,133)	254,272	(422,000)	570,075	(38,000)
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ENDING FUND BAL	35,754	290,026		975,101	937,101
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ALLOCATION OF APPROPRIATIONS:

51- 810 ST RESURF & REPAIR - SELECTED SFD	-	-	155,000		117,888
51- 812 ST RESURF & REPAIR - TAMALPAIS RD			79,000		64,000
51- 814 ST RESURF & REPAIR - MTN VIEW RD			157,891	6,039	157,891
51- 816 ST RESURF & REPAIR - CANYON RD STABLE			85,000		75,000
51- 820 WOMENS CLUB REHABILITATION	29,857	14,091	20,000	3,107	25,000
51- 843 AZALEA AVENUE BRIDGE	5,290	18,141	243,000	122,208	227,000
51- 856 MEADOW WAY BRIDGE	60,943	316,378	290,000	114,261	225,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	121,331	69,757	75,000	27,880	119,500
51- 873 CREEK ROAD BRIDGE	225,381	191,337	193,000	28,594	126,000
51- 875 BIKE SPINE CLASS 1 BIKE LANE		52,572	308,000	20,939	323,000
51- 909 PAVILION SEISMIC RETROFIT	711	420	48,000	648	38,000
51- 841 MISC PARK & TRAIL IMPROVEMENTS	12,244	37,863	50,000	6,332	60,000
51- NEW1 BOLINAS RD RECONSTRUCTION					200,000
51- 872 PAVILION ROOF		41,883			
51- 897 BANK ST PARKING LOT	167,306				
51- 755 FFX BIKE SPINE	336				
Totals	623,399	742,443	1,703,891	330,008	1,758,279



Town of Fairfax

2017-18 Operating Budget

FUND 52 CIP - STORM RECOVERY
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants. FEMA and Cal OES are reviewing storm related expenditures and reimbursements from 2005-2011 which may result in the town refunding a portion of the \$1.6m of funds received through 2011.

FUND SUMMARY	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	21	-		(0)	(0.00)
REVENUES					
050 502 INVESTMENT EARNINGS				-	
070 600 FEDERAL/STATE GRANT REVENUE					
FEMA					533,250
OES					133,313
070 699 OTHER					
SUBTOTAL REVENUES	-	-	-	-	666,563
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS					DETAIL
822 CONTRACT SERVICES					IN NOTES
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
699 OTHER					
SUBTOTAL APPROPRIATIONS	-	-	-	-	711,000
TRANSFERS					
100 941 TSFR FROM FUND 01 - GENERAL FUND	(21)				44,437
100 941 TSFR FROM FUND 20 - MEASURE J	-		-		-
100 941 TSFR FROM FUND 51 - CIP TOWN					
SUBTOTAL TRANSFER	(21)	-	-	-	44,437
NET DEPARTMENT ACTIVITY	(21)	-	-	-	-
ENDING FUND BAL	-	-		(0)	(0.00)

ALLOCATION OF APPROPRIATIONS:

52- 522 WOMENS CLUB/PERI PARK SLIDE REPAIR					150,000
REPAIR/REPLACE PICNIC TABLES					10,000
EMERGENCY STAFFING					10,000
52- 523 355 FOREST AVE REPAIR					125,000
92 MADRONE RD					85,000
300 TAMPALPAIS					85,000
173 TAMALPAIS RD					15,000
35 BERRY TRAIL					15,000
52- 524 SIR FRANCIS DRAKE POT HOLE REPAIR	-	-			40,000
SCENIC DR POT HOLE REPAIR					16,000
CREST AVE POT HOLE REPAIR					20,000
DEBRIS/TREE REMOVAL/CLEAN UP					110,000
52- 35 CANYON RD	-	-			30,000
Totals	-	-			711,000

NOTES:
FEMA pays 75% of eligible costs
Cal-OES pays 75% of remaining 25%
Town pays approx. 6%



Town of Fairfax

2017-18 Operating Budget

FUND 53 CIP - TOWN
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects funded by Town General Fund revenue
 Additional sources include Measure A (TAM Transportation tax) and Measure J

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	(25,310)	170,523		145,992	192,627
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REVENUES

070 695 COUNTY - OTHER			-		-
060 920 MEASURE A TAM TRANSP TAX	96,554	-	21,000	18,554	-
070 711 FEDERAL/STATE GRANT REVENUE			45,000	-	18,000
070 699 OTHER SEE NOTE	5,000		33,000		26,000
SUBTOTAL REVENUES	101,554	-	99,000	18,554	44,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	16,417				25,000
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN	17,579	19,921		42,727	54,000
827 CONSTRUCTION	16,481	112,056	30,000	17,638	110,000
828 CONSTRUCTION ENGINEERING			77,000		
814 OTHER			34,000		
SUBTOTAL APPROPRIATIONS	50,477	131,977	141,000	60,365	349,000

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND	79,756	48,446	-	48,446	-
100 941 TSFR FROM FUND 20 - MEASURE J	20,000	20,000	40,000	40,000	100,000
100 942 TSFR FROM FUND 21 - GAS TAX	45,000	-	-	-	45,000
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	40,000	-	-	-
SUBTOTAL TRANSFER	144,756	108,446	40,000	88,446	145,000

NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	195,833	(23,531)	(2,000)	46,635	(160,000)
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ENDING FUND BAL

ENDING FUND BAL	170,523	146,992		192,627	32,627
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ALLOCATION OF APPROPRIATIONS:

53- 761 PAVEMENT MGMT PLAN ASST PROG				-	
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM		23,051	30,000	4,343	35,000
53- 819 MANZANITA ROAD SLIDE REPAIR	16,394	79,717		-	
53- 830 DOWNTOWN IMPROVEMENTS				-	
53- 867 TREE MAINT PROGRAM	-		20,000	-	
53- 887 STREET RESURFACING/REPAIR	34,083	29,159	34,000	45,242	250,000
53- 894 PARKADE IMPROVEMENTS		50	57,000	10,780	64,000
Totals	50,477	131,977	141,000	60,365	349,000

NOTES:

699 IN KIND CONTRIBUTION (STAFF TIME)



Town of Fairfax

2017-18 Operating Budget

FUND 73 OPEN SPACE
DEPT 673 OPEN SPACE

The Open Space Fund was established in June 2004. It is a fiduciary type fund whose activities are managed by the Open Space Committee. In March 2005, the Town purchased the Melvin Property from donations and an advance from the General Fund, which was paid back. In July 2008, the Town Council authorized transferring \$29,996 from the proceeds from the sale of 32 Powers Ln (Dunn) to the Open Space fund to be used for Capital Acquisition.

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

BEGINNING FUND BAL	10,390	21,057		15,692	24,601
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REVENUES

070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	14,070	4,789	2,000	370	2,000
070 923 COUNTY MEASURE A PARK	50,000				
SUBTOTAL REVENUES	64,070	4,789	2,000	370	2,000

SEE NOTE

**APPROPRIATIONS
COMMITTEE**

811 POSTAGE			2,000		2,000
812 REPRODUCTION			-		-
815 PRINTING			-		-
879 FUNDRAISING COST	1,388	114	2,000		2,000
890 MISCELLANEOUS	15	960	-	461	-
931 BLDGS & LAND	60,000	10,000			
SUBTOTAL APPROPRIATIONS	61,403	11,074	4,000	461	4,000

SEE NOTE

TRANSFERS

100 931 TSFR FROM GENERAL FUND	8,000	-	4,000	4,000	4,000
100 TSFR FROM FUND 23 - MEAS A PARK		5,000	10,000	5,000	
100 699 LOAN FROM GENERAL FUND					
SUBTOTAL TRANSFER	8,000	5,000	14,000	9,000	4,000

SEE NOTE

SEE NOTE

NET DEPARTMENT ACTIVITY

10,667	(1,285)	12,000	8,909	2,000
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ENDING FUND BAL

21,057	19,772		24,601	26,601
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ALLOCATION OF FUND BALANCE:

Designated for Sky ranch Property			-	5,000	-
Designated for Parkland Restoration				5,000	
Designated for Capital Acquisition	300	300	10,000	10,000	
Undesignated Balance	20,757	19,472	32,585	4,601	26,601
	21,057	19,772	42,585	24,601	26,601

SEE NOTE 1

SEE NOTE 2

Property Acquisitions

Melvin Property (APN: 197-070-05)	2005	200,000
Tax Default (Toyon) (APN: 03-673-931)	2009	6,100
Upper Ridgeway (APN #001-193-07)	2013	48,283
Sky ranch	2014	60,000

NOTES:

816 FY14 - County (\$10,000); San Anselmo Open Space (\$5,000); and Marin Open Space (\$2,000)

931 FY14 Purchase of Upper Ridge property

Note 1 - Measure A (\$5,000)

Note 2 - Fund 23 Measure A (\$20,000) & Donations (\$12,807)