

TOWN OF FAIRFAX

2016 - 2017 Operating and Capital Improvement PROPOSED Budget



MAYOR

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VICE MAYOR

John Reed

COUNCIL MEMBERS

David Weinsoff

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**PROPOSED BUDGET
FY 2016-2017
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TOWN OF FAIRFAX

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May 2016

Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2016-17

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2016-17 Operating and Capital Improvement Budget. The total Operating and Capital budget is approximately \$11,100,000 of which \$8,700,000 is allocated for general fund operations, \$1,800,000 for capital improvement projects (CIP), and \$600,000 for other expenses such as Measure K debt service and special revenue funds. The FY16-17 total budget is approximately \$200,000 or 2% higher than last year's adopted budget.

While the total operating and capital budget is relatively the same as last year, this year's budget has significant differences. Specifically, the operating budget (General Fund) reflects an increase of approximately \$500,000 in operating expenses primarily due to increases in Fire services and overall personnel costs. In comparison, the capital improvement budget has decreased by \$300,000 which reflects the deferral of the construction of the Parkade project to FY17-18 due to the delay in state funding. However, the capital improvement budget does include an ambitious program of street improvements which would be financed thru a state/federal loan program.

The good news is that the increase in operating expenses is offset by a corresponding increase in revenue. Revenues and transfers from other sources are approximately \$600,000 higher than the FY15-16 adopted budget. Approximately 60% of the increase (\$260,000) is in property tax and sales tax revenues. We are forecasting a budget surplus of over \$100,000 for FY16-17. This surplus will increase the General Fund Balance (GF reserves) to a robust 29% of the operating budget. The Town's policy is to maintain a minimum reserve of 25% of GF expenditures.

The "less than good" news is that we are projecting that revenues have probably plateaued. Over the next five years, revenues are projected to increase by a modest average of 2.2% per year. However, expenditures are projected to exceed revenues over the five year period. The Five Year Forecast shows the Town slightly dipping into reserves to balance the budget in years 3, 4 and 5.

The greatest challenge for the Town this year will be the renewal of the ½ cent sales tax (aka Measure D). Measure D represents 5% of the Town's General Fund revenue. 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 2016-17
 - 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 FY16-17 and in the Future

Key Budget Highlights Fiscal Year 2016-17

The following are key budget assumptions used to develop the FY16-17 budget:

Stable Sales and Property Tax Revenues and Other Revenues

- *Sales tax* is projected to increase by approximately 5.7% above the FY15-16 budget. However, when compared to the actuals for FY15-16, which increased by approximately 6% more than the budgeted amount, the sale tax projection for FY16-17 is the same as the FY15-16 actuals. It should be noted that we now have a better handle of the revenue generated from the ½ cent sales tax (Measure D) and envision much more modest increases in sales tax revenue in the future.
- Overall *property tax* revenues are projected to increase by approximately 6% or \$200,000 compared to FY15-16 budget. Over 70% of the property tax increase is from secured properties (e.g., single family home). The increase reflects the reassessment of properties from past recessionary periods as well as the sale of homes. Our understanding from the County Assessor's office is that reassessments will be stabilizing and that the Town will experience more modest growth in property tax revenues.
- The *other revenue* increases come from an increase in retirement fund revenue (approx. \$140,000), Planning and Building fees (\$25,000), one-time revenue from audit of cable companies (\$70,000) and increased allocation of the special municipal tax (Measure J) towards General Fund operations (\$70,000).

Increase in Personnel Costs

- *Salaries* are anticipated to increase by \$210,000. This increase reflects the addition of a part time public works director position and seasonal maintenance worker; a full year of salary for the full time public works maintenance worker and part-time planning technician; step increases; ¹and MOU/contractual increases for Town staff.²

¹ Employees are eligible for annual step increases if they are not at the top of the range (e.g. Step F). Typically, new employees start at lower steps. Employees who have been with the town for 5 years are usually at the top step and would only receive approved Cost of Living Adjustments (COLAs).

- *Adding P/T staff-* Approximately \$70,000 of the \$210,000 increase is for the Public Works Director position and seasonal maintenance worker. The part-time Public Works Director will most likely be a contractual position. The position will be filled with a licensed civil engineer. We have budgeted \$60,000 for the position. The purpose for the position is to more effectively manage the workload of the public works crews and coordinate/manage the design and construction of the numerous capital improvement projects slated for FY16-17. The addition of the part-time Public Works Director is one of the Council goals for 2016.

The part time public works maintenance worker is a seasonal position most likely to be used in Summer/Fall as needed.

Town personnel salary costs, excluding the new positions, are approximately \$120,000 or 5% higher than FY 15-16 costs.

- *Cost savings-* To partially offset increases in cost for the new positions, the budget does the following:
 - Eliminates funding for the engineering intern and the part-time administrative assistance positions. This equates to an approximate savings of \$25,000.
 - Continues to keep one Administrative Assistant position vacant
 - Continues to keep one Police Officer position vacant.
- *MOU's-* The budget reflects labor contracts (MOU's) with the Service Employees International Union (SEIU) and Fairfax Police Officer Association (FPOA) as well as agreement with the non-represented management group. The MOU's are for three years (expires June 30, 2018) and represent the positive working relationship between the Town and its employees.

The FY16-17 budget reflects cost of living adjustments of 2% (COLAs) per the MOU's and management resolution. The Police Officer's bargaining group will receive a 3% COLA. All the COLAs take effect January 1, 2017. Part-time employees will receive a 2% COLA in January 1, 2017.

Increase in 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.

² The Town Manager and Police Chief have employment agreements with the Town. All other managers are covered by the Management Resolution.

- *Retirement*- CalPERS (the state retirement system) increased the Town's annual retirement contribution approximately \$118,000 or 22%. Over 95% of this increase is for the Town's contribution to the CalPERS "side fund." A "side fund" is the amount a Town owes to CalPERS to fully fund its retirement obligations at a previous point of town³. This side fund differs 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 budget includes a "PERS side fund" line item under each department's personnel costs. The side fund of approximately \$1.6M is slated to be repaid in seven (7) years. Staff is researching the options for financing the side fund and/or a portion of the Unfunded Retirement Liability which could result in hundreds of thousands of dollars in interest savings to the Town over a period of time.

All employees pay 100% of the employee's retirement contribution.

Non-Personnel Operating Expenditures

- *Non-operating expenses* are projected to increase by over \$140,000 or approximately 4% above the FY15-16 budget. Over 55% of the increase (\$80,000) is attributed to increased operational costs for the Ross Valley Fire Department (RVFD). All other non-operating expenses (excluded Fire) only increased by approximately \$60,000 or 3%.

The FY15-16 budget included approximately \$170,000 in permanent net reductions in operating expenses compared to FY14-15. This proposed budget continues to maintain those permanent cuts.

- *RVFD*- The Town is a member of a Joint Powers Authority (JPA) that operates the Ross Valley Fire Department (RVFD). The Town's member contribution to RVFD is, thus, characterized as a non-operating expense.

When you compare the projected increase for FY16-17 to the actual contribution made by the Town to RVFD in FY15-16, the Town will actually experience a \$100,000 (4.3%) increase. The RVFD increase is primarily due to increases in contributions for retirement and retiree health costs.

Interestingly, the overall increase is significantly less than the Town's increase for RVFD

³ 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 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.

in FY15-16. In FY14-15, RVFD used the remainder of its operating reserves to keep the annual increase artificially lower for its member agencies. The result was that the Town's contribution to RVFD increased by approximately 7% or \$137,000 in FY15-16. However, it does reflect a trend of significant costs increases each year.

- *Financing Capital Improvements-* The budget anticipates financing up to \$250,000 of capital improvements under a state/federal infrastructure loan program. For budgetary purposes, we use a 4.5% interest rate with a 10 year term. This equates to an approximate annual debt service of \$32,000. The proposed budget shows debt service as a commitment of Measure J funds.

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 General Fund expenses and revenues will roughly equal each other over the five year period. However, the Town would need to slightly dip into General Fund Reserves for the last three years, assuming no significant cuts to service levels and the renewal of Measure D.

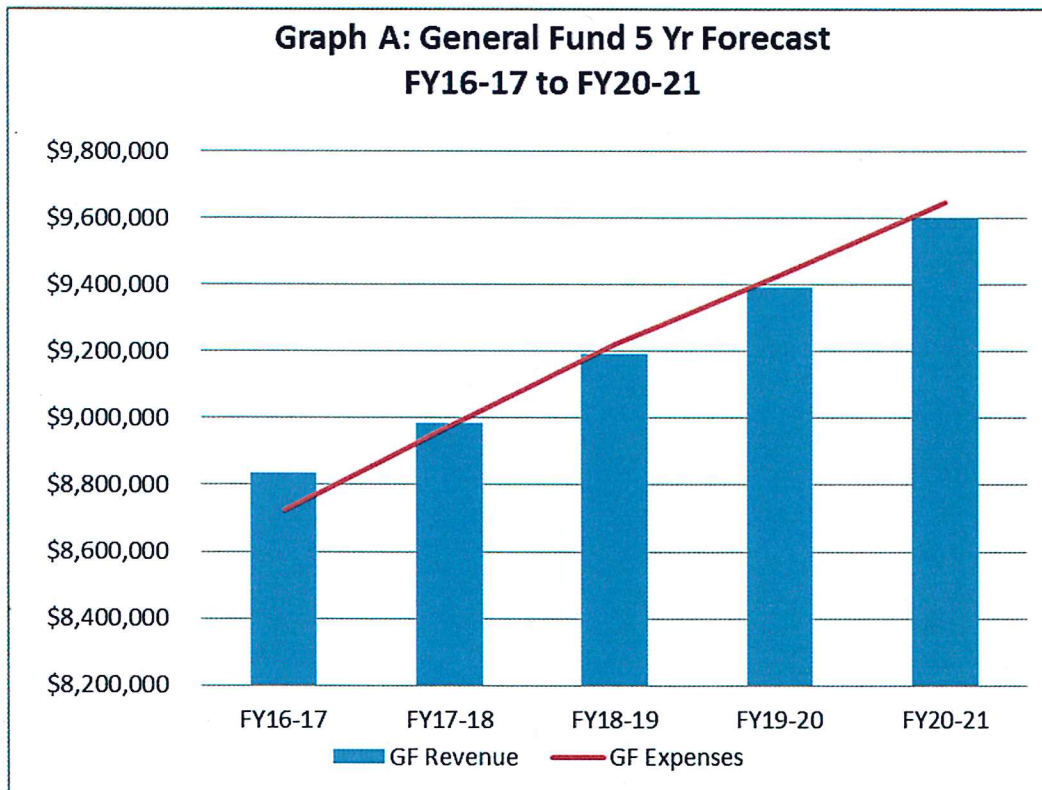


Table A below shows how the total revenues including transfers would cover projected expenses over the Forecast period. In FY16-17, General Fund reserves would grow to over 29% of General Fund expenditures.

TABLE A

Five Year General Fund Forecast

	Est Yr End FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Total General Funds Appropriation	\$ 8,128,939	\$ 8,721,957	\$ 8,978,263	\$ 9,220,791	\$ 9,430,663	\$ 9,647,918
GF Revenue (taxes, fees)	\$ 5,961,958	\$ 6,120,000	\$ 6,218,990	\$ 6,378,076	\$ 6,532,476	\$ 6,688,282
Other GF Rev*	\$ 1,725,000	\$ 1,798,100	\$ 1,843,053	\$ 1,889,129	\$ 1,936,357	\$ 1,984,766
Transfers In**	\$ 820,000	\$ 915,000	\$ 924,000	\$ 924,000	\$ 924,000	\$ 924,000
Subtotal GF Revenue	\$ 8,506,958	\$ 8,833,100	\$ 8,986,043	\$ 9,191,204	\$ 9,392,833	\$ 9,597,048
Net Surplus(Deficit) to GF reserves	\$ 378,019	\$ 111,143	\$ 7,780	\$ (29,587)	\$ (37,830)	\$ (50,870)
Ending GF Bal	\$ 2,424,436	\$ 2,575,579	\$ 2,583,359	\$ 2,553,772	\$ 2,515,942	\$ 2,465,072
In % of GF Exp	29.8%	29.5%	28.8%	27.7%	26.7%	25.6%

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, COPS Grant,

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

Assumes renewal of 1/2 sales tax Measure D 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 to grow an average of 3.5% per year. For Forecast purposes, most of the other revenues are keep relatively flat. The one exemption is that "Charges for other Services" reflect increases in dispatch services provided to the Town of Ross and the Community College of Marin.

**TABLE B
GENERAL FUND REVENUE 5 YEAR FORECAST**

Revenue Detail	Adopted Budget	Projected	Preliminary				
	FY15-16	FY15-16	Budget FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Property Tax	\$ 3,470,100	\$ 3,595,669	\$ 3,677,000	\$ 3,798,925	\$ 3,893,898	\$ 3,991,246	\$ 4,091,027
Sales Tax (1%)	\$ 655,900	\$ 738,933	\$ 703,000	\$ 704,700	\$ 726,944	\$ 749,927	\$ 773,674
Measure D Sales Tax (0.5%)	\$ 425,000	\$ 412,178	\$ 440,000	\$ 451,000	\$ 469,000	\$ 488,000	\$ 508,000
Utility	\$ 375,000	\$ 354,084	\$ 372,000	\$ 373,860	\$ 375,729	\$ 377,608	\$ 379,496
Subtotal Taxes	\$ 4,926,000	\$ 5,100,864	\$ 5,192,000	\$ 5,328,485	\$ 5,465,571	\$ 5,606,781	\$ 5,752,197
Other Revenues							
Franchise Fees	\$ 348,000	\$ 362,982	\$ 443,000	\$ 377,430	\$ 381,204	\$ 385,016	\$ 388,867
Business License	\$ 125,000	\$ 125,000	\$ 128,000	\$ 128,640	\$ 129,283	\$ 129,930	\$ 130,579
Fines	\$ 115,000	\$ 124,573	\$ 116,000	\$ 118,320	\$ 120,686	\$ 123,100	\$ 125,562
Rental & Maintenance Fees	\$ 30,700	\$ 24,983	\$ 28,000	\$ 29,400	\$ 30,870	\$ 32,414	\$ 34,034
Revenues from other Agencies	\$ 56,300	\$ 74,693	\$ 55,000	\$ 55,275	\$ 55,551	\$ 55,829	\$ 56,108
Recreation/Class Fees	\$ 72,000	\$ 62,520	\$ 72,000	\$ 73,440	\$ 74,909	\$ 76,407	\$ 77,935
Charges for Svc	\$ 79,800	\$ 86,343	\$ 86,000	\$ 108,000	\$ 120,000	\$ 123,000	\$ 123,000
Subtotal Other Rev	\$ 826,800	\$ 861,094	\$ 928,000	\$ 890,505	\$ 912,504	\$ 925,696	\$ 936,085
TOTAL GENERAL FUND REVENUE	\$ 5,752,800	\$ 5,961,958	\$ 6,120,000	\$ 6,218,990	\$ 6,378,076	\$ 6,532,476	\$ 6,688,282

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

- Total Prop Tax increase by 3.5% 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 include one time audit rev. of \$70,000
- Revenues from other agencies slight increase
- Fines and recreation fees increased 2%/yr
- Other Charges for svcs increased per Dispatch contract
- Assumes renewal of half cent sales tax Measure D

Table C shows that General Fund revenues are projected to grow by an average 2.2% per year from FY17-18 to FY20-21. In comparison, expenditures will experience a significant increase of 7.7% in FY16-17 and then stabilize to an average of approximately 2.7% over the remaining four year period. This results in the Town needing to dip into reserves to balance the budget over the last three years of the Forecast. However, due to the surplus, GF reserves would continue to meet the Town's policy of maintaining a 25% reserve balance (refer to Table A).

**TABLE C
GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %**

	Budget FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Total GF Revenue*	\$ 5,961,958	\$ 6,120,000	\$ 6,218,990	\$ 6,378,076	\$ 6,532,476	\$ 6,688,282
Revenue Increase from previous yr	\$ 209,158	\$ 158,042	\$ 98,990	\$ 159,085	\$ 154,401	\$ 155,806
Increase in % from previous yr	3.6%	2.7%	1.6%	2.6%	2.4%	2.4%
Total GF Expenses	\$ 8,128,939	\$ 8,721,957	\$ 8,978,263	\$ 9,220,791	\$ 9,430,663	\$ 9,647,918
Expenditure Increase	\$ 558,877	\$ 593,018	\$ 256,306	\$ 242,528	\$ 209,872	\$ 217,255
Increase in %	7.6%	7.8%	3.2%	2.8%	2.3%	2.4%

* 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%. Retirement costs are estimated to increase by 10% annually. Non-personnel expenses are increased by 2% per year with an added adjustment for increases in Fire services. However, the Forecast does assume savings from staff turnover/retirements during the Forecast period as well as some reductions in on-going operating costs.

Personnel costs (salaries and benefits) represent approximately 2/3rds 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.

The Forecast also limits contributions to capital projects. Specifically, all but approximately \$70,000 of Measure J proceeds are primarily allocated to offset increased cost for GF operations such as Police and Fire. Capital projects are only funded with grants, loan financing, and restricted funding such as Measure A transportation funding from TAM.

One major assumption of the 5 Year Forecast is the renewal of the ½% sales tax (referred to as Measure D). The Council intends to place the renewal on the November 2016 ballot for voters to decide.

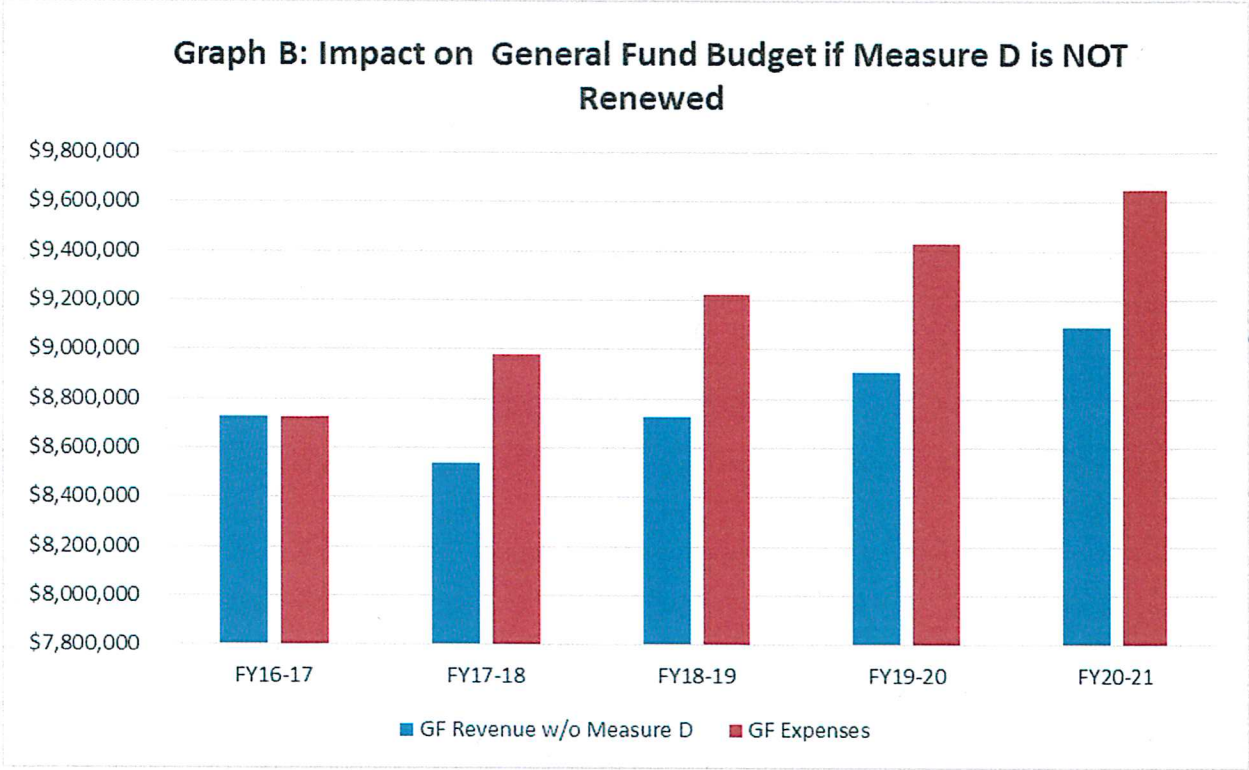
Without a renewal, the tax would expire in March 2017 which is reflected in Table D below. More significantly, Table D indicates that in FY17-18 the Town would need to fill an estimated \$440,000 gap in revenue or approximately 5% of General Fund expenditures. This would necessitate a major restructuring of the projected budget in FY17-18 which would result in potential adverse impacts to Town's services

TABLE D

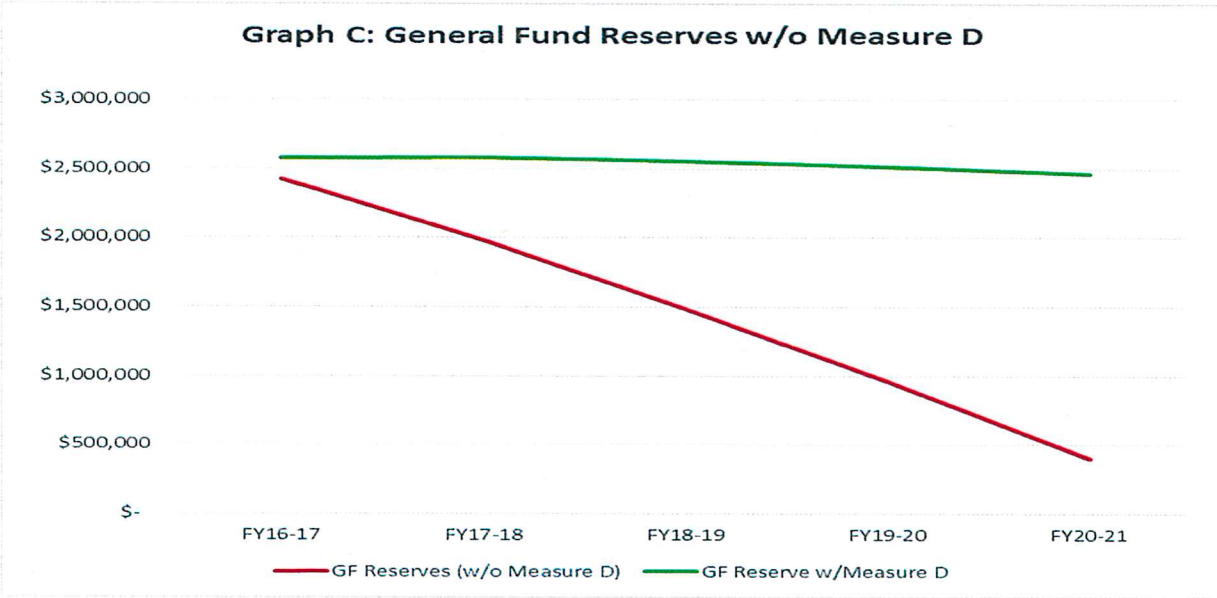
Revenue Scenarios Five Year Forecast

	Est. Yr End					
	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
Total GF Appropriations	\$ 8,128,939	\$ 8,721,957	\$ 8,978,263	\$ 9,220,791	\$ 9,430,663	\$ 9,647,918
Total GF Revenues and Transfers	\$ 8,506,958	\$ 8,833,100	\$ 8,986,043	\$ 9,191,204	\$ 9,392,833	\$ 9,597,048
Surplus (Deficit)	\$ 378,019	\$ 111,143	\$ 7,780	\$ (29,587)	\$ (37,830)	\$ (50,870)
Less 0.5% sales tax (Measure D)	\$ -	\$ (110,000)	\$ (451,000)	\$ (469,000)	\$ (488,000)	\$ (508,000)
Less Special Municipal Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Surplus(deficit)	\$ 378,019	\$ 1,143	\$ (443,220)	\$ (498,587)	\$ (525,830)	\$ (558,870)
Proj. GF Fund Balance	\$ 2,424,436	\$ 2,425,579	\$ 1,982,359	\$ 1,483,772	\$ 957,942	\$ 399,072
In % of GF Exp	29.8%	27.8%	22.1%	16.1%	10.2%	4.1%

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 D revenues.



In FY20-21, if forecasted expenditures did not change (highly unlikely), Graph C indicates that General Fund reserves would be less than 5% of operating expenses which would be 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 15% fund balance for cash flow purposes.



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 Year CIP. While the total 5 Yr. CIP budget is approximately \$10,600,000, the budget for FY16-17 is approximately \$1,800,000. The funding comes from federal, state, local grants (e.g., Highway Bridge Program, sales tax from TAM), gas tax, Measure J, and funds reserved for the Pavilion. The funding per year is allocated on a “cash” basis.

This FY16-17 CIP is one of the most ambitious programs to date, with five major construction projects slated to begin this fiscal years. As a result, this budget proposes to finance \$250,000 of the improvements using state or federal low interest loan programs.

The FY16-17 CIP contains the following projects (see budget summary sheet for detail):

- Preliminary design of the Parkade project.
- Archeological consulting services needed for the Pavilion seismic retrofit project.
- Improvements for making the stage in the Women’s Club ADA accessible as well as repair/maintenance to building.
- Construction of a Class I Bike lane along Sir Francis Drake from Glenn Dr. to Lefty Gomez Field (aka Bike Spine Gap Completion Project).
- Continue to repair/improvements to pedestrian trails (total: \$50,000) and repairs to park equipment and facilities.
- Street resurfacing for selected areas of Sir Francis Drake Boulevard.
- Street resurfacing for Tamalpais Rd
- Street resurfacing for Mountain View Rd.
- Bank stabilization project for section of Canyon Road
- Nominal funding for street maintenance (e.g., slurry sealing)
- Preliminary design of the new Azalea bridge replacement project.
- Continuation of the five bridge improvement projects: Meadow Way, Creek Rd, Marin, Spruce, and Canyon.

This year’s budget reflects a significant increase in the number of street improvement projects to address much needed repaving projects (see 5 Year CIP for details). These four (4) street projects plus general road maintenance are estimated to cost approximately \$500,000. Over half

the funding will come from TAM Measure A transportation monies. The remainder will be financed by the Town from state or federal infrastructure loan programs and a \$50,000 contribution from PG&E for their share of Tamalpais and Mountain View road repairs.

An on-going challenge has been the repair and maintenance of Town streets. Typically, funding for street improvements is limited to TAM Measure A transportation monies or grants, depending on their availability. The Five Year CIP shows that from FY17-18 thru FY20-21 approximately \$400,000 will be budgeted for street improvements and repairs. During this four year period, the Five Year Forecast limits contributions from General Fund Revenues including Measure J (special municipal tax) toward capital projects because of the need to balance the operating budget.

Challenges in FY16-17 and in the Future

The Five Year Forecast indicates the Town can maintain its current level of service with the renewal of Measure D (1/2% sales tax). In order to avoid any lapses in the sales tax, which expires in April 2017, the Council intends to place a measure for the renewal on the November 2016 ballot.

In the current fiscal year, Measure D generates approximately \$425,000 in revenues to the Town or 5% of the Town’s total special and general fund revenues. It should be noted that the half-cent sales tax captures more local purchases such as auto and on-line purchases that the regular 1% sales tax cannot capture due to state statutes. The Town uses the revenue to fund both general operations (e.g., police, fire) and capital projects (e.g., streets).

Within its discussions to renew Measure D, the Council is considering increasing the ½ cent tax to ¾ cent and extending the sales tax for 10 years. Table E shows the impact of a ¼ cent increase in the tax. No surprise, the increase would add to General Fund reserves, but more importantly, the Town would have a new resource for funding capital projects including much needed street improvements.

	FY17-18	FY18-19	FY19-20	FY20-21
Projected Revenue with Measure D	\$ 8,986,043	\$ 9,191,204	\$ 9,392,833	\$ 9,597,048
Projected Expenditure	\$ 8,978,263	\$ 9,220,791	\$ 9,430,663	\$ 9,647,918
Surplus (deficit)	\$ 7,780	\$ (29,587)	\$ (37,830)	\$ (50,870)
Additional Revenue with increase in Measure D by .25%	<u>\$ 225,500</u>	<u>\$ 234,500</u>	<u>\$ 244,000</u>	<u>\$ 254,000</u>
Adjusted Surplus (deficit)	\$ 233,280	\$ 204,913	\$ 206,170	\$ 203,130
General Fund Reserve	\$ 2,808,859	\$ 2,788,272	\$ 2,759,942	\$ 2,719,072
In % of GF	31.3%	30.2%	29.3%	28.2%

While Measure D is foremost in the Town’s mind since it expires in March 2017, Measure J, the Town’s special municipal tax, is slated to expire in FY19-20. Measure J generates approximately \$712,000 per year to help fund Police, Fire, senior and youth programs, and capital improvements. Needless to say, the combined effect of losing these two funding sources would have a catastrophic effect on the Town’s operations.

Of course, we should take one step at a time and focus our energies on the renewal of the ½ cent sales tax. With the extension of Measure D, the Town Council would have time to explore future revenue sources. The significant untapped future resource is parking revenue and/or annexation of unincorporated areas which are partially surrounded by the Town limits. The managed parking concept is anticipated to be discussed in 2017, after the Council adopts the Town Center Plan. 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 study.

Table F shows rough estimates for the various potential funding options.

	FY17-18	FY18-19	FY19-20	FY20-21
Renewal Measure D (sales tax)	\$ 451,000	\$ 469,000	\$ 488,000	\$ 508,000
Increase 1/2 cent sales tax to 3/4 cent	\$ 676,500	\$ 703,500	\$ 732,000	\$ 762,000
Increase Utility Tax by 1%	\$ 93,465	\$ 93,932	\$ 94,402	\$ 94,874
Parking Revenue (\$5000/weekend)	\$ 250,000	\$ 256,250	\$ 262,656	\$ 269,223
Annexation	?	?	?	?
Increase Fees and Permits	\$ 22,500	\$ 23,063	\$ 23,639	\$ 24,230

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. Towards that end, we have added a more detailed salary schedule and a section in the appendix entitled “Primer on the Budget” which explains how municipal budgets are structured. 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 J, the special municipal tax, in 2014. We hope all those same residents, as well as others, will support the renewal of the ½ cent sales tax. My impression is that our citizenry are

happy with the level of Town services and with their support, we can continue our efforts to enhance services. Without their support, the Town would face draconian budget level and significant reductions 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 essence of the Fairfax way.

While the renewal of Measure D is a significant hurdle facing the Town, the Town Council has continued to demonstrate the ability to successfully meet challenges head on. I look forward to working with Council and community to overcome these obstacles to achieve our on-going goal of enhancing the quality of life in Fairfax.

Lastly, we all need to remember to *Keep Smiling*, even when the outcomes may be less than desirable☺

Respectfully Submitted,



GARRETT TOY
Town Manager



Town of Fairfax

2016-17 Operating Budget

5/17/16 2:58 PM

FUND SUMMARY

GENERAL FUNDS

	Balance 30-Jun-15	FY 2015-16 Revenues	FY 2015-16 Approp	FY 2015-16 Transfers	Balance 30-Jun-16	FY 15/16 ACTIVITY	Balance 30-Jun-17	FY 16/17 ACTIVITY
01 General Fund	807,124	5,948,043	(7,994,778)	2,440,662	1,201,050	393,926	1,245,102	44,052
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-
03 Equipment Replacement Fund	136,053	-	(58,428)	68,300	145,925	9,872	144,922	(1,003)
04 Building & Planning Fund	(40,664)	519,831	-	(475,000)	4,167	44,831	20,467	16,300
05 Communication Equip Replace Fund	189	-	(6,000)	6,000	189	-	189	-
06 Retirement Fund	5,964	1,271,616	-	(1,250,000)	27,580	21,616	59,380	31,800
08 Office Equip Replacement Fund	35,524	-	(20,000)	30,000	45,524	10,000	60,524	15,000
Total General Funds	1,944,191	7,739,490	(8,079,206)	819,962	2,424,436	480,245	2,530,585	106,149
	0				30.0%	226,883	29.0%	43,707

SPECIAL REVENUE FUNDS

07 Special Police Fund	21,083	100,000	-	(120,000)	1,083	(20,000)	1,083	-
11 Recreation Fund	(3,691)	-	-	3,691	-	3,691	-	-
12 Fairfax Festival Fund	4,965	36,000	(31,700)	(5,000)	4,265	(700)	3,565	(700)
20 Measure J - Municipal Svs Tax Fund	53,084	713,600	-	(699,099)	67,585	14,501	40,585	(27,000)
21 Gas Tax Fund	51,080	175,341	-	(215,000)	11,421	(39,659)	3,389	(8,032)
22 Measure A - Transportation	-	85,745	-	(85,745)	-	-	-	-
23 Measure A - Parks	-	54,107	-	(54,107)	-	-	-	-
Total Special Revenue Funds	126,521	1,164,793	(31,700)	(1,175,260)	84,354	(42,167)	48,622	(35,732)

DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	852,658	562,167	(520,217)	-	894,608	41,950	811,045	(83,563)
Total Debt Service Funds	852,658	562,167	(520,217)	-	894,608	41,950	811,045	(83,563)

CAPITAL PROJECTS

49 Emergency Watershed Protection	(0)	-	-	-	(0)	-	-	-
50 Fairfax Creek Restoration	0	-	-	-	0	-	-	-
51 Capital Projects - Grants	155,755	817,083	(836,500)	231,852	368,190	212,435	336,519	(31,671)
52 Disaster Fund	(0)	-	-	-	(0)	-	(0)	-
53 Capital Projects - Town	169,523	18,554	(74,463)	108,446	222,060	52,537	222,060	-
54 Pavilion Renovation	-	-	-	-	-	-	-	-
55 Measure K - Capital Projects	(0)	-	-	-	(0)	-	(0)	-
Total Capital Projects Funds	325,277	835,637	(910,963)	340,298	590,249	264,972	588,578	(31,671)

FIDUCIARY FUNDS

73 Open Space	21,057	4,335	(10,474)	15,000	29,918	8,861	43,918	14,000
Total Fiduciary Funds	21,057	4,335	(10,474)	15,000	29,918	8,861	43,918	14,000

TOTALS

	3,269,704	10,306,422	(9,562,560)	(0)	4,023,565	753,861	3,992,748	(30,817)
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ALL FUNDS FY17 BUDGET

	Balance 30-Jun-16	FY 2016-17 Revenues	FY 2016-17 Approp	FY 2016-17 Transfers	Balance 30-Jun-17	FY 16/17 ACTIVITY
	1,201,050	6,120,000	(8,631,248)	2,555,300	1,245,102	44,052
	1,000,000	-	-	-	1,000,000	-
	145,925	-	(69,303)	68,300	144,922	(1,003)
	4,167	466,300	-	(450,000)	20,467	16,300
	189	-	(6,000)	6,000	189	-
	27,580	1,331,800	(0)	(1,300,000)	59,380	31,800
	45,524	-	(15,000)	30,000	60,524	15,000
Total	2,424,436	7,918,100	(8,721,551)	909,600	2,530,585	106,149
					29.0%	43,707

	1,083	100,000	-	(100,000)	1,083	-
	4,265	36,000	(31,700)	(5,000)	3,565	(700)
	67,585	713,600	(32,000)	(708,600)	40,585	(27,000)
	11,421	161,968	-	(170,000)	3,389	(8,032)
	-	157,891	-	(157,891)	-	-
	-	54,000	(24,000)	(30,000)	-	-
Total	84,354	1,223,459	(87,700)	(1,171,491)	48,622	(35,732)

	894,608	448,508	(532,071)	-	811,045	(83,563)
Total	894,608	448,508	(532,071)	-	811,045	(83,563)

	368,190	1,404,329	(1,653,891)	217,891	336,519	(31,671)
	(0)	-	-	-	(0)	-
	222,060	69,000	(99,000)	30,000	222,060	-
	-	-	-	-	-	-
	(0)	-	-	-	(0)	-
Total	590,249	1,473,329	(1,752,891)	247,891	588,578	(31,671)



Town of Fairfax

2016-17 Operating Budget

INTERFUND TRANSFERS

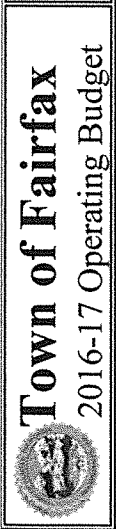
SUMMARY ALL FUNDS	FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed

TRANSFERS TO:

01 General Fund	2,216,270	2,188,321	2,441,299	2,597,099	2,663,600
02 Dry Period Fund	-	141,947	-	-	-
03 Equipment Replacement	71,600	204,935	68,300	68,300	68,300
05 Communications Fund	-	-	6,000	6,000	6,000
08 Office Equipment Replacement	20,000	50,000	30,000	30,000	30,000
11 Recreation	23,000	58,185	-	3,691	-
23 Measure A - Parks			18,893	18,893	-
49 CIP - Emergency Watershed	-	-	-	-	-
50 CIP - Fairfax Creek Restoration	-	-	-	-	-
51 CIP - Grants	155,000	213,023	299,490	290,745	217,891
52 CIP - Storm	313,570		-		-
53 CIP - Town	78,781	144,756	162,701	108,446	30,000
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	15,000	-	-	-	-
73 Open Space	7,596	8,000	19,000	15,000	14,000
	2,900,817	3,009,167	3,045,683	3,138,174	3,029,791

TRANSFERS FROM:

01 General Fund	385,766	698,846	156,746	156,437	108,300
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	550,000	440,000	426,000	475,000	450,000
05 Communications Fund	17,257	-	-	-	-
06 Retirement Fund	1,107,000	1,190,000	1,163,900	1,250,000	1,300,000
07 Special Police Services	125,000	100,000	100,000	120,000	100,000
12 Fairfax Festival	5,000	5,000	4,300	5,000	5,000
20 Measure J - Municipal Services Tax	442,294	403,300	762,099	699,099	708,600
21 Gas Tax	253,500	172,000	215,000	215,000	170,000
22 Measure A - Transportation			85,745	85,745	157,891
23 Measure A - Parks			73,000	73,000	30,000
41-45 Debt Service	-	-			
51 CIP - Grants	-	-	58,893	58,893	-
52 CIP - Storm		21		-	
53 CIP - Town	15,000		-	-	-
54 Pavilion Restoration			-	-	-
55 Measure K	-	-	-	-	-
	2,900,817	3,009,167	3,045,683	3,138,174	3,029,791
	-	-	-	-	-

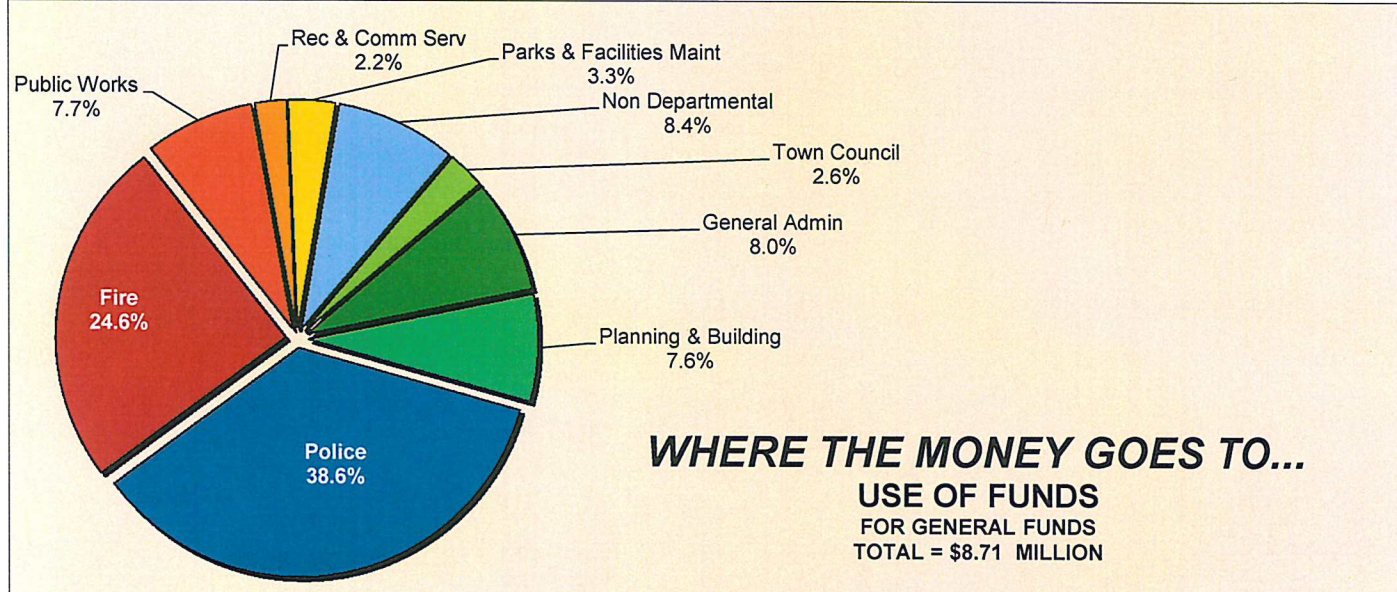
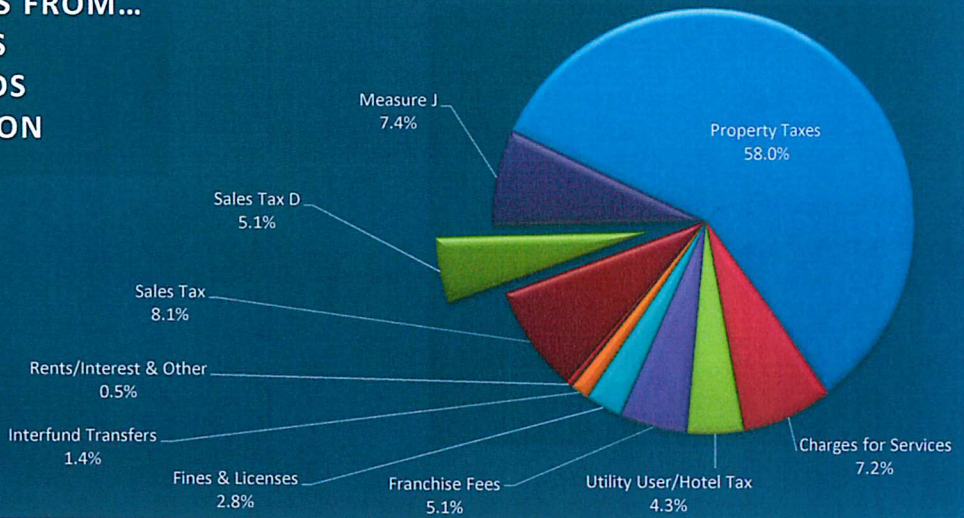


APPROPRIATIONS - ALL FUNDS

APPROPRIATIONS BY DEPT	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2016-17 Adopted
GENERAL FUNDS							
01 General Fund	919,856	656,307	5,188,378	664,330	474,577	727,800	8,631,248
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	41,828	-	-	16,600	58,428
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	6,000	-	-	-	6,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	15,000	-	-	-	-	-	15,000
Total General Funds	934,856	656,307	5,236,206	664,330	474,577	744,400	8,710,676
SPECIAL REVENUE FUNDS							
07 Special Police Fund	-	-	-	-	-	-	-
11 Recreation Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,700	-	31,700
20 Measure I - Municipal Svs Tax Fund	-	-	-	-	32,000	-	32,000
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	24,000	-	87,700	-	24,000
Total Special Revenue Funds	-	-	-	-	87,700	-	87,700
DEBT SERVICE FUNDS							
41-45 Measure K - Debt Service	-	-	-	532,071	-	-	532,071
Total Debt Service Funds	-	-	-	532,071	-	-	532,071
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	1,585,891	68,000	-	1,653,891
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	99,000	-	-	99,000
54 Pavilion Renovation	-	-	-	-	-	-	-
55 Measure K - Capital Projects	-	-	-	-	-	-	-
Total Capital Projects Funds	-	-	-	1,684,891	68,000	-	1,752,891
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	5,000	-	5,000
Total Fiduciary Funds	-	-	-	-	5,000	-	5,000
TOTAL APPROPRIATIONS - ALL FUNDS							
Percent of Total Appropriations (with CIP)	8.4%	5.9%	47.2%	26.0%	5.7%	6.7%	100.0%
Percent of Appropriations (no CIP Funds)	10.0%	7.0%	56.1%	12.8%	6.1%	8.0%	100.0%

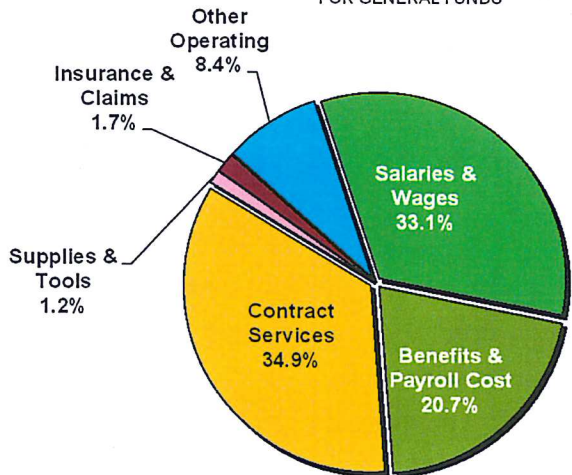


**WHERE THE MONEY COMES FROM...
SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$8.71 MILLION**



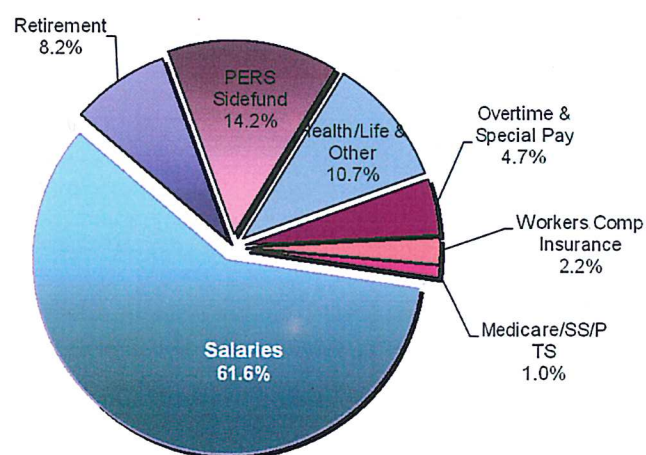
EXPENDITURES BY CATEGORY

USE OF FUNDS FOR GENERAL FUNDS



PERSONNEL EXPENSES

USE OF FUNDS FOR GENERAL FUNDS





Town of Fairfax

2016-17 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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed

BEGINNING FUND BAL	1,036,099	1,206,842		803,124	1,197,050
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REVENUES

PROPERTY TAXES	3,483,036	3,334,711	3,470,100	3,569,209	3,677,000
SALES TAXES	1,093,027	1,098,582	1,080,900	1,143,668	1,143,000
USER FEES (UUT/TOT)	381,527	333,649	375,000	365,278	372,000
FRANCHISE FEES	352,371	352,342	348,000	397,844	443,000
FINES & LICENSES	223,405	245,361	240,000	243,005	244,000
RENTS & INTEREST	33,933	29,911	34,200	25,891	34,000
REVENUES FROM OTHER AGENCIES	78,081	122,635	56,300	60,909	55,000
CHARGES FOR CURRENT SERVICES	77,795	71,392	148,300	142,238	152,000
SUBTOTAL REVENUES	5,723,176	5,588,582	5,752,800	5,948,043	6,120,000

APPROPRIATIONS

100 TOWN COUNCIL	253,011	254,784	222,253	221,862	228,326
200 GENERAL ADMINISTRATION	544,062	564,623	644,655	609,774	691,530
300 DEVELOPMENT SERVICES	581,496	606,364	626,212	596,212	656,307
400 PUBLIC SAFETY	4,670,223	4,581,461	4,931,142	4,909,757	5,188,378
500 PUBLIC WORKS	513,305	469,823	593,057	580,614	664,330
600 RECREATION & COMMUNITY SERVICES	73,797	73,290	172,143	171,843	188,989
600 PARKS & FACILITY MAINTENANCE	209,875	247,410	239,104	234,011	285,588
700 NON DEPARTMENTAL	537,168	684,021	700,374	670,706	727,800
SUBTOTAL APPROPRIATIONS	7,382,937	7,481,776	8,128,939	7,994,778	8,631,248

TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,216,270	2,188,321	2,441,299	2,597,099	2,663,600
TRANSFERS FROM 01-GENERAL FUND	(385,766)	(698,846)	(156,746)	(156,437)	(108,300)
SUBTOTAL TRANSFER	1,830,504	1,489,476	2,284,553	2,440,662	2,555,300

NET DEPARTMENT ACTIVITY	170,743	(403,718)	(91,586)	393,926	44,052
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ENDING FUND BAL	1,206,842	803,124		1,197,050	1,241,102
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COMPONENTS OF FUND BALANCE:

Undesignated	1,206,842	803,124		1,197,050	1,241,102
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NOTES:



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
01-010-101 Property Taxes - Secured	2,047,927	2,134,024	2,270,000	2,310,663	2,420,000
01-010-102 Property Taxes - Unsecured	43,049	47,729	47,700	48,139	50,000
01-010-103 Property Taxes - Prior	4,921	3,442	5,100	2,500	5,000
01-010-104 Real Estate Transfer Tax	43,482	46,426	51,500	49,412	50,000
01-010-107 \$50 General Municipal Services Tax	179,332	1,428	0	-	0
01-010-110 Supplemental Property Taxes	46,573	64,906	61,800	52,774	52,000
01-010-112 ERAF Excess Distribution	483,629	388,725	400,000	384,382	385,000
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	579,979	615,950	580,000	666,551	660,000
01-060-113 Storm Run-Off Fee	54,144	32,081	54,000	54,787	55,000
Total Property Taxes	3,483,036	3,334,711	3,470,100	3,569,209	3,677,000
01-010-105 In-Lieu Sales Tax ("Triple Flip")	151,496	155,125	110,300	124,767	0
01-010-106 Sales Tax ("Bradley Burns")	462,773	471,116	475,600	542,398	638,000
01-010-111 1/2 cent Sales Tax - Prop. 172	59,373	64,139	70,000	64,325	65,000
01-010-118 1/2 cent Sales Tax - Measure D	419,386	408,202	425,000	412,178	440,000
Total Sales Taxes	1,093,027	1,098,582	1,080,900	1,143,668	1,143,000
01-010-108 Utility Users Tax - Telecom	121,231	104,402	125,000	101,165	100,000
01-010-109 Utility Users Tax - Energy	241,666	195,828	225,000	225,000	240,000
01-010-114 Hotel Users Tax	18,630	33,419	25,000	39,113	32,000
Total User Taxes	381,527	333,649	375,000	365,278	372,000
01-020-201 Garbage	164,679	167,726	160,000	185,986	190,000
01-020-202 Gas & Electric	58,849	57,673	58,000	60,995	62,000
01-020-203 Cable	128,842	126,943	130,000	150,864	191,000
Total Franchise Fees	352,371	352,342	348,000	397,844	443,000
01 - GENERAL FUND TAXES & FEES	5,309,961	5,119,284	5,274,000	5,476,000	5,635,000

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 public utilities services consumed within the Town limits for electricity, natural gas, and telecommunicationssubject to a cap of \$360.

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

2016-17 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
01-030-301	Business Licenses	121,251	125,584	125,000	128,000	128,000
01-040-401	Vehicle Code Fines	26,674	20,435	25,000	20,738	21,000
01-040-402	Parking & Other Fines	75,479	99,342	90,000	94,267	95,000
	Total Fines & Licenses	223,405	245,361	240,000	243,005	244,000
			-		-	
01-050-501	Rents - Women's Club and Other	10,482	11,762	11,000	12,643	13,000
01-050-504	Rents - CYO - Pavilion	1,700	6,110	12,000	6,317	10,000
01-050-506	Rents - Pavilion - Other	10,482	7,755	6,000	1,900	4,000
01-050-507	Janitor.Maint fees	2,710	1,150	1,700	900	1,000
	Total Rental & Maintenance Fees	25,374	26,777	30,700	21,760	28,000
			-		-	
01-050-500	Interest Earnings - Bank	6,314	122	1,000	1,000	1,000
01-050-502	Interest Earnings - LAIF	2,245	3,012	2,500	3,131	5,000
	Total Investment Earnings	8,559	3,134	3,500	4,131	6,000
			-		-	
01-060-602	Motor Vehicle License Fees	2,239	-	2,500	3,080	2,500
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	15,288	13,017	13,000	13,000	13,200
01-060-610	Off Highway/Trailer Coach Vehicle Fees		-	0	-	0
01-060-615	Police Training Reimbursement (POST)	1,299	1,965	3,500	1,764	2,000
01-060-619	SB90 - State Manadated Claims		66,161		23,530	
			-		-	
01-060-620	Workers Compensation Reimbursement		-	0	-	0
01-060-699	Other & Miscellaneous Revenues & WC	34,497	29,233	25,000	7,276	25,000
01-070-702	Zero Waste Grant	24,758	12,259	12,300	12,259	12,300
	Total Revenues From Other Agencies	78,081	122,635	56,300	60,909	55,000
			-		-	
01-080-802	Sale Of Maps & Publications/Copies	2,132	1,478	1,000	1,194	1,000
01-080-803	Special Police Services (includes booking fees)	11,068	14,600	11,000	14,082	15,000
01-080-804	Police Dispatch Services	45,000	45,000	54,000	54,000	54,000
01-080-814	Miscellaneous - General	19,596	7,019	10,300	7,847	10,000
01-080-903	General Recreation		3,295		2,516	3,000
01-090-508	Recreation Rentals & Partnerships	see fund 11		40,000	3,036	5,000
01-090-790	Recreation Fundraising	see fund 11		4,000	4,970	9,000
01-090-822	Recreation Program Fees (Camp)	see fund 11		18,000	15,000	15,000
01-090-904	Recreation Other (Classes)	see fund 11		10,000	39,592	40,000
	Total Charges For Current Services	77,795	71,392	148,300	142,238	152,000
					-	
	01 - GENERAL FUND TAXES & FEES	5,309,961	5,119,284	5,274,000	5,476,000	5,635,000
	01 - GENERAL FUND TOTAL	5,723,176	5,588,582	5,752,800	5,948,043	6,120,000

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

2016-17 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
111	Town Council	29,134	26,103	28,201	28,055	28,552
112	Town Treasurer	2,233	246	4,052	3,807	4,774
116	Independent Auditor	47,291	54,081	50,000	50,000	55,000
121	Town Attorney	174,354	174,354	140,000	140,000	140,000
Total Town Council		253,011	254,784	222,253	221,862	228,326
211	Town Manager	166,651	158,810	166,066	155,255	188,009
221	Town Clerk	101,187	111,459	130,153	121,858	133,945
222	Elections	8,373	15,250	14,000	500	14,000
231	Personnel	18,854	56,482	61,889	59,614	67,962
241	Finance	248,997	222,622	272,547	272,547	287,616
Total General Administration		544,062	564,623	644,655	609,774	691,530
311	Planning	425,847	451,864	460,904	430,904	486,120
321	Building Inspection & Permits	155,649	154,500	165,308	165,308	170,187
Total Development Services		581,496	606,364	626,212	596,212	656,307
411	Police	2,860,264	2,676,118	2,879,442	2,878,458	3,051,487
418	Disaster Preparedness	MOVED	6,029	18,552	6,700	8,208
421	Ross Valley Fire Service	1,803,930	1,886,791	2,045,000	2,023,091	2,125,291
Total Public Safety		4,670,223	4,581,461	4,931,142	4,909,757	5,188,378
510	Public Works Administration	211,701	161,073	197,408	199,008	246,516
511	Street Maintenance	247,820	247,150	334,049	332,006	361,113
512	Street Lighting & Traffic Signals	53,784	61,600	61,600	49,600	56,700
514	Pollution Prevention	-	-	-	-	-
Total Public Works		513,305	469,823	593,057	580,614	664,330
616	Volunteers for Fairfax	MOVED	29,452	25,478	25,735	25,435
617	Recreation	MOVED	44,345	47,812	48,994	48,994
621	Fairfax Recreation (FOCAS)	MOVED	-	-	87,714	87,714
622	Camp Fairfax	MOVED	-	-	9,700	9,700
Total Recreation & Community Services		73,797	73,290	172,143	171,843	188,989
611	Park Maintenance	158,174	184,738	176,624	168,624	220,686
625	Rental Facilities-WC & Ballfield	45,357	59,446	62,089	64,996	64,902
911	Building Maintenance	6,343	3,226	391	391	-
Total Parks & Facility Maintenance		209,875	247,410	239,104	234,011	285,588
715	Non Departmental	537,168	684,021	700,374	670,706	727,800
TOTAL GENERAL FUND APPROPRIATIONS		7,382,937	7,481,776	8,128,939	7,994,778	8,631,248



Town of Fairfax

2016-17 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object			Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2016-17 Proposed
111	Town Council		18,000	3,952	2,000	100	4,500	28,552
112	Town Treasurer		3,600	319	-	100	755	4,774
116	Independent Auditor		-		55,000		-	55,000
121	Town Attorney		-		140,000		-	140,000
Total Town Council			21,600	4,271	197,000	200	5,255	228,326
211	Town Manager		124,472	49,538	1,000	700	12,299	188,009
221	Town Clerk		76,485	37,575	14,200	200	5,485	133,945
222	Elections		-		14,000		-	14,000
231	Personnel		38,991	11,370	15,100	600	1,900	67,962
241	Finance		174,912	50,327	40,000	1,500	20,877	287,616
Total General Administration			414,859	148,810	84,300	3,000	40,561	691,530
311	Planning		294,025	125,735	50,000	3,500	12,860	486,120
321	Building Inspection & Permits		99,242	52,335	8,750	1,500	8,360	170,187
Total Development Services			393,267	178,070	58,750	5,000	21,220	656,307
411	Police		1,618,106	1,131,343	44,000	14,300	243,738	3,051,487
412	Special Police Expenses						-	-
418	Disaster Preparedness	MOVED				100	11,500	11,600
421	Ross Valley Fire Service				2,125,291		-	2,125,291
Total Public Safety			1,618,106	1,131,343	2,169,291	14,400	255,238	5,188,378
510	Public Works Administration		83,306	66,396	63,500	1,308	32,007	246,516
511	Street Maintenance		141,135	89,001	35,000	37,000	58,977	361,113
512	Street Lighting & Traffic Signals				30,700		26,000	56,700
514	Pollution Prevention						-	-
Total Public Works			224,441	155,397	129,200	38,308	116,984	664,330
616	Volunteers for Fairfax	MOVED	16,122	5,025		3,600	1,450	26,196
617	Recreation	MOVED	30,541	12,860	-	120	6,850	50,371
621	Fairfax Recreation (FOCAS)	MOVED	43,047	3,835	38,600	3,000	9,540	98,022
622	Camp Fairfax	MOVED		-	13,100	1,200	100	14,400
Total Recreation & Community Services			89,709	21,720	51,700	7,920	17,940	188,989
611	Park Maintenance		87,489	77,259	25,000	16,000	14,938	220,686
625	Rental Facilities-WC & Ballfield		10,359	8,438	9,500	6,000	30,606	64,902
911	Building Maintenance			-	39,000	7,100	(46,100)	-
Total Parks & Facility Maintenance			187,557	107,417	125,200	37,020	17,384	474,577
715	Non Departmental		-	63,600	245,000	4,000	415,200	727,800
TOTAL GENERAL FUND APPROPRIATIONS			2,859,830	1,788,907	3,008,741	101,928	871,842	8,631,248

TOWN MANAGER BUDGET MESSAGE
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

2015-16 ACCOMPLISHMENTS:

- Conducted retreat with Councilmembers to establish goals and priorities
- Served as Executive Officer for the Ross Valley Fire Department
- Prepared applications for state and local grants (e.g., Caltrans, TAM, Marin County Hazardous and Solid Waste Management JPA)
- Issued Town Newsletter on a bi-monthly basis, list now at 900 email addresses
- Implemented use of Nextdoor
- Conducted on-line community forums on marijuana cultivation & delivery and short term rentals
- Approved new MOU's with SEIU, POA and approved management resolution
- Approved rate adjustments with MSS
- Enhanced and updated Town website
- Replaced Town servers
- Filled vacant DPW maintenance worker
- Created new Recreation and Community Services Department to consolidate division activities
- As acting Public Works Director oversaw completion of various capital improvements such as installation of flashing beacon system on Taylor and Sir Francis Drake and Pavilion roof repair.
- Completed revisions to the Town's Emergency & Disaster Preparedness
- Worked to secure the on-going funding for the Parkade project
- Prepared ordinance to address marijuana cultivation
- Obtained grant funding for design and construct Class I bike lane to complete the Bike Spine project

FY 2016-17 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Adopt new personnel policies
- Facilitate Town Center Element
- Facilitate Zoning amendments per the Housing Element
- Continue Design for bridges
- Hire P/T Public Works Director

TOWN ACCOMPLISHMENTS FOR 2015-216

(Note: submitted by Council at retreat- not listed in any order of priority)

- Updated Emergency Operations Plan (EOP)
- Approved updated Housing Element
- Began process for re-financing CalPERS side fund
- Repaired Pavilion roof
- Purchased new recycling/landfill cart garages for the downtown & Landfill/Recycling/Compost eco-stations for Pavilion and Women's Club.
- Approved Marin Sanitary Service (MSS) Rate adjustment for 2015 which enabled multi-family and commercial business to compost and restaurants to sign up for F2E.
- Approved MSS Rate decrease for 2016
- Published the Town Newsletter on a regular basis
- Used the on-line community forum (Peak Democracy) to solicit input from residents on policy issues
- Created new Recreation & Community Services Department to consolidate programs and services
- Filled vacant PW maintenance position
- Increasing the commitment of the Town to the refurbishment of the Fairfax Trails system.
- Created sidewalk repair incentive program
- Continued design of bridges
- Repaired Meadow Way Bridge
- Completed improvements on two pedestrian trails and provide materials and supply to volunteers working on one trail.
- Reconvened the Disaster Council to review/update the EOP and created subcommittee to address public outreach & education
- Adopted an updated the Housing Element for eight year cycle & received conditional certification by HCD
- Adopted Junior Second Unit Ordinance
- Adopted & subsequently amended Emergency Homeless Shelter Ordinance
- Worked with MOST, San Anselmo and the County to complete the purchase of Sky Ranch with transfer to the County Open Space District
- Implemented several elements of the Climate Action Plan
 - Adopted 4 additional PACE programs
 - Began Deep Green initiative (tabling etc.) for 100 new sign-ups (49 in year one); sought and received grant from BAAQMD to pay for 100 new household signups (\$5/month for 12 months)
- Restricted e-cigarettes, second-hand smoke and banning smoking in retail tobacco stores
- Retained Town Manager for next 3.5-4 years minimum

TOWN COUNCIL GOALS FOR 2016

- Renewal of the local half-cent (0.5%) sales tax (“Measure D”)
- Begin the process to develop the Downtown Center Plan (“Town Center Element”)
- Hire a part-time Public Works Director (registered civil engineer)
- Rezone properties CH (Highway Commercial) to CC (Central Commercial) per the General Plan/Housing Element
- Develop funding plan for comprehensive infrastructure improvements (incorporate into 5 Year CIP)
- Revitalize Peri Park to create a “recreation corridor” along Park Road
- Continue pedestrian trail improvements
- Continue enhancement of community communication efforts via Town newsletter, Nextdoor and on-line community forums (Peak Democracy)
- Develop process for considering neighborhood concerns that arise regarding pedestrian, bicyclist, and vehicle safety
- Adopt second unit and second unit amnesty ordinances
- Consider adoption of marijuana cultivation and delivery ordinances



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES				
411 REG PART-TIME SALARIES				
415 ACCRUED LEAVE CASHOUT				
421 TEMP EMPLOYEES	18,001	17,523	18,000	18,000
492 WORKERS COMP	461	466	684	623
493 RETIREMENT	2,325	1,982	1,323	1,236
494 MEDICARE	242	238	244	244
496 PERS SIDEFUND			1,650	1,850
SUBTOTAL PERSONNEL	21,030	20,209	21,901	21,952

OPERATING EXPENSES

813 OFFICE SUPPLIES			100	-	100
815 PRINTING	113	153	200	-	200
822 OUTSIDE CONTRACT SVS	1,930	2,739	1,500	1,904	2,000
842 SPECIAL DEPT SUPPLIES	303	500	800	300	300
861 BUS.MEET/CONF.	5,758	1,752	3,000	3,000	3,000
862 DUES & SUBSCRIPTIONS	-	750	700	950	1,000
890 MISCELLANEOUS					
SUBTOTAL OPERATING	8,104	5,894	6,300	6,154	6,600

TOTAL DEPARTMENT APPROPRIATION

29,134	26,103	28,201	28,055	28,552
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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
 861 LOCC - New Councilmember orientation / MCCMC events



Town of Fairfax

2016-17 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	2,100	-	3,600	3,600	3,600
461 OVERTIME					
491 HEALTH INSURANCE					
492 WORKERS COMP	100	91			133
493 RETIREMENT					
494 MEDICARE	33		52	52	52
495 FICA/PTS					134
SUBTOTAL PERSONNEL	2,233	91	3,652	3,652	3,919

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT					
711 OFFICE EQUIP MAINT.					
731 BLDG-GROUNDS MAINT.					
801 WATER					
804 TELEPHONE					
811 POSTAGE					
813 OFFICE SUPPLIES			100	-	100
815 PRINTING					
822 OUTSIDE CONTRACT SVS					
842 SPECIAL DEPT SUPPLIES					
861 BUS.MEET/CONF.			300	-	600
862 DUES & SUBSCRIPTIONS		155		155	155
890 MISCELLANEOUS					
SUBTOTAL OPERATING	-	155	400	155	855

TOTAL DEPARTMENT APPROPRIATION

	2,233	246	4,052	3,807	4,774
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Allocation of Positions:

TOWN TREASURER	1.00	1.00	1.00	1.00	1.00
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Total Full Time Equivalent Employees

	1.00	1.00	1.00	1.00	1.00
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NOTES:



Town of Fairfax

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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
174,354	174,354	140,000	140,000	140,000
			-	
			-	
			-	
			-	

SUBTOTAL OPERATING

174,354 174,354 140,000 140,000 140,000

TOTAL DEPARTMENT APPROPRIATION

174,354 174,354 140,000 140,000 140,000

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

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	105,386	98,736	101,657	101,657	122,395
415 ACCRUED LEAVE CASHOUT	1,716	4,985	1,685	1,685	2,076
421 TEMP EMPLOYEES	-	-	7,500		
491 HEALTH INSURANCE	19,284	20,137	18,669	18,669	21,063
492 WORKERS COMP	2,724	2,441	3,997	3,997	4,357
493 RETIREMENT	13,846	12,850	9,154	9,154	11,922
494 MEDICARE	1,493	1,407	1,424	1,424	1,703
495 FICA/PTS	512	(1)			
496 PERS SIDEFUND			6,150	6,150	6,894
611 CAR ALLOWANCE	3,600	3,600	3,600	3,600	3,600
SUBTOTAL PERSONNEL	148,562	144,155	153,836	146,336	174,010

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	1,132	-	500	500	500
711 OFFICE EQUIP MAINT.			100	100	100
731 BLDG-GROUNDS MAINT.	4,594	3,329	1,280	1,669	2,949
801 WATER	566	490	450	450	450
802 POWER	503	496	800	800	800
804 TELEPHONE	1,606	1,740	1,500	1,500	1,500
811 POSTAGE	659	900	400	400	400
813 OFFICE SUPPLIES	1,122	1,228	600	700	700
821 OUTSIDE CONSULTING SVS	2,631	2,868	-	-	-
822 OUTSIDE CONTRACT SVS	1,232	863	1,000	300	1,000
861 BUS.MEET/CONF.	1,734	332	3,500	700	3,400
862 DUES & SUBSCRIPTIONS	2,108	2,409	2,100	1,800	2,200
871 LIAB & PROP INSURANCE	203	-	SEE #715	SEE #715	
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	18,090	14,655	12,230	8,919	13,999

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

166,651	158,810	166,066	155,255	188,009
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Allocation of Positions:

TOWN MANAGER	0.40	0.70	0.60	0.60	0.60
INTERIM TOWN MANAGER	0.50	-	-	-	-
MANAGEMENT ANALYST (VACANT)					
ADMINISTRATIVE ASSISTANT II		0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT PT			0.125		
Total Full Time Equivalent Employees	0.90	0.95	0.98	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 2015-2016

- Administered November 2015 local election nominations period
- Facilitated cancellation of November 2015 local election
- Increased the use of the Town website for communication to the community
- Increased agenda distribution by email
- Facilitated updates to the Town Code both online and on paper
- Continued implementation of a Records Management System
- Managed the Town's website
- Explored use of iPads at Town Council
- Enhanced communications strategy
- Worked with the FPPC to terminate inactive campaign committees

GOALS FOR 2016-17

- Implement use of iPads by Town Councilmembers
- Create policy binders for Council and staff
- Update Employee Handbook
- Continue to augment communications strategy
- Continue to enhance the website

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GOALS FOR 2016-17

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- Create policy binders for Council and staff
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- Continue to augment communications strategy
- Continue to enhance the website



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	58,025	64,725	68,487	68,487	76,485
411 REG PART-TIME SALARIES	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	-	-	1,317	1,317	1,472
421 TEMP EMPLOYEES	-	-	3,750	-	-
491 HEALTH INSURANCE	23,974	24,906	25,899	25,899	27,038
492 WORKERS COMP	1,611	1,625	2,659	2,659	2,707
493 RETIREMENT	3,992	4,371	4,609	4,609	5,300
494 MEDICARE	782	873	947	947	1,058
496 PERS SIDEFUND	-	-	-	-	-
SUBTOTAL PERSONNEL	88,385	96,500	107,668	103,918	114,059

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	(78)	-	600	600	200
711 OFFICE EQUIP MAINT.	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,521	2,778	2,677	2,677	2,677
801 WATER	-	-	100	100	100
804 TELEPHONE	603	694	108	108	108
811 POSTAGE	540	809	900	900	900
813 OFFICE SUPPLIES	1,231	552	1,000	500	500
814 LEGAL ADS	183	87	400	100	400
815 PRINTING	-	-	200	-	-
821 OUTSIDE CONSULTING SVS	180	-	200	200	200
822 OUTSIDE CONTRACT SVS	6,118	9,023	14,400	12,000	14,000
842 SPECIAL DEPT SUPPLIES	-	26	200	200	200
861 BUS.MEET/CONF.	358	855	1,300	400	400
862 DUES & SUBSCRIPTIONS	145	135	400	155	200
SUBTOTAL OPERATING	12,802	14,959	22,485	17,940	19,885

TOTAL DEPARTMENT APPROPRIATION

101,187 111,459 130,153 121,858 133,945

Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00 1.00 1.06 1.00 1.00

NOTES: 401 Promotion to Asst to Town Manager
821 Website hosting
822 Code updates; Minutes Clerk; Peak Democracy



Town of Fairfax

2016-17 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	222 ELECTIONS

ACTIVITY DESCRIPTION

Councilmember elections are held at least every two years in November of odd number years.
By law elections are administered by the Town Clerk.

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT					
711 OFFICE EQUIP MAINT.					
731 BLDG-GROUNDS MAINT.					
801 WATER					
804 TELEPHONE					
811 POSTAGE					
813 OFFICE SUPPLIES	77				
814 LEGAL ADS	60	250	250	-	
815 PRINTING					
821 OUTSIDE CONSULTING SVS					
822 OUTSIDE CONTRACT SVS	8,237	14,000	12,750	500	14,000
842 SPECIAL DEPT SUPPLIES	-				
861 BUS.MEET/CONF.	-				
862 DUES & SUBSCRIPTIONS					
890 MISCELLANEOUS		1,000	1,000	-	
SUBTOTAL OPERATING	8,373	15,250	14,000	500	14,000

TOTAL DEPARTMENT APPROPRIATION

	8,373	15,250	14,000	500	14,000
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Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER	-	-	-	-	-
DEPUTY TOWN CLERK	-	-	-	-	-

Total Full Time Equivalent Employees

	0.00	0.00	0.00	0.00	0.00
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NOTES:



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES		26,266	24,984	24,984	30,427
411 REG PART-TIME SALARIES	2,208	6,820	8,112	8,112	8,564
415 ACCRUED LEAVE CASHOUT		831	480	480	584
421 TEMP EMPLOYEES	4,640	-			
461 OVERTIME					
491 HEALTH INSURANCE	(22)	537	4,874	4,874	5,277
492 WORKERS COMP	127	879	879	879	1,382
493 RETIREMENT	536	3,677	4,099	4,099	3,587
494 MEDICARE	93	452	460	460	540
496 PERS SIDEFUND					
SUBTOTAL PERSONNEL	7,582	39,462	43,889	43,889	50,362

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			500	225	500
815 PRINTING					
821 OUTSIDE CONSULTING SVS	10,312	16,659	15,000	15,000	15,000
822 OUTSIDE CONTRACT SVS				100	100
842 SPECIAL DEPT SUPPLIES	959	361	600	400	600
861 BUS.MEET/CONF.			1,500	-	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS					
SUBTOTAL OPERATING	11,271	17,020	18,000	15,725	17,600

TOTAL DEPARTMENT APPROPRIATION

18,854 56,482 61,889 59,614 67,962

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.00 0.30 0.30 0.30 0.30

NOTES:

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT BUDGET MESSAGE

2015-16 ACCOMPLISHMENTS:

- Issued RFP for Audit services with responses from four CPA firms resulting in a reduction in audit fees.
- Completed the closing and audit for FY15 with implementation of GASB 68
- Refinanced 2008 GO Bonds and reduced bond service costs to ratepayers
- Implemented IRC 125 flex spending benefit plan to cover out of pocket medical expenses for full and part-time employees. Interviewed providers and prepared plan documents.
- Prepared Budget document for FY16 with reorganization of General Fund departments and adding two additional special revenue funds. Added exhibits for clarification and transparency.
- Resolved Social Security filings, calculation and payments for prior years. Completed necessary filings with IRS and set up payment plans.
- Implemented ICMA PTS plan as an alternative to Social Security saving Town half of the retirement payments they would otherwise have made.

FY 2016-17 GOALS AND OBJECTIVES:

- Refinance PERS Side fund – estimated savings \$250,000
- Complete the FY16 audit by December 31, 2016
- 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 FY15-16	Projected FY16-17
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	46	50
Number of Business Licenses	575	575
Number of CalPERS participants	32 Health 30 Retirement	32 Health 30 Retirement

WORKPLAN FY16-17

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Upgrade financial reporting system	Identify needs	MAR 2013	MAR 2013
	Identify products/vendors Review vendor proposals Vendor presentations Selection Implementation	MAR 2013 MAR 2013 AUG 2014 JAN 2017	MAR 2013 MAR 2013 AUG 2014 MAR 2017
Update Account Codes - include projects	Identify software and account structure	OCT 2014	
	Draft	NOV 2016	DEC 2016
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	SEPT 2016	OCT 2016



Town of Fairfax

2016-17 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 director is also responsible for all financial reports required by the State of California and the County of Marin. The Finance Department also prepares and oversees budget preparation.

DEPARTMENT SUMMARY

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	117,503	107,782	112,787	112,787	114,530
411 REG PART-TIME SALARIES	13,410	36,260	42,819	42,819	43,245
415 ACCRUED LEAVE CASHOUT	2,271		2,116	2,116	2,137
421 TEMP EMPLOYEES	30,757	941	5,000	5,000	15,000
491 HEALTH INSURANCE	23,872	22,594	20,608	20,608	21,415
492 WORKERS COMP	4,272	3,953	5,927	5,927	6,095
493 RETIREMENT	17,148	16,324	13,692	13,692	14,138
494 MEDICARE	2,219	1,995	2,130	2,130	2,382
495 FICA/PTS	6,209	(1)	92	92	691
496 PERS SIDEFUND			5,000	5,000	5,605
SUBTOTAL PERSONNEL	217,660	189,848	210,170	210,170	225,239

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			10,000	10,000	10,000
711 OFFICE EQUIP MAINT.			300	300	300
731 BLDG-GROUNDS MAINT.	3,521	1,124	2,677	2,677	2,677
804 TELEPHONE	1,176	708	1,500	1,500	1,500
811 POSTAGE	520	871	700	700	700
813 OFFICE SUPPLIES	1,816	1,246	1,500	1,500	1,500
815 PRINTING	712	784	1,200	1,200	1,200
821 OUTSIDE CONSULTING SVS	4,855	6,921	15,000	15,000	15,000
822 CONTRACT SERVICES	18,206	20,417	25,000	25,000	25,000
861 BUS.MEET/CONF.	201	428	500	500	500
862 DUES & SUBSCRIPTIONS	110	110	1,000	1,000	1,000
890 MISCELLANEOUS	219	165	3,000	3,000	3,000
SUBTOTAL OPERATING	31,337	32,774	62,377	62,377	62,377

TOTAL DEPARTMENT APPROPRIATION

	248,997	222,622	272,547	272,547	287,616
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Allocation of Positions:

FINANCE DIRECTOR	1.00	0.90	0.90	0.90	0.90
MANAGEMENT ANALYST (VACANT)	0.50	-	-	-	-
PART-TIME ACCOUNTANT	0.50	0.50	0.50	0.50	0.70
PART-TIME OFFICE ASST		0.10	0.10	0.10	0.10

Total Full Time Equivalent Employees

	2.00	1.50	1.50	1.50	1.70
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NOTES:	636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$80,000
	821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Asistance with implementaion of accounting software
	822 Payroll service, Sales tax analysis,merchant fees, bank analysis
	Accounting Software (BDS, AssetMaxx)

Department/Division: Planning & Building Services

PERFORMANCE HIGHLIGHTS FY14-15

Activity/Description	Estimated Year End FY14-15	Target FY15-16	Est. Year End FY15-16	Target* FY16-17
Planning Permits Processed	50	+10-20%	60 (+. 1.2%)	+5-10%
Building Permits Processed	304	+10-20%	350 (+1.2%)	+0-5%
Resale Inspections	86	+10-20%	95 (+1.1%)	0%
Building Inspections	1,740	+10-20%	1,750 (1.0%)	+0-5%
Violations Processed	32	+5%	28 (-24%)	+10%
Administrative Citations	3	0	3 (same)	0
<u>Counter-calls for service:</u>				
Planning Staff;	1,680 (5-8/day approx.)	-25%	1,680	-25%
Building Staff;	1,680 (5-8/day approx.)	-25%	1,650	-25%
Director;	480 (1-3/day approx.)	Same	480	same
<u>Telephone-calls for service:</u>				
Planning Staff;	2,160 (7-12/day approx.)	-10%	2,160	10%
Building Staff;	3,600 (15/day approx.)	-10%	3,600	10%
Director;	2,640 (10-12/day approx.)	Same	2,640	Same
<u>Emails for service: (not inter-office / junk mail)</u>				
Planning Staff;	960 (3-5/day approx.)	-5%	960	-5%
Building Staff; Director;	960 (3-5/day approx.)	-5%	960	-5%
	6,000 (25/day approx.)	Same	6,000	same
Town Hall Incoming Calls / Admin. Backup	3,120 (10-16/day approx.)	Ideally: 0	3,500	Ideally 0

*Assuming the hiring of a part-time zoning technician.

WORKPLAN FY15-16

Activity/Description	Key Milestones	Est. Start Date	Est. Comp. Date
Town Center Plan	Background Studies & Data Maps; Workshops (3 events); Draft Plan	June 2016	March 2017
Zoning Ordinance & Map Update	Prepare draft CH to CC amendments (underway); rezone three properties to PDD	Underway	Nov. 2016
New or updated ordinances	Second Unit and Second Unit Amnesty, MM Delivery, MM Cultivation and Airbnb	April 2016	Jan. 2017
Pedestrian & Bicycle Master Plan Update	June 6, draft Improvements.	Underway	Sept. 2016
Miscellaneous Ordinance Revisions per Planning Commission	Story measurements in hill areas, tree removal permits issued by PC, removal of APN list in Zoning Ordinances	July 2016	March 2017

Planning & Building Services Budget Message

FY 2015-16 ACCOMPLISHMENTS

- Recruited, interviewed, and hired a part-time **Zoning Technician**: Fall 2015.
- Held Special Planning Commission Workshop on the **Wall Property**: Oct. 22, 2015.
- Held Special General Plan Town Forum (#3) on rezoning all **Highway Commercial (CH) properties to Central Commercial (CC)** – October 29, 2015.
- Held Special Planning Commission Workshop on **Lutheran Church & Fairfax Market** Housing Opportunity Sites (per Housing Element).
- Ordinance Updated & Approved by Resolution at Planning Commission:
 - ✓ **Water Conservation for Very Low Flow Toilets** (Per MMWD @1.28 GPF).
- Ordinance Amended & Approved by Resolution at Planning Commission:
 - ✓ **Emergency Homeless Shelter On-site Management Provisions** - Per *2015 Housing Element Update*.
- New Ordinances, Approved by Resolution at Planning Commission:
 - ✓ **Streamlined Permitting for Small Rooftop Solar Energy Systems** (< 10 KW's).
 - ✓ **Junior Second Units** (within existing residences) - Per *2015 Housing Element*.
 - ✓ **Cultivation of Medicinal Marijuana**.
- Commenced first of three public workshops toward producing a Town Center Plan.

FY 2016-2017 GOALS AND OBJECTIVES

- Complete the second and third public workshops toward producing a Town Center Plan: Including the review of the Parkade Improvement Plan and exploration of a managed parking plan (per Town Center Element).
- Amend the Zoning Ordinance to bring it into compliance with the 2015 Housing Element (e.g., rezone all CH to CC, and three properties to PDD).
- Process & Approve RCD's Affordable Senior Housing Project (per Housing Element)
- New or updated ordinances: Second Unit and Second Unit Amnesty, MM Delivery, MM Cultivation and Airbnb.
- Complete the Update to Pedestrian & Bicycle Master Plan.



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES		540	5,000	5,000	5,000
415 ACCRUED LEAVE CASHOUT	4,118	4,274	4,460	4,460	4,403
421 TEMP EMPLOYEES	1,298	1,753	15,000	15,000	15,000
491 HEALTH INSURANCE	38,278	39,861	42,318	42,318	45,420
492 WORKERS COMP.	5,918	6,291	9,592	9,592	8,638
493 RETIREMENT	42,171	43,388	24,615	24,615	24,859
494 MEDICARE	3,095	3,206	3,417	3,417	3,684
495 FICA/PTS			188	188	985
496 PERS SIDEFUND			37,600	37,600	42,150
SUBTOTAL PERSONNEL	322,534	335,513	388,144	388,144	419,760

SEE NOTE

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.					
802 POWER	6,161	4,135	1,285	1,285	1,285
804 TELEPHONE	251	248	250	250	250
811 POSTAGE	1,356	1,479	1,500	1,500	1,500
812 REPRODUCTION	4,649	977	2,000	2,000	2,000
813 OFFICE SUPPLIES	741	1,041	1,000	1,000	1,000
814 LEGAL ADS	1,398	1,642	1,500	1,500	1,500
815 PRINTING	954	1,852	400	400	1,500
821 OUTSIDE CONSULTING SVS	126	523	1,500	1,500	2,000
822 OUTSIDE CONTRACT SVS	75,547	64,520	55,700	25,700	45,000
842 SPECIAL DEPT SUPPLIES	8,834	3,423	3,300	3,300	5,000
861 BUS.MEET/CONF.	25	2,030	2,000	2,000	2,000
862 DUES & SUBSCRIPTIONS	3,271	2,898	2,000	2,000	3,000
	-	115	325	325	325
SUBTOTAL OPERATING	103,313	106,960	72,760	42,760	66,360

SEE NOTE

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

	425,847	451,864	460,904	430,904	486,120
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Allocation of Positions:

PLANNING DIRECTOR	1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	-	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	-	-	-	-
ADMIN ASSISTANT II	-	0.25	0.25	0.25	0.25
PLANNING INTERN		0.20	0.10	0.10	0.10
ZONING TECH			0.50	0.50	0.50
Total Full Time Equivalent Employees	2.00	2.45	2.85	2.85	2.85

NOTES:	411 Planning Commission minutes / FY15 - Zoning Tech @25/hr & Intern
	814 GP & zone changes updates
	821 Town Center plan dev process (LAK, Parisi, SD,al)
	822 Televised Planning Commission meetings
	3,300



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	93,115	95,079	96,471	96,471	97,657
415 ACCRUED LEAVE CASHOUT	-		1,585	1,585	1,585
421 TEMP EMPLOYEES					
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	17,684	19,439	19,252	19,252	21,161
492 WORKERS COMP.	2,379	2,422	3,676	3,676	3,375
493 RETIREMENT	17,300	17,416	9,655	9,655	9,945
494 MEDICARE	1,256	1,273	1,310	1,310	1,319
496 PERS SIDEFUND			14,750	14,750	16,535
SUBTOTAL PERSONNEL	131,734	129,090	146,698	146,698	151,577

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-				
722 VEHICLE MAINTENANCE	3,803	3,377	3,500	3,500	3,500
731 BLDG-GROUNDS MAINT.	2,640	2,326	1,285	1,285	1,285
802 POWER	251	248	500	500	500
804 TELEPHONE	1,356	1,479	1,500	1,500	1,500
811 POSTAGE	730	987	300	300	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	2,718	764	1,500	1,500	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	8,227	10,687	5,000	5,000	5,000
822 OUTSIDE CONTRACT SVS	2,160		3,750	3,750	3,750
851 CLOTHING	-				
861 BUS.MEET/CONF.	879	215	1,000	1,000	1,000
862 DUES & SUBSCRIPTIONS	1,151	560	275	275	275
871 LIAB & PROP INSURANCE	-	SEE #715	SEE #715	SEE #715	
SUBTOTAL OPERATING	23,915	25,410	18,610	18,610	18,610

TOTAL DEPARTMENT APPROPRIATION

	155,649	154,500	165,308	165,308	170,187
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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 BUDGET MESSAGE

ORGANIZATION:

The department is comprised of the following personnel:

- 1 police chief
- 3 sergeants
- 3 corporals
- 4 patrol officers
- 1 Frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 2 reserve police officers (part time /hourly as needed)
- 4 reserve dispatcher (part time/hourly as needed)
- 1 Part Time Community Service Officer/Dispatcher (hourly as needed)
- 1 police cadet (part time/hourly as needed)

Total: 16 full time employees (FTE's)

8 part time reserve employees

THE DEPARTMENT

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

MISSION:

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

2014-15 ACCOMPLISHMENTS

- Reviewed/updated Town Emergency Operation Plan to ensure it's every 4 year compliance
- Procured and installed with existing budgeted funds (through salary savings) new 911 dispatch logging recorder for telephones and police radio
- Procured and implemented with existing funds Body Worn Cameras for all sworn officers
- Added a Police Cadet to our part-time staff to handle a variety of assignments including parking enforcement.
- Completed and passed a POST (California Police Officers Standards and Training) annual audit of all mandated personnel training and personnel background files.

2015–2016 GOALS AND OBJECTIVES:

Provide Outstanding service to our community:

- Update the Police Officer Field Officer Training Program to meet current POST guidelines/standards.
- Continue to work with Town Staff on upgrading EOC Center and ongoing EOC training
- Maintaining the County's only police lobby that is open and staffed 24/7 by our 911 dispatchers.
- Continue our program of residential vacation checks
- On-going public awareness campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings, School Resource/outreach etc)
- Maintain and develop partnerships with other agencies to address criminal justice needs
- Continue to explore sharing of personnel with other agencies



Town of Fairfax

2016-17 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	411 POLICE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	328,165	339,050	343,276	340,412	358,190
402 SAFETY SALARIES	SEE NOTE	1,026,770	972,784	1,029,813	1,000,000	1,066,916
402 SALARY VACANCY SAVINGS		-				
415 ACCRUED LEAVE CASHOUT		40,915	23,897	3,000	6,464	3,000
421 TEMP EMPLOYEES		88,733	98,193	50,000	62,000	50,000
461 OVERTIME		125,711	163,531	130,000	130,000	140,000
481 HOLIDAY PAY		71,400	64,711	71,971	69,000	74,894
491 HEALTH INSURANCE		291,619	266,723	260,846	257,000	253,688
492 WORKERS COMP.		34,018	34,018	55,500	55,500	55,500
493 RETIREMENT		553,423	435,045	214,655	214,545	207,317
494 MEDICARE		20,740	21,463	23,782	22,000	24,300
495 FICA/PTS		6,599			400	
496 PERS SIDEFUND		-		428,350	428,350	530,644
497 OVERTIME REIMBURSABLE	SEE NOTE	(300)	(2,213)	(15,000)	-	(15,000)
SUBTOTAL PERSONNEL		2,587,792	2,417,202	2,596,193	2,585,671	2,749,449

1.23881

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	-	-	-	-
SERGEANT	2.00	3.00	3.00	3.00	3.00
DETECTIVE / JUVENILE OFFICER	-	1.00		1.00	1.00
CORPORAL	1.00	2.00	3.00	2.00	2.00
POLICE OFFICER	6.00	4.00	4.00	4.00	5.00
DISPATCHER	4.25	4.00	4.00	4.00	3.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00

Total Full Time Equivalent Employees	16.25	16.00	16.00	16.00	16.00
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DISPATCHER, RESERVE		4.00	4.00	4.00	4.00
POLICE OFFICER, RESERVE		2.00	2.00	2.00	2.00
POLICE CADET			1.00	1.00	2.00

NOTES:

- 401 Reflects 12 months of contractual salary increase for 1 dispatcher
- 402 Reflects 1 sgt contractual education increase by 2.5% for 12 months
- 1 officer contractual salary increase of 5% for 12 months
- Reflects acting pay for 1 police officer of 7.5% for 12 months
- 497 FFX Festival \$3,500 Other \$5,600
- Reimbursible Overtime - Fairfax Festival \$9,100; Other \$5,900



Town of Fairfax

2016-17 Operating Budget

FUND	01 GENERAL FUND			
ACTIVITY	411 POLICE			
FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Actual	Actual	Adopted	Projected	Proposed

DEPARTMENT SUMMARY

OPERATING EXPENSES

611 AUTO/PHONE ALLOWANCE		2,100	1,800	2,652	1,800
631 COMM EQUIP REPLACE		6,777	4,000	7,286	7,000
711 OFFICE EQUIP MAINTENANCE		2,640	15	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE	SEE NOTE	27,253	28,133	28,000	28,000
721 FIELD EQUIP MAINTENANCE		971	2,212	1,000	1,000
722 VEHICLE MAINTENANCE		16,444	8,313	20,000	20,000
723 COMMUNICATION EQUIP MAINT		2,869	2,808	3,000	3,000
725 MERA DEBT SERVICE	SEE NOTE	41,945	38,297	38,301	38,301
726 MERA MEMBERSHIP FEE		26,906	27,764	29,448	30,698
731 BLDG-GROUNDS MAINTENANCE		25,485	20,141	26,000	26,000
801 WATER		1,759	1,507	1,900	1,900
802 POWER		1,005	993	2,000	2,000
804 TELEPHONE		17,604	17,368	17,000	17,000
806 FUEL		20,081	15,850	18,000	18,000
811 POSTAGE		2,030	959	2,000	2,000
812 REPRODUCTION		3,490	2,789	2,500	2,500
813 OFFICE SUPPLIES		1,543	1,252	1,300	1,300
815 PRINTING		3,304	3,695	3,000	3,000
822 OUTSIDE CONTRACT SVS	SEE NOTE	33,927	36,964	35,000	35,000
841 SMALL TOOLS		329	198	500	500
842 SPECIAL DEPT SUPPLIES		9,654	10,643	12,500	12,500
851 UNIFORM		16,514	18,553	15,200	16,100
861 BUS.MEET/CONF.		565	558	500	500
862 DUES & SUBSCRIPTIONS	SEE NOTE	6,847	4,969	6,800	9,800
871 LIAB & PROP INSURANCE				-	
883 P.O.S.T.		8,406	4,370	9,000	11,000
889 BOOKING FEES		902	1,688	3,000	3,000
SUBTOTAL OPERATING		272,471	258,916	283,249	292,787
TOTAL DEPARTMENT APPROPRIATION		2,860,264	2,676,118	2,879,442	2,878,458

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

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 418 DISASTER PREP & EOC

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and was reactivated as a result of the 2005/06 flood. 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
SEE NOTE

		100	100	100
	13,466		4,508	4,900
1,707	5,086	3,000	-	3,000
4,322		3,600	3,600	3,600

SUBTOTAL OPERATING

6,029 18,552 6,700 8,208 11,600

TOTAL DEPARTMENT APPROPRIATION

6,029 18,552 6,700 8,208 11,600

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES: This department was formerly 218
842 Update data equipment in EOC
821 Marin County Sheriff OES
881 Agility Recovery \$3600/yr

ROSS VALLEY FIRE DEPARTMENT BUDGET MESSAGE

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

2016-17 BUDGET:

The Ross Valley Fire Department operating budget for FY 2016-17 is \$9,350,000. The budget is funded through member contributions (\$8,700,000), outside revenues in the form of contracts for service provided to County of Marin (\$144,000) and Ross Valley Paramedic Authority (\$275,000), fees for service related to plan checks and inspections of (\$210,000), and other revenues (\$25,000). The Town's total contribution to the JPA for FY 2016-17, is \$2,110,291 plus a reserve for building maintenance of \$15,000.

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



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE DEPT

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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 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
- 721 FIELD EQ MAINT
- 724 RVFS DEBT SERVICE
- 731 BUILDINGS & GROUNDS MAINT
- 881 RVFS CONTRACT

SEE NOTE

167,015	172,037	276,099	276,099	292,665
7,841	31,199			
88,959	88,930	89,778	89,778	95,165
638	-	-	-	15,000
1,539,477	1,594,625	1,679,123	1,657,214	1,722,461

SUBTOTAL OPERATING

1,803,930 1,886,791 2,045,000 2,023,091 2,125,291
 105.05%

TOTAL DEPARTMENT APPROPRIATION

1,803,930 1,886,791 2,045,000 2,023,091 2,125,291

Allocation of Expenses

San Anselmo	40.53%	41.68%	42.17%	42.17%
Fairfax	23.30%	23.95%	24.24%	24.24%
Ross	23.37%	21.21%	20.27%	20.27%
Sleepy Hollow	12.80%	13.16%	13.32%	13.32%

Total Full Time Equivalent Employees

100.00% 100.00% 100.00% 100.00% 0.00%

NOTES:

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

	CalPERS Plan	Employer Rate	Employee Rate	Employee Paid share	Employer 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 allocated to:	FY13	FY14	FY15	Increase	FY16
- Contribution	1,506,829	1,540,115	1,589,034	90,089	1,679,123
- Side Fund	167,015	167,015	172,037	5,567	177,604
- Retirement Unfunded Liability	26,168	26,168	26,139	72,356	98,495
- Apparatus Replacement	7,841	7,841	31,199	-	31,199
- OPEB Prior Liability	51,172	51,172	51,172	(4,212)	46,960
- Mera Bond	11,619	11,619	11,619	-	11,619
Total	1,770,644	1,803,930	1,881,200	163,800	2,045,000
% Change			4.28%		8.71%

PUBLIC WORKS ADMINISTRATION BUDGET MESSAGE

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 one major organizational change is that this year's budget adds funding for a half-time Public Works Director. The corresponding budget increase is partially offset (approx. 30%) by a reduction in outside consultant fees for similar services. The Public Works Director may be a contractual position and would be responsible for managing departmental staff and capital project management.

Below are the accomplishments and goals for the entire Public Works Department which consist of Street Maintenance, Parks, and Street Lighting divisions.

2015-16 ACCOMPLISHMENTS:

CAPITAL IMPROVEMENTS

- Repaved basketball court and installed new backboard
- Completed Manzanita Road slide repair project
- Repaired Pavilion Roof
- Replaced battery back-up systems for traffic signals
- Installed over 20 bike racks at various locations in downtown
- Installed Rapid Flashing Beacon systems at Taylor and SFD
- Started pilot pedestrian flag program
- Restriped SFD and Bolinas center lines
- Reconstructed of redwood stage by Peri Park
- Purchased and installed new recycling and trash cart stations for downtown
- Installed new recycling, compost, and trash stations in Town facilities
- Started renovation of Claus Circle park by grubbing and mulching park
- Refinished Pavilion gym floor and repaired 11 (eleven) gym lights
- Repaired Women's Club roof
- Replaced permanent dais with mobile dais and curtain background and repainted the stage in the Women's Club
- Purchased new chairs and equipment for the Women's Club
- Began design of Class I Bike Spine
- Implemented sidewalk repair program
- Repaired leak on Town Hall/PD roof and repaired water heater in Town Hall
- Installed temporary bike rack area on Center Blvd.
- Continued design of bridges
- Completed trail improvements (Cypress and Tam to Tam)
- Repaired Meadow Way bridge

- Repaired potholes and conducted storm cleanup and preparation
- Oversaw major PG&E pipeline replacement project Frustuck, Mountain View, Manzanita, Walsh Lane, and Wreden.
- Secured funding and issued RFP for design services for the replacement of the Azalea Avenue Bridge
- Repaired concrete walkway between Police and Fire

FY 2016-17 GOALS AND OBJECTIVES:

- Slurry seal selected streets and install thermoplastic striping at selected crosswalks in Town
- Begin design for street improvements identified in the adopted budget
- Construct Class I bike lane to complete Bike Spine project
- Install lift to make the Women's Club stage ADA accessible and available for recreational uses
- Repair the picnic tables in Peri Park
- Continue design for bridges
- Begin design for Azalea Ave. bridge



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401 REGULAR SALARIES	65,910	67,659	71,271	71,271	81,734
NEW 402 REG PART-TIME SALARIES [PT PW DIR]					30,000
415 ACCRUED LEAVE CASHOUT	736	2,492	1,371	1,371	1,572
421 TEMP EMPLOYEES			8,750	8,750	-
491 HEALTH INSURANCE	12,133	13,058	13,221	13,221	14,642
492 WORKERS COMP.	1,711	1,762	2,786	2,786	4,018
493 RETIREMENT	9,467	10,085	6,623	6,623	8,089
494 MEDICARE	914	964	922	922	1,571
495 FICA/PTS					1,125
496 PERS SIDEFUND			6,200	6,200	6,950
SUBTOTAL PERSONNEL	90,871	96,020	111,143	111,143	149,701

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	-		100	100	100
731 BLDG-GROUNDS MAINTENANCE	3,521	1,809	907	907	907
804 TELEPHONE	-		500	500	500
811 POSTAGE	500	714	350	350	400
813 OFFICE SUPPLIES	53		308	308	308
815 PRINTING			100	100	100
821 OUTSIDE CONSULTING SVS	94,916	37,204	60,000	58,000	60,000
822 OUTSIDE CONTRACT SVS	877	3,410	3,000	3,500	3,500
823 STORMWATER POLLUTION	20,939	21,916	20,000	23,600	25,000
842 SPECIAL DEPT SUPPLIES	24		1,000	500	1,000
890 MISCELLANEOUS					5,000
SUBTOTAL OPERATING	120,830	65,053	86,265	87,865	96,815

TOTAL DEPARTMENT APPROPRIATION

211,701	161,073	197,408	199,008	246,516
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Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	-	0.30	0.30	0.30	0.30
PT PUBLIC WORKS DIR					0.25
BUILDING OFFICIAL/PW MANAGER		0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT II	-	-	-	-	-
MANAGEMENT ANALYST	0.25	-	-	-	-
ADMINISTRATIVE ASSISTANT PT			0.0625		

Total Full Time Equivalent Employees

0.25	0.55	0.61	0.55	0.80
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NOTES:

- 402 Public Works Dir (PT) 1/2 time
- 821 Consulting PW Dir & Outside Engineering services; TAM-CMA, MTC-PTAC, IWOQ, StreetSaver
- 822 One-half Fairfax share of annual Marin Map \$3,000
- 823 MSTOPPP Fee, SWRCB Fee
- 890 PW Office remodel

STREET MAINTENANCE BUDGET MESSAGE

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

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

NEW	401	REGULAR SALARIES	109,897	118,159	136,306	136,306	141,135
	402	REG PART-TIME SALARIES [PT PW DIR]					15,000
	421	TEMP. EMPLOYEES			1,000		
	461	OVERTIME	2,923	1,663	1,500	1,500	1,500
	491	HEALTH INSURANCE	23,188	23,795	30,796	30,796	32,423
	492	WORKERS COMP.	2,706	2,858	5,154	5,154	5,381
	493	RETIREMENT	20,587	20,793	13,021	13,021	13,060
	494	MEDICARE	1,580	1,648	1,836	1,836	2,104
	495	FICA/PTS		5,301			916
	496	PERS SIDEFUND			17,500	17,500	19,618
	497	OVERTIME REIMBURSABLE		(875)	(1,000)	(1,000)	(1,000)
		SEE NOTE					
		SUBTOTAL PERSONNEL	160,883	173,342	206,113	205,113	230,136

OPERATING EXPENSES

641	EQUIPMENT RENTAL	-	-	500	500	500
	721 FIELD EQUIP MAINTENANCE		1,269	500	500	500
	722 VEHICLE MAINTENANCE	14,737	6,374	16,500	16,500	16,500
	723 COMMUNICATION EQUIP MAINT	-		500	500	500
	725 MERA DEBT SERVICE	5,199	8,857	8,699	8,857	8,871
	726 MERA MEMBERSHIP FEE	6,157	6,424	5,552	6,814	7,103
	731 BLDG-GROUNDS MAINTENANCE	5,144	4,096	1,322	1,322	1,322
	802 POWER			1,500	1,500	1,500
	803 DUMP FEES			300	300	300
	804 TELEPHONE	1,088	1,107	1,000	1,000	1,000
	806 FUEL	17,116	15,198	14,000	14,000	15,000
	813 OFFICE SUPPLIES		431	2,000	100	2,000
	821 OUTSIDE CONSULTING SVS	24,186	9,531	35,000	25,000	35,000
	841 SMALL TOOLS		448	4,000	4,000	4,000
	842 SPECIAL DEPT SUPPLIES	12,449	18,823	35,000	44,000	35,000
	851 UNIFORM	850	1,240	1,063	1,500	1,381
	861 TRAVEL/TOLLS	10	10	500	500	500
	SUBTOTAL OPERATING	86,937	73,808	127,936	126,893	130,977

TOTAL DEPARTMENT APPROPRIATION

	247,820	247,150	334,049	332,006	361,113
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Allocation of Positions:

PT PUBLIC WORKS DIR					0.125
SENIOR MAINTENANCE WORKER		1.00	1.00	1.00	1.00
MAINT. LEADWORKER		1.00	-	-	-
MAINT. WORKER III				1.00	1.00
MAINT. WORKER II		1.00	-	-	-
MAINT. WORKER I		1.00	1.00	0.50	0.45
Total Full Time Equivalent Employees		4.00	2.00	2.50	2.58

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 contracted services for maint of pavement sections (digouts), retaining walls, and drainage.	
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...	
includes supplies & materials for Gardening Alliance for Center St (up to \$10,000)	



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 512 STREET LIGHTING

ACTIVITY DESCRIPTION

This budget is for the ongoing operation and maintenance for street lights and traffic signals through contractual services as negotiated by the Marin General Services Authority. The maintenance budget for streetlights has increased due to the inspection of all streetlight poles identifying 95 lights omitted from the previous inventory. In addition, the inspection of All Marin County member agencies will share the cost of pole replacements. The costs of providing and maintaining street lighting is partially funded by Gas Tax funds.

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 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

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

SEE NOTE
SEE NOTE

30,723	32,008	26,000	24,000	26,000
22,461	33,288	35,000	25,000	30,000
600		600	600	700

SUBTOTAL OPERATING

53,784 61,600 61,600 49,600 56,700

TOTAL DEPARTMENT APPROPRIATION

53,784 61,600 61,600 49,600 56,700

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 via MGSA with DC Electric to provide maintenance of light poles and traffic signal maintenance costs. FY14 includes replacement of LED lights
- 992 California Streetlight Assessment



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 514 STORMWATER POLLUTION PREVENTION

ACTIVITY DESCRIPTION

This budget is for the Marin County Stormwater Pollution Prevention Program.
 The agreement is funded at the same level as prior year.
 The 514 account is shown for historical expenditure purposes only.

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 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

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

SEE NOTE

SUBTOTAL OPERATING

- - - - -

TOTAL DEPARTMENT APPROPRIATION

- - - - -

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

822 Marin County Stormwater Pollution Prevention Program contribution/NPDES State of California fees.
 Moved to Public Works Adm 01-510-823



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
401 REGULAR SALARIES	61,009	62,229	74,459	74,459	87,489
NEW 402 REG PART-TIME SALARIES [PT PW DIR]					15,000
415 ACCRUED LEAVE CASHOUT	-				
461 OVERTIME	1,408	1,402			
491 HEALTH INSURANCE	21,286	21,639	25,677	25,677	37,550
492 WORKERS COMP.	1,465	1,587	2,813	2,813	3,573
493 RETIREMENT	11,421	11,535	7,141	7,141	8,303
494 MEDICARE	871	887	1,002	1,002	1,397
495 FICA/PTS					563
496 PERS SIDEFUND			9,700	9,700	10,874
497 OVERTIME REIMBURSABLE					
SUBTOTAL PERSONNEL	97,460	98,538	120,793	120,793	164,748

OPERATING EXPENSES

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
641 EQUIPMENT RENTAL			500	500	500
721 FIELD EQUIP MAINT.	-		500	500	500
722 VEHICLE MAINTENANCE	-		1,000	1,000	1,000
801 WATER	13,422	13,705	10,000	10,000	10,000
802 POWER	1,386	1,140	2,300	2,300	2,300
821 OUTSIDE CONSULTING SVS	30,324	17,749	30,000	20,000	25,000
841 SMALL TOOLS	167	-	1,000	1,000	1,000
842 SPECIAL DEPT SUPPLIES	14,691	22,279	10,000	12,000	15,000
851 UNIFORM	425	425	531	531	638
871 LIAB & PROP INSURANCE	299	SEE #715	SEE #715	SEE #715	SEE #715
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	60,715	86,200	55,831	47,831	55,938

TOTAL DEPARTMENT APPROPRIATION

158,174	184,738	176,624	168,624	220,686
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Allocation of Positions:

PT PUBLIC WORKS DIR					0.125
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					
MAINT. WORKER I			0.25	0.25	0.50

Total Full Time Equivalent Employees

1.00	1.00	1.25	1.25	1.63
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NOTES: 821 Tree trimming and replacement of sidewalk trees.
Town tree survey - streets & parks
Trail Maintenance

Fairfax Recreation and Community Services Department BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 1 Recreation and Community Services Manager- Programs – part-time hourly
 - 1 Recreation and Community Services Manger – Events – part-time hourly
 - 1 Recreation and Community Service Manager - Marketing – part-time hourly
- = 3 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 I 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.

2015-16 ACCOMPLISHMENTS:

- Published two Town of Fairfax Recreation catalogs
- Increased outreach by mailing to all Fairfax residents the catalog twice each year; 3,000 households
- 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
- Continued Fairfax Youth Club – middle school and high school program
- Expanded Senior programming and hosted Senior Saturday Social and Fair event
- 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

- Improved building facilities by upgrading stage at Women's Club, redwood stage by Peri Park and three benches in Bolinas Park
- Oversaw temporary art mandala installation at Youth Center
- Extended AIR contract for additional year
- Sponsored town-wide picnic
- Sponsored community Passover Seder
- Sponsored holiday wreathmaking/caroling/potluck
- Sponsored annual Spring egg hunt
- Conducted creek clean-up with Fairfax Volunteers

FY 2016-17 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
- Add a Spanish Camp program for school aged youth in the summer
- Continue Fairfax Youth Club – middle school and high school program
- 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
- Improve building and park facilities with mural behind the Pavilion stage, retrofitting benches in Bolinas Park through memorial designations, and upgrading the picnic tables near the Women's Club
- Extend AIR contract for additional year
- Hold Volunteer Recognition Awards ceremony honoring those who have volunteered throughout the year
- Continue to sponsor town-wide picnic
- Continue to host community Passover Seder
- Educate residents on disaster preparedness
- Continue to offer holiday wreathmaking/caroling/potluck event
- Continue to host Spring egg hunt
- Conduct creek clean-up
- Research bicycle pump track proposal adjacent to Peri Park



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

411 REGULAR PT SALARIES	SEE NOTE	16,170	18,360	15,506	15,506	16,122
492 WORKERS COMP		471	476	580	580	550
493 RETIREMENT		3,394	3,343	2,017	2,017	1,598
494 MEDICARE		220	249	207	207	215
495 FICA/PTS		6,093				
496 PERS SIDEFUND				2,375	2,375	2,662
SUBTOTAL PERSONNEL		26,348	22,428	20,685	20,685	21,146

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.			150	150	150	150
801 WATER	SEE NOTE	193	200	200	200	200
804 TELEPHONE		262	700	700	700	700
811 POSTAGE		737	400	400	400	400
813 OFFICE SUPPLIES		588	500	500	200	500
842 SPECIAL DEPT SUPPLIES	SEE NOTE	1,324	1,100	3,100	3,100	3,100
SUBTOTAL OPERATING		3,103	3,050	5,050	4,750	5,050

TOTAL DEPARTMENT APPROPRIATION	29,452	25,478	25,735	25,435	26,196
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Allocation of Positions:

Community Resources Coord	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	



Town of Fairfax

2016-17 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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Actual	Actual	Adopted	Projected	Proposed

PERSONNEL

411 REGULAR PT SALARIES	SEE NOTE	29,681	30,860	29,563	29,563	30,541
491 HEALTH INSURANCE		2,697	2,929	3,037	3,037	3,315
492 WORKERS COMP		797	794	1,106	1,106	1,025
493 RETIREMENT		5,800	5,844	3,424	3,424	3,075
494 MEDICARE		409	415	394	394	400
496 PERS SIDEFUND				4,500	4,500	5,045
SUBTOTAL PERSONNEL		39,384	40,842	42,024	42,024	43,401

OPERATING EXPENSES

804 TELEPHONE		-				
811 POSTAGE		-	200	200	200	200
813 OFFICE SUPPLIES		170	120	120	120	120
821 OUTSIDE CONSULTING SVS						
881 SPECIAL SERVICES	SEE NOTE	4,791	6,650	6,650	6,650	6,650
SUBTOTAL OPERATING		4,962	6,970	6,970	6,970	6,970

TOTAL DEPARTMENT APPROPRIATION

44,345	47,812	48,994	48,994	50,371
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Allocation of Positions:

Community Resources Coord	0.30	0.30	0.30	0.30	0.30
Admin Asst II			0.25	0.25	0.25

Total Full Time Equivalent Employees

0.30	0.30	0.55	0.55	0.55
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NOTES: This department was formerly 217	
411 - One half of part-time Community Resources Coord & 1/4 Admin Asst II	
881 Easter egg hunt	400
Artist in Residence	400
English Tea	2,500
Fairfax Theater Co	3,350



Town of Fairfax

2015-16 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

SEE FUND 11 FOR PRIOR YEAR ACTIVITY

- 411 REGULAR PT SALARIES
- 492 WORKERS COMP.
- 494 MEDICARE
- 495 FICA/PTS

		42,623	42,623	43,047
		1,735	1,735	1,597
		618	618	624
		1,598	1,598	1,614

SUBTOTAL PERSONNEL

-	-	46,574	46,574	46,882
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OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

		840	840	840
		26,000	26,000	31,000
		600	600	600
		3,000	3,000	3,000
		5,000	5,000	8,000
		200	200	200
		5,000	5,000	7,000
		500	500	500

SUBTOTAL OPERATING

-	-	41,140	41,140	51,140
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TOTAL DEPARTMENT APPROPRIATION

-	-	87,714	87,714	98,022
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Allocation of Positions:

- RECREATION COORDINATORS (2)

		1.00	1.00	1.00
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Total Full Time Equivalent Employees

		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, Instructors are compensated based on a 70/30 split of class revenues Classes are held at Womens Club, Pavilion, and youth center Includes \$10,000 of expenses for Grant (\$5,000 from Age Friendly Taskforce + \$5,000 match)
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.



Town of Fairfax

2016-17 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 will begin adding Spanish Camp for bilingual families.children 5-8 years old

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

- 411 REGULAR PT SALARIES
- 492 WORKERS COMP.
- 494 MEDICARE
- 495 FICA/PTS
- 492 WORKERS COMP.

SUBTOTAL PERSONNEL

SEE FUND 11 FOR PRIOR YEAR ACTIVITY

- - - - -

OPERATING EXPENSES

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

SEE NOTE

		8,000	8,000	12,500
		600	600	600
		1,000	1,000	1,200
		100	100	100

SUBTOTAL OPERATING

- - 9,700 9,700 14,400

TOTAL DEPARTMENT APPROPRIATION

- - 9,700 9,700 14,400

Allocation of Positions:

Total Full Time Equivalent Employees

0.00

0.00

NOTES: This department was formerly in Fund 11

821 Summer camp staff (6) including Camp Director, 3 councilors, 1 credentialed bilingual teacher & assistant

Expenses are offset by tuition fees & community grants

- Camp Fairfax (25 per week @ \$215) for 3.5 weeks

- Spanish Camp (\$285 x 8) for two weeks



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

401	REGULAR SALARIES		10,984	10,984	10,359
421	TEMP LABOR	9,590	420		
415	ACCRUED LEAVE CASHOUT				
461	OVERTIME				
491	HEALTH INSURANCE		3,080	3,080	7,208
492	WORKERS COMP.	340	340	422	363
493	RETIREMENT		746	746	725
494	MEDICARE	154	9	150	142
495	FICA/PTS		40		
SUBTOTAL PERSONNEL		10,084	12,796	15,383	15,383

OPERATING EXPENSES

731	BLDG-GROUNDS MAINT.		9,651	12,800	12,800
801	WATER	770	837	800	800
802	POWER	25,096	25,954	16,500	22,887
803	SANITARY	1,276	-	-	-
804	TELEPHONE	375	403	400	400
821	OUTSIDE CONSULTING SVS		764	8,500	120
822	OUTSIDE CONTRACT SVS	SEE NOTE	1,579	1,418	1,600
841	SMALL TOOLS		6,252		6,500
842	SPECIAL DEPT SUPPLIES	SEE NOTE	2,616	6,000	6,000
851	UNIFORM		-	106	106
871	LIAB & PROP INSURANCE	(75)	SEE #715	SEE #715	SEE #715
SUBTOTAL OPERATING		35,273	46,650	46,706	49,613

TOTAL DEPARTMENT APPROPRIATION

45,357	59,446	62,089	64,996	64,902
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Allocation of Positions:

MAINT. WORKER I		0.25	0.25	0.25
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Total Full Time Equivalent Employees

0.50	0.50	0.25	0.25	0.25
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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

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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PERSONNEL

491 HEALTH INSURANCE	7,712	7,712			
491 RETIREE HEALTH BENEFITS	39,845	40,936	60,000	60,000	63,600
492 WORKERS COMP.	-	19,896			
493 RETIREMENT	4,205	6,573			
495 FICA/PTS	7,389	(7,389)			
496 PERS SIDEFUND			SEE DEPTS	SEE DEPTS	SEE DEPTS
SUBTOTAL PERSONNEL	59,151	67,728	60,000	60,000	63,600

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	7,635	605			
822 CONTRACTED SVCS	162,256	186,979	225,000	215,332	245,000
842 SPECIAL DEPT SUPPLIES	2,736	1,151	4,000	2,000	4,000
871 LIAB & PROP INSURANCE	114,062	109,431	120,374	120,374	131,200
881 SPECIAL SERVICES	21,181	17,196	17,000	19,000	10,000
890 MISCELLANEOUS	1,451	1,472	1,000	1,000	1,000
891 CLAIMS - WC / SETTLEMENTS	76,530	178,260	150,000	130,000	150,000
895 TRAN INTEREST	2,166	1,199	3,000	3,000	3,000
896 CERTB/OPEB	90,000	120,000	120,000	120,000	120,000
SUBTOTAL OPERATING	478,017	616,293	640,374	610,706	664,200

TOTAL DEPARTMENT APPROPRIATION

537,168 684,021 700,374 670,706 727,800

Allocation of Positions:

ADMINISTRATIVE ASSISTANT II 1.00 - - - -

Total Full Time Equivalent Employees

1.00 0.00 0.00 0.00 0.00

NOTES:

	FY14	FY15	FY16 BUD	FY16 PROJ	FY17 BUD
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)	2,220	2,261	2,400	2,148	2,400
CMCM (WEBCAST)	7,525	6,525	8,400	5,000	9,000
COUNTY OF MARIN MIDAS ACCOUNT	19,375	19,200	20,000	20,000	20,000
FAIRFAX CHAMBER OF COMMERCE		210	-	200	200
GOLSCH, C (WEBPAGE SERVICES)	9,900	11,700	11,700	11,700	11,700
HF&H CONSULTANTS (SOLID WASTE RATE STUDY)	1,494	12,640	15,000	15,000	15,000
HOMELESS			11,181	11,181	11,181
LEAGUE OF CALIFORNIA CITIES	4,598	4,048	4,800	4,400	4,800
MARIN COUNTY ADMIN (ANIMAL CONTROL)	73,703	72,687	78,668	78,668	81,655
MARIN COUNTY TAX COLLECTOR (LAFCO)	3,728	4,851	5,024	5,024	6,029
MARIN GENERAL SERVICES AUTHORITY	13,508	8,511	11,511	11,511	10,000
MARIN IT, INC	16,075	21,450	16,000	13,000	16,000
RV HEALTHY COMMUNITY COLLABERATION			2,500	2,500	2,500
SUSTAINABLE FAIRFAX	10,128	17,801	25,000	20,000	20,000
RVSD (CONTRIB TO SCHOOL BUS)	-	-	-	-	10,000
OTHER	-	5,096	12,816	15,000	24,535
	162,255	186,980	225,000	215,332	245,000

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

881 Chipper services - \$10,000 Other \$7,000

891 Allocation for Worker's Comp claims and settlements

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



Town of Fairfax

2016-17 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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Actual	Actual	Adopted	Projected	Proposed

PERSONNEL

401 REGULAR SALARIES				
421 TEMP EMPLOYEES	9,590	420		
415 ACCRUED LEAVE CASHOUT		-		
461 OVERTIME	1,155	455		
491 HEALTH INSURANCE		-		
492 WORKERS COMP.	340	338		
494 MEDICARE	154	9		
495 FICA/PTS	5,301	40		
497 PAYROLL TSFR		-		
SUBTOTAL PERSONNEL	16,540	1,263	-	-

OPERATING EXPENSES

803 SANITARY/DUMP	1,914	-	2,552	2,552	2,552
821 OUTSIDE CONSULTING SVS	1,223	4,195	4,000	4,000	4,000
822 OUTSIDE CONTRACT SVS	27,920	35,000	35,000	35,000	35,000
842 SPECIAL DEPT SUPPLIES	10,587	4,000	7,000	7,000	7,000
851 CLOTHING	-	-	100	100	100
SUBTOTAL OPERATING	41,644	43,195	48,652	48,652	48,652
SUBTOTAL APPROPRIATION	58,183	44,458	48,652	48,652	48,652

SEE NOTE
SEE NOTE

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(51,840)	(41,231)	(60,956)	(60,956)	(48,652)
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TOTAL DEPARTMENT APPROPRIATION

	6,343	3,226	391	391	-
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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

		FY 15	JANITOR	OTHER	FY 16
TO DEPARTMENTS:	211 TOWN MANAGER	4,416	1,280	1,669	2,949
	221 TOWN CLERK	3,685	1,285	1,392	2,677
	241 FINANCE	3,685	1,285	1,392	2,677
	311 PLANNING	5,485	1,285	2,072	3,357
	321 BUILDING INSP	3,085	1,285	1,166	2,451
	411 POLICE	21,900	6,400	8,275	14,675
	510 PUBLIC WORKS ADM	2,400		907	907
	511 STREET MAINT/PW	3,500		1,322	1,322
	625 RENTAL - W/C PAVILION	12,800	12,800	4,836	17,636
		60,956	25,620	23,032	48,652

NOTES:	822 Sewer service - Ross Valley Sanitary District	10,000
	Janitorial Service - San Rafael Building Maint	25,620
	842 Supplies needed for upkeep of town-owned buildings	



Town of Fairfax
2016-17 Operating Budget

FUND 02 DRY PERIOD FUND
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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	858,053	858,053		1,000,000	1,000,000
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
715 901 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	858,053	1,000,000		1,000,000	1,000,000

COMPONENTS OF FUND BALANCE:

NOTES:		
CALCULATION OF RESERVE BALANCE		
General Funds Appropriations	8,677,343	100.0%
Dry Period Reserve	1,000,000	11.5%
Other General Fund Balances	1,466,788	16.9%
Total General Fund Reserves	2,466,788	28.4%



Town of Fairfax

2016-17 Operating Budget

FUND 03 EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

FUND SUMMARY		FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		19,372	8,918		57,763	67,635
REVENUES						
050 502 INVESTMENT EARNINGS			-			
090 901 SALE OF ASSETS		6,528	100	-		
SUBTOTAL REVENUES		6,528	100	-	-	-
APPROPRIATIONS						
903 996 SOLAR PANEL LEASE		16,600	16,600	16,600	16,600	16,600
903 996 INTEREST		3,912	7,110			
923 921 FIELD EQUIPMENT	SEE NOTE	68,070	132,480	41,828	41,828	52,703
SUBTOTAL APPROPRIATIONS		88,582	156,190	92,422	58,428	69,303
TRANSFERS						
100 910 CAPITAL LEASE FINANCING				-		
100 931 TSFR FROM 01-GENERAL FUND		71,600	204,935	68,300	68,300	68,300
715 971 TSFR TO 01-GENERAL FUND			-			
SUBTOTAL TRANSFER		71,600	204,935	100,000	68,300	68,300
NET DEPARTMENT ACTIVITY		(10,454)	48,845	7,578	9,872	(1,003)
ENDING FUND BAL		8,918	57,763		67,635	66,632

COMPONENTS OF FUND BALANCE:

NOTES:	LAST PMT	FY15	FY16	FY17
921 MOBILE COMPUTING		28,818		
FY15 BODY CAMERAS		16,522		
FY15 VEHICLE PURCHASE	4/8/2015	24,818		
FY10 VEHICLE LOAN - ALLY	01/01/15		-	-
FY12 VEHICLE LOAN - FORD	05/01/15	20,495	-	-
FY13 VEHICLE LOAN - FORD	43,241 02/01/16	11,725	11,725	
FY14 VEHICLE LOAN - FORD	110,643 01/01/17	30,103	30,103	30,103
FY16 POLICE COPIER	08/01/19			
FY17 POLICE CAR & (6) MDC	83,514 08/01/19			22,600
TOTAL		132,481	41,828	52,703



Town of Fairfax

2016-17 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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(68,218)	(27,817)		(40,664)	4,167
REVENUES						
030	311 BUILDING PERMITS	171,333	151,570	150,000	160,333	160,000
030	312 GENERAL PLAN MAINTENANCE FEES	2,987	5,205	3,000	5,397	5,400
030	313 TECHNOLOGY IMPROVEMENT FEES	4,709	7,485	4,000	8,152	8,200
030	314 ENCROACHMENT FEES	-	-	-	-	-
030	315 HOUSING INSPECTIONS	39,596	29,513	30,000	36,745	36,700
030	317 SEISMIC FEES	(301)	1,273	1,000	9	-
030	318 PLAN RETENTION	63	37	-	49	-
030	319 STREET OPENING	43,199	28,243	30,000	38,224	38,000
030	320 ROAD IMPACT FEES	116,398	125,312	120,000	124,567	125,000
030	321 INFRASTRUCTURE IMPROV FEES	4,720	7,417	4,000	8,151	8,000
030	904 MISCELLANEOUS SEE NOTE		-	2,000	-	-
030	904 COUNTY - OTHER		-		-	-
	TOTAL PERMITS AND FEES	382,704	356,055	344,000	381,628	381,300
080	801 ZONING & FILING FEES	79,135	61,733	50,000	100,713	50,000
080	805 BUILDING PLAN CHECK FEES	17,827	19,738	14,000	21,824	20,000
080	806 ENGINEERING PLAN CHECKS	110,735	(10,373)	18,000	15,665	15,000
	TOTAL CURRENT CHARGES	207,698	71,098	82,000	138,203	85,000
	SUBTOTAL REVENUES	590,401	427,153	426,000	519,831	466,300
APPROPRIATIONS						
					-	
					-	
					-	
	SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS						
	715 971 TSFR TO 01-GENERAL FUND	(550,000)	(440,000)	(426,000)	(475,000)	(450,000)
	SUBTOTAL TRANSFER	(550,000)	(440,000)	(426,000)	(475,000)	(450,000)
	NET DEPARTMENT ACTIVITY	40,401	(12,847)	-	44,831	16,300
	ENDING FUND BAL	(27,817)	(40,664)		4,167	20,467
COMPONENTS OF FUND BALANCE:						
	RESERVE - PLANNING DEPOSITS	14,417	11,941		21,050	21,050
	UNRESERVED	(42,234)	(52,605)		(16,883)	(583)

NOTES:

904 OLEMA ROAD FEASABILITY STUDY



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	25,257	189		189	189
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT SEE NOTE	7,811		6,000	6,000	6,000
SUBTOTAL APPROPRIATIONS	7,811	-	6,000	6,000	6,000
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND	(17,257)				
TSFR FROM 01-GENERAL FUND			6,000	6,000	6,000
SUBTOTAL TRANSFER	(17,257)	-	6,000	6,000	6,000
NET DEPARTMENT ACTIVITY	(25,068)	-	-	-	-
ENDING FUND BAL	189	189		189	189

COMPONENTS OF FUND BALANCE:

NOTES:
921 Replace radios for Police & DPW as needed



Town of Fairfax

2016-17 Operating Budget

FUND 06 RETIREMENT FUND
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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed

BEGINNING FUND BAL	(7,443)	28,630		5,965	27,581
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,103,281	1,114,982	1,133,000	1,227,116	1,285,000
010 102 PROPERTY TAX - CURRENT UNSEC	8,703	8,992	9,270	9,139	9,600
010 103 PROPERTY TAX - PRIOR YEARS	516	524	1,030	475	500
010 110 SUPPLEMENTAL PROPERTY TAX	19,099	31,624	10,300	23,727	25,000
050 607 SECURED HOPTR	11,473	11,213	10,300	11,160	11,700
SUBTOTAL REVENUES	1,143,073	1,167,335	1,163,900	1,271,616	1,331,800
		2.12%		9.25%	4.73%

TRANSFERS

715 971 TSFR TO 01-GENERAL FUND	(1,107,000)	(1,190,000)	(1,163,900)	(1,250,000)	(1,300,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(1,107,000)	(1,190,000)	(1,163,900)	(1,250,000)	(1,300,000)

NET DEPARTMENT ACTIVITY	36,073	(22,665)	-	21,616	31,800
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ENDING FUND BAL	28,630	5,965		27,581	59,381
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Recap by Department	FY16	FY17	FY17	FY17	%
	PERS	ER PERS	SIDEFUND	TOTAL	
111 Council	2,973	1,236	1,850	3,086	3.8%
211 Town Manager	15,997	11,922	6,894	18,816	17.6%
221 Town Clerk	4,609	5,300	-	5,300	15.0%
231 Personnel	4,414	3,587	-	3,587	-18.7%
241 Finance	18,692	14,138	5,605	19,743	5.6%
311 Planning/Building	62,215	24,859	42,150	67,009	7.7%
321 Building Inspector	24,377	9,945	16,535	26,480	8.6%
411 Police	643,005	207,317	530,644	737,961	14.8%
510 Public Works Admin	13,183	8,089	6,950	15,039	14.1%
511 Street Maint	30,433	13,060	19,618	32,677	7.4%
611 Park Maint	16,713	8,303	10,874	19,177	14.7%
616 Volunteer	3,973	1,598	2,662	4,260	7.2%
617 Recreation	7,477	3,075	5,045	8,119	8.6%
625 Rental - Womens Club	587	725	-	725	23.5%
	848,648	313,154	648,825	961,980	13.4%

NOTES:



Town of Fairfax
2016-17 Operating Budget

FUND 07 SPECIAL POLICE FUND
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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	31,902	4,469		21,083	1,083
REVENUES					
070 733 COPS GRANT	97,567	116,614	100,000	100,000	100,000
SUBTOTAL REVENUES	97,567	116,614	100,000	100,000	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND	(125,000)	(100,000)	(100,000)	(120,000)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(125,000)	(100,000)	(100,000)	(120,000)	(100,000)
NET DEPARTMENT ACTIVITY	(27,433)	16,614	-	(20,000)	-
ENDING FUND BAL	4,469	21,083		1,083	1,083

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	11,248	16,037		35,623	45,623
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
911 OFFICE EQUIPMENT SEE NOTE	15,211	30,413	20,000	20,000	15,000
822 OUTSIDE CONTRACT SERVICES				-	
SUBTOTAL APPROPRIATIONS	15,211	30,413	20,000	20,000	15,000
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	20,000	50,000	30,000	30,000	30,000
SUBTOTAL TRANSFER	20,000	50,000	30,000	30,000	30,000
NET DEPARTMENT ACTIVITY	4,789	19,587	10,000	10,000	15,000
ENDING FUND BAL	16,037	35,623		45,623	60,623
COMPONENTS OF FUND BALANCE:					
DESIGNATED FOR FINANCIAL SOFTWARE	40,000	60,000		70,000	80,000
UNDESIGNATED	11,247	(24,377)		(24,377)	(19,377)

NOTES:	
911 Copier leases /Docstar license	15,000
822 Copier service contract & charges	
	15,000



Town of Fairfax

2016-17 Operating Budget

FUND 11 RECREATION
DEPT 621 FAIRFAX RECREATION

The Town contributes to the operation of youth programs, including FOCAS (Fairfax Open Circle Arts & Sports). Through Measure I, the Town contributes to the annual operation up to \$18,000 within certain operational guidelines, with some of this funding to be used for Youth Commission activities. The summer camp program, Camp Fairfax, receives revenues from fees which offset the costs of the program. **NOW IN GENERAL FUND - SEE 01-621 & 01-622**

FUND SUMMARY	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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BEGINNING FUND BAL	(7,803)	(21,663)		(3,691)	
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REVENUES

030 814 MISCELLANEOUS	SEE NOTE	282			
070 817 RESTRICTED DONATIONS		14,805	1,000		
090 508 RENTALS		13,255	22,125		
090 790 FUNDRAISING		5,780	2,168		
090 822 PROGRAM FEES - CAMP		12,770	12,870		
090 904 OTHER (CLASSES)		10,848	11,860		
SUBTOTAL REVENUES		57,740	50,023	-	-

APPROPRIATIONS

620 842 SPECIAL DEPARTMENT SUPPLIES					
620 843 SENIOR PROGRAMS	NOTE 1				
624 731 BUILDING & GROUNDS MAINT		4,926	829		

621 - FOCAS

411 REGULAR PT SALARIES		40,530	43,942		
492 WORKERS COMP.			1,273		
494 MEDICARE/PTS		579	642		
804 TELEPHONE		817	1,633		
813 OFFICE SUPPLIES		-	-		
821 OUTSIDE CONSULTING SVS	SEE NOTE	11,078	24,441		
822 CONTRACTED SERVICES	SEE NOTE	765	1,019		
842 SPECIAL DEPT SUPPLIES	SEE NOTE	21,351	4,044		
861 MEETING/CONF & TRAVEL		54	-		
881 SPECIAL SERVICES		4,276	1,400		
890 MISCELLANEOUS		136			

622 - CAMP FAIRFAX

821 OUTSIDE CONSULTING SVS		1,310	7,622		
822 CONTRACTED SERVICES		7,882	1,174		
842 SPECIAL DEPT SUPPLIES		896	1,543		
890 MISCELLANEOUS			675		

SUBTOTAL APPROPRIATIONS		94,600	90,236	-	-
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TRANSFERS

100 931 TSFR FROM 01-GENERAL FUND		23,000	58,185		3,691
SUBTOTAL TRANSFER		23,000	58,185		3,691

NET DEPARTMENT ACTIVITY		(13,860)	17,972		3,691
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ENDING FUND BAL		(21,663)	(3,691)		-
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Allocation of Positions:

RECREATION COORDINATORS (2)			0.75		
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Total Full Time Equivalent Employees		0.00	0.75		
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NOTES:	699 KABOOM grant for park equipment (\$20,000) / County Youth
	821 Instructors (70% of class revenue)
	822 Website fees - Constant Contact, CitiMax
	842 Peri Park playground equipment upgrade \$32,700
NOTE 1	Pilot Senior program featuring Book Club / Exercise classes / Computer classes



Town of Fairfax

2016-17 Operating Budget

FUND 12 RECREATION
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 2016, The festival will be held on June 11 & 12

FUND SUMMARY		FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		5,746	(7,621)		4,965	4,265
REVENUES						
090 882 FESTIVAL REVENUE		30,017	58,127			
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		30,017	58,127	36,000	36,000	36,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE		1,770	5,000	5,000	5,000
814 ADVERTISING		2,459	2,465	2,500	2,500	2,500
815 PRINTING	SEE NOTE	399	1,017	300	300	300
821 OUTSIDE CONSULTING SVS	SEE NOTE	11,651	10,162	2,500	2,500	2,500
822 CONTRACT SERVICES		4,550	7,805	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER		12,208	12,007	4,000	4,000	4,000
890 MISCELLANEOUS		7,118	5,315	10,400	10,400	10,400
SUBTOTAL APPROPRIATIONS		38,384	40,541	31,700	31,700	31,700
TRANSFERS						
715 971 TSFR TO 01-GENERAL FUND		(5,000)	(5,000)	(4,300)	(5,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		(5,000)	(5,000)	(4,300)	(5,000)	(5,000)
NET DEPARTMENT ACTIVITY		(13,367)	12,586	-	(700)	(700)
ENDING FUND BAL		(7,621)	4,965		4,265	3,565

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

2016-17 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.

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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	(14,180)	(0)		53,084	67,585
REVENUES					
010 120 \$125 SPECIAL MUNI SERV TAX	456,382	456,384	712,099	713,600	713,600
SUBTOTAL REVENUES	456,474	456,384	712,099	713,600	713,600
APPROPRIATIONS					
DEBT SERVICE					32,000
SUBTOTAL APPROPRIATIONS	-	-	-	-	32,000
TRANSFERS					
951 TSFR TO FUND 51 - CIP GRANTS	(130,000)	(57,000)	(125,745)	(117,000)	(40,000)
952 TSFR TO FUND 52 - CIP STORM	(65,000)	-			
953 TSFR TO FUND 53 - CIP TOWN	(34,781)	(20,000)	(74,255)	(20,000)	(30,000)
971 TSFR TO FUND 01 - GENERAL FUND	(212,513)	(326,300)	(562,099)	(562,099)	(638,600)
SUBTOTAL TRANSFER	(442,294)	(403,300)	(762,099)	(699,099)	(708,600)
NET DEPARTMENT ACTIVITY	14,180	53,084	(50,000)	14,501	(27,000)
ENDING FUND BAL	(0)	53,084		67,585	40,585

DESIGNATION OF REVENUES:

- POLICE SERVICES
- FIRE SERVICES
- YOUTH/SENIOR PROGRAMS
- PUBLIC WORKS IMPROVEMENTS
- MATCHING FUNDS FOR GRANTS
- TOTAL**

DESIGNATION OF FUND BALANCE:

CIP - MEADOWWAY & BPMP 60,000

NOTES: Measure J funds are transferred and spent from other funds



Town of Fairfax

2016-17 Operating Budget

FUND 21 GAS TAX FUND
DEPT 715 MISC

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,

FUND SUMMARY	FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	17,428	200		51,080	11,421
REVENUES					
060 604 Gas Tax - Section 2106	32,644	36,823	27,012	27,346	28,073
060 605 Gas Tax - Section 2107	52,610	57,564	58,903	64,148	66,210
060 606 Gas Tax - Section 2107.5	2,000	4,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	49,444	44,701	43,083	46,247	47,679
060 611 Gas Tax - Section 2103 (Prop 42) SEE NOTE	99,573	79,792	34,152	35,600	18,006
TOTAL REVENUES	236,272	222,880	165,150	175,341	161,968
					SEE NOTE 1
APPROPRIATIONS					
SUBTOTAL	-	-	-	-	-
TRANSFERS					
951 TSFR TO FUND 51 - CIP GRANTS	(25,000)	-	(30,000)	(30,000)	
953 TSFR TO FUND 53 - CIP TOWN	(44,000)	(45,000)	-		
971 TSFR TO FUND 01 - GENERAL FUND	(184,500)	(127,000)	(185,000)	(185,000)	(170,000)
SUBTOTAL	(253,500)	(172,000)	(215,000)	(215,000)	(170,000)
NET DEPARTMENT ACTIVITY	(17,228)	50,880	(49,850)	(39,659)	(8,032)
ENDING FUND BAL	200	51,080		11,421	3,389

NOTES:

NOTE 1 May increase if Governors proposal is passed \$ 40,491

Revenue projections provided by California City Finance

Effective 7/1/15 the State Board of Equalization approved a 6 cent reduction in the variable gas tax rate



Town of Fairfax

2016-17 Operating Budget

MEASURE A -
FUND 22 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.

FUND SUMMARY	FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL					-
PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES					
REVENUES					
060 920 MEASURE A&B FUNDS		96,554	85,745	85,745	157,891
SUBTOTAL REVENUES			85,745	85,745	157,891
APPROPRIATIONS					
SUBTOTAL APPROPRIATIONS					-
TRANSFERS					
715 951 TSFR TO FUND 51 - CIP GRANTS			(85,745)	(85,745)	(157,891)
715 953 TSFR TO FUND 53 - CIP TOWN					
715 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER			(85,745)	(85,745)	(157,891)
NET DEPARTMENT ACTIVITY			-	-	-
ENDING FUND BAL					-

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Projected	Proposed
MEASURE A TRANSPORTATION - APPROPRIATIONS					
51 897 BANK ST PARKING LOT	75,219				
53 819 MANZANITA RD RECONSTRUCTION		96,554			
53 894 PARKADE IMPR			85,745		
51 CANYON RD REPAIR				85,745	
51 MOUNTAIN VIEW RD RECONST					157,891
	<u>75,219</u>	<u>96,554</u>	<u>85,745</u>	<u>85,745</u>	<u>157,891</u>

NOTES: Funds are transferred to Capital Improvement funds for expenditure



Town of Fairfax

2016-17 Operating Budget

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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL						
PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES						
						-
REVENUES						
060	920 MEASURE A FUNDS		73,771	54,107	54,107	54,000
SUBTOTAL REVENUES				54,107	54,107	54,000
APPROPRIATIONS						
715	VARIOUS		73,771			24,000
SUBTOTAL APPROPRIATIONS				-	-	24,000
TRANSFERS						
100	941 TSFR FROM FUND 51 - CIP GRANTS			18,893	18,893	-
715	951 TSFR TO FUND 51 - CIP GRANT			(58,000)	(58,000)	(20,000)
715	972 TSFR TO FUND 73 - OPEN SPACE			(15,000)	(15,000)	(10,000)
SUBTOTAL TRANSFER				(54,107)	(54,107)	(30,000)
NET DEPARTMENT ACTIVITY				-	-	-
ENDING FUND BAL						-

				FY 2014-15 Actual	FY 2015-16 Proposed	FY 2015-16 Projected	FY 2016-17 Proposed
MEASURE A PARKS - APPROPRIATIONS							
73	673	931	PARKLAND ACQUISITION	50,000	50,000	10,000	10,000
73	673		PARKLAND RESTORATION			5,000	
51	894		REPAIR OF PARK EQUIPMENT	6,500		21,500	
51	841		TRAIL REPAIR & IMPROVEMENT	10,000		50,000	15,000
51	820		RENOVATION OF WOMENS CLUB STAGE			10,000	10,000
			RENOVATION OF CLAUS CIRCLE PARK			12,500	7,000
			PAVILION PARKING IMPROVEMENTS	4,271	13,771		
			PAVILION LED LIGHT REPLACEMENT				6,000
			PERI PARK PUMP TRACK				6,000
				70,771	63,771	109,000	54,000

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.
	Additional \$10,000 has been added for equipment repair



Town of Fairfax

2016-17 Operating Budget

FUND 43-45 DEBT SERVICE MEASURE K

DEPT 716 DEBT SERVICE

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2002 series of the bonds were refunded in 2012 which provided \$193,726 of additional capital to be used for Measure K street purposes. The Town is refunding the 2006 issue in 2016-17 which will reduce debt service (interest) cost to ratepayers.

FUND SUMMARY	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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BEGINNING FUND BAL	756,702	851,633		852,658	894,609
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	529,760	473,683	442,632	538,180	442,632
010 102 PROPERTY TAX - CURRENT UNSEC	70	4,430		6,799	
010 103 PROPERTY TAX - PRIOR YEARS	6,869	267		397	
010 110 SUPPLEMENTAL PROPERTY TAX	9,451	12,001	2,876	11,987	2,876
050 607 SECURED HOPTR	5,642	6,725	3,000	4,804	3,000
100 OTHER	34,970				
SUBTOTAL REVENUES	586,761	497,106	448,508	562,167	448,508

APPROPRIATIONS

FUND 43 - 2006 GENERAL OBLIGATION BONDS

995 PRINCIPAL	65,000	70,000	75,000	75,000	75,000
996 INTEREST	78,350	75,475	72,213	72,213	68,838
	143,350	145,475	147,213	147,213	143,838

FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS

995 PRINCIPAL	87,000	76,600	86,900	86,900	97,100
996 INTEREST	80,991	89,334	92,628	92,628	87,292
	167,991	165,934	179,528	179,528	184,392

FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS

995 PRINCIPAL	98,500	108,000	117,400	117,400	126,600
996 INTEREST	78,765	74,266	70,942	70,942	70,942
	177,265	182,266	188,342	188,342	197,542

828 BOND ISSUANCE COSTS					
871 INSURANCE & FEES	3,225	2,405	2,500	3,585	3,600
821 CONTRACT SERVICES			2,700	1,550	2,700
SUBTOTAL APPROPRIATIONS	491,831	496,080	520,282	520,217	532,071

TRANSFERS

TRANSFER TO FUND 55 MEAS K CIP					
SUBTOTAL TRANSFER	-	-	-	-	-

NET DEPARTMENT ACTIVITY	94,931	1,026	(71,774)	41,950	(83,563)
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ENDING FUND BAL	851,633	852,658		894,609	811,046
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NOTES:		Original Issue	Balance 6/30/2015	Final Payment
Fund 43	General Obligation Bonds Series 2006	\$ 1,765,000	\$ 1,330,000	8/1/2028
Fund 44	General Obligation Refunding Bonds Series 2008	\$ 1,977,600	\$ 1,553,800	8/1/2025
Fund 45	General Obligation Refunding Bonds Series 2012	\$ 2,772,800	\$ 2,574,100	8/1/2027
Note 1	Disclosure & dissemination compliance services			



Town of Fairfax

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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 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(22,908)	224,887		155,754	368,189
REVENUES						
060 915 NON MOTORIZED TRANSP GRANT		15,303		-		35,000
060 920 MEASURE A PARK & TRANSP		54,914	(50,000)	264,255	211,054	374,000
070 695 COUNTY		-	-	37,500		35,000
070 699 FEDERAL/STATE GRANT REVENUE		181,067	213,699	122,000	56,029	56,000
070 704 RECYCLING GRANT			5,000	-		-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		442,141	193,547	631,000	550,000	687,000
FED/STATE FINANCING				-		217,329
SUBTOTAL REVENUES		693,425	362,246	1,054,755	817,083	1,404,329
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		15,715	264	60,000		
825 ENVIRONMENTAL & PERMITS		22	-	75,000		
826 ENGINEERING & DESIGN		510,006	444,293	861,000		
827 CONSTRUCTION		197,506	178,842	447,000		
OTHER		3,878		8,745		
SUBTOTAL APPROPRIATIONS		727,127	623,399	1,451,745	836,500	1,653,891
TRANSFERS						
100 941 TSFR FROM FUND 20 - MEASURE J		130,000	57,000	125,745	117,000	40,000
100 942 TSFR FROM FUND 21 - GAS TAX		25,000	-	30,000	30,000	-
100 TSFR FROM FUND 22 - MEAS A TRANS				85,745	85,745	157,891
100 TSFR FROM FUND 23 - MEAS A PARK				58,000	58,000	20,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR		150,000				
TSFR FROM FUND 01 - GENERAL FUND			156,023			
TSFR TO FUND 01 - GENERAL FUND		(23,503)	(21,003)			
715 TSFR TO FUND 23 - MEAS A PARK				(18,893)	(18,893)	-
715 TSFR TO FUND 53 - CIP TOWN				(40,000)	(40,000)	
SUBTOTAL TRANSFER		281,497	192,020	240,597	231,852	217,891
NET DEPARTMENT ACTIVITY		247,795	(69,134)	(156,393)	212,435	(31,671)
ENDING FUND BAL		224,887	155,754		368,189	336,518

ALLOCATION OF APPROPRIATIONS:

51- 856 MEADOW WAY BRIDGE	141,281	60,943	290,000	290,000	290,000
51- 873 CREEK ROAD BRIDGE	249,981	225,381	193,000	193,000	193,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	114,935	121,331	150,000	150,000	75,000
51- 820 WOMENS CLUB REHABILITATION	-	29,857	28,745	16,000	20,000
51- 875 BIKE SPINE CLASS 1 BIKE LANE			363,000	55,000	308,000
51- 909 PAVILION SEISMIC RETROFIT	599	711	50,000	12,000	48,000
51- PAVILION ROOF			70,000	42,000	
51- 841 MISC PARK & TRAIL IMPROVEMENTS		12,244	84,000	53,500	
51- 843 AZALEA AVENUE BRIDGE		5,290	223,000	25,000	243,000
51- 755 FFX BIKE SPINE	91,896	336			
51- NEW STREET RESURFACING	-	-			476,891
51- 760 BALLFIELD RESTROOMS	52,934	-			
51- 870 PARK PATHWAY IMP	22				
51- 891 SFD BIKE LAKE STRIPING	74,559	-			
51- 892 PASTORI SIDEWALK	920	-			
51- 897 BANK ST PARKING LOT		167,306			
Totals	727,127	623,399	1,451,745	836,500	1,653,891



Town of Fairfax

2016-17 Operating Budget

FUND 52 CIP - STORM DAMAGE 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	70,755	21		-	-
REVENUES					
050 502 INVESTMENT EARNINGS				-	
070 600 FEDERAL/STATE GRANT REVENUE	19,507				
070 699 OTHER					
SUBTOTAL REVENUES	19,507	-	-	-	-
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	56,714				
822 CONTRACT SERVICES	22,038				
825 ENVIRONMENTAL & PERMITS	1,706				
826 ENGINEERING & DESIGN	17,068				
827 CONSTRUCTION	241,285				
828 CONSTRUCTION ENGINEERING					
699 OTHER					
SUBTOTAL APPROPRIATIONS	338,811	-	-	-	-
TRANSFERS					
100 941 TSFR FROM FUND 01 - GENERAL FUND	248,570	(21)			
100 941 TSFR FROM FUND 20 - MEASURE J	-	-	-		-
100 941 TSFR FROM FUND 51 - CIP TOWN					
SUBTOTAL TRANSFER	248,570	(21)	-	-	-
NET DEPARTMENT ACTIVITY	(70,733)	(21)	-	-	-
ENDING FUND BAL	21	-		-	-
	(0)				
ALLOCATION OF APPROPRIATIONS:					
52- 522 PERI PARK BRIDGE					
52- 523 PERI PARK TENNIS CT/BANK					
52- 524 PASTORI OUTFALL PIPE	73,782	-			
52- 861 ELECTRIC CHARGING STATION		-			
Totals	73,782	-			

NOTES: No Projects are budgeted for FY 14/15



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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BEGINNING FUND BAL	(192,535)	(26,310)		169,523	222,060
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REVENUES

070 695 COUNTY - OTHER					-
070 600 FEDERAL/STATE GRANT REVENUE			300,000	-	30,000
060 920 MEASURE A TAM TRANSP TAX	138,339	96,554	110,745	18,554	6,000
070 699 OTHER SEE NOTE	49,029	5,000			33,000
SUBTOTAL REVENUES	187,368	101,554	410,745	18,554	69,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	3,832	16,417			-
825 ENVIRONMENTAL & PERMITS					-
826 ENGINEERING & DESIGN	4,681	17,579	95,000	19,921	45,000
827 CONSTRUCTION	75,879	16,481	575,000	54,542	54,000
828 CONSTRUCTION ENGINEERING			-	-	-
814 OTHER	532		-	-	-
903 996 SOLAR PANEL LEASE SEE NOTE					
SUBTOTAL APPROPRIATIONS	84,924	50,477	670,000	74,463	99,000

TRANSFERS

100 941 TSFR FROM FUND 20 - MEASURE J	34,781	20,000	74,255	20,000	30,000
100 942 TSFR FROM FUND 21 - GAS TAX	44,000	45,000	-	-	-
100 949 TSFR FROM FUND 51 - CIP GRANTS	-		40,000	40,000	-
100 TSFR FROM FUND 01 - GENERAL FUND	(15,000)	79,756	48,446	48,446	-
SUBTOTAL TRANSFER	63,781	144,756	162,701	108,446	30,000

NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	166,225	195,833	(96,554)	52,537	-
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ENDING FUND BAL

ENDING FUND BAL	(26,310)	169,523		222,060	222,060
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ALLOCATION OF APPROPRIATIONS:

53- 761 PAVEMENT MGMT PLAN ASST PROG					
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	15,475		30,000	22,051	20,000
53- 819 MANZANITA ROAD SLIDE REPAIR		16,394	145,000	100,000	10,000
53- 830 DOWNTOWN IMPROVEMENTS					
53- 867 TREE MAINT PROGRAM	-				
53- 887 STREET RESURFACING/REPAIR	69,449	34,083	95,000	(27,355)	39,000
53- 894 PARKADE IMPROVEMENTS SOLAR PANEL			400,000	50	40,000
Totals	84,924	50,477	670,000	94,746	109,000

NOTES:

- 699 IN KIND CONTRIBUTION (STAFF TIME)
- 996 SOLAR PANAL LEASE PAYMENT MOVED TO FUND 3



Town of Fairfax
2016-17 Operating Budget

FUND 54 CIP - PAVILION
DEPT CAPITAL PROJECTS

FUND SUMMARY	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
BEGINNING FUND BAL	765	150,765		(0)	(0)
REVENUES					
050 502 INVESTMENT EARNINGS					
070 600 FEDERAL/STATE GRANT REVENUE					
060 920 MEASURE A TAM TRANSP TAX					
070 699 OTHER					
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
TSFR FROM FUND 01 - GENERAL FUND					
715 951 TSFR FROM FUND 51 - CIP TOWN		(150,765)			
100 941 TSFR TO FUND 51 - CIP TOWN	150,000				
100 942 TSFR TO FUND 21 - GAS TAX					
SUBTOTAL TRANSFER	150,000	(150,765)	-	-	-
NET DEPARTMENT ACTIVITY	150,000	(150,765)	-	-	-
ENDING FUND BAL	150,765	(0)		(0)	(0)

NOTES:



Town of Fairfax

2016-17 Operating Budget

FUND 55 CIP- MEASURE K
DEPT 719 MEASURE K

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2006 series of the bonds were refunded in 2012 which provided \$193,726 of additional capital to be used for Measure K purposes. The Measure K fund tracks the expenditure of the capital funds.

FUND SUMMARY	FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Actual	Adopted	Projected	Proposed

BEGINNING FUND BAL	(4,751)	10,249		(0)	(0)
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REVENUES

050 502 INVESTMENT EARNINGS					
010 115 MEASURE K PROCEEDS					
SUBTOTAL REVENUES	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
994 BOND ADMIN COSTS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

100 931 TRANSFER FROM FUND 45 - BOND					
715 953 TSFR TO FUND 51 CIP - GRANTS					
715 971 TSFR TO 01-GENERAL FUND		(10,249)			
100 931 TSFR FROM FUND 01 GENERAL FUND	15,000				
SUBTOTAL TRANSFER	15,000	(10,249)	-	-	-

NET DEPARTMENT ACTIVITY

15,000	(10,249)	-	-	-
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ENDING FUND BAL

10,249	(0)		(0)	(0)
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ALLOCATION OF APPROPRIATIONS:

- 10 55-719 Street Resurfacing 11/12
- 11 55-720 Street Resurfacing 12/13
- 12 55-828 Downtown Sidewalks

Totals

-	-	-	-	-
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NOTES:



Town of Fairfax

2016-17 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 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Proposed
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BEGINNING FUND BAL	20,765	10,390		21,057	29,918
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REVENUES

070 815 COUNTY OPEN SPACE GRANT	10,000				
070 923 COUNTY MEASURE A PARK		50,000			
070 816 DONATIONS SEE NOTE	16,605	14,070	5,000	4,335	5,000
SUBTOTAL REVENUES	26,605	64,070	5,000	4,335	5,000

APPROPRIATIONS

COMMITTEE

811 POSTAGE			3,000		3,000
812 REPRODUCTION			-		-
815 PRINTING	25		-		-
879 FUNDRAISING COST	660	1,403	2,000	474	2,000
890 MISCELLANEOUS			-		-
931 BLDGS & LAND SEE NOTE	43,890	60,000	10,000	10,000	
SUBTOTAL APPROPRIATIONS	44,576	61,403	15,000	10,474	5,000

TRANSFERS

100 931 TSFR FROM GENERAL FUND SEE NOTE	3,596	8,000	4,000	-	4,000
100 TSFR FROM FUND 23 - MEAS A PARK			15,000	15,000	10,000
100 699 LOAN FROM GENERAL FUND SEE NOTE	4,000				
SUBTOTAL TRANSFER	7,596	8,000	19,000	15,000	14,000

NET DEPARTMENT ACTIVITY	(10,375)	10,667	9,000	8,861	14,000
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ENDING FUND BAL	10,390	21,057		29,918	43,918
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ALLOCATION OF FUND BALANCE:

Designated for Wall Property	12,070			-	-
Designated for Skyranch Property				5,000	5,000
Designated for Parkland Restoration SEE NOTE 1				5,000	
Designated for Capital Acquisition SEE NOTE 2	300	300		10,000	10,000
Undesignated Balance	(1,980)	20,757		9,918	28,918
	10,390	21,057		29,918	43,918

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
Skyranch 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 - Measure A (\$10,000) & Donations (\$12,807)