

# TOWN OF FAIRFAX

## 2015 - 2016 Operating and Capital Improvement PROPOSED Budget



**MAYOR**

**Barbara Coler**

**VICE MAYOR**

**Renée Goddard**

**COUNCIL MEMBERS**

**John Reed**

**David Weinsoff**

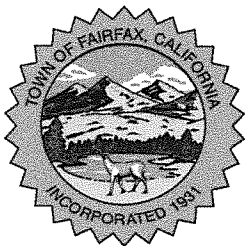
**Peter Lacques**

**PROPOSED BUDGET  
FY 2015-2016  
TABLE OF CONTENTS**

<u>OPERATING BUDGET</u>	<u>PAGE</u>
Table of Contents	
Budget Message.....	i-vii
Five Year Revenue Forecast .....	viii-xv
Summary – All Funds.....	1
Interfund Transfers – All Funds.....	2
Appropriations – All Funds.....	3
General Fund-at-a-Glance (graphic) .....	4
General Fund – Fund Summary.....	5
General Fund Revenue Detail .....	6-7
General Fund Appropriations Summary.....	8
General Fund Appropriations Summary by Object .....	9
<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>
<b>Town Manager Department Budget Message.....</b>	<b>10-12</b>
Town Council.....	01-111 ..... 13
Town Treasurer .....	01-112 ..... 14
Independent Auditor.....	01-116 ..... 15
Town Attorney.....	01-121 ..... 16
Town Manager.....	01-211 ..... 17
<b>Town Clerk/Elections Department Message .....</b>	<b>18-19</b>
Town Clerk.....	01-221 ..... 20
Elections.....	01-222 ..... 21
Personnel .....	01-231 ..... 22
<b>Finance Department Message .....</b>	<b>23-24</b>
Finance.....	01-241 ..... 25
<b>Planning &amp; Building Department Message .....</b>	<b>26-27</b>
Planning.....	01-311 ..... 28
Building Inspection.....	01-321 ..... 29
<b>Police Department Message .....</b>	<b>30-31</b>
Police.....	01-411 ..... 32-33
Disaster Prep & EOC .....	01-418 ..... 34
Fire .....	01-421 ..... 35-36
<b>Public Works Department Message.....</b>	<b>37-38</b>
Public Works Administration .....	01-510 ..... 39
<b>Street Maintenance Message .....</b>	<b>40</b>
Street Maintenance.....	01-511 ..... 41
Street Lighting & Traffic Signals.....	01-512 ..... 42
Stormwater Pollution Prevention.....	01-514 ..... 43
<b>Park Maintenance Department Message.....</b>	<b>44</b>
Park Maintenance .....	01-611 ..... 45

**PROPOSED BUDGET  
FY 2015-2016  
TABLE OF CONTENTS**

<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>	<u>PAGE</u>
<b>Volunteer/Parks &amp; Recreation Department Message</b> .....		46-48
Volunteers For Fairfax .....	01-616	49
Recreation Events.....	01-617	50
Recreation Classes.....	01-621	51-53
Camp Fairfax .....	01-622	54
Rental Facilities .....	01-625	55
Non Departmental.....	01-715	56
Building Maintenance.....	01-911	57
02 Dry Period .....	02-715	58
03 Equipment/Vehicle Replacement .....	03-923	59
04 Building and Planning .....	04-715	60
05 Communication Equipment Replacement .....	05-924	61
06 Retirement Fund .....	06-715	62
07 Special Police Fund .....	07-715	63
08 Office Equipment Replacement.....	08-928	64
11 Fairfax Recreation .....	11-624	65
12 Fairfax Festival .....	12-622	66
20 Measure J Municipal Services Tax .....	20-715	67
21 Gas Tax .....	21-715	68
22 Measure A - Transportation .....	22-715	69
23 Measure A - Parks .....	23-715	70
4X Measure K Debt Service.....	41 to 45-716	71
51 CIP Capital Projects – Grants .....	51-XXX	72
52 CIP Storm Damage Recovery .....	52-XXX	73
53 CIP Capital Projects – Town .....	53-XXX	74
54 CIP Pavilion .....	54-XXX	75
55 CIP Measure K .....	55-XXX	76
73 Open Space Fund.....	73-673	77
<b><u>CAPITAL BUDGET</u></b>		
Capital Projects Summary.....	51 & 53	78-81
Capital Projects Detail.....	51 & 53	82-94
<b><u>APPENDIX</u></b>		
Town of Fairfax Demographics .....		95
Town of Fairfax Organizational Chart.....		96
Salary Schedule.....		97
Allocation of Positions.....		98
PERS Rate History .....		99-100
HealthCare Rates .....		101



## **TOWN OF FAIRFAX**

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May 2015

### **Town of Fairfax Operating and Capital Budgets for Fiscal Year 2015-16**

Dear Mayor and Town Council:

I am pleased to present the Fiscal Year 2015-16 Operating and Capital Improvement Budget. While this year's budget continues to reflect the positive growth in the economy, it is not without challenges. That being said, this budget does balance revenues with expenditures and avoids tapping into General Fund reserves for any on-going expenses.

The good news is that General Fund revenues and transfers (e.g., Measure J) are estimated to be approximately \$545,000 higher than the FY14-15 budget. The bulk of the increase is due to increases in property taxes (approx. \$185,000 or 3.5% increase) and the voter renewal of the special municipal tax- aka Measure J- (approx. \$250,000 increase).

The bad news is that CalPERS (the state retirement system) increased the Town's annual retirement contribution by \$230,000. This contribution will be applied toward the new CalPERS "side fund." A "side fund" is the amount a Town owes to Cal PERS to fully fund its retirement obligations. The Town's payment to the "side fund" is in addition to its annual contributions to CalPERS. The Town will now have two CalPERS side funds. This year's budget will include a "PERS side fund" line item under each department's personnel costs. One side fund (approx. \$1.5M) is slated to be repaid in 5 yrs. and the other (approx. \$5.3M) is amortized by CalPERS over 30 years. Staff is researching the options for financing the smaller side fund and/or a portion of the larger side fund which would result in thousands of dollars in interest savings to the Town. The other major expenditure increase is the Ross Valley Fire Department (RVFD), which also experienced a similar increase in retirement costs. The Town's contribution to RVFD is slated to increase over \$130,000.

The overall budget is approximately \$10,380,000 of which \$8,140,000 is allocated for general fund operations, \$1,690,000 for capital improvement projects, and \$550,000 for other expenses such as Measure K debt service and special revenue funds. This year's total budget is approximately 2% lower than the FY14-15 budget.

The FY15-16 General Funds operating budget is approximately \$290,000 or 3.5% higher than last year's adopted budget. It should be noted that the FY15-16 budget does include permanent net reductions in operating expenses of \$150,000. These reductions along with increases in revenue combine to offset the increases in retirement and RVFD costs. We believe these net reductions will not significantly impact service levels.



Overall, General Fund reserves continue to remain healthy. For FY15-16, we estimate the ending General Fund balance will remain almost the same as the beginning fund balance of approximately \$2,000,000. In FY14-15, even with the Council allocating projected expenditure savings toward capital projects such the repair of Manzanita Road and one time equipment purchases, the Town was still able to contribute to the General Fund reserves.

**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 that the projected General Fund expenses and revenues will equal each other over the 5 year period.

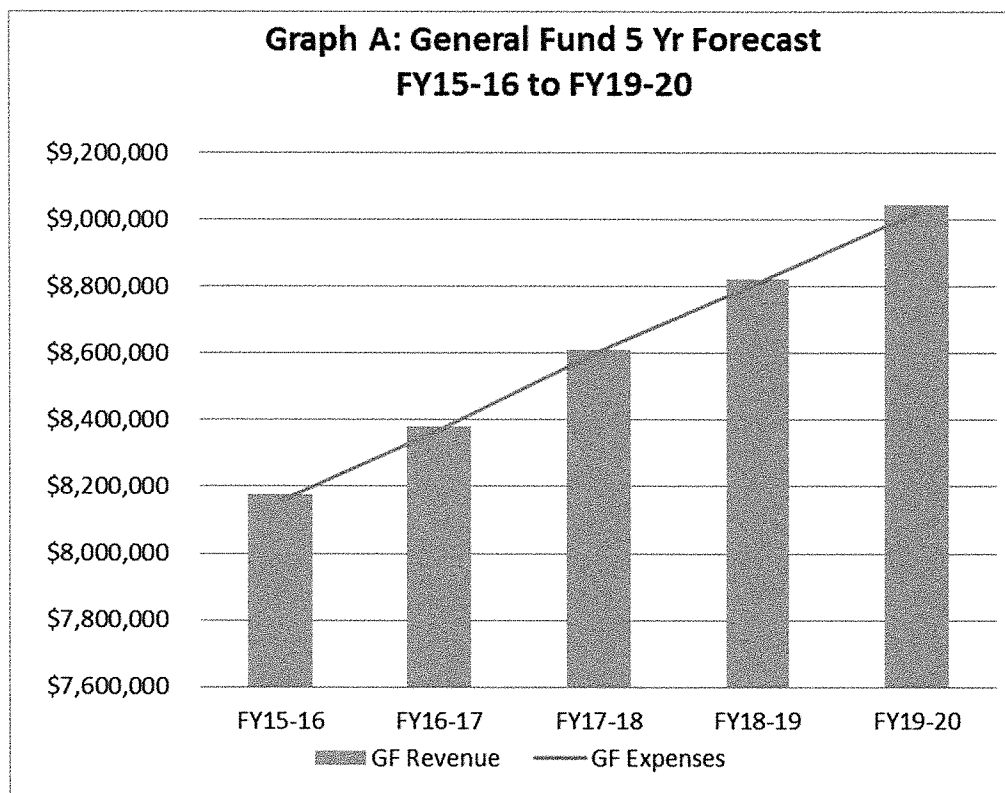


Table A shows how the total revenues including transfers would cover projected expenses over the Forecast period. General Fund reserves would arrange between 22.5% - 24.3% of General Fund expenditures. While this is slightly below the Council’s policy of 25%, we are not projecting a need to tap into reserves to balance the budget during the Forecast period.

Table B shows that General Fund revenues will grow by an average 2.9% per year from FY16-17 to FY19-20. In comparison, expenditures will increase by an average of 2.8% during the same time period. While the Town is in negotiations with its bargaining groups, the Forecast does include an allowance for equity and/or COLA adjustments. Health care costs are estimated to increase annually by 9%. Retirement costs are estimated to increase by approximately 8.2% in FY16-17 and average of 6.3% per year for FY17-18 thru FY19-20. Non-personnel expenses

**TABLE A**  
**Five Year General Fund Forecast**

	Projected YR End					Estimated Yr	
	Budget	Projected FY13-14	Projected FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19
Total GF Appropriations	\$ 7,360,443	\$ 7,751,148	\$ 8,156,220	\$ 8,372,571	\$ 8,605,750	\$ 8,810,679	\$ 9,024,572
GF Revenue (taxes, fees)	\$ 5,866,830	\$ 5,547,500	\$ 5,718,500	\$ 5,881,598	\$ 6,063,078	\$ 6,249,094	\$ 6,429,013
Other GF Rev*	\$ 1,652,433	\$ 1,580,000	\$ 1,590,000	\$ 1,629,750	\$ 1,670,494	\$ 1,712,256	\$ 1,755,062
Transfers In**	\$ 237,562	\$ 547,003	\$ 867,000	\$ 869,000	\$ 879,000	\$ 859,000	\$ 859,000
Subtotal GF Revenue	\$ 7,756,825	\$ 7,674,503	\$ 8,175,500	\$ 8,380,348	\$ 8,612,572	\$ 8,820,350	\$ 9,043,075
Net Surplus(Deficit) to GF reserves	\$ 396,382	\$ (76,645)	\$ 19,280	\$ 7,776	\$ 6,821	\$ 9,670	\$ 18,504
Ending GF Bal	\$ 2,043,241	\$ 1,966,596	\$ 1,985,876	\$ 1,993,652	\$ 2,000,474	\$ 2,010,144	\$ 2,028,648
In % of GF Exp	27.8%	25.4%	24.3%	23.8%	23.2%	22.8%	22.5%

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

\*\* Measure J, COPS Grant, Gas Tax, Festival

*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 increase by 4.5%/yr

Retirement increase increases by \$230,000 in FY15-16, then 8.2% in FY16-17 and then averages 6.3%/yr thru FY19-20out

Assumes renewal of 1/2 sales tax Measure D

All other expenses increase by 1%/yr with the exception that RVFD increases by \$133,000 in FY15-16 and 2% thru FY19-20; assumes additional reductions in expenditures in future years

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

	Budget FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20
Total GF Revenue*	\$ 5,718,500	\$ 5,881,598	\$ 6,063,078	\$ 6,249,094	\$ 6,429,013
Revenue Increase from previous yr	\$ 171,000	\$ 163,098	\$ 181,480	\$ 186,016	\$ 179,919
Increase in % from previous yr	3.1%	2.9%	3.1%	3.1%	2.9%
Total GF Expenses	\$ 8,156,220	\$ 8,372,571	\$ 8,605,750	\$ 8,810,679	\$ 9,024,572
Expenditure Increase	\$ 405,072	\$ 216,351	\$ 233,179	\$ 204,929	\$ 213,892
Increase in %	5.5%	2.8%	2.9%	2.4%	2.5%

\* GF revenue does not include transfers or special revenue

are increased by 1% per year with the exception of RVFD which is increased by a little more than 2% per year. However, the Forecast does assume savings from staff turnover/retirements during the Forecast period as well as some minor reductions in on-going operating costs.

Personnel costs (salaries and benefits) comprise over 50% of the Town's budget not including the cost of the fire services. However, when combined with the RVFD, the percentage increases to almost 80% of the Town's budget. 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.

Table C shows the breakdown of General Fund Revenues. Over the five-year forecast period, property and sales tax revenues are projected to grow by an average of 3.5% per year. The FY15-16 General Fund budget now includes the newly consolidated Recreation and Community Services Department. Previously, recreation (aka FOCAS) revenues and expenditures were shown in a Special Revenue Fund.

One important factor to consider is that the smaller CalPERS side fund is repaid in Year 5 (Y19-20), outside the Forecast period. After year 5, the monies that the Town had been budgeting to pay the side fund (upwards of \$300,000 per year) could be used for other purposes such as capital projects or to pay down the principal of the second side fund much like a mortgage.

### **Key Service Additions**

We are proposing one significant change to service levels. Over the past year, the Public Works Department (DPW) has been understaffed in the field. While the DPW budget did include funding for a half-time position (approximately \$25,000), we decided to keep the position vacant to evaluate the impact on workload and, if contractors, could be used to assist staff as needed. We have since determined that this approach is not very effective. In addition, we believe a full-time position is warranted given the workload and the need for succession planning. With retirements on the horizon, it would be prudent to begin training staff for the future. The position including salary and benefits is estimated to cost \$60,000/yr. which will add a net \$35,000 to DPW personnel costs since we already budgeted \$25,000/yr. for a part-time position.

### **Key Budget Assumptions for Fiscal Year 2015-16**

This budget contains the same sections and components (e.g., Five Year forecast) as last year with biggest change being the consolidation of volunteer and recreation services (formerly known as FOCAS) into a new Recreation and Community Services Department. As a result, all expenditures and revenues associated with such activities now appear in the General Fund as opposed to a Special Revenue Fund. The net impact to the budget is neutral as the expenditures and revenues for these programs are projected to be relatively the same as in FY15-16.

We have also added detailed sheets to better track the use of Measure A (TAM) Transportation funding and County Measure A Park funding. The use of these monies are now shown in the newly created Funds 22 and 23, respectively.

**TABLE C  
GENERAL FUND REVENUE ACTUAL AND 5 YEAR FORECAST**

Revenue Detail	Proposed					Projected FY19-20
	Projected FY14-15	Budget FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	
Property Tax	\$ 3,376,000	\$ 3,436,000	\$ 3,556,260	\$ 3,680,729	\$ 3,809,555	\$ 3,942,889
Sales Tax (1%)	\$ 665,000	\$ 663,000	\$ 678,000	\$ 705,000	\$ 730,000	\$ 751,900
Measure D Sales Tax (0.5%)	\$ 408,000	\$ 416,000	\$ 435,000	\$ 455,000	\$ 477,000	\$ 491,310
Other- Utility	\$ 364,000	\$ 375,000	\$ 376,875	\$ 378,759	\$ 380,653	\$ 382,556
<b>Subtotal Taxes</b>	<b>\$ 4,813,000</b>	<b>\$ 4,890,000</b>	<b>\$ 5,046,135</b>	<b>\$ 5,219,488</b>	<b>\$ 5,397,208</b>	<b>\$ 5,568,655</b>
<b>Other Revenues</b>						
Franchise Fees	\$ 336,000	\$ 348,000	\$ 349,740	\$ 351,489	\$ 353,246	\$ 355,012
Business License	\$ 125,000	\$ 125,000	\$ 125,625	\$ 126,253	\$ 126,884	\$ 127,519
Fines	\$ 116,000	\$ 118,000	\$ 120,360	\$ 122,767	\$ 125,223	\$ 127,727
Rental & Maintenance Fees	\$ 29,000	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,465
Revenues from other Agencies	\$ 60,500	\$ 59,500	\$ 59,798	\$ 60,096	\$ 60,397	\$ 60,699
Recreation/Class Fees	\$	\$ 72,000	\$ 73,440	\$ 74,909	\$ 76,407	\$ 77,935
Charges for Svc	\$ 68,000	\$ 76,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>Subtotal Other Rev</b>	<b>\$ 734,500</b>	<b>\$ 828,500</b>	<b>\$ 835,463</b>	<b>\$ 843,589</b>	<b>\$ 851,886</b>	<b>\$ 860,357</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 5,547,500</b>	<b>\$ 5,718,500</b>	<b>\$ 5,881,598</b>	<b>\$ 6,063,078</b>	<b>\$ 6,249,094</b>	<b>\$ 6,429,013</b>

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, other revenues, and business license increased by 0.5%/yr

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

The following are key budget assumptions used to develop the FY15-16 budget:

Continue to Keep Two Positions Vacant and Add DPW Position

- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- No additional funding for Public Works director.
- Add and fill DPW Maintenance Worker I position.

Stable Sales and Property Tax Revenues and Fees

- Sales tax projections are projected to be somewhat flat as we now have a better handle of the revenue generated from the ½ cent sales tax (Measure D). It should be noted that the sales tax revenue budget estimate for FY14-15 doubled counted the “In-Lieu Sales Tax” in the “Bradley- Burns” 1% sale tax estimate. As a result, the FY15-16 sales tax estimate is over \$130,000 lower than the adopted budget estimate in FY14-15.
- Overall property tax revenues are projected to increase by approximately 2% in FY15-16. While property tax revenues on secured properties (e.g., single family home) are projected to increase by more than 4.5%, the increase is partially offset by reductions in Vehicle License In-Lieu fees.
- Increases in Planning and Building revenue due to fee adjustments to reflect 100% cost recovery.

Measure J and Recreation fees

- With the passage of Measure J, the special municipal tax of \$195/unit per year, the Town will collect approximately \$250,000 more in revenue per year. Measure J, which was a renewal of Measure I, consists of the following: 1) the base of \$125/unit annual tax under Measure I, 2) incorporated the eliminated General Municipal Services Tax of \$50 per residential and commercial unit, and 3) included a \$20/unit increase to reflect inflationary cost since the tax’s inception in 2005.

The Town will collect over \$710,000 annually from Measure J of which \$130,000 is allocated to capital improvement projects. Last year, the Town collected approximately \$460,000 from the previous Measure I (\$125/unit) and did not collect the General Municipal Tax (approx. \$180,000 annually) since it was going to be incorporated into Measure J. The additional \$20/unit will generate approximately \$70,000 in annual revenue.

- Recreation fees and expenses for classes and programs are now included in the General Fund revenues as opposed to a Special Revenue Fund. The result is that this will add over \$70,000 in General Fund revenues which are offset by the inclusion of program expenses into the newly created Recreation and Community Services Department.

#### Permanent Reductions in Expenditures

- Staff is proposing a net permanent reduction in operating expenses of approximately \$150,000. The reductions reflect decreases in outside contracting and services and lower contributions for equipment/computer replacement. Approximately \$80,000 is in non-personnel operating expenses in DPW. Of the \$80,000, \$25,000 is trail maintenance which has been allocated entirely to Measure A park funding. The overall reductions were somewhat offset by increases in non-departmental expenses (Fund 01-715). This division includes all the operational costs not associated with specific departments. For example, the Town's contract with the Humane Society for animal control services and contractual costs for IT services are classified as non-departmental expenses. The increases are related to increases in costs for outside services and higher liability insurance costs.
- In essence, the net reductions were offset by increases in the Ross Valley Fire Department (RVFD) operations. As stated above, RVFD has also experienced significant increases in retirement costs (approx. \$320,000) similar to Fairfax as well as increases in overtime expenditures. In addition, last year, RVFD used the remainder of its operating reserves to keep the annual increase reasonable for its member agencies. The net result is that the Town's contribution to RVFD will increase by approximately 6.6% or \$133,000 for FY15-16. This does not include any costs related to labor negotiations.

#### Personnel Costs- Increase in Health and Retirement Costs

- Health costs are projected to increase by 9% annually.
- Retirement costs increased by \$230,000 in FY15-16 and is now shown in a "side fund" line item.<sup>1</sup>
- The proposed budget does contain an allowance for cost of living increases and/or equity adjustments for staff. However, it is unknown what the exact impact to the budget will

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<sup>1</sup> 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.

be since the Town is currently in labor negotiations with the Service Employees International Union (SEIU) and Fairfax Police Officer Association (FPOA). The agreements (MOU's) for both groups expire June 30, 2015.

### **Workplan and Performance Data**

This information is intended to assist the Council with its understanding of departmental activities. Specifically, the workplan identifies key new programs/initiatives or actions that a department will be working on in FY15-16. It differs from a goal in that it lists key milestones for success.

The performance data reflects the type of work a department is doing, but is not meant to assess effectiveness or efficiency of the work. This continues to be a work in progress.

### **Five Year Capital Improvement Plan (5 Yr CIP)**

The Five Year CIP will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr CIP. While the total 5 Yr CIP budget is approximately \$11,360,000, the budget for FY15-16 is approximately \$1,690,000. 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.

One change from previous years is that we will now build reserves for such funds as Measure J and gas tax. Specifically, the 5 Yr CIP shows that the Town will require \$240,000 in FY17-18 to fund matching requirements for projects. These reserves along with Fund 51- Capital Projects should allow the Town to avoid having to dip significantly into the General Fund reserves to fund these future projects.

We have also created two new funds to better track TAM Measure A transportation and County Measure A park funding allocated to projects.

The FY15-16 CIP contains the following projects:

- Renovation of the Parkade project.
- Preliminary archeological consulting services needed for the Pavilion seismic retrofit project.
- Replacement of the Pavilion roof (Note- the mid-year budget indicated we would begin the project in FY14-15, but we have since decided to include it the FY15-16 CIP budget).
- Improvements for making the stage in the Women's Club useable for activities as well as ADA accessible.



- Design and construction of a Class I Bike lane along Sir Francis Drake from Glenn Dr. to Lefty Gomez Field (aka Bike Spine Gap Completion Project).
- Trail improvements (using County of Marin Measure A Park sales tax funds) as well as the workplan items adopted by the Council (e.g., repair to park equipment).
- Street improvements are funded at a lower level than FY14-15 because the TAM transportation funding for FY15-16 has been allocated to the Parkade project. However, it should be noted that the TAM funding for FY14-15 was also reallocated toward the Bank St. parking lot construction project. As a result, the Town did not undertake any major street improvement projects in FY14-15. For FY15-16, a combination of Measure J and reserves in Fund 51- Capital Projects will be used to fund improvements. In FY15-16, Town will be primarily focusing on street maintenance activities such as slurry sealing and thermoplastic striping of specific crosswalks. This approach should reduce maintenance costs in the future.
- Continuation of the five bridge improvement projects. The matching funds represent the carryover of available funds allocated in FY14-15. The Azalea Street Bridge most likely will not be funded until FY16-17.

### **Issues to Begin Considering in FY15-16**

While the Five Year Forecast shows the Town can maintain the status quo, it does assume the renewal of Measure D (1/2% sales tax) in FY17-18. In order to avoid any lapses in the sales tax, which expires in April 2017, the Council would need to place a measure for the renewal on the November 2016 ballot. In FY17-18, we estimate Measure D would generate approx. 455,000/yr. or approximately 7.5% of General Fund revenue. Measure J is slated to expire in FY19-20. Needless to say, the combined effect of losing all these funding sources would have a catastrophic effect on the Town's budget.

On the bright side, the Town has ample time to explore future revenue sources, especially if existing tax measures are not renewed (e.g., Measure D). 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 to be discussed in the workshops regarding the Town Center Element which will occur in FY15-16. The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, will be conducting a study over the next two years 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.

### **Special Thanks**

I would like to thank the Town staff for their input and insights as we prepared this draft document, with appreciation to Police Chief Chris Morin and Planning and Building Services

Director Jim Moore. A special thanks to our Finance staff, mainly Finance Director, Michael Vivrette, for continuing his efforts to refine the budget format with a goal of creating a more transparent and readable budget. Michael continues to strive to create a budget that meets the “best practice” guidelines of the California Society of Municipal Finance Officers.

Also, I would be remiss not to give a “shout out” to all those Fairfax residents who supported Measure J. Without their on-going support, the Town would be facing draconian budget level and significant reductions in service levels. I appreciate their trust in the Town Council and staff.

Staff members continue to wear multiple hats to balance the competing priorities of the Town. It is clear to me that staff are very dedicated and take pride in what we have been able to accomplish on a limited budget. That seems to be the Fairfax way.

There are potential financial challenges on the horizon, but the Town Council has demonstrated the ability to successfully take these challenges head on. I look forward to working with Council and community on these issues and, hopefully, we can all remember to keep smiling, even when the outcomes may be less than desirable☺

Sincerely,

  
GARRETT TOY  
Town Manager



# Town of Fairfax

## 2014-15 Operating Budget

# ALL FUNDS FY16 BUDGET

FUND SUMMARY	Balance	FY 2015-16	FY 2015-16	FY 2015-16	Balance	FY 15/16
	30-Jun-15	Revenues	Approp	Transfers	30-Jun-16	ACTIVITY
5/21/15 7:06 PM						
<b>GENERAL FUNDS</b>						
01 General Fund	900,243	5,718,289	(8,054,717)	2,329,698	893,512	(6,731)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	127	-	(58,428)	68,301	10,000	9,873
04 Building & Planning Fund	22,180	426,000	-	(426,000)	22,180	-
05 Communication Equip Replace Fund	189	-	(6,000)	6,000	189	-
06 Retirement Fund	10,580	1,163,900	-	(1,163,900)	10,580	-
08 Office Equip Replacement Fund	66,603	-	(20,000)	30,000	76,603	10,000
<b>Total General Funds</b>	<b>1,999,923</b>	<b>7,308,189</b>	<b>(8,139,145)</b>	<b>844,099</b>	<b>2,013,066</b>	13,142 (21,721) 24.7%
<b>SPECIAL REVENUE FUNDS</b>						
07 Special Police Fund	4,469	100,000	-	(100,000)	4,469	-
11 Recreation Fund						-
12 Fairfax Festival Fund	710	36,000	(31,710)	(5,000)	(0)	(710)
20 Measure J - Municipal Svs Tax Fund	60,924	712,099	-	(712,099)	60,924	-
21 Gas Tax Fund	51,964	165,156	-	(215,000)	2,120	(49,844)
22 Measure A - Transportation	-	85,745	-	(85,745)	-	-
23 Measure A - Parks	-	54,000	-	(54,107)	(107)	(107)
<b>Total Special Revenue Funds</b>	<b>118,066</b>	<b>1,153,000</b>	<b>(31,710)</b>	<b>(1,171,951)</b>	<b>67,405</b>	(50,661)
<b>DEBT SERVICE FUNDS</b>						
42-45 Measure K - Debt Service	783,561	448,508	(517,830)	-	714,239	(69,322)
<b>Total Debt Service Funds</b>	<b>783,561</b>	<b>448,508</b>	<b>(517,830)</b>	<b>-</b>	<b>714,239</b>	(69,322)
<b>CAPITAL PROJECTS</b>						
51 Capital Projects - Grants	148,124	856,755	(1,197,745)	199,597	6,731	(141,393)
52 Disaster Fund	(0)	-	-	-	(0)	-
53 Capital Projects - Town	95,244	385,745	(490,000)	104,255	95,244	-
54 Pavilion Renovation	(0)	-	-	-	(0)	-
55 Measure K - Capital Projects	(0)	-	-	-	(0)	-
<b>Total Capital Projects Funds</b>	<b>243,367</b>	<b>1,242,500</b>	<b>(1,687,745)</b>	<b>303,852</b>	<b>101,974</b>	(141,393)
<b>FIDUCIARY FUNDS</b>						
73 Open Space	16,174	5,000	(5,000)	24,000	40,174	24,000
<b>Total Fiduciary Funds</b>	<b>16,174</b>	<b>5,000</b>	<b>(5,000)</b>	<b>24,000</b>	<b>40,174</b>	24,000
<b>TOTALS</b>	<b>3,161,091</b>	<b>10,157,197</b>	<b>(10,381,430)</b>	<b>0</b>	<b>2,936,857</b>	(224,233)



# Town of Fairfax

## 2015-16 Operating Budget

# INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed

### TRANSFERS TO:

01 General Fund	2,085,589	2,239,773	2,156,003	2,151,252	2,437,999
02 Dry Period Fund	226,836	-	141,947	141,947	-
03 Equipment Replacement	148,487	71,600	100,000	87,000	68,301
05 Communications Fund	-	-	-	-	6,000
08 Office Equipment Replacement	20,000	20,000	50,000	50,000	30,000
11 Recreation	18,000	23,000	25,000	62,360	-
23 Measure A - Parks					18,893
49 CIP - Emergency Watershed	83,206	-	-	-	-
50 CIP - Fairfax Creek Restoration	475,889	-	-	-	-
51 CIP - Grants	150,967	5,000	302,000	207,765	218,490
52 CIP - Storm	70,740	313,570	-	-	-
53 CIP - Town	49,000	78,781	65,000	65,000	104,255
54 Pavilion Restoration	-	150,000	-	-	-
55 Measure K	4,309	15,000	-	-	-
73 Open Space	-	7,596	4,000	4,000	24,000
	<b>3,333,023</b>	<b>2,924,320</b>	<b>2,843,950</b>	<b>2,769,324</b>	<b>2,907,938</b>

### TRANSFERS FROM:

01 General Fund	1,043,158	385,766	320,947	345,285	108,301
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	400,000	550,000	450,000	425,000	426,000
05 Communications Fund	-	17,257	-	-	-
06 Retirement Fund	1,125,000	1,107,000	1,130,000	1,140,000	1,163,900
07 Special Police Services	75,000	125,000	100,000	100,000	100,000
12 Fairfax Festival	6,089	5,000	5,000	5,000	5,000
20 Measure J - Municipal Services Tax	452,000	442,294	460,000	400,000	712,099
21 Gas Tax	194,500	253,500	207,000	172,000	215,000
22 Measure A - Transportation					85,745
23 Measure A - Parks					73,000
41-45 Debt Service	4,309	-	-	-	-
51 CIP - Grants	-	23,503	21,003	21,003	18,893
52 CIP - Storm				22	
53 CIP - Town	-	15,000	-	-	-
54 Pavilion Restoration	-		150,000	150,765	-
55 Measure K	32,967	-	-	10,249	-
	<b>3,333,023</b>	<b>2,924,320</b>	<b>2,843,950</b>	<b>2,769,324</b>	<b>2,907,938</b>
	-	-	-	-	-



**Town of Fairfax**  
2015-16 Operating Budget

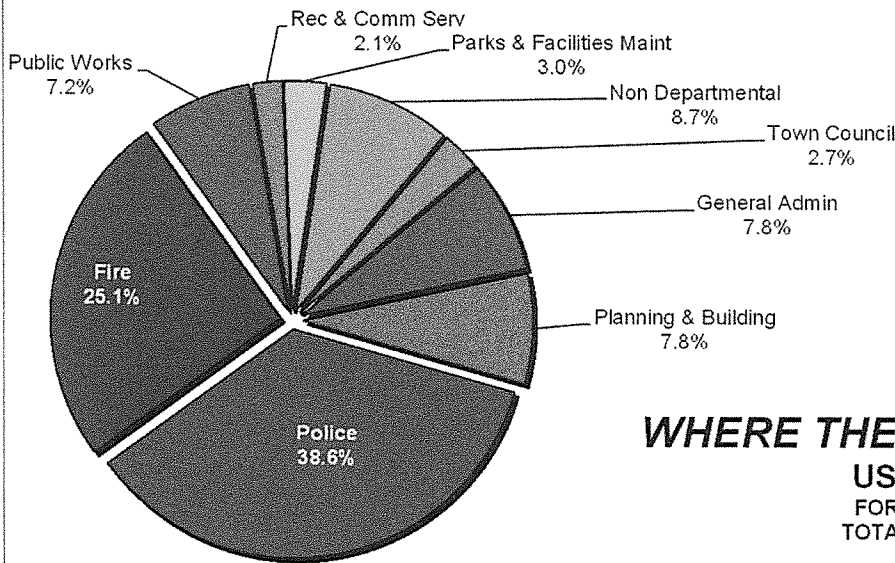
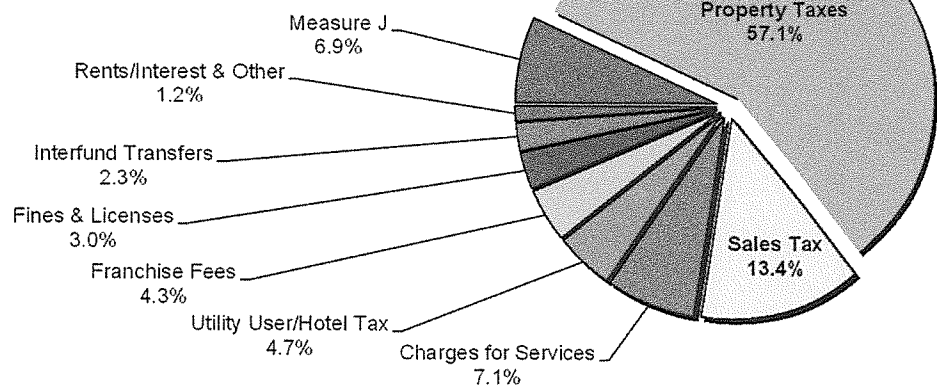
**APPROPRIATIONS - ALL FUNDS**

APPROPRIATIONS BY DEPT		General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2015-16 Adopted
<b>GENERAL FUNDS</b>								
01	General Fund	849,218	627,194	4,890,229	583,394	404,292	700,390	8,054,717
02	Dry Period Fund	-	-	-	-	-	-	-
03	Equipment Replacement Fund	-	-	41,828	-	-	16,600	58,428
04	Building & Planning Fund	-	-	-	-	-	-	-
05	Communication Equip Replace Fund	-	-	-	-	-	-	-
06	Retirement Fund	-	-	-	-	-	-	-
08	Office Equip Replacement Fund	20,000	-	-	-	-	-	20,000
<b>Total General Funds</b>		<b>869,218</b>	<b>627,194</b>	<b>4,932,057</b>	<b>583,394</b>	<b>404,292</b>	<b>716,990</b>	<b>8,133,145</b>
<b>SPECIAL REVENUE FUNDS</b>								
07	Special Police Fund	-	-	-	-	-	-	-
11	Recreation Fund	-	-	-	-	-	-	-
12	Fairfax Festival Fund	-	-	-	-	31,710	-	31,710
20	Measure I - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21	Gas Tax Fund	-	-	-	-	-	-	-
22	Measure A - Transportation	-	-	-	-	-	-	-
23	Measure A - Parks	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,710</b>	<b>-</b>	<b>31,710</b>
<b>DEBT SERVICE FUNDS</b>								
41-45	Measure K - Debt Service	-	-	-	517,830	-	-	517,830
<b>Total Debt Service Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>517,830</b>	<b>-</b>	<b>-</b>	<b>517,830</b>
<b>CAPITAL PROJECTS</b>								
51	Capital Projects - Grants	-	-	-	1,127,745	70,000	-	1,197,745
52	Disaster Fund	-	-	-	-	-	-	-
53	Capital Projects - Town	-	-	-	490,000	-	-	490,000
54	Pavilion Renovation	-	-	-	-	-	-	-
55	Measure K - Capital Projects	-	-	-	-	-	-	-
<b>Total Capital Projects Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,617,745</b>	<b>70,000</b>	<b>-</b>	<b>1,687,745</b>
<b>FIDUCIARY FUNDS</b>								
73	Open Space	-	-	-	-	5,000	-	5,000
<b>Total Fiduciary Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>		<b>869,218</b>	<b>627,194</b>	<b>4,932,057</b>	<b>2,718,970</b>	<b>511,002</b>	<b>716,990</b>	<b>10,375,430</b>
Percent of Total Appropriations (with CIP)		8.4%	6.0%	47.5%	26.2%	4.9%	6.9%	100.0%
Percent of Appropriations (no CIP Funds)		10.0%	7.2%	56.8%	12.7%	5.1%	8.3%	100.0%

**WHERE THE MONEY COMES FROM...**

**SOURCE OF FUNDS**

FOR GENERAL FUNDS  
TOTAL = \$8.054 MILLION



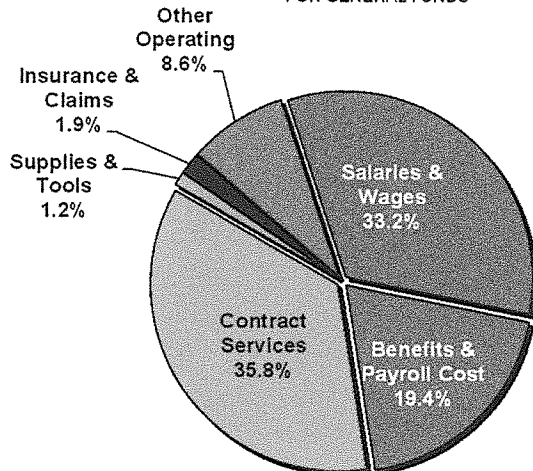
**WHERE THE MONEY GOES TO...**

**USE OF FUNDS**

FOR GENERAL FUNDS  
TOTAL = \$8.054 MILLION

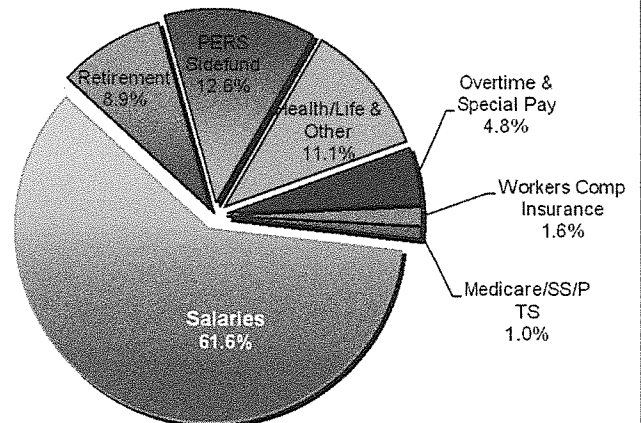
**EXPENDITURES BY CATEGORY**

USE OF FUNDS  
FOR GENERAL FUNDS



**PERSONNEL EXPENSES**

USE OF FUNDS  
FOR GENERAL FUNDS





# Town of Fairfax

## 2015-16 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".

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
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<b>BEGINNING FUND BAL</b>	1,421,001	776,940		971,187	900,243
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**REVENUES**

PROPERTY TAXES	3,188,569	3,483,036	3,249,000	3,375,970	3,435,522
SALES TAXES	992,591	1,093,027	1,180,000	1,072,813	1,080,927
USER FEES (UUT/TOT)	394,347	381,527	375,000	364,475	375,000
FRANCHISE FEES	374,504	352,371	345,000	336,313	348,000
FINES & LICENSES	191,816	223,405	215,000	241,075	240,000
RENTS & INTEREST	32,211	33,933	40,000	32,900	34,200
REVENUES FROM OTHER AGENCIES	39,846	78,081	45,259	56,898	56,317
CHARGES FOR CURRENT SERVICES	44,492	77,795	66,000	67,612	148,323
<b>SUBTOTAL REVENUES</b>	<b>5,258,376</b>	<b>5,723,176</b>	<b>5,515,259</b>	<b>5,548,056</b>	<b>5,718,289</b>

**APPROPRIATIONS**

100 TOWN COUNCIL	149,686	253,010	230,055	230,148	220,683
200 GENERAL ADMINISTRATION	503,031	544,062	616,967	561,341	628,535
300 DEVELOPMENT SERVICES	515,503	581,496	606,364	580,329	627,194
400 PUBLIC SAFETY	4,467,877	4,670,223	4,662,049	4,632,337	4,890,229
500 PUBLIC WORKS	461,371	513,305	582,572	485,057	583,394
600 RECREATION & COMMUNITY SERVICE	50,939	73,797	73,290	67,206	166,339
600 PARKS & FACILITY MAINT	218,718	209,874	244,575	165,658	237,953
700 NON DEPARTMENTAL	577,744	537,168	663,354	702,890	700,390
<b>SUBTOTAL APPROPRIATIONS</b>	<b>6,944,869</b>	<b>7,382,935</b>	<b>7,679,226</b>	<b>7,424,967</b>	<b>8,054,717</b>

**TRANSFERS**

TRANSFERS TO 01-GENERAL FUND	2,085,589	2,239,773	2,156,003	2,151,252	2,437,999
TRANSFERS FROM 01-GENERAL FUND	(1,043,158)	(385,766)	(320,947)	(345,285)	(108,301)
<b>SUBTOTAL TRANSFER</b>	<b>1,042,431</b>	<b>1,854,006</b>	<b>1,835,056</b>	<b>1,805,967</b>	<b>2,329,698</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>(644,061)</b>	<b>194,247</b>	<b>(328,911)</b>	<b>(70,944)</b>	<b>(6,731)</b>
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<b>ENDING FUND BAL</b>	776,940	971,187		900,243	893,512
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**COMPONENTS OF FUND BALANCE:**

Undesignated	776,940	971,187		900,243	893,512
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NOTES:




# Town of Fairfax

## 2015-16 Operating Budget

# GENERAL FUND

REVENUE DETAIL	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
01-010-101 Property Taxes - Secured	1,921,876	2,047,927	2,110,000	2,134,024	2,235,343
01-010-102 Property Taxes - Unsecured	42,413	43,049	50,000	47,729	47,729
01-010-103 Property Taxes - Prior	3,343	4,921	5,000	5,000	5,150
01-010-104 Real Estate Transfer Tax	45,251	43,482	50,000	50,000	51,500
01-010-107 \$50 General Municipal Services Tax	172,163	179,332	-	1,428	0
01-010-110 Supplemental Property Taxes	36,382	46,573	60,000	60,000	61,800
01-010-112 ERAF Excess Distribution	357,846	483,629	350,000	407,892	400,000
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	557,325	579,979	570,000	615,950	580,000
01-060-113 Storm Run-Off Fee	51,970	54,144	54,000	53,946	54,000
<b>Total Property Taxes</b>	<b>3,188,569</b>	<b>3,483,036</b>	<b>3,249,000</b>	<b>3,375,970</b>	<b>3,435,522</b>
01-010-105 In-Lieu Sales Tax ("Triple Flip")	134,219	151,496	145,000	155,125	110,334
01-010-106 Sales Tax ("Bradley Burns")	465,019	462,773	575,000	438,077	475,593
01-010-111 1/2 cent Sales Tax - Prop. 172	57,270	59,373	60,000	71,891	70,000
01-010-118 1/2 cent Sales Tax - Measure D	336,082	419,386	400,000	407,720	425,000
<b>Total Sales Taxes</b>	<b>992,591</b>	<b>1,093,027</b>	<b>1,180,000</b>	<b>1,072,813</b>	<b>1,080,927</b>
01-010-108 Utility Users Tax - Telecom	128,044	121,231	120,000	129,343	125,000
01-010-109 Utility Users Tax - Energy	236,731	241,666	230,000	204,774	225,000
01-010-114 Hotel Users Tax	29,573	18,630	25,000	30,358	25,000
<b>Total User Taxes</b>	<b>394,347</b>	<b>381,527</b>	<b>375,000</b>	<b>364,475</b>	<b>375,000</b>
01-020-201 Garbage	187,869	164,679	167,000	157,934	160,000
01-020-202 Gas & Electric	58,514	58,849	58,000	58,000	58,000
01-020-203 Cable	128,120	128,842	120,000	120,379	130,000
<b>Total Franchise Fees</b>	<b>374,504</b>	<b>352,371</b>	<b>345,000</b>	<b>336,313</b>	<b>348,000</b>
<b>01 - GENERAL FUND TAXES &amp; FEES</b>	<b>4,950,011</b>	<b>5,309,961</b>	<b>5,149,000</b>	<b>5,149,571</b>	<b>5,239,449</b>

NOTES:







# Town of Fairfax

## 2015-16 Operating Budget

# GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
111	Town Council	26,576	29,133	25,912	25,912	26,540
112	Town Treasurer	3,702	2,233	4,143	155	4,143
116	Independent Auditor	42,032	47,291	50,000	54,081	50,000
121	Town Attorney	77,376	174,354	150,000	150,000	140,000
<b>Total Town Council</b>		<b>149,686</b>	<b>253,010</b>	<b>230,055</b>	<b>230,148</b>	<b>220,683</b>
211	Town Manager	131,064	166,651	146,194	150,144	160,459
221	Town Clerk	143,426	101,187	118,542	106,440	126,149
222	Elections	-	8,373	15,250	4,790	14,000
231	Personnel	5,990	18,854	61,889	54,837	56,745
241	Finance	222,552	248,997	275,092	245,130	271,183
<b>Total General Administration</b>		<b>503,031</b>	<b>544,062</b>	<b>616,967</b>	<b>561,341</b>	<b>628,535</b>
311	Planning	380,915	425,847	451,864	432,205	461,275
321	Building Inspection & Permits	134,588	155,649	154,500	148,124	165,920
<b>Total Development Services</b>		<b>515,503</b>	<b>581,496</b>	<b>606,364</b>	<b>580,329</b>	<b>627,194</b>
411	Police	2,693,876	2,860,264	2,767,014	2,728,064	2,858,110
418	Disaster Preparedness	MOVED	6,029	8,700	17,938	6,700
421	Ross Valley Fire Service	1,774,001	1,803,930	1,886,335	1,886,335	2,025,419
<b>Total Public Safety</b>		<b>4,467,877</b>	<b>4,670,223</b>	<b>4,662,049</b>	<b>4,632,337</b>	<b>4,890,229</b>
510	Public Works Administration	74,824	211,701	214,305	179,470	193,605
511	Street Maintenance	266,955	247,820	306,668	248,795	328,190
512	Street Lighting & Traffic Signals	97,230	53,784	61,600	56,793	61,600
514	Pollution Prevention	22,362	-	-	-	-
<b>Total Public Works</b>		<b>461,371</b>	<b>513,305</b>	<b>582,572</b>	<b>485,057</b>	<b>583,394</b>
616	Volunteers for Fairfax	MOVED	23,134	29,452	24,631	23,599
617	Recreation	MOVED	27,805	44,345	42,575	48,734
621	Fairfax Recreation (FOCAS)	MOVED	-	-	-	84,306
622	Camp Fairfax	MOVED	-	-	-	9,700
<b>Total Recreation &amp; Community Services</b>		<b>50,939</b>	<b>73,797</b>	<b>73,290</b>	<b>67,206</b>	<b>166,339</b>
611	Park Maintenance	145,605	158,174	184,738	135,949	175,963
625	Rental Facilities-WC & Ballfield	82,552	45,357	59,446	39,698	61,990
911	Building Maintenance	(9,438)	6,343	391	(9,989)	-
<b>Total Parks &amp; Facility Maintenance</b>		<b>218,718</b>	<b>209,874</b>	<b>244,575</b>	<b>165,658</b>	<b>237,953</b>
715	Non Departmental	577,744	537,168	663,354	702,890	700,390
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>6,944,869</b>	<b>7,382,935</b>	<b>7,679,226</b>	<b>7,424,967</b>	<b>8,054,717</b>



# Town of Fairfax

## 2015-16 Operating Budget

# GENERAL FUND

APPROPRIATIONS by Object			Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2015-16 Adopted
111	Town Council		18,000	3,740	1,500	100	3,200	26,540
112	Town Treasurer		3,600	143	-	100	300	4,143
116	Independent Auditor		-		50,000		-	50,000
121	Town Attorney		-		140,000	4	(4)	140,000
<b>Total Town Council</b>			<b>21,600</b>	<b>3,883</b>	<b>191,500</b>	<b>204</b>	<b>3,496</b>	<b>220,683</b>
211	Town Manager		103,342	42,775	1,000	600	12,742	160,459
221	Town Clerk		68,487	34,806	14,600	200	8,055	126,149
222	Elections		-		12,750		1,250	14,000
231	Personnel		35,264	11,481	7,500	600	1,900	56,745
241	Finance		161,777	46,658	40,000	1,500	21,247	271,183
<b>Total General Administration</b>			<b>368,870</b>	<b>135,721</b>	<b>75,850</b>	<b>2,900</b>	<b>45,195</b>	<b>628,535</b>
311	Planning		255,415	115,476	74,000	3,500	12,883	461,275
321	Building Inspection & Permits		98,056	47,778	8,750	1,500	9,835	165,920
<b>Total Development Services</b>			<b>353,471</b>	<b>163,255</b>	<b>82,750</b>	<b>5,000</b>	<b>22,719</b>	<b>627,194</b>
411	Police		1,555,322	1,019,539	35,000	14,300	233,949	2,858,110
412	Special Police Expenses		-				-	-
418	Disaster Preparedness	MOVED	-			100	6,600	6,700
421	Ross Valley Fire Service		-		2,025,419		-	2,025,419
<b>Total Public Safety</b>			<b>1,555,322</b>	<b>1,019,539</b>	<b>2,060,419</b>	<b>14,400</b>	<b>240,549</b>	<b>4,890,229</b>
510	Public Works Administration		72,642	29,457	68,000	1,308	22,198	193,605
511	Street Maintenance		137,306	67,597	30,000	37,000	56,287	328,190
512	Street Lighting & Traffic Signals		-		35,600		26,000	61,600
514	Pollution Prevention		-				-	-
<b>Total Public Works</b>			<b>209,948</b>	<b>97,053</b>	<b>133,600</b>	<b>38,308</b>	<b>104,485</b>	<b>583,394</b>
616	Volunteers for Fairfax	MOVED	15,506	5,043		1,600	1,450	23,599
617	Recreation	MOVED	29,563	12,201	-	120	6,850	48,734
621	Fairfax Recreation (FOCAS)	MOVED	42,623	3,543	30,600	3,000	4,540	84,306
622	Camp Fairfax	MOVED	-	-	8,600	1,000	100	9,700
<b>Total Recreation &amp; Community Services</b>			<b>87,692</b>	<b>20,787</b>	<b>39,200</b>	<b>5,720</b>	<b>12,940</b>	<b>166,339</b>
611	Park Maintenance		74,459	45,673	30,000	11,000	14,831	175,963
625	Rental Facilities-WC & Ballfield		-	15,284	10,100	6,000	30,606	61,990
911	Building Maintenance		-	-	39,000	7,100	(46,100)	-
<b>Total Parks &amp; Facility Maintenance</b>			<b>162,151</b>	<b>81,744</b>	<b>118,300</b>	<b>29,820</b>	<b>12,278</b>	<b>404,292</b>
715	Non Departmental		-	60,000	225,000	4,000	411,390	700,390
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>			<b>2,671,361</b>	<b>1,561,195</b>	<b>2,887,419</b>	<b>94,632</b>	<b>840,111</b>	<b>8,054,717</b>

**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

**2014-15 ACCOMPLISHMENTS:**

- Conducted retreat with Councilmembers to establish goals and priorities
- Assisted Planning and Building Services with revisions to the Town Code and zoning map amendments, adoptions and repeals of ordinance(s), and approval of use permits
- Began and completed labor negotiations with all Town bargaining and management groups
- Secured additional funding commitments from Caltrans to complete design for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges
- Completed capital projects such as the installation of flashing beacon systems on Center Blvd, Women's Club bathroom ADA improvements, and Bank St parking lot reconstruction. .
- Completed trail improvements on the Cypress and Tam to Tam trails.
- Prepared applications for state and local grants (e.g., State Department of Parks and Recreation, TAM, Marin County Hazardous and Solid Waste Management JPA)
- Facilitated the adoption of numerous ordinances
- Facilitated discussion and resolution ("Fresh Start") of the referendum on rezoning actions regarding the General Plan and Housing Element including General Plan amendments and moratoriums (i.e., formula based businesses) to address community issues of concern
- Conducted community forums on the General Plan/ Housing Element and parking.
- Continued to address neighborhood nuisance issues and petitions
- Implemented community engagement strategy including the use of on-line forums to facilitate community input and social networks (i.e., Nextdoor)
- Issued monthly Town electronic newsletters

**FY 2015-16 GOALS AND OBJECTIVES:**

- Conduct retreat with Councilmembers
- Continue design for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges
- Assist Planning and Building Services with revisions to Town Code and adoption of new zoning amendments
- Oversee completion of various capital improvements such as street improvements, park repairs, and the various Women's Club's improvements
- Implement community education and outreach plan for Emergency & Disaster Preparedness
- Begin the process to implement the Parkade project
- Conduct Town forums and workshops regarding the General Plan and Housing Element policies
- Begin the process to develop the Town Center Element Plan
- Design and construct Class I bike lane to complete the Bike Spine project

## LIST OF TOWN ACCOMPLISHMENTS FOR 2014

(Note: Adopted by Council - not listed in any order of priority)

- Completion of the Ballfield restrooms
- Passage of Measure J (special municipal tax)
- Sponsorship and coordination of community events such as Ecofest, Streets for People, Fairfax Festival, and Fairfax History night
- Funding and completion of trail improvements (e.g., Cypress Trail)
- Resolution of the use permit for a gas station in downtown
- Civil discussion and resolution of the referendum on rezoning actions regarding the General Plan and Housing Element including General Plan amendments and moratoriums (i.e., formula based businesses) to address community issues of concern
- Developing a “fresh start” process for the housing Element
- Establishment of the Town/Ross Valley School District Liaison Committee
- Passage of the Ross Valley Paramedic Authority measure
- Expansion of senior and youth programs
- Creation of Climate Action Committee and adoption of the Climate Action Plan
- Designation as a World Health Organization “Age Friendly Community”
- Commemoration of “Rose the Riveters”
- Conducting more community outreach including forums on the General Plan/ Housing Element and workshops on Town finances and Measure I.
- Beginning the preliminary design of the five (5) bridge projects in Town
- Contribution to the purchase of Sky Ranch (Note: acquisition completed in 2015)
- Addressing neighborhood nuisance issues
- Adoption of ordinances:
  - 775 An Ordinance Prohibiting the Installation of Smart Meters and Related Equipment
  - 776 An Interim Urgency Zoning Ordinance Prohibiting Approvals Within the Highway Commercial (CH) Zoning District
  - 777 An Ordinance to include a Prima Facie Complaint Process and Giving Enforcement Responsibilities to the Building Official/Code Enforcement Officer regarding Fowls
  - 778 An Ordinance Rezoning Parcels Per the Housing Element And General Plan
  - 779 An Ordinance to Extend Interim Urgency Zoning Ordinance No. 776
  - 780 An Ordinance to Repeal Ordinance No.778
  - 781 An Interim Urgency Zoning Ordinance Prohibiting Approvals of Formula Businesses and Formula Restaurants within the Highway Commercial (CH) Zoning District
  - 782 An Ordinance to Extend the Interim Urgency Zoning Ordinance No. 781
  - 783 An Ordinance regarding the Collection, Recycling, and Disposal of Waste Generated from Construction, Demolition, and Renovation Projects
  - 784 An Ordinance to Reduce Paper Bag Waste By Imposing a Ten Cent Charge at the Point of Sale
  - 786 An Ordinance Authorizing the Levy of a Special Tax to Finance Municipal Services (i.e., Measure J)

## LIST OF TOWN COUNCIL GOALS FOR 2015

- Implement community education and outreach for Emergency & Disaster Preparedness including creation of a recovery plan and reconvening the Disaster Council
- Redefine/Enhance the Town's Zero Waste /Sustainable Policies
- Enhance Town revenues
- Continue the Town's efforts to enhance communication and outreach to the community,
- Continue Trail improvements program
- Begin the process to implement the Parkade project
- Adopt the Updated Housing Element with the goal of getting it certified by HCD
- Conduct Town forums and workshops regarding the implementation of the General Plan and Housing Element policies
- Begin the process to develop the Town Center Element Plan
- Expand Youth, Teen, & Senior Programs with the goal of bridging the "Gap" between Youth & Teens
- Address bike circulation issues



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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#### PERSONNEL

401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED LEAVE CASHOUT				-	
421 TEMP EMPLOYEES	17,243	18,000	18,000	18,000	18,000
492 WORKERS COMP	416	461	466	466	523
493 RETIREMENT	2,608	2,325	2,402	2,402	1,323
494 MEDICARE	198	242	244	244	244
496 PERS SIDEFUND					1,650
<b>SUBTOTAL PERSONNEL</b>	<b>20,466</b>	<b>21,029</b>	<b>21,112</b>	<b>21,112</b>	<b>21,740</b>

#### OPERATING EXPENSES

813 OFFICE SUPPLIES	13		100	100	100
815 PRINTING	237	113	200	200	200
822 OUTSIDE CONTRACT SVS	2,499	1,930	1,500	1,500	1,500
842 SPECIAL DEPT SUPPLIES	801	303	800	800	800
861 BUS.MEET/CONF.	1,911	5,758	1,500	1,500	1,500
862 DUES & SUBSCRIPTIONS	650	-	700	700	700
890 MISCELLANEOUS				-	
<b>SUBTOTAL OPERATING</b>	<b>6,110</b>	<b>8,104</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>

#### TOTAL DEPARTMENT APPROPRIATION

<b>26,576</b>	<b>29,133</b>	<b>25,912</b>	<b>25,912</b>	<b>26,540</b>
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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

## 2015-16 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>112 TOWN TREASURER</b>

**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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 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
- 496 PERS SIDEFUND

			-	
			-	
			-	
3,600	2,100	3,600	-	3,600
			-	
			-	
91	100	91	-	91
			-	
11	33	52	-	52
			-	
<b>SUBTOTAL PERSONNEL</b>	<b>3,702</b>	<b>2,233</b>	<b>-</b>	<b>3,743</b>

**OPERATING EXPENSES**

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

			-		
			-		
			-		
			-		
			-		
			-		
		100	-	100	
			-		
			-		
		300	-	300	
			155		
			-		
<b>SUBTOTAL OPERATING</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>155</b>	<b>400</b>

**TOTAL DEPARTMENT APPROPRIATION**

	3,702	2,233	4,143	155	4,143
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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

## 2015-16 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 and alternates as Executive Officer of the Ross Valley Fire Authority.

### DEPARTMENT SUMMARY

FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
Actual	Actual	Adopted	Projected	Proposed

#### PERSONNEL

401 REGULAR SALARIES	67,993	105,386	90,500	92,500	101,657
415 ACCRUED LEAVE CASHOUT	4,615	1,716	1,500	2,423	1,685
421 TEMP EMPLOYEES	-	-	-	-	-
491 HEALTH INSURANCE	18,920	19,284	17,553	17,284	18,669
492 WORKERS COMP	3,128	2,724	2,441	2,441	3,058
493 RETIREMENT	10,033	13,846	12,457	12,697	9,874
494 MEDICARE	1,208	1,493	1,277	1,497	1,424
495 FICA/PTS		512			
496 PERS SIDEFUND					6,150
611 CAR ALLOWANCE	1,500	3,600	3,600	3,600	3,600
<b>SUBTOTAL PERSONNEL</b>	<b>107,397</b>	<b>148,562</b>	<b>129,328</b>	<b>132,442</b>	<b>146,117</b>

#### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	53	1,132	500	-	500
711 OFFICE EQUIP MAINT.			100	-	100
731 BLDG-GROUNDS MAINT.	4,416	4,594	4,416	4,416	3,392
801 WATER	552	566	450	363	450
802 POWER	476	503	800	466	800
804 TELEPHONE	1,668	1,606	1,500	1,585	1,500
811 POSTAGE	501	659	400	1,242	400
813 OFFICE SUPPLIES	1,624	1,122	600	1,686	600
821 OUTSIDE CONSULTING SVS	4,559	2,631	-	4,302	-
822 OUTSIDE CONTRACT SVS	226	1,232	2,000	196	1,000
861 BUS.MEET/CONF.	756	1,734	4,000	462	3,500
862 DUES & SUBSCRIPTIONS	1,604	2,108	2,100	2,984	2,100
871 LIAB & PROP INSURANCE	2,332	203	SEE #715	-	SEE #715
881 SPECIAL SERVICES	4,900	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>23,667</b>	<b>18,090</b>	<b>16,866</b>	<b>17,702</b>	<b>14,342</b>

#### TOTAL DEPARTMENT APPROPRIATION

<b>131,064</b>	<b>166,651</b>	<b>146,194</b>	<b>150,144</b>	<b>160,459</b>
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#### Allocation of Positions:

TOWN MANAGER	1.00	0.40	0.70	0.70	0.60
INTERIM TOWN MANAGER		0.50	-	-	-
MANAGEMENT ANALYST (VACANT)	0.25				
ADMINISTRATIVE ASSISTANT II			0.25	0.25	0.25

#### Total Full Time Equivalent Employees

<b>1.25</b>	<b>0.90</b>	<b>0.95</b>	<b>0.95</b>	<b>0.85</b>
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NOTES: 821 includes Docstar  
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 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; and 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 2014-2015**

- Administered November 2014 local election
- Increased the use of the Web site for communication to the community
- Increased agenda email distribution for communication
- Facilitated updates to the Town Code
- Continued efforts to reduce paper copies; increased use of duplex printing
- Continued implementation of a Records Management System
- Kept the Town's Website up to date
- Facilitated sound upgrades to Council Chambers

### **GOALS FOR 2015-16**

- Explore use of iPads at Town Council meetings
- Create policy binders for Council and staff
- Update Employee Handbook
- Enhance communications strategy
- Make the website more user-friendly

Department/Division: Town Clerk/Elections

WORKPLAN FY15-16

<b>Activity/Description</b>	<b>Key Milestones</b>	<b>Est. Start Date</b>	<b>Est. Completion Date</b>
Make the website more user-friendly	Meet with webmaster re site map and dropdown menus; prepare recommendations and discuss with staff; implement.	8/1/15	6/30/15
Explore use of iPads for Council	Research software and hardware; training	7/15/15	10/15/15
Policy Binders	Research Town records to identify policies adopted by Council; create database	7/1/15	12/20/15
Enhance Communications Strategy	Implement media options for agenda distribution and public announcement push out	7/15/15	12/31/16
Employee Handbook	Prepare draft; Discuss with staff; revise as necessary; get Town Manager approval	1/31/16	6/30/16



# Town of Fairfax

## 2015-16 Operating Budget

FUND 01 GENERAL FUND  
ACTIVITY 221 TOWN CLERK

### ACTIVITY DESCRIPTION

The Town Clerk is elected to provide assistance to the Mayor and Councilmembers and is custodian of all official town records. The Town Clerk oversees the legal requirements as well as maintaining liability claims and personnel issues. In addition to general administration, The Deputy Town Clerk also administers local elections, prepares council meeting agendas, and gives notice of public hearings, and authenticates official records on behalf of the Town.

### DEPARTMENT SUMMARY

FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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### PERSONNEL

401 REGULAR SALARIES	78,898	58,025	63,388	64,245	68,487
411 REG PART-TIME SALARIES	140	-	-	-	-
415 ACCRUED LEAVE CASHOUT	11,702	-	-	-	1,317
421 TEMP EMPLOYEES	5,238	-	-	-	-
491 HEALTH INSURANCE	15,889	23,974	19,058	22,732	25,899
492 WORKERS COMP	2,142	1,611	1,625	1,625	2,034
493 RETIREMENT	14,265	3,992	4,120	4,274	4,609
494 MEDICARE	1,373	782	859	920	947
496 PERS SDEFUND	-	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>129,647</b>	<b>88,385</b>	<b>89,049</b>	<b>93,796</b>	<b>103,294</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT		(78)	600	-	600
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.	3,685	3,521	3,685	3,685	3,047
801 WATER			100	-	100
804 TELEPHONE	659	603	108	649	108
811 POSTAGE	501	540	900	1,106	900
813 OFFICE SUPPLIES	1,636	1,231	1,000	523	1,000
814 LEGAL ADS	-	183	400	-	400
815 PRINTING	39	-	200	-	200
821 OUTSIDE CONSULTING SVS	460	180	200	-	200
822 OUTSIDE CONTRACT SVS	6,062	6,118	20,400	5,390	14,400
842 SPECIAL DEPT SUPPLIES			200	-	200
861 BUS.MEET/CONF.	657	358	1,300	1,201	1,300
862 DUES & SUBSCRIPTIONS	80	145	400	90	400
<b>SUBTOTAL OPERATING</b>	<b>13,779</b>	<b>12,802</b>	<b>29,493</b>	<b>12,644</b>	<b>22,855</b>

SEE NOTE  
SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

143,426      101,187      118,542      106,440      126,149

### Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER	1.00	1.00	-	-	-
DEPUTY TOWN CLERK			1.00	1.00	1.00

### Total Full Time Equivalent Employees

1.00      1.00      1.00      1.00      1.00

### NOTES:

821 Website hosting  
822 Code updates; janitorial; minutes clerk  
Note: webmaster is funded in dept 715  
Peak Democracy (\$7,000) / Website enhancement



**Town of Fairfax**  
2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
	77		-	
-	60	250	-	250
-			-	
-			-	
-	8,237	14,000	4,790	12,750
-	-		-	
-	-		-	
-	-		-	
		1,000	-	1,000

**SUBTOTAL OPERATING**

- 8,373 15,250 4,790 14,000

**TOTAL DEPARTMENT APPROPRIATION**

- 8,373 15,250 4,790 14,000

**Allocation of Positions:**

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

- - - - -  
- - - - -

**Total Full Time Equivalent Employees**

0.00 0.00 0.00 0.00 0.00

**NOTES:**




# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

401 REGULAR SALARIES			24,984	25,235	26,824
411 REG PART-TIME SALARIES	2,208		8,112	7,453	8,440
415 ACCRUED LEAVE CASHOUT			480	404	516
421 TEMP EMPLOYEES	4,640			-	
461 OVERTIME				-	
491 HEALTH INSURANCE	(22)		4,874	4,874	4,895
492 WORKERS COMP	127		879	879	1,049
493 RETIREMENT	536		4,099	4,200	3,307
494 MEDICARE	93		460	474	489
496 PERS SIDEFUND					1,225
<b>SUBTOTAL PERSONNEL</b>	-	<b>7,582</b>	<b>43,889</b>	<b>43,519</b>	<b>46,745</b>

**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	75		500	-	500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	5,166	10,312	15,000	10,776	7,500
822 OUTSIDE CONTRACT SVS	92			-	
842 SPECIAL DEPT SUPPLIES	639	959	600	541	600
861 BUS.MEET/CONF.	18		1,500	-	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS				-	
<b>SUBTOTAL OPERATING</b>	<b>5,990</b>	<b>11,271</b>	<b>18,000</b>	<b>11,317</b>	<b>10,000</b>

**TOTAL DEPARTMENT APPROPRIATION**

	<b>5,990</b>	<b>18,854</b>	<b>61,889</b>	<b>54,837</b>	<b>56,745</b>
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**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.10</b>	<b>0.30</b>
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**NOTES:**

- 821 Preemployment services, Attorney Fees & HR Consultant
- 842 Staff recognition



## **FINANCE DEPARTMENT BUDGET MESSAGE**

### **2014-15 ACCOMPLISHMENTS:**

- Completed the audit for FY13 & FY14
- Formalize finance policies and procedures to improve internal control
  - a. Updated investment policy
  - b. Updated financial policies
  - c. Implement policy for unclaimed assets
- Brought financial statement reporting current
  - a. Redesigned financial statement formats
  - b. created additional reports & exhibits
- Implemented DOCSTAR record scanning in the Finance Department
- Restructured & improved budget document to
  - a. Make financial exhibits “user friendly”
  - b. Include explanation and clarifying detail
  - c. Expanded use of summary sheets and graphics
- Facilitated private placement TRAN with County of Marin
- Recovered \$8,000 in debt service overbillings from US Bank
- Completed Closing of FY 13/14 fiscal year
- Completed field work for FY 13/14 annual audit with minimal audit adjustments

### **FY 2015-16 GOALS AND OBJECTIVES:**

- Issue RFP for audit services
- Complete the FY15 audit
- 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 FY14-15	Projected FY15-16
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 FY15-16

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Upgrade financial reporting system	Identify needs	3/2013	3/2013
	Identify products/vendors	3/2013	8/2013
	Review vendor proposals	8/2014	10/2015
	Vendor presentations		10/2015
	Selection		10/31/15
	Implementation	01/2015	3/2016
Update Account Codes - include projects	Identify software and account structure	10/31/14	
	Draft	11/1/14	12/15/15
Payroll & Personnel Administration	Update benefits system	3/2014	
	Implement tracking system for payroll /benefits by employee	9/2014	10/2015
	Research practicability of bringing payroll in-house	9/2014	10/2015



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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### PERSONNEL

401 REGULAR SALARIES	107,394	117,503	107,859	107,859	112,463
411 REG PART-TIME SALARIES	43,321	13,410	42,865	36,390	42,199
415 ACCRUED LEAVE CASHOUT		2,271	2,074	-	2,116
421 TEMP EMPLOYEES		30,757	5,000	1,298	5,000
461 OVERTIME				-	
491 HEALTH INSURANCE	25,303	23,872	21,935	19,269	20,608
492 WORKERS COMP	3,621	4,272	3,953	3,953	4,555
493 RETIREMENT	13,453	17,148	18,354	18,354	14,283
494 MEDICARE	2,086	2,219	2,067	2,067	2,121
495 FICA/PTS		6,209			92
496 PERS SIDEFUND					5,000
<b>SUBTOTAL PERSONNEL</b>	<b>195,178</b>	<b>217,660</b>	<b>204,107</b>	<b>189,190</b>	<b>208,435</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE		20,000	20,000	10,000
711 OFFICE EQUIP MAINT.		152	300	-	300
731 BLDG-GROUNDS MAINT.		3,685	3,521	1,285	3,685
801 WATER		-	-	-	-
804 TELEPHONE		1,152	1,176	1,500	669
811 POSTAGE		501	520	700	1,199
813 OFFICE SUPPLIES		1,027	1,816	1,500	1,340
815 PRINTING		641	712	1,200	1,176
821 OUTSIDE CONSULTING SVS	SEE NOTE	8,719	4,855	15,000	7,708
822 CONTRACT SERVICES	SEE NOTE	10,873	18,206	25,000	19,560
861 BUS.MEET/CONF.		291	201	500	519
862 DUES & SUBSCRIPTIONS		254	110	1,000	-
881 SPECIAL SERVICES					-
890 MISCELLANEOUS		79	219	3,000	84
<b>SUBTOTAL OPERATING</b>		<b>27,374</b>	<b>31,337</b>	<b>70,985</b>	<b>55,940</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>222,552</b>	<b>248,997</b>	<b>275,092</b>	<b>245,130</b>	<b>271,183</b>
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### Allocation of Positions:

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

### Total Full Time Equivalent Employees

<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
-------------	-------------	-------------	-------------	-------------

NOTES: 636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$60,000  
 821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review  
 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 FY13-14	Target FY14-15	Est. Year End FY14-15	Target* FY15-16
Planning Permits Processed	50	+10-20%	50 (+.0%)	+5-10%
Building Permits Processed	343	+10-20%	304 (-8.9%)	+0-5%
Resale Inspections	107	+10-20%	86 (-8.1%)	0%
Building Inspections	1,620	+10-20%	1,740 (+7.4%)	+0-5%
Violations Processed	42	+5%	32 (-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
General Plan Forum (Community outreach)	July – Sept. 2015 Workshop (CH to CC)	July 2015	Sept. 2015
Parkade Design (e.g., construction docs)	Jan – April.	April 2016	June 2016
Zoning Map & Ordinance Update	Prepare draft PDD & CH to CC amendments	Nov. 2015	Jan 2016
Town Center Plan Development	Background Studies & Data Maps; Workshops (2-3 events); Draft Plan	March 2016	October 2016
Pedestrian & Bicycle Master Plan Update	June 6, 2015 Public session #1 on Existing Conditions; Sept. 2015, draft Improvements.	Underway	Jan 2016

## **Planning & Building Services Budget Message**

### **FY 2014-15 ACCOMPLISHMENTS**

- Conducted two General Plan / Housing Element Forums on the existing Housing Element: focusing on the overall Housing Element – Regional Housing Allocation Needs (RHNA); Christ Lutheran Church - Senior Housing site, 10 Olema – Workforce Housing Site and the transfer of all Highway Commercial (CH) zoned properties to Central Commercial (CC).
- Conducted numerous public Workshops and/or meetings toward updating the Housing Element to accommodate the 5<sup>th</sup> Cycle RHNA: culminating in the adoption of the 2015 Housing Element update.
- Amended the Town Code to allow emergency homeless shelters in the CC and PD zones: including provisions of appropriate standards for homeless shelters.
- Amended the Town Code with regards to formula business restrictions in all of the commercial zones in Town (with the exception of the one property zoned Commercial Recreational – which requires a public vote for any zoning changes).
- Amended the Town Code - Sign Ordinance: particularly with regards to non-commercial temporary signs (e.g., political and non-profit signs).
- Creation of a “Sustainability Tracker” for the Marin Climate & Energy Partnership (MCEP) website: showing how each municipality within Marin County is doing meeting the goals of AB 32 (e.g., GHG reductions).
- Augmented Public Works Department by participating on three Technical Advisory Committee’s (TAC) on: (1) Fairfax to San Rafael Transit Feasibility Study, (2) County-wide School Yellow Bus study, and (3) Pedestrian and Bicycle Master Plan update (including the creation of a Bike & Pedestrian Advisory Committee (BPAC)).

### **FY 2015-2016 GOALS AND OBJECTIVES**

- Conduct third General Plan Forum on the conversion of all Highway Commercial (CH) to Central Commercial (CC).
- Conduct a Traffic Forum, exploring the reasons for the increase of traffic through town.
- Complete working drawings for the Parkade improvements, per the Parkade Area Circulation Study approved in July 2010.
- Conduct three public workshops toward producing a Town Center Plan as called for in the Town Center Element of the Fairfax 2010 -2030 General Plan: including the exploration of a managed parking plan.
- Update the Pedestrian & Bicycle Master Plan: staffing the new BPAC.
- Amend the Zoning Ordinance to bring it into compliance with the 2015 Housing Element.



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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#### PERSONNEL

401 REGULAR SALARIES	206,942	227,656	234,732	234,732	245,956
411 REG PART-TIME SALARIES			10,000	255	5,000
415 ACCRUED LEAVE CASHOUT	3,842	4,118	4,274	6,411	4,460
421 TEMP EMPLOYEES	2,424	1,298		1,497	
491 HEALTH INSURANCE	33,365	38,278	39,297	33,614	42,318
492 WORKERS COMP.	4,871	5,918	6,291	6,291	7,338
493 RETIREMENT	39,698	42,171	46,972	46,972	24,615
494 MEDICARE	2,900	3,095	3,338	3,433	3,417
495 FICA/PTS					188
496 PERS SIDEFUND					37,600
<b>SUBTOTAL PERSONNEL</b>	<b>294,042</b>	<b>322,534</b>	<b>344,904</b>	<b>333,205</b>	<b>370,891</b>

SEE NOTE

#### OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	5,485	6,161	5,485	5,485	3,908
802 POWER	238	251	250	233	250
804 TELEPHONE	1,416	1,356	1,500	1,351	1,500
811 POSTAGE	523	4,649	500	1,299	2,000
812 REPRODUCTION	421	741	1,000	1,561	1,000
813 OFFICE SUPPLIES	1,450	1,398	1,500	2,002	1,500
814 LEGAL ADS	46	954	-	1,774	400
815 PRINTING	1,902	126	1,500	569	1,500
821 OUTSIDE CONSULTING SVS	70,894	75,547	80,000	74,567	65,000
822 OUTSIDE CONTRACT SVS	226	8,834	10,800	3,409	9,000
842 SPECIAL DEPT SUPPLIES	-	25	2,000	2,975	2,000
861 BUS.MEET/CONF.	1,931	3,271	2,000	3,601	2,000
862 DUES & SUBSCRIPTIONS	-	-	425	173	325
871 LIAB & PROP INSURANCE	2,341	-	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>	<b>86,873</b>	<b>103,313</b>	<b>106,960</b>	<b>98,999</b>	<b>90,383</b>

SEE NOTE

SEE NOTE

#### TOTAL DEPARTMENT APPROPRIATION

380,915      425,847      451,864      432,205      461,275

#### Allocation of Positions:

PLANNING DIRECTOR		1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	0%	-	-	1.00	1.00	1.00
SENIOR PLANNER		1.00	1.00	-	-	-
ADMIN ASSISTANT II		-	-	0.25	0.25	0.25
PLANNING TECH				0.20		0.10

#### Total Full Time Equivalent Employees

2.00      2.00      2.45      2.25      2.35

NOTES:	411 Planning Commission minutes / FY15 - Planning Tech @25/hr
	814 GP & zone changes updates
	821 Town Center plan dev process (LAK, Parisi, SD,al) Housing element update (LAK, PMC)
	822 Intern 500 hrs @ \$15/hr      7,500
	Televise Planning Commission meetings      3,300



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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### PERSONNEL

401 REGULAR SALARIES	87,469	93,115	93,298	93,298	96,471
415 ACCRUED LEAVE CASHOUT	-	-	1,553	-	1,585
421 TEMP EMPLOYEES	1,974				
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	9,784	17,684	11,880	15,202	19,252
492 WORKERS COMP.	2,106	2,379	2,422	2,422	2,812
493 RETIREMENT	17,372	17,300	18,670	17,204	9,655
494 MEDICARE	1,216	1,256	1,267	1,352	1,310
496 PERS SIDEFUND					14,750
<b>SUBTOTAL PERSONNEL</b>	<b>119,921</b>	<b>131,734</b>	<b>129,090</b>	<b>129,478</b>	<b>145,834</b>

### OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	-	-	-
722 VEHICLE MAINTENANCE	6,375	3,803	3,500	3,017	3,500
731 BLDG-GROUNDS MAINT.	3,085	2,640	3,085	2,742	2,760
802 POWER	238	251	500	207	500
804 TELEPHONE	1,416	1,356	1,500	1,201	1,500
811 POSTAGE	744	730	300	1,092	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	1,123	2,718	1,500	633	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	825	8,227	5,000	9,259	5,000
822 OUTSIDE CONTRACT SVS		2,160	8,750	-	3,750
851 CLOTHING	-	-	-	-	-
861 BUS.MEET/CONF.	604	879	1,000	33	1,000
862 DUES & SUBSCRIPTIONS	257	1,151	275	460	275
871 LIAB & PROP INSURANCE	-	-	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>	<b>14,667</b>	<b>23,915</b>	<b>25,410</b>	<b>18,646</b>	<b>20,085</b>

### TOTAL DEPARTMENT APPROPRIATION

**134,588      155,649      154,500      148,124      165,920**

### Allocation of Positions:

BUILDING OFFICIAL	0.87	0.75	0.75	0.75	0.75
ADMIN ASSISTANT II	-	0.25	0.25	0.25	0.25

### Total Full Time Equivalent Employees

**0.87      1.00      1.00      1.00      1.00**

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

## 2015-16 Operating Budget

**FUND**                    **01 GENERAL FUND**  
**ACTIVITY**                **411 POLICE**

### DEPARTMENT SUMMARY

FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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#### OPERATING EXPENSES

611 AUTO/PHONE ALLOWANCE			-	1,400	1,800
631 COMM EQUIP REPLACE			4,000	4,000	4,000
711 OFFICE EQUIP MAINTENANCE	1,940	2,640	1,500	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE	25,454	27,253	28,000	27,139	28,000
721 FIELD EQUIP MAINTENANCE	710	971	1,000	1,000	1,000
722 VEHICLE MAINTENANCE	22,885	16,444	20,000	17,725	20,000
723 COMMUNICATION EQUIP MAINT	6,677	2,869	3,000	3,000	3,000
725 MERA DEBT SERVICE	38,302	41,945	38,297	38,297	38,301
726 MERA MEMBERSHIP FEE	25,883	26,906	26,688	27,764	29,448
731 BLDG-GROUNDS MAINTENANCE	24,882	25,485	26,000	26,000	26,000
801 WATER	1,135	1,759	1,900	1,900	1,900
802 POWER	952	1,005	2,000	2,000	2,000
804 TELEPHONE	17,080	17,604	17,000	16,961	17,000
806 FUEL	20,730	20,081	18,000	18,000	18,000
811 POSTAGE	1,673	2,030	2,000	2,000	2,000
812 REPRODUCTION	1,998	3,490	2,500	2,500	2,500
813 OFFICE SUPPLIES	1,551	1,543	1,300	1,300	1,300
815 PRINTING	2,975	3,304	3,000	3,000	3,000
822 OUTSIDE CONTRACT SVS	39,447	33,927	35,000	33,642	35,000
841 SMALL TOOLS	409	329	500	500	500
842 SPECIAL DEPT SUPPLIES	8,660	9,654	12,500	12,500	12,500
851 UNIFORM	13,325	16,514	15,200	17,700	15,200
861 BUS.MEET/CONF.	233	565	500	500	500
862 DUES & SUBSCRIPTIONS	5,798	6,847	6,800	6,601	6,800
871 LIAB & PROP INSURANCE	2,503			-	
883 P.O.S.T.	14,190	8,406	10,000	6,822	9,000
889 BOOKING FEES	887	902	3,000	1,872	3,000
<b>SUBTOTAL OPERATING</b>	<b>280,278</b>	<b>272,471</b>	<b>279,685</b>	<b>275,623</b>	<b>283,249</b>

**TOTAL DEPARTMENT APPROPRIATION**                    **2,693,876**    **2,860,264**    **2,767,014**    **2,728,064**    **2,858,110**

#### 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 \$34,638 to Bank of New York for 2010 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

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 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

			-	
			-	
		100	-	100
			13,466	
	1,707	5,000	4,472	3,000
	4,322	3,600	-	3,600

**SUBTOTAL OPERATING**

- 6,029 8,700 17,938 6,700

**TOTAL DEPARTMENT APPROPRIATION**

- 6,029 8,700 17,938 6,700

**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
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

**2015-16 BUDGET:** [ To be updated for FY16 ]

The Ross Valley Fire Department operating budget for FY 2014-15 is \$8,369,063. The budget is funded through member contributions of \$8,010,610, outside revenues in the form of contracts for service provided to County of Marin and Ross Valley Paramedic Authority, fees for service related to plan checks and inspections of \$492,257, and reserves of \$133,732. The Town's total contribution to the JPA, for FY 2014-15, is \$1,886,767.

Additional information regarding the Ross Valley Department is available at [www.rossvalleyfire.org](http://www.rossvalleyfire.org).



# Town of Fairfax

## 2015-16 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% 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES (TOWN SHARE)**

- 493 RVFS RETIREMENT SEE NOTE
- 721 FIELD EQ MAINT
- 724 RVFS DEBT SERVICE
- 731 BUILDINGS & GROUNDS MAINT
- 871 LIAB & PROP INSURANCE
- 881 RVFS CONTRACT

406,824	167,015	176,263	176,263	220,662
	7,841			
	88,959	73,341	73,341	77,402
638	638	6,880	6,880	7,261
3,357		5,135	5,135	5,419
1,363,182	1,539,477	1,624,716	1,624,716	1,714,675

**SUBTOTAL OPERATING**

1,774,001 1,803,930 1,886,335 1,886,335 2,025,419

**TOTAL DEPARTMENT APPROPRIATION**

1,774,001 1,803,930 1,886,335 1,886,335 2,025,419  
139,084

**Allocation of Expenses**

San Anselmo	40.53%	40.53%	41.68%	41.68%
Fairfax	23.30%	23.30%	23.95%	23.95%
Ross	23.37%	23.37%	21.21%	21.21%
Sleepy Hollow	<u>12.80%</u>	<u>12.80%</u>	<u>13.16%</u>	<u>13.16%</u>

**Total Full Time Equivalent Employees**

100.00% 100.00% 100.00% 100.00%

**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%	3.00%	6.00%
Miscellaneous	2.7%@55	10.843%	8.00%	3.00%	5.00%

The Town's share is allocated to:	FY13	FY14	Increase	FY15	FY16
- Contribution	1,539,478	1,539,478	55,147	1,594,625	to come
- Side Fund	167,015	167,015	5,022	172,037	
- Debt Service	26,168	26,168	(29)	26,139	
- Apparatus Replacement	7,841	7,841	23,358	31,199	
- OPEB Prior Liability	51,172	51,172	-	51,172	
- Mera Bond	11,619	11,619	-	11,619	
<b>Total</b>	<u>1,803,293</u>	<u>1,803,293</u>	<u>83,498</u>	<u>1,886,791</u>	<u>-</u>
<b>% Change</b>				4.63%	

## **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 Public Works Director functions in an amount not to exceed \$50,000 per year.

The one major organizational change is that this year's budget adds a full-time Maintenance Worker I position. The corresponding budget increase is partially offset (approx. 40%) by the elimination of the funding for part-time, seasonal help. Below are the accomplishments and goals for the entire Public Works Department which consist of Street Maintenance, Parks, and Street Lighting divisions.

### **2014-15 ACCOMPLISHMENTS:**

- Reconstructed Bank St (Pavilion) parking lot
- Upgraded Woman's Club bathroom to meet current ADA standards
- Installed bike racks at various locations
- Installed temporary bike rack at the loading zone on Broadway @ Bolinas
- Paved bad section of Bolinas Road
- Fixed potholes on Hickory Road
- Set up numerous meetings at Woman's Club
- Placed Signage for Festival, Car Show, Halloween Parade, Little League, etc.
- Conducted storm cleanup and preparation
- Provided temporary street sweeping for San Anselmo
- Street sweeping once a week and more often when needed.
- Submitted application for FEMA's Community Rating System (CRS) in order to reduce flood insurance rates

## **FY 2015-16 GOALS AND OBJECTIVES:**

- Oversee major PG&E pipeline replacement project Frustuck, Mountain View, Manzanita, Walsh Lane, and Wreden.
- Slurry seal selected streets and install thermoplastic striping at selected crosswalks in Town
- Install flashing beacon system at Taylor and Sir Francis Drake
- Design and complete Class I bike lane to complete Bike Spine project
- Repair Manzanita slide
- Continue bike rack installations
- Re-concrete floor of Meerna debris box
- Replace Community Center railing
- Replace Pavilion roof
- Repair Women's Club kitchen roof
- Construct improvements to make the Women's Club stage ADA accessible and available for recreational uses
- Repair the tables and the stage in Peri Park





# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

401 REGULAR SALARIES	15,068	65,910	65,933	66,308	71,271
415 ACCRUED LEAVE CASHOUT	-	736	1,268	1,212	1,371
421 TEMP EMPLOYEES				-	
491 HEALTH INSURANCE	1,601	12,133	10,295	10,884	13,221
492 WORKERS COMP.	315	1,711	1,762	1,762	2,131
493 RETIREMENT	2,596	9,467	10,367	10,367	6,983
494 MEDICARE	182	914	922		922
496 PERS SIDEFUND					6,200
497 PAYROLL TRANSFER	-	-			
611 CAR ALLOWANCE			-		-
<b>SUBTOTAL PERSONNEL</b>	<b>19,762</b>	<b>90,871</b>	<b>90,547</b>	<b>90,533</b>	<b>102,099</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINTENANCE	-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE	2,400	3,521	2,400	2,400	1,148
804 TELEPHONE	-	-	500	-	500
811 POSTAGE	501	500	350	964	350
813 OFFICE SUPPLIES		53	308	-	308
815 PRINTING			100	-	100
821 OUTSIDE CONSULTING SVS	49,909	94,916	85,000	47,706	65,000
822 OUTSIDE CONTRACT SVS	2,214	877	2,000	4,992	3,000
823 STORMWATER POLLUTION	see dept 514	20,939	32,000	32,875	20,000
842 SPECIAL DEPT SUPPLIES		24	1,000	-	1,000
861 BUS.MEET/CONF.	39			-	
<b>SUBTOTAL OPERATING</b>	<b>55,062</b>	<b>120,830</b>	<b>123,758</b>	<b>88,937</b>	<b>91,506</b>

**TOTAL DEPARTMENT APPROPRIATION**

**74,824 211,701 214,305 179,470 193,605**

**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

**0.25 0.25 0.55 0.55 0.55**

**NOTES:**

- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of annual Marin Map \$3,000
- 823 Formerly 01-514-822

## **STREET MAINTENANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This division is comprised of the following personnel:

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

Total = 2.5 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

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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### PERSONNEL

401	REGULAR SALARIES	105,188	109,897	112,095	118,470	136,306
421	TEMP. EMPLOYEES			1,000	-	1,000
461	OVERTIME	2,745	2,923	1,500	1,428	1,500
491	HEALTH INSURANCE	26,912	23,188	23,474	17,486	30,796
492	WORKERS COMP.	2,660	2,706	2,858	2,858	3,944
493	RETIREMENT	21,040	20,587	22,431	23,707	13,021
494	MEDICARE	1,563	1,580	1,495	1,755	1,836
496	PERS SIDEFUND					17,500
497	OVERTIME REIMBURSABLE	(344)		(1,000)	-	(1,000)
	<b>SUBTOTAL PERSONNEL</b>	<b>159,764</b>	<b>160,883</b>	<b>163,853</b>	<b>165,704</b>	<b>204,902</b>

### OPERATING EXPENSES

641	EQUIPMENT RENTAL	-	-	500	1,903	500
721	FIELD EQUIP MAINTENANCE	17,694		500	-	500
722	VEHICLE MAINTENANCE	14,185	14,737	16,500	6,879	16,500
723	COMMUNICATION EQUIP MAINT	-	-	500	-	500
725	MERA DEBT SERVICE		5,199	8,703	8,857	8,699
726	MERA MEMBERSHIP FEE		6,157	8,312	6,424	5,552
731	BLDG-GROUNDS MAINTENANCE	3,536	5,144	3,500	3,500	1,674
802	POWER			1,500	-	1,500
803	DUMP FEES			300	-	300
804	TELEPHONE	1,073	1,088	1,000	1,024	1,000
806	FUEL	18,300	17,116	14,000	15,274	14,000
813	OFFICE SUPPLIES	98		2,000	624	2,000
821	OUTSIDE CONSULTING SVS	29,626	24,186	40,000	13,482	30,000
841	SMALL TOOLS			4,000	-	4,000
842	SPECIAL DEPT SUPPLIES	21,726	12,449	40,000	23,257	35,000
851	UNIFORM	1,275	850	1,000	1,860	1,063
861	TRAVEL/TOLLS	5	10	500	8	500
871	LIAB & PROP INSURANCE	(328)		SEE #715	-	SEE #715
	<b>SUBTOTAL OPERATING</b>	<b>107,191</b>	<b>86,937</b>	<b>142,815</b>	<b>83,091</b>	<b>123,287</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>266,955</b>	<b>247,820</b>	<b>306,668</b>	<b>248,795</b>	<b>328,190</b>
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### Allocation of Positions:

SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER	1.00	1.00	-	-	-
MAINT. WORKER I	1.00	1.00	1.00	1.00	1.50
MAINT. WORKER II	1.00	1.00	-	-	-
<b>Total Full Time Equivalent Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</b>

NOTES: 497 Overtime charged to Festival Fund for annual festival.  
 641 Rental of equipment  
 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...



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 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

29,802	30,723	26,000	29,956	26,000
66,828	22,461	35,000	26,837	35,000
600	600	600	-	600

**SUBTOTAL OPERATING**

97,230 53,784 61,600 56,793 61,600

**TOTAL DEPARTMENT APPROPRIATION**

97,230 53,784 61,600 56,793 61,600

**Allocation of Positions:**

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

**Total Full Time Equivalent Employees**

0.00 0.00 0.00 0.00 0.00

<b>NOTES:</b>	802 Street lighting and signal charges by PG&E
	821 Contract with SIEMENS Industries (formerly Republic Electric) to provide maintenance of light poles and traffic signal maintenance costs. FY14 includes replacement of LED lights



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 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	-	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-	-

#### OPERATING EXPENSES

802 POWER	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	-	-	-	-	-
822 OUTSIDE CONTRACT SVS	SEE NOTE	22,362	SEE #510		

#### SUBTOTAL OPERATING

22,362 - - - -

#### TOTAL DEPARTMENT APPROPRIATION

22,362 - - - -

#### 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

## **PARKS MAINTENANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .25 Maintenance Worker I

Total = 1.25 FTE

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

### **ACCOMPLISHMENTS/GOALS**

See the DPW administration narrative



## **VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE**

The Recreation & Community Services Events Manager prepares the agendas and minutes for the Parks & Recreation Commission (PARC) and Volunteer Board meetings.

### **The Events Manager**

- plans and organizes special events for the community, including the Town-wide picnic, English tea, Spring Egg hunt, and holiday caroling/potluck.
- recruits volunteers and updates the Town website to include a calendar of special events and meetings.
- plans creek clean-up days and researches other town and cities' programs in the areas of recreation and disaster preparedness.
- helps to organize and serve the needs of the Ross Valley Seniors with set-up of meetings and meal preparations.
- helps to organize improvements of Town building & parks.
- identifies and pursues grant funding opportunities that will benefit the Town of Fairfax and its residents.



## **2014-15 ACCOMPLISHMENTS INCLUDING DATA:**

- Oversaw Town-sponsored events that included the overall participation of 400 volunteers that contributed close to 4,000 hours of service.
- Held annual town-wide picnic for 800 at the ball field.
- Planned Alice in Wonderland English tea for 100 attendees as PARC fundraiser at the Women's Club.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Advertised for, recruited and interviewed candidates for Artist-in-Residence (AIR) position.
- Participated in Peri Park clean-up days.
- Orchestrated the refurbishment of two benches at Bolinas Park.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings for approximately 60 senior citizens.
- Provided logistical support for the trail improvements at Power Lane.
- Coordinated with the Red Cross on a Disaster Drill exercise in the Pavilion.
- Provides support services for re-convened Disaster Council.
- Assisted with the implementation of new Recreation Department to streamline services for Town residents.
- Participated in Volunteer Board publicity & outreach committee in effort to increase visibility of Fairfax Volunteers to the community.
- Assisted with the update of the Town's website content on an on-going basis.
- Assist at the Fairfax Festival with volunteer booth at Ecofest.

**FY 2015-16 GOALS AND OBJECTIVES:**

- Continue to provide support for trails program via the Fairfax Volunteers.
- Work with the 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 facilities by upgrading stage at Women's Club, redwood stage at Peri Park, and picnic tables at Peri Park. Extend AIR contract for additional year.



# Town of Fairfax

## 2015-16 Operating Budget

FUND 01 GENERAL FUND  
ACTIVITY 616 VOLUNTEERS FOR FAIRFAX

### ACTIVITY DESCRIPTION

The 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 Resource Coordinator 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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#### PERSONNEL

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
411 REGULAR PT SALARIES	16,300	16,170	18,360	16,731	15,506
492 WORKERS COMP	391	471	476	714	444
493 RETIREMENT	3,303	3,394	3,343	3,546	2,017
494 MEDICARE	225	220	249	239	207
495 FICA/PTS		6,093			
496 PERS SIDEFUND					2,375
<b>SUBTOTAL PERSONNEL</b>	<b>20,219</b>	<b>26,348</b>	<b>22,428</b>	<b>21,229</b>	<b>20,549</b>

SEE NOTE

#### OPERATING EXPENSES

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
711 OFFICE EQUIP MAINT.	142		150	-	150
801 WATER	-	193	200	-	200
804 TELEPHONE	259	262	700	244	700
811 POSTAGE	727	737	400	1,229	400
813 OFFICE SUPPLIES	732	588	500	471	500
842 SPECIAL DEPT SUPPLIES	1,055	1,324	1,100	1,459	1,100
<b>SUBTOTAL OPERATING</b>	<b>2,915</b>	<b>3,103</b>	<b>3,050</b>	<b>3,402</b>	<b>3,050</b>

SEE NOTE

#### TOTAL DEPARTMENT APPROPRIATION

**23,134      29,452      25,478      24,631      23,599**

#### Allocation of Positions:

Community Resources Coord      0.30      0.30      0.30      0.30      0.30

#### Total Full Time Equivalent Employees

**0.30      0.30      0.30      0.30      0.30**

NOTES: This department was formerly 216  
411 - One half of part-time Community Resources Coord  
801 Water for Community Garden



**Town of Fairfax**  
2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

411 REGULAR PT SALARIES	SEE NOTE	16,836	29,681	30,860	30,512	29,563
491 HEALTH INSURANCE			2,697	2,929	2,139	3,037
492 WORKERS COMP		391	797	794	397	846
493 RETIREMENT		3,303	5,800	5,844	6,052	3,424
494 MEDICARE		225	409	415	443	394
496 PERS SIDEFUND						4,500
<b>SUBTOTAL PERSONNEL</b>		<b>20,755</b>	<b>39,384</b>	<b>40,842</b>	<b>39,543</b>	<b>41,764</b>

**OPERATING EXPENSES**

804 TELEPHONE		-	-	-	-	-
811 POSTAGE		-	-	200	-	200
813 OFFICE SUPPLIES			170	120	167	120
821 OUTSIDE CONSULTING SVS					-	
881 SPECIAL SERVICES	SEE NOTE	7,050	4,791	6,650	2,865	6,650
<b>SUBTOTAL OPERATING</b>		<b>7,050</b>	<b>4,962</b>	<b>6,970</b>	<b>3,032</b>	<b>6,970</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>27,805</b>	<b>44,345</b>	<b>47,812</b>	<b>42,575</b>	<b>48,734</b>
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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

**Total Full Time Equivalent Employees**

<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.55</b>
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<b>NOTES:</b> 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
Ice Skating @ Pavilion	2,500
Fairfax Theater Co	3,350

## Fairfax Recreation (formerly FOCAS) 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 Service Manager - Marketing - part-time hourly
- = 2 FIE hourly/ part-time employees.

**Fairfax Recreation (formerly FOCAS)** is a program that was developed around 2002 by an Artist in Residence in response to a community need to have more recreational services. Over that time it has fluctuated from offering some dance, drumming, and playgroup classes via the Town of San Anselmo's recreation department to its more recent incarnation in 2011 of offering its own **Town of Fairfax** seasonal field guide that provides birthday party rentals and a variety of classes for newborn, preschool to adult and senior ages, including a popular camp for school-aged youth during the summer, a successful partnership with Flying Dutchman Gymnastics and our growing teen activities at the Community Center called Fairfax Youth Club. **Fairfax Recreation** has appreciated the ability to improve local youth and family offerings, enhance utilization of our buildings and increase revenue for the Town of Fairfax. With the help of the Measure I / Youth Fund we are able to establish high quality and affordable programs for the community and pay 2 part time employees to administer the program.

### ACCOMPLISHMENTS:

- Published two **Town of Fairfax Recreation** catalogs.
- Expanded PR outreach by increasing mailing list from 100 to 2,500 addresses.
- Increased Partnership revenue by 45% by adding popular Gymnastics Program and increasing hourly rate.
- Hosted successful Holiday Craft Faire in December with Sustainable Fairfax.
- Established 6th annual Camp Fairfax program for school-aged youth and worked with local middle school youth through the Counselor in Training (CIT) program.
- Continued Fairfax Youth Club program (2nd year) and expanded services for tweens and teens.
- Collaborated with PARC and hosted successful English Tea Party event for community.
- Expanded programming for all ages---namely the teen programs and piloting a senior program.
- Attended Age- Friendly Task Force, PARC and staff meetings.
- Conducted Survey.
- Changed branding of program from FOCAS to Fairfax Recreation and revamped operating structure of Recreation and Community Services Department.

**FY 2015-16 GOALS AND OBJECTIVES:**

- Publish two Town of Fairfax Recreation catalogs
- Increase outreach by mailing to all Fairfax residents the catalog twice each year; 3,500 households
- Continue successful Partnership programs
- Expand and enhance class offering for all age groups
- Continue Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continue Camp Fairfax program - school aged youth
- Continue Fairfax Youth Club -middle school and high school program
- Expand Senior programming and host Senior Saturday Social and Fair event



# Town of Fairfax

## 2015-16 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 621 RECREATION CLASSES

**ACTIVITY DESCRIPTION**

The Town contributes to the operation of youth programs, including Fairfax Recreation (formerly FOCAS - Fairfax Open Circle Arts & Sports). Through Measure J, 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.

**DEPARTMENT SUMMARY**

FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

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

			-	42,623
			-	1,327
			-	618
			-	1,598
			-	

**SUBTOTAL PERSONNEL**

- - - - 46,166

**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

			-	840
			-	
			-	
			-	25,000
			-	600
			-	3,000
			-	3,000
			-	200
			-	5,000
			-	500

**SUBTOTAL OPERATING**

- - - - 38,140

**TOTAL DEPARTMENT APPROPRIATION**

- - - - 84,306

**Allocation of Positions:**

RECREATION COORDINATORS (2)

1.00

**Total Full Time Equivalent Employees**

1.00

**NOTES:** This department was formerly in Fund 11



# Town of Fairfax

## 2015-16 Operating Budget

FUND 01 GENERAL FUND  
ACTIVITY 622 CAMP FAIRFAX

ACTIVITY DESCRIPTION

**DEPARTMENT SUMMARY**

FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

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

			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

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

			-	8,000
			-	600
			-	1,000
			-	100
			-	
			-	
			-	
			-	
			-	

**SUBTOTAL OPERATING**

- - - - 9,700

**TOTAL DEPARTMENT APPROPRIATION**

- - - - 9,700

Allocation of Positions:

Total Full Time Equivalent Employees

0.00

NOTES: This department was formerly in Fund 11





# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

401 REGULAR SALARIES	-	-	-	-	10,984
421 TEMP LABOR	6,656	9,590	12,180	560	
415 ACCRUED LEAVE CASHOUT	-	-	-	-	
461 OVERTIME	-	-	100	-	
491 HEALTH INSURANCE	-	-	-	-	3,080
492 WORKERS COMP.	110	340	339	340	323
493 RETIREMENT					746
494 MEDICARE	92	154	177	13	150
495 FICA/PTS	-	-	-	40	
<b>SUBTOTAL PERSONNEL</b>	<b>6,859</b>	<b>10,084</b>	<b>12,796</b>	<b>953</b>	<b>15,284</b>

**OPERATING EXPENSES**

731 BLDG-GROUNDS MAINT.	6,415	-	12,800	12,800	12,800
801 WATER	390	770	800	651	800
802 POWER	20,749	25,096	16,500	20,556	16,500
803 SANITARY	-	-	-	-	-
804 TELEPHONE	-	375	400	408	400
821 OUTSIDE CONSULTING SVS	1,087	1,276	8,500	521	8,500
822 OUTSIDE CONTRACT SVS	2,807	1,579	1,600	1,507	1,600
841 SMALL TOOLS	18,169	-	-	-	-
842 SPECIAL DEPT SUPPLIES	2,661	6,252	6,000	2,302	6,000
851 UNIFORM	-	-	50	-	106
871 LIAB & PROP INSURANCE	23,414	(75)	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>	<b>75,693</b>	<b>35,273</b>	<b>46,650</b>	<b>38,745</b>	<b>46,706</b>

**TOTAL DEPARTMENT APPROPRIATION**

**82,552      45,357      59,446      39,698      61,990**

**Allocation of Positions:**

MAINT. LEADWORKER	0.50	0.50	0.50	0.50	0.25
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**Total Full Time Equivalent Employees**

**0.50      0.50      0.50      0.50      0.25**

**NOTES:**

822 Includes pest control. Janitor moved to 731

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

Repainting and exterior repairs - Includes landscaping



# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

401	REGULAR SALARIES				
491	HEALTH INSURANCE			-	
491	RETIREE HEALTH BENEFITS	SEE NOTE			
492	WORKERS COMP.				
493	RETIREMENT				
494	MEDICARE			-	
495	FICA/PTS				
496	PERS SIDEFUND				SEE DEPTS
<b>SUBTOTAL PERSONNEL</b>					
		<b>97,667</b>	<b>59,151</b>	<b>53,354</b>	<b>82,881</b>
					<b>60,000</b>

**OPERATING EXPENSES**

821	OUTSIDE CONTRACT SVS				
822	CONTRACTED SVCS	SEE NOTE			
841	SMALL TOOLS				
842	SPECIAL DEPT SUPPLIES				
871	LIAB & PROP INSURANCE				
881	SPECIAL SERVICES	SEE NOTE			
890	MISCELLANEOUS				
891	CLAIMS - WC / SETTLEMENTS	SEE NOTE			
895	TRAN INTEREST	SEE NOTE			
896	CERTB/OPEB				
<b>SUBTOTAL OPERATING</b>					
		<b>480,076</b>	<b>478,017</b>	<b>610,000</b>	<b>620,009</b>
					<b>640,390</b>

**TOTAL DEPARTMENT APPROPRIATION**

		<b>577,744</b>	<b>537,168</b>	<b>663,354</b>	<b>702,890</b>	<b>700,390</b>
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**Allocation of Positions:**

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

	1.00	1.00	0.00	0.00	0.00
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**NOTES:**

	FY13	FY14	FY15 bud	FY14	FY15 bud
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)	1,991	2,200	2,400	2,400	2,400
CITTASLOW USA	2,825				
CMM (WEBCAST)		7,450	7,700	7,700	8,400
COUNTY OF MARIN MIDAS ACCOUNT	17,775	19,375	20,000	20,000	20,000
FAIRFAX CHAMBER OF COMMERCE	210		-	-	-
GOLSCH, C (WEBPAGE SERVICES)	9,000	9,000	11,700	11,700	11,700
HOMELESS					11,181
LEAGUE OF CALIFORNIA CITIES	4,348	4,598	4,600	4,600	4,800
MARIN COUNTY ADMIN (ANIMAL CONTROL)	65,907	73,703	72,687	72,687	78,668
MARIN COUNTY SHERIFFS DEPT	4,322				
MARIN COUNTY TAX COLLECTOR (LAFCO)	3,469	3,597	4,500	4,500	5,024
MARIN GENERAL SERVICES AUTHORITY	2,000	13,508	11,511	11,511	11,511
MARIN IT, INC	11,344	15,969	16,000	16,000	16,000
RVHCC					2,500
SOLID WASTE RATE STUDY		Moved from 211			15,000
SUSTAINABLE FAIRFAX		Moved from Fund 51	25,000	25,000	25,000
OTHER	94,632	-	28,902	28,902	12,816
	217,823	149,400	205,000	205,000	225,000
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

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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**PERSONNEL**

401 REGULAR SALARIES				
421 TEMP EMPLOYEES	12,893	9,590	12,180	560
415 ACCRUED LEAVE CASHOUT				-
461 OVERTIME	210	1,155		455
491 HEALTH INSURANCE				-
492 WORKERS COMP.	136	340	338	676
494 MEDICARE	185	154	177	13
495 FICA/PTS		5,301		
497 PAYROLL TSFR	(210)			-
<b>SUBTOTAL PERSONNEL</b>	<b>13,213</b>	<b>16,540</b>	<b>12,695</b>	<b>1,704</b>

**OPERATING EXPENSES**

803 SANITARY/DUMP				
821 OUTSIDE CONSULTING SVS	2,552	1,914	2,552	-
822 OUTSIDE CONTRACT SVS	3,708	1,223	4,000	3,738
842 SPECIAL DEPT SUPPLIES	27,788	27,920	35,000	34,906
851 CLOTHING	4,257	10,587	7,000	3,847
	-	-	100	-
<b>SUBTOTAL OPERATING</b>	<b>38,305</b>	<b>41,644</b>	<b>48,652</b>	<b>42,491</b>

SEE NOTE  
SEE NOTE

**SUBTOTAL APPROPRIATION**

**51,518      58,183      61,347      44,195      48,652**

**ALLOCATION TO DEPARTMENTS**

731 BLDG-GROUNDS MAINT.	(60,956)	(51,840)	(60,956)	(54,183)
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**TOTAL DEPARTMENT APPROPRIATION**

**(9,438)      6,343      391      (9,989)      -**

**Allocation of Positions:**

MAINT. LEADWORKER	0.50	0.50	0.50	0.50
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**Total Full Time Equivalent Employees**

**0.50      0.50      0.50      0.50      0.50**

**ALLOCATION OF BUILDING MAINTENANCE**

	FY 14	JANITOR	OTHER	FY 15
211 TOWN MANAGER	4,416	1,280	2,112	3,392
221 TOWN CLERK	3,685	1,285	1,762	3,047
241 FINANCE	3,685	1,285	1,762	3,047
311 PLANNING	5,485	1,285	2,623	3,908
321 BUILDING INSP	3,085	1,285	1,475	2,760
411 POLICE	21,900	6,400	10,474	16,874
510 PUBLIC WORKS ADM	2,400		1,148	1,148
511 STREET MAINT/PW	3,500		1,674	1,674
625 RENTAL - W/C		12,800	-	12,800
626 RENTAL - PAVILION			-	-
	<b>48,156</b>	<b>25,620</b>	<b>23,032</b>	<b>48,652</b>

<b>NOTES:</b>	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

## 2015-16 Operating Budget

**FUND**            **02 DRY PERIOD FUND**  
**DEPT**            **715 MISCELLANEOUS**

The Dry Period fund is a reserve account component of the General Fund used to provide financing to the General Fund. Town policy (Resolution 11-9 adopted 3/2/11) is to maintain a reserve balance 25% of General Funds expenditures.

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
<b>BEGINNING FUND BAL</b>	631,217	858,053		858,053	1,000,000
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
715 901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	226,836	-	141,947	141,947	
<b>SUBTOTAL TRANSFER</b>	<b>226,836</b>	<b>-</b>	<b>141,947</b>	<b>141,947</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>226,836</b>	<b>-</b>	<b>141,947</b>	<b>141,947</b>	<b>-</b>
<b>ENDING FUND BAL</b>	858,053	858,053		1,000,000	1,000,000
<b>COMPONENTS OF FUND BALANCE:</b>					

**NOTES:**

**CALCULATION OF RESERVE BALANCE**

General Funds Appropriations	8,139,145	100.0%
Dry Period Reserve	1,000,000	12.3%
Other General Fund Balances	1,013,065	12.4%
<b>Total General Fund Reserves</b>	<b>2,013,066</b>	<b>24.7%</b>



# Town of Fairfax

## 2015-16 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.

<b>FUND SUMMARY</b>		<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(22,025)	12,262		1,808	127
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
090 901 SALE OF ASSETS		6,090	6,528	-	100	
<b>SUBTOTAL REVENUES</b>		<b>3,460</b>	<b>6,528</b>	<b>-</b>	<b>100</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
903 996 SOLAR PANEL LEASE		16,600	16,600	16,600	16,600	16,600
903 996 INTEREST			3,912			
923 921 FIELD EQUIPMENT	SEE NOTE	96,969	178,713	75,822	72,182	41,828
<b>SUBTOTAL APPROPRIATIONS</b>		<b>113,569</b>	<b>199,225</b>	<b>92,422</b>	<b>88,782</b>	<b>58,428</b>
<b>TRANSFERS</b>						
100 910 CAPITAL LEASE FINANCING		43,241	110,643	-		
100 931 TSFR FROM 01-GENERAL FUND		144,396	71,600	100,000	87,000	68,301
715 971 TSFR TO 01-GENERAL FUND		4,091			-	
<b>SUBTOTAL TRANSFER</b>		<b>144,396</b>	<b>182,243</b>	<b>100,000</b>	<b>87,000</b>	<b>68,301</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>34,287</b>	<b>(10,454)</b>	<b>7,578</b>	<b>(1,682)</b>	<b>9,873</b>
<b>ENDING FUND BAL</b>		<b>12,262</b>	<b>1,808</b>		<b>127</b>	<b>10,000</b>

**COMPONENTS OF FUND BALANCE:**

<b>NOTES:</b>	<b>LAST PMT</b>				
EVIDENCE REFRIGERATOR					
921 MOBILE COMPUTING - PANASONIC			15,683		
LEASE - SERVERS (2) - COMPELLENT	03/25/14	7,574		7,565	-
FY10 VEHICLE LOAN - ALLY	01/01/15	8,910	8,910	13,885	-
FY12 VEHICLE LOAN - FORD	05/01/15	20,494	20,494	20,494	-
FY13 VEHICLE LOAN - FORD	02/01/16	12,247	11,712	11,712	11,725
FY14 VEHICLE LOAN - FORD	01/01/17		31,002	31,002	30,103
<b>TOTAL</b>			<b>64,908</b>	<b>72,118</b>	<b>84,658</b>
					<b>41,828</b>



# Town of Fairfax

## 2015-16 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

<b>FUND SUMMARY</b>		<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		25,004	(9,415)		30,987	22,180
<b>REVENUES</b>						
030	311 BUILDING PERMITS	112,144	171,333	150,000	163,958	150,000
030	312 GENERAL PLAN MAINTENANCE FEES	2,041	2,987	3,000	6,079	3,000
030	313 TECHNOLOGY IMPROVEMENT FEES	3,383	4,709	4,000	8,088	4,000
030	314 ENCROACHMENT FEES	1,263	-	-	-	-
030	315 HOUSING INSPECTIONS	37,243	39,596	30,000	19,388	30,000
030	317 SEISMIC FEES	717	(301)	1,000	1,710	1,000
030	318 PLAN RETENTION	(1,894)	63	-	68	-
030	319 STREET OPENING	16,785	43,199	30,000	18,984	30,000
030	320 ROAD IMPACT FEES	93,052	116,398	120,000	129,726	120,000
030	321 INFRASTRUCTURE IMPROV FEES	2,978	4,720	4,000	7,967	4,000
030	904 MISCELLANEOUS SEE NOTE	2,051		2,000	-	2,000
030	904 COUNTY - OTHER	10,000			-	
	<b>TOTAL PERMITS AND FEES</b>	<b>279,764</b>	<b>382,704</b>	<b>344,000</b>	<b>355,965</b>	<b>344,000</b>
080	801 ZONING & FILING FEES	61,848	79,135	60,000	45,384	50,000
080	805 BUILDING PLAN CHECK FEES	9,338	17,827	16,000	12,196	14,000
080	806 ENGINEERING PLAN CHECKS	14,632	110,735	30,000	2,648	18,000
	<b>TOTAL CURRENT CHARGES</b>	<b>85,818</b>	<b>207,698</b>	<b>106,000</b>	<b>60,228</b>	<b>82,000</b>
	<b>SUBTOTAL REVENUES</b>	<b>365,582</b>	<b>590,401</b>	<b>450,000</b>	<b>416,193</b>	<b>426,000</b>
<b>APPROPRIATIONS</b>						
					-	
					-	
					-	
	<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>						
715	971 TSFR TO 01-GENERAL FUND	(400,000)	(550,000)	(450,000)	(425,000)	(426,000)
	<b>SUBTOTAL TRANSFER</b>	<b>(400,000)</b>	<b>(550,000)</b>	<b>(450,000)</b>	<b>(425,000)</b>	<b>(426,000)</b>
	<b>NET DEPARTMENT ACTIVITY</b>	<b>(34,418)</b>	<b>40,401</b>	<b>-</b>	<b>(8,807)</b>	<b>-</b>
	<b>ENDING FUND BAL</b>	<b>(9,415)</b>	<b>30,987</b>	<b>-</b>	<b>22,180</b>	<b>22,180</b>
<b>COMPONENTS OF FUND BALANCE:</b>						
	RESERVE - PLANNING DEPOSITS	108,280	108,280		21,050	21,050
	UNRESERVED	(117,694)	(77,293)		1,130	1,130

**NOTES:**

904 OLEMA ROAD FEASABILITY STUDY



# Town of Fairfax

## 2015-16 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 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>	25,257	25,257		189	189
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
921 FIELD EQUIPMENT SEE NOTE		7,811			6,000
<b>SUBTOTAL APPROPRIATIONS</b>	-	7,811	-	-	6,000
<b>TRANSFERS</b>					
715 971 TSFR TO 01-GENERAL FUND		(17,257)			
TSFR FROM 01-GENERAL FUND					6,000
<b>SUBTOTAL TRANSFER</b>	-	(17,257)	-	-	6,000
<b>NET DEPARTMENT ACTIVITY</b>	-	(25,068)	-	-	-
<b>ENDING FUND BAL</b>	25,257	189		189	189

**COMPONENTS OF FUND BALANCE:**

<b>NOTES:</b>
921 Replace & program radios



# Town of Fairfax

## 2015-16 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 the full employee share of pension ranging from 6.5% to 9% of salary.

<b>FUND SUMMARY</b>		FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
		Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>		31,459	(7,443)		28,630	10,580
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	1,015,231	1,103,281	1,100,000	1,082,815	1,133,000
010 102	PROPERTY TAX - CURRENT UNSEC	5,736	8,703	9,000	8,992	9,270
010 103	PROPERTY TAX - PRIOR YEARS	884	516	1,000	955	1,030
010 110	SUPPLEMENTAL PROPERTY TAX	10,685	19,099	10,000	18,995	10,300
050 607	SECURED HOPTR	53,562	11,473	10,000	10,194	10,300
<b>SUBTOTAL REVENUES</b>		<b>1,086,098</b>	<b>1,143,073</b>	<b>1,130,000</b>	<b>1,121,951</b>	<b>1,163,900</b>
<b>TRANSFERS</b>						
715 971	TSFR TO 01-GENERAL FUND	(1,125,000)	(1,107,000)	(1,130,000)	(1,140,000)	(1,163,900)
100 931	TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>		<b>(1,125,000)</b>	<b>(1,107,000)</b>	<b>(1,130,000)</b>	<b>(1,140,000)</b>	<b>(1,163,900)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(38,902)</b>	<b>36,073</b>	<b>-</b>	<b>(18,049)</b>	<b>-</b>
<b>ENDING FUND BAL</b>		<b>(7,443)</b>	<b>28,630</b>		<b>10,580</b>	<b>10,580</b>

[TO BE UPDATED]		Non-Safety			Safety - Police		
		Misc T1	Misc T2	Misc T3	Safety T1	Safety T2	Safety T3
<b>PERS PLAN</b>		2.5%@55	2%@55	2%@62	3%@50	3%@55	2.7%@57
<b>FY 2012/13</b>	Employer Rate (1)	16.806%	10.518%	6.700%	51.657%	21.802%	12.250%
	Employee Rate	<u>8.000%</u>	<u>7.000%</u>	<u>6.500%</u>	<u>9.000%</u>	<u>9.000%</u>	<u>12.250%</u>
	Total Rate	24.806%	17.518%	13.200%	60.657%	30.802%	24.500%
	Employee Paid	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%
	Town Paid	<b>19.806%</b>	<b>12.518%</b>	<b>8.200%</b>	<b>55.657%</b>	<b>25.802%</b>	<b>19.500%</b>
<b>FY 2013/14</b>	Employer Rate	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%
	Employee Rate	<u>8.000%</u>	<u>7.000%</u>	<u>6.500%</u>	<u>9.000%</u>	<u>9.000%</u>	<u>12.250%</u>
	Total Rate	26.208%	18.104%	13.200%	64.960%	31.502%	24.500%
	Employee Paid	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Town Paid	<b>18.208%</b>	<b>11.104%</b>	<b>6.700%</b>	<b>55.960%</b>	<b>22.502%</b>	<b>12.250%</b>

NOTES:	Total	Employee	Town	
	Paid	Paid	Paid	Town %
Retirement Costs				
- FY 2012/13	\$ 1,245,418	\$ 147,110	\$ 1,098,308	88.2%
- FY 2013/14	\$ 1,352,563	\$ 236,950	\$ 1,115,613	82.5%
(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime				





# Town of Fairfax

## 2015-16 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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
<b>BEGINNING FUND BAL</b>	6,902	31,902		4,469	4,469
<b>REVENUES</b>					
070 733 COPS GRANT	100,000	97,567	100,000	100,000	100,000
<b>SUBTOTAL REVENUES</b>	<b>100,000</b>	<b>97,567</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>APPROPRIATIONS</b>					
741 842 SPECIAL DEPT SUPPLIES					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
715 971 TSFR TO 01-GENERAL FUND	(75,000)	(125,000)	(100,000)	(100,000)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(75,000)</b>	<b>(125,000)</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>25,000</b>	<b>(27,433)</b>	-	-	-
<b>ENDING FUND BAL</b>	31,902	4,469		4,469	4,469
<b>COMPONENTS OF FUND BALANCE:</b>					

**NOTES:**

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# Town of Fairfax

## 2015-16 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.

<b>FUND SUMMARY</b>		<b>FY 2012-13</b> Actual	<b>FY 2013-14</b> Actual	<b>FY 2014-15</b> Adopted	<b>FY 2014-15</b> Projected	<b>FY 2015-16</b> Proposed
<b>BEGINNING FUND BAL</b>		25,324	31,247		36,036	66,603
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
911 OFFICE EQUIPMENT SEE NOTE		14,076	15,211	25,000	19,433	20,000
<b>SUBTOTAL APPROPRIATIONS</b>		14,076	15,211	25,000	19,433	20,000
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		20,000	20,000	50,000	50,000	30,000
<b>SUBTOTAL TRANSFER</b>		20,000	20,000	50,000	50,000	30,000
<b>NET DEPARTMENT ACTIVITY</b>		5,924	4,789	25,000	30,567	10,000
<b>ENDING FUND BAL</b>		31,247	36,036	65,891	66,603	76,603
<b>COMPONENTS OF FUND BALANCE:</b>						
DESIGNATED FOR SOFTWARE REPLACEMENT		20,000	40,000		60,000	70,000
UNDESIGNATED		11,247	(3,964)		6,603	6,603

<b>NOTES:</b>	
911 Copier leases/Docstar license	20,000
	20,000



# Town of Fairfax

## 2015-16 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**

<b>FUND SUMMARY</b>		FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
<b>BEGINNING FUND BAL</b>		(9,709)	(7,712)		(20,154)	(0)
<b>REVENUES</b>						
030 814 MISCELLANEOUS	SEE NOTE	1,418			-	
070 817 RESTRICTED DONATIONS			14,805		1,000	
090 508 RENTALS		6,779	13,255	30,000	6,825	
090 790 FUNDRAISING		5,086	5,780	4,000	4,448	
090 822 PROGRAM FEES - CAMP		13,830	12,770	22,000	19,305	
090 904 OTHER (CLASSES)		18,131	10,848	26,000	25,232	
<b>SUBTOTAL REVENUES</b>		<b>43,826</b>	<b>57,458</b>	<b>82,000</b>	<b>56,809</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
620 842 SPECIAL DEPARTMENT SUPPLIES		149		1,000	165	
620 843 SENIOR PROGRAMS	NOTE 1			3,000	-	
624 731 BUILDING & GROUNDS MAINT			4,926		-	
<b>621 - FOCAS</b>						
411 REGULAR PT SALARIES		32,320	40,530	46,176	45,028	
492 WORKERS COMP.				1,273	1,910	
494 MEDICARE/PTS		468	579	670	689	
804 TELEPHONE		749	817	800	1,669	
813 OFFICE SUPPLIES		82	-		-	
821 OUTSIDE CONSULTING SVS	SEE NOTE	12,971	11,078	25,000	27,060	
822 CONTRACTED SERVICES	SEE NOTE	869	765	600	1,128	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,373	21,351	3,000	5,208	
861 MEETING/CONF & TRAVEL			54		-	
881 SPECIAL SERVICES			4,276	5,000	2,225	
890 MISCELLANEOUS				100	-	
<b>622 - CAMP FAIRFAX</b>						
821 OUTSIDE CONSULTING SVS			1,310	8,000	11,598	
822 CONTRACTED SERVICES		8,985	7,882	600	728	
842 SPECIAL DEPT SUPPLIES		711	896	1,000	897	
890 MISCELLANEOUS		150	136	200	713	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>59,828</b>	<b>94,600</b>	<b>96,419</b>	<b>99,015</b>	<b>-</b>
<b>TRANSFERS</b>						
100 931 TSFR FROM 01-GENERAL FUND		18,000	23,000	25,000	62,360	
<b>SUBTOTAL TRANSFER</b>		<b>18,000</b>	<b>23,000</b>	<b>25,000</b>	<b>62,360</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>1,997</b>	<b>(14,142)</b>	<b>10,581</b>	<b>20,154</b>	<b>-</b>
<b>ENDING FUND BAL</b>		<b>(7,712)</b>	<b>(21,854)</b>		<b>(0)</b>	<b>(0)</b>
<b>Allocation of Positions:</b>						
RECREATION COORDINATORS (2)			0.75	0.75	0.75	
<b>Total Full Time Equivalent Employees</b>		<b>0.00</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	

<b>NOTES:</b>	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
<b>NOTE 1</b>	Pilot Senior program featuring Book Club / Exercise classes / Computer classes



# Town of Fairfax

## 2015-16 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

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
<b>BEGINNING FUND BAL</b>	10,069	5,746		(7,621)	710
<b>REVENUES</b>					
090 882 FESTIVAL REVENUE	44,995	30,017		9,331	
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					
<b>SUBTOTAL REVENUES</b>	<b>44,995</b>	<b>30,017</b>	<b>36,000</b>	<b>45,331</b>	<b>36,000</b>
<b>APPROPRIATIONS</b>					
497 OVERTIME REIMB SEE NOTE	3,911		5,000	5,000	5,000
814 ADVERTISING		2,459	2,500	2,500	2,500
815 PRINTING SEE NOTE		399	300	300	300
821 OUTSIDE CONSULTING SVS SEE NOTE		11,651	2,500	2,500	2,500
822 CONTRACT SERVICES		4,550	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER	39,318	12,208	4,000	4,000	4,000
890 MISCELLANEOUS		7,118	10,700	10,700	10,410
<b>SUBTOTAL APPROPRIATIONS</b>	<b>43,229</b>	<b>38,384</b>	<b>32,000</b>	<b>32,000</b>	<b>31,710</b>
<b>TRANSFERS</b>					
715 971 TSFR TO 01-GENERAL FUND	(6,089)	(5,000)	(5,000)	(5,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(6,089)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(4,323)</b>	<b>(13,367)</b>	<b>(1,000)</b>	<b>8,331</b>	<b>(710)</b>
<b>ENDING FUND BAL</b>	<b>5,746</b>	<b>(7,621)</b>		<b>710</b>	<b>(0)</b>

**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

## 2015-16 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 staffing of Police and Fire department 24/7
- (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 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
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<b>BEGINNING FUND BAL</b>	(18,562)	(14,088)		-	60,924
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**REVENUES**

010 120 \$125 SPECIAL MUNI SERV TAX	456,474	456,382	460,000	460,924	712,099
<b>SUBTOTAL REVENUES</b>	<b>456,474</b>	<b>456,382</b>	<b>460,000</b>	<b>460,924</b>	<b>712,099</b>

**APPROPRIATIONS**

**SUBTOTAL APPROPRIATIONS**

	-	-	-	-	-

**TRANSFERS**

951 TSFR TO FUND 51 - CIP GRANTS	(68,000)	(130,000)	(117,000)	(57,000)	(89,745)
952 TSFR TO FUND 52 - CIP STORM		(65,000)			
953 TSFR TO FUND 53 - CIP TOWN	(49,000)	(34,781)	(20,000)	(20,000)	(64,255)
971 TSFR TO FUND 01 - GENERAL FUND	(335,000)	(212,513)	(323,000)	(323,000)	(558,099)
<b>SUBTOTAL TRANSFER</b>	<b>(452,000)</b>	<b>(442,294)</b>	<b>(460,000)</b>	<b>(400,000)</b>	<b>(712,099)</b>

**NET DEPARTMENT ACTIVITY**

4,474	14,088	-	60,924	-
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**ENDING FUND BAL**

(14,088)	-		60,924	60,924
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**DESIGNATION OF REVENUES:**

POLICE SERVICES	167,000	157,294	148,000	148,000	383,099
FIRE SERVICES	150,000	150,000	150,000	150,000	150,000
YOUTH PROGRAMS	18,000	18,000	25,000	25,000	25,000
PUBLIC WORKS IMPROVEMENTS	49,000	49,000	69,000	20,000	86,000
MATCHING FUNDS FOR GRANTS	68,000	68,000	68,000	57,000	68,000
<b>TOTAL</b>	<b>452,000</b>	<b>442,294</b>	<b>460,000</b>	<b>400,000</b>	<b>712,099</b>

**DESIGNATION OF FUND BALANCE:**

CIP - MEADOWWAY & BPMP	60,000
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NOTES:

<p> </p> <p> </p> <p> </p>
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**Town of Fairfax**  
2015-16 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,

<b>FUND SUMMARY</b>		FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
<b>BEGINNING FUND BAL</b>		26,049	17,428		200	51,964
<b>REVENUES</b>						
060 604 Gas Tax - Section 2106		32,939	32,644	33,582	29,170	27,012
060 605 Gas Tax - Section 2107		52,451	52,610	45,443	54,038	58,903
060 606 Gas Tax - Section 2107.5		2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105		33,072	49,444	36,984	34,073	43,083
060 611 Gas Tax - Section 2103 (Prop 42)		65,417	99,573	80,476	104,483	34,158
<b>TOTAL REVENUES</b>	SEE NOTE	<b>185,879</b>	<b>236,272</b>	<b>198,485</b>	<b>223,764</b>	<b>165,156</b>
<b>APPROPRIATIONS</b>						
<b>SUBTOTAL</b>						
<b>TRANSFERS</b>						
951 TSFR TO FUND 51 - CIP GRANTS		(50,000)	(25,000)	(35,000)	-	(30,000)
953 TSFR TO FUND 53 - CIP TOWN		-	(44,000)	(45,000)	(45,000)	-
971 TSFR TO FUND 01 - GENERAL FUND		(144,500)	(184,500)	(127,000)	(127,000)	(185,000)
<b>SUBTOTAL</b>		<b>(194,500)</b>	<b>(253,500)</b>	<b>(207,000)</b>	<b>(172,000)</b>	<b>(215,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		(8,621)	(17,228)	(8,515)	51,764	(49,844)
<b>ENDING FUND BAL</b>		17,428	200		51,964	2,120

**NOTES:**  
Revenue projections provided by California City Finance



# Town of Fairfax

## 2015-16 Operating Budget

**FUND** MEASURE A - **NEW**  
**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 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>					-
<b>PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES</b>					
<b>REVENUES</b>					
060 920 MEASURE A FUNDS			75,219	96,554	85,745
<b>SUBTOTAL REVENUES</b>					<b>85,745</b>
<b>APPROPRIATIONS</b>					
<b>SUBTOTAL APPROPRIATIONS</b>					-
<b>TRANSFERS</b>					
715 951 TSFR TO FUND 51 - CIP GRANTS					(85,745)
715 953 TSFR TO FUND 53 - CIP TOWN					
715 971 TSFR TO FUND 01 - GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>					<b>(85,745)</b>
<b>NET DEPARTMENT ACTIVITY</b>					-
<b>ENDING FUND BAL</b>					-

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

**MEASURE A TRANSPORTATION - APPROPRIATIONS**

51 897 BANK ST PARKING LOT				85,745
53 819 MANZANITA RD RECONSTRUCTION			96,554	
53 894 PARKADE IMPR	75,219			
	<u>75,219</u>		<u>96,554</u>	<u>85,745</u>

NOTES:

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# Town of Fairfax

## 2015-16 Operating Budget

**FUND**  
**DEPT**

**23 MEASURE A - PARKS**  
**715 MISCELLANEOUS**

**NEW**

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 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>					-
<b>REVENUES</b>					
060 920 MEASURE A FUNDS			73,771	82,664	54,000
<b>SUBTOTAL REVENUES</b>				<b>82,664</b>	<b>54,000</b>
<b>APPROPRIATIONS</b>					
715 VARIOUS			73,771	63,771	
<b>SUBTOTAL APPROPRIATIONS</b>				<b>63,771</b>	<b>-</b>
<b>TRANSFERS</b>					
100 941 TSFR FROM FUND 51 - CIP GRANTS					18,893
715 951 TSFR TO FUND 51 - CIP GRANT					(53,000)
715 972 TSFR TO FUND 73 - OPEN SPACE					(20,000)
<b>SUBTOTAL TRANSFER</b>					<b>(54,107)</b>
<b>NET DEPARTMENT ACTIVITY</b>				<b>18,893</b>	<b>(107)</b>
<b>ENDING FUND BAL</b>					<b>(107)</b>

**PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES**

	FY 2014-15 Adopted	FY 2014-15 Projected	FY 2015-16 Proposed
<b>MEASURE A PARKS - APPROPRIATIONS</b>			
73 673 931 PARKLAND ACQUISITION	50,000	50,000	15,000
73 673 PARKLAND RESTORATION			5,000
51 819 REPAIR OF PARK EQUIPMENT	6,500		6,500
51 894 TRAIL REPAIR	10,000		24,000
51 894 RENOVATION OF WOMENS CLUB STAGE			10,000
51 894 RENOVATION OF CLAUSE CIRCLE PARK			12,500
PAVILION PARKING IMPROVEMENTS	4,271	13,771	
DEVELOP DOG PARK	3,000		
	<b>73,771</b>	<b>63,771</b>	<b>73,000</b>

NOTES:






# Town of Fairfax

## 2015-16 Operating Budget

**FUND 42-45 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 2006 series of the bonds were refunded in 2012 which provided \$193,726 of additional capital to be used for Measure K street purposes.

<b>FUND SUMMARY</b>		<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		713,311	752,393		843,014	783,561
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	515,776	529,760	442,632	411,656	442,632
010 102	PROPERTY TAX - CURRENT UNSEC	2,868	70	-	8,054	-
010 103	PROPERTY TAX - PRIOR YEARS	288	6,869	-	486	-
010 110	SUPPLEMENTAL PROPERTY TAX	5,322	9,451	2,876	12,038	2,876
050 607	SECURED HOPTR	5,690	5,642	3,000	4,393	3,000
100	OTHER		34,970		-	-
<b>SUBTOTAL REVENUES</b>		<b>529,944</b>	<b>586,761</b>	<b>448,508</b>	<b>436,627</b>	<b>448,508</b>
<b>APPROPRIATIONS</b>						
<b>FUND 43 - 2006 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	65,000	65,000	70,000	70,000	75,000
996	INTEREST	80,950	78,350	75,475	75,475	72,213
		<b>145,950</b>	<b>143,350</b>	<b>145,475</b>	<b>145,475</b>	<b>147,213</b>
<b>FUND 44 - 2008 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	78,000	87,000	96,000	76,600	105,000
996	INTEREST	83,368	80,991	78,150	89,334	74,776
		<b>161,368</b>	<b>167,991</b>	<b>174,150</b>	<b>165,934</b>	<b>179,776</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
995	PRINCIPAL	105,000	98,500	108,000	108,000	117,400
996	INTEREST	71,265	78,765	75,266	74,266	70,942
		<b>176,265</b>	<b>177,265</b>	<b>183,266</b>	<b>182,266</b>	<b>188,342</b>
828	BOND ISSUANCE COSTS					
871	INSURANCE & FEES	2,970	3,225	2,000	2,405	2,500
<b>SUBTOTAL APPROPRIATIONS</b>		<b>486,553</b>	<b>491,831</b>	<b>504,891</b>	<b>496,080</b>	<b>517,830</b>
<b>TRANSFERS</b>						
TRANSFER TO FUND 55 MEAS K CIP		(4,309)	(4,309)			
<b>SUBTOTAL TRANSFER</b>		<b>(4,309)</b>	<b>(4,309)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>39,082</b>	<b>90,622</b>	<b>(56,383)</b>	<b>(59,453)</b>	<b>(69,322)</b>
<b>ENDING FUND BAL</b>		752,393	843,014		783,561	714,239

<b>NOTES:</b>		
FUND 41	REFUNDED 2000 SERIES BONDS	
FUND 42	REFUNDED 2002 SERIES BONDS 3/20/12	2,880,000



# Town of Fairfax

## 2015-16 Operating Budget

**FUND 51 CIP - GRANTS**  
**DEPT CAPITAL PROJECTS**

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.  
 Additional funding is provided by transfers from Measure A - Parks & Transportation, Measure J and Gas Tax funds.

<b>FUND SUMMARY</b>		FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
		Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>		(22,477)	(22,909)		(71,703)	148,124
<b>REVENUES</b>						
060 915 NON MOTORIZED TRANSP GRANT			15,303		-	-
060 920 MEASURE A PROCEEDS	43,967	54,914	23,771	87,577	274,255	
070 695 COUNTY				-	37,500	
070 699 FEDERAL/STATE GRANT REVENUE	34,752	181,067	664,000	375,000	122,000	
070 704 RECYCLING GRANT				5,000	-	
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		442,141	951,000	96,307	423,000	
070 864 STATE PARK BOND REVENUE			112,003	-	-	
<b>SUBTOTAL REVENUES</b>	<b>78,719</b>	<b>693,425</b>	<b>1,750,774</b>	<b>563,885</b>	<b>856,755</b>	
<b>APPROPRIATIONS</b>						
821 OUTSIDE CONSULTING SVS	56,111	15,715	-	264	60,000	
825 ENVIRONMENTAL & PERMITS	150	22	70,000	-	60,000	
826 ENGINEERING & DESIGN	22,390	510,006	1,376,000	354,364	653,000	
827 CONSTRUCTION	151,096	197,506	585,771	176,192	416,000	
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>230,118</b>	<b>723,716</b>	<b>2,031,771</b>	<b>530,819</b>	<b>1,197,745</b>	
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 20 - MEASURE J	68,000	130,000	117,000	57,000	89,745	
100 942 TSFR FROM FUND 21 - GAS TAX	50,000	25,000	35,000	-	30,000	
100 TSFR FROM FUND 22 - MEAS A TRANS					85,745	
100 TSFR FROM FUND 23 - MEAS A PARK					53,000	
100 951 TSFR FROM FUND 54 - PAVILION RESTOR		(150,000)	150,000	150,765		
100 951 TSFR FROM FUND 55 - MEASURE K	32,967		-			
100 751 TSFR FUND 01 - GENERAL FUND		(23,503)	(21,003)	(21,003)		
715 TSFR TO FUND 23 - MEAS A PARK					(18,893)	
715 TSFR TO FUND 51 - CIP TOWN					(40,000)	
<b>SUBTOTAL TRANSFER</b>	<b>150,967</b>	<b>(18,503)</b>	<b>280,997</b>	<b>186,762</b>	<b>199,597</b>	
<b>NET DEPARTMENT ACTIVITY</b>	<b>(432)</b>	<b>(48,794)</b>	<b>-</b>	<b>219,827</b>	<b>(141,393)</b>	
<b>ENDING FUND BAL</b>	<b>(22,909)</b>	<b>(71,703)</b>		<b>148,124</b>	<b>6,731</b>	

**ALLOCATION OF APPROPRIATIONS:**

51- 856 MEADOW WAY BRIDGE	-	141,281	400,000	37,825	290,000
51- 873 CREEK ROAD BRIDGE	-	249,981	280,000	177,229	193,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	-	114,935	270,000	112,571	150,000
51- 820 WOMENS CLUB REHABILITATION	-	-	28,000	37,313	28,745
51- BIKE SPINE CLASS 1 BIKE LANE					363,000
51- 909 PAVILION SEISMIC RETROFIT	14,347	599	585,000	711	50,000
51- PAVILION ROOF					70,000
51- 841 MISC PARK & TRAIL IMPROVEMENTS	-	-	30,771	8,948	53,000
51- 843 AZALEA AVENUE BRIDGE			350,000		-
51- 755 FFX BIKE SPINE	15,898	91,896		336	
51- 756 ZERO WASTE GRANT	13,136	-	-	-	
51- 760 BALLFIELD RESTROOMS	-	52,934		-	
51- 821 PAVILION FLOOR & KITCHEN			88,000		
51- 870 PARK PATHWAY IMP	150	22			
51- 891 SFD BIKE LAKE STRIPING	19,537	71,149	-	-	
51- 892 PASTORI SIDEWALK	167,051	920	-	-	
51- 897 BANK ST PARKING LOT				155,887	
<b>Totals</b>	<b>230,118</b>	<b>723,716</b>	<b>2,031,771</b>	<b>530,819</b>	<b>1,197,745</b>



# Town of Fairfax

## 2015-16 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.

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
<b>BEGINNING FUND BAL</b>	40,561	5,755		22	(0)
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
070 600 FEDERAL/STATE GRANT REVENUE		19,507			
070 699 OTHER					
<b>SUBTOTAL REVENUES</b>	-	19,507	-	-	-
<b>APPROPRIATIONS</b>					
821 OUTSIDE CONSULTING SVS	99,441	56,714			
822 CONTRACT SERVICES		22,038			
825 ENVIRONMENTAL & PERMITS		1,706			
826 ENGINEERING & DESIGN	6,105	17,068			
827 CONSTRUCTION		241,285			
828 CONSTRUCTION ENGINEERING					
699 OTHER					
<b>SUBTOTAL APPROPRIATIONS</b>	105,546	338,811	-	-	-
<b>TRANSFERS</b>					
100 941 TSFR FROM FUND 01 - GENERAL FUND	70,740	248,570		(22)	
100 941 TSFR FUND 20 - MEASURE I		65,000			
100 941 TSFR FROM FUND 51 - CIP TOWN					
<b>SUBTOTAL TRANSFER</b>	70,740	313,570	-	(22)	-
<b>NET DEPARTMENT ACTIVITY</b>	(34,806)	(5,733)	-	(22)	-
<b>ENDING FUND BAL</b>	5,755	22		(0)	(0)
<b>ALLOCATION OF APPROPRIATIONS:</b>					
52- 522 PERI PARK BRIDGE					
52- 523 PERI PARK TENNIS CT/BANK					
52- 524 PASTORI OUTFALL PIPE	105,546	316,773			
52- 861 ELECTRIC CHARGING STATION		22,038			
<b>Totals</b>	105,546	338,811	-	-	-

NOTES: No Projects are budgeted for FY 14/15



# Town of Fairfax

## 2015-16 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

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
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<b>BEGINNING FUND BAL</b>	-	(192,535)		(26,310)	95,244
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**REVENUES**

070 695 COUNTY - OTHER	15,000				-
070 600 FEDERAL/STATE GRANT REVENUE			-		300,000
060 920 MEASURE A TAM TRANSP TAX		138,339	96,554	96,554	85,745
070 699 OTHER SEE NOTE		49,029		-	
<b>SUBTOTAL REVENUES</b>	<b>15,000</b>	<b>187,368</b>	<b>96,554</b>	<b>96,554</b>	<b>385,745</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	1,231	3,832	20,000	5,000	8,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	11,716	4,681	22,000	10,000	70,000
827 CONSTRUCTION	241,221	75,879	119,554	25,000	412,000
828 CONSTRUCTION ENGINEERING			-		-
814 OTHER	368	532	-	-	-
903 996 SOLAR PANEL LEASE SEE NOTE					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>254,535</b>	<b>84,924</b>	<b>161,554</b>	<b>40,000</b>	<b>490,000</b>

**TRANSFERS**

100 941 TSFR FUND 20 - MEASURE J	49,000	34,781	20,000	20,000	64,255
100 942 TSFR FUND 21 - GAS TAX		44,000	45,000	45,000	-
100 TSFR FUND 51 - CIP GRANTS					40,000
715 TSFR FUND 01 - GENERAL FUND		(15,000)	-		-
<b>SUBTOTAL TRANSFER</b>	<b>49,000</b>	<b>63,781</b>	<b>65,000</b>	<b>65,000</b>	<b>104,255</b>

**NET DEPARTMENT ACTIVITY**

(192,535)	166,225	-	121,554	-
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**ENDING FUND BAL**

(192,535)	(26,310)		95,244	95,244
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**ALLOCATION OF APPROPRIATIONS:**

53- 761 PAVEMENT MGMT PLAN ASST PROG					
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM		15,475	33,000	16,857	20,000
53- 830 DOWNTOWN IMPROVEMENTS					
53- 867 TREE MAINT PROGRAM	225	-			
53- 887 STREET RESURFACING/REPAIR	254,310	69,449	128,554	23,143	70,000
53- 894 PARKADE IMPROVEMENTS					400,000
SOLAR PANEL					
<b>Totals</b>	<b>254,535</b>	<b>84,924</b>	<b>161,554</b>	<b>40,000</b>	<b>490,000</b>

**NOTES:**

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



**Town of Fairfax**  
2015-16 Operating Budget

**FUND 54 CIP - PAVILION**  
**DEPT CAPITAL PROJECTS**

<b>FUND SUMMARY</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Proposed</b>
<b>BEGINNING FUND BAL</b>	-	765		150,765	(0)
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS	765				
070 600 FEDERAL/STATE GRANT REVENUE					
060 920 MEASURE A TAM TRANSP TAX					
070 699 OTHER					
<b>SUBTOTAL REVENUES</b>	<b>765</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATIONS</b>					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>					
TSFR FUND 01 - GENERAL FUND					
715 951 TSFR FUND 51 - CIP TOWN			(150,000)	(150,765)	
100 941 TSFR FUND 51 - CIP TOWN		150,000			
100 942 TSFR FUND 21 - GAS TAX					
<b>SUBTOTAL TRANSFER</b>	<b>-</b>	<b>150,000</b>	<b>(150,000)</b>	<b>(150,765)</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>765</b>	<b>150,000</b>	<b>(150,000)</b>	<b>(150,765)</b>	<b>-</b>
<b>ENDING FUND BAL</b>	<b>765</b>	<b>150,765</b>		<b>(0)</b>	<b>(0)</b>

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# Town of Fairfax

## 2015-16 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 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed

<b>BEGINNING FUND BAL</b>	248,405	(4,751)		10,249	(0)
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**REVENUES**

050 502 INVESTMENT EARNINGS	91				
010 115 MEASURE K PROCEEDS					
<b>SUBTOTAL REVENUES</b>	<b>91</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	3,260				
825 ENVIRONMENTAL & PERMITS	50				
826 ENGINEERING & DESIGN					
827 CONSTRUCTION	203,961				
828 CONSTRUCTION ENGINEERING	17,318				
994 BOND ADMIN COSTS					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>224,589</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRANSFERS**

100 931 TRANSFER FROM FUND 45 - BOND	4,309				
715 953 TSFR TO FUND 51 CIP - GRANTS	(32,967)				
715 971 TSFR TO 01-GENERAL FUND				(10,249)	
100 931 TSFR FROM FUND 01 GENERAL FUND		15,000			
<b>SUBTOTAL TRANSFER</b>	<b>(28,658)</b>	<b>15,000</b>	<b>-</b>	<b>(10,249)</b>	<b>-</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>(253,156)</b>	<b>15,000</b>	<b>-</b>	<b>(10,249)</b>	<b>-</b>
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<b>ENDING FUND BAL</b>	<b>(4,751)</b>	<b>10,249</b>		<b>(0)</b>	<b>(0)</b>
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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

<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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# Town of Fairfax

## 2015-16 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 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
	Actual	Actual	Adopted	Projected	Proposed

<b>BEGINNING FUND BAL</b>	11,424	20,765		10,390	16,174
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**REVENUES**

070 815 COUNTY OPEN SPACE GRANT		10,000			
070 923 COUNTY MEASURE A PARK			50,000	50,000	
070 816 DONATIONS	SEE NOTE	13,107	16,605	5,000	5,000
<b>SUBTOTAL REVENUES</b>		<b>13,107</b>	<b>26,605</b>	<b>55,000</b>	<b>62,807</b>

**APPROPRIATIONS COMMITTEE**

811 POSTAGE			3,000		3,000
812 REPRODUCTION			-		-
815 PRINTING	659	25	-		-
879 FUNDRAISING COST		660	2,000	1,023	2,000
890 MISCELLANEOUS			-		-
931 BLDGS & LAND	SEE NOTE	3,108	43,890	60,000	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>3,767</b>	<b>44,576</b>	<b>5,000</b>	<b>61,023</b>

**TRANSFERS**

100 931 TSFR FROM GENERAL FUND	SEE NOTE		3,596	4,000	4,000
100 TSFR FROM FUND 23 - MEAS A PARK					20,000
100 699 LOAN FROM GENERAL FUND	SEE NOTE		4,000		
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>7,596</b>	<b>4,000</b>	<b>24,000</b>

**NET DEPARTMENT ACTIVITY**

<b>NET DEPARTMENT ACTIVITY</b>	<b>9,341</b>	<b>(10,375)</b>	<b>54,000</b>	<b>5,784</b>	<b>24,000</b>
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**ENDING FUND BAL**

<b>ENDING FUND BAL</b>	<b>20,765</b>	<b>10,390</b>		<b>16,174</b>	<b>40,174</b>
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**ALLOCATION OF FUND BALANCE:**

Designated for Wall Property		12,070	12,070	-	-
Designated for Skyranch Property					
Designated for Parkland Restoration	SEE NOTE 2				5,000
Designated for Capital Acquisition		300	300	12,807	27,807
Undesignated Balance		8,395	(1,980)	3,367	7,367
		<b>20,765</b>	<b>10,390</b>	<b>16,174</b>	<b>40,174</b>

**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 2 - Measure A (\$15,000) & Donations (\$12,807)

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# **TOWN OF FAIRFAX**

**FY2015-16 TO FY2019-20**

## **PROPOSED Five Year Capital Improvement Program**



**MAYOR**

**Barbara Coler**

**VICE MAYOR**

**Renée Goddard**

**COUNCIL MEMBERS**

**John Reed**

**David Weinsoff**

**Peter Lacques**

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2014/15

EXPENDITURES		FUNDING SOURCE 2014/15									
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY15	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Measure A & B TAM Transport Tax	Transfers General Fund & Other	2002 Parks Bond Act	Pavilion Fund	
51-856	MEADOW WAY BRIDGE	Design & Const	400,000	341,000	35,000	24,000					
51-873	CREEK ROAD BRIDGE	Design & Const	280,000	260,000		20,000		-			
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	270,000	214,000		56,000					
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000		(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000					(4,100)	-	92,100	
51-909	PAVILION SEISMIC RETROFIT	Design & Const	585,000	450,000				(15,000)	92,100	57,900	
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	30,771			7,000			23,771		
51-843	AZALEA AVENUE BRIDGE	Design & Const	350,000	350,000							
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	33,000		23,000	10,000					
53-887	STREET RESURFACING & REPAIR	Annual Program	128,554		22,000	10,000	96,554				
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-								
53-894	PARKADE IMPROVEMENTS	Design & Const	-	-		-		-			
	<b>TOTALS</b>		<b>\$ 2,193,325</b>	<b>\$ 1,615,000</b>	<b>\$ 80,000</b>	<b>\$ 137,000</b>	<b>\$ 96,554</b>	<b>\$ (21,003)</b>	<b>\$ 135,774</b>	<b>\$ 150,000</b>	

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2015/16

EXPENDITURES		FUNDING SOURCE 2015/16									
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY16	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Transfers General Fund & Other	Pavilion Fund	
51-856	MEADOW WAY BRIDGE	Design & Const	290,000	246,000	30,000	14,000					
51-873	CREEK ROAD BRIDGE	Design & Const	193,000	177,000		16,000			-		
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	150,000	122,000		28,000					
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,745			18,745	10,000	-	-		
51-new	BIKE SPINE CLASS I BIKE LANE	Design & Const	363,000			13,000	350,000	-	-	-	
51-909	PAVILION SEISMIC RETROFIT	Design & Const	50,000	37,500		-		-	-	12,500	
51-new	PAVILION ROOF REPAIR	Design & Const	70,000			-		-		70,000	
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	53,000			-		53,000			
51-843	AZALEA AVENUE BRIDGE	Design & Const	-	-							
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	20,000		-	20,000					
53-887	STREET RESURFACING & REPAIR	Annual Program	70,000		-	30,000			40,000		
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-								
53-894	PARKADE IMPROVEMENTS	Design & Const	400,000	300,000		14,255	85,745		-		
	<b>TOTALS</b>		<b>\$ 1,687,745</b>	<b>\$ 882,500</b>	<b>\$ 30,000</b>	<b>\$ 154,000</b>	<b>\$ 445,745</b>	<b>\$ 53,000</b>	<b>\$ 40,000</b>	<b>\$ 82,500</b>	

# TOWN OF FAIRFAX

## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No:	PROJECT	TOTAL ESTIMATED FIVE YEAR COST	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Meas A & B TAM Transp ort Tax	Measure A Parks	NMTPP Grant Funding	Transfers - General Fund & Other	Pavilion Fund	OTHER
51-856	MEADOW WAY BRIDGE	3,272,000	3,149,000	30,000	93,000						
51-873	CREEK ROAD BRIDGE	2,092,000	1,994,000		98,000				-		
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	869,000	747,000		122,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,745			18,745	10,000	-		-		
51-new	BIKE SPINE CLASS I BIKE LANE	363,000			13,000	350,000	-		-	-	
51-909	PAVILION SEISMIC RETROFIT	600,000	450,000		70,000		-		-	80,000	
51-new	PAVILION ROOF REPAIR	70,000					-		-	70,000	
51-841	MISC PARK & TRAIL IMPROVEMENTS	53,000			-		53,000				
51-843	AZALEA AVENUE BRIDGE	2,357,000	2,327,000		-						30,000
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	130,000		40,000	90,000						
53-887	STREET RESURFACING & REPAIR	599,370		-	100,000	370,000			80,000		49,370
53-830	DOWNTOWN IMPROVEMENTS	525,000		-	-						525,000
53-894	PARKADE IMPROVEMENTS	400,000	300,000		14,255	85,745					
	<b>TOTALS</b>	<b>\$ 11,359,115</b>	<b>\$ 8,967,000</b>	<b>\$ 70,000</b>	<b>\$ 619,000</b>	<b>\$ 815,745</b>	<b>\$ 53,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 150,000</b>	<b>\$ 604,370</b>

# TOWN OF FAIRFAX

## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No:	PROJECT	TOTAL FIVE YEAR PROJECT COSTS	PRIOR YEARS	PROPOSED FY 15/16	ESTIMATED FY 16/17	ESTIMATEDFY Y 17/18	ESTIMATEDFY Y 18/19	ESTIMATEDFY Y 19/20
51-856	MEADOW WAY BRIDGE	3,272,000	54,000	290,000	290,000	174,000	2,464,000	-
51-873	CREEK ROAD BRIDGE	2,092,000	190,000	193,000	193,000	1,516,000	-	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	869,000	120,000	150,000	75,000	524,000	-	-
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,745	-	28,745	-	-	-	-
51-new	BIKE SPINE CLASS I BIKE LANE	363,000	-	363,000	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	600,000	30,379	50,000	100,000	419,621	-	-
51-new	PAVILION ROOF REPAIR	70,000	-	70,000	-	-	-	-
51-841	MISC PARK & TRAIL IMPROVEMENTS	53,000	-	53,000	-	-	-	-
51-843	AZALEA AVENUE BRIDGE	2,357,000	-	-	223,000	223,000	1,911,000	-
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	130,000	-	20,000	30,000	20,000	30,000	30,000
53-887	STREET RESURFACING & REPAIR	599,370	-	70,000	154,370	110,000	130,000	135,000
53-830	DOWNTOWN IMPROVEMENTS	525,000	-	-	-	175,000	175,000	175,000
53-894	PARKADE IMPROVEMENTS	400,000	-	400,000	-	-	-	-
	<b>TOTALS</b>	<b>\$ 11,359,115</b>	<b>\$ 394,379</b>	<b>\$ 1,687,745</b>	<b>\$ 1,065,370</b>	<b>\$ 3,161,621</b>	<b>\$ 4,710,000</b>	<b>\$ 340,000</b>

**Town of Fairfax**  
2015-16 Capital Budget

**PROJECT 51-820 PARK FACILITY IMPROVEMENTS  
WOMEN'S CLUB REHABILITATION**

Funds for this project will be used to make the stage more accessible by: 1) installing a lift for the stage, and 2) replacing the permanent dais with mobile modular tables for Council meetings, 3) removing the permanent backdrop for Council meetings and replacing with a curtain, and 4) repair kitchen roof.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A PROCEEDS	10,000		10,000				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBPP)	-						
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	20,000		20,000				
828 CONSTRUCTION ENGINEERING OTHER	8,745		8,745				
<b>SUBTOTAL APPROPRIATIONS</b>	<b>28,745</b>	<b>-</b>	<b>28,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE J	18,745		18,745				
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
<b>SUBTOTAL TRANSFER</b>	<b>18,745</b>	<b>-</b>	<b>18,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

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NOTES: FINANCED FROM MEASURE A & MEASURE J FUNDS



**Town of Fairfax**  
2015-16 Capital Budget

**PROJECT 51- STREET IMPROVEMENTS**  
**BIKE SPINE CLASS I BIKE LANE**

**NEW**

This project designs and constructs a Class I bike lane (i.e., both "to and from" lanes on the same side of the street separated from traffic) which completes the Bike Spine project from Glenn Dr. to the school athletic field. The crosswalk at Glenn Dr. and Sir Francis Drake Blvd. will be enhanced to create a high-visibility crosswalk.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT						
060 920 MEASURE A PROCEEDS		350,000				
070 699 FEDERAL/STATE GRANT REVENUE						
070 699 FEDERAL BPMP						
070 864 STATE PARK BOND REVENUE						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)						
070 720 FEMA						
070 695 COUNTY						
TO BE DETERMINED						
<b>SUBTOTAL REVENUES</b>	-	<b>350,000</b>	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	35,000		35,000			
825 ENVIRONMENTAL & PERMITS	-		-			
826 ENGINEERING & DESIGN	55,000		55,000			
827 CONSTRUCTION	273,000		273,000			
828 CONSTRUCTION ENGINEERING OTHER	-		-			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>363,000</b>	-	<b>363,000</b>	-	-	-

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE J	13,000		13,000			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>13,000</b>	-	<b>13,000</b>	-	-	-

**NET DEPARTMENT ACTIVITY**

NOTES:

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# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 51-856 MEADOW WAY BRIDGE

The Meadow Way Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Phase I and the design process will take approximately 24-36 months to complete. Phase I includes preliminary engineering, community outreach, and environmental for the Meadow Way. No decision has been made with regard to bridge replacement or repair. HBP has a matching fund requirement and does not cover CEQA costs.

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	3,149,000	44,000	246,000	246,000	149,000	2,464,000	
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>3,149,000</b>	<b>44,000</b>	<b>246,000</b>	<b>246,000</b>	<b>149,000</b>	<b>2,464,000</b>	<b>-</b>

APPROPRIATIONS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	30,000		12,000	12,000	6,000		
826 ENGINEERING & DESIGN	778,000	54,000	278,000	278,000	168,000		
827 CONSTRUCTION	2,464,000					2,464,000	
828 CONSTRUCTION ENGINEERING OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>3,272,000</b>	<b>54,000</b>	<b>290,000</b>	<b>290,000</b>	<b>174,000</b>	<b>2,464,000</b>	<b>-</b>

TRANSFERS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE J	93,000	10,000	14,000	44,000	25,000		
100 942 TSFR FUND 21 - GAS TAX	30,000		30,000	-			
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
<b>SUBTOTAL TRANSFER</b>	<b>123,000</b>	<b>10,000</b>	<b>44,000</b>	<b>44,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

NET DEPARTMENT ACTIVITY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
<b>NET DEPARTMENT ACTIVITY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

NOTES:





# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM

This project is the repair of the Spruce, Marin and Canyon Rd bridges under the Federal Bridge Preventive Maintenance Program administered by Caltrans. The project has been funded for Phase I and all design work. Phase I includes preliminary engineering, environmental, and community outreach works for the project. The Federal BPMP program has a matching requirement of 11.5% and does not cover CEQA costs.

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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#### REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	747,000	106,000	122,000	56,000	463,000	
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	<b>747,000</b>	<b>106,000</b>	<b>122,000</b>	<b>56,000</b>	<b>463,000</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	24,000		12,000			
826 ENGINEERING & DESIGN	321,000	120,000	138,000	63,000		
827 CONSTRUCTION	524,000			524,000		
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>869,000</b>	<b>120,000</b>	<b>150,000</b>	<b>75,000</b>	<b>524,000</b>	<b>-</b>

#### TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE J	122,000	14,000	28,000	19,000	61,000	
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>122,000</b>	<b>14,000</b>	<b>28,000</b>	<b>19,000</b>	<b>61,000</b>	<b>-</b>

#### NET DEPARTMENT ACTIVITY

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NOTES: Carryover of Measure I funds from FY14-15 used to fund FY15-16





# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 51-909 PAVILION SEISMIC RETROFIT

Funds for this project will be used to provide seismic retrofit improvements including ADA improvements at the Pavilion including restrooms and path of travel.

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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#### REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	450,000	23,930	37,500	75,000	313,570	
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBPP)	-					
070 720 FEMA	-					
070 695 COUNTY TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	<b>450,000</b>	<b>23,930</b>	<b>37,500</b>	<b>75,000</b>	<b>313,570</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	25,000		25,000			
825 ENVIRONMENTAL & PERMITS	25,000		25,000			
826 ENGINEERING & DESIGN	130,379	30,379		100,000		
827 CONSTRUCTION	419,621				419,621	
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>600,000</b>	<b>30,379</b>	<b>50,000</b>	<b>100,000</b>	<b>419,621</b>	<b>-</b>

#### TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE J	70,000		-	-	70,000	
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	80,000	6,449	12,500	25,000	36,051	
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>150,000</b>	<b>6,449</b>	<b>12,500</b>	<b>25,000</b>	<b>106,051</b>	<b>-</b>

#### NET DEPARTMENT ACTIVITY

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NOTES: In FY15-16, negotiate and complete agreements with FEMA, Tribe, and state. Begin design in FY16-17.





# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 COUNTY MEASURE A PARK FUNDS	53,000		53,000				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>53,000</b>		<b>53,000</b>	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	53,000		53,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>53,000</b>		<b>53,000</b>	-	-	-	-

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE J	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
<b>SUBTOTAL TRANSFER</b>	-		-	-	-	-	-

**NET DEPARTMENT ACTIVITY**

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**NOTES:**

See FUND 23 for detail on the use per adopted Measure A workplan





# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 53-804 SIDEWALK REPLACEMENT/REPAIR & TREE TRIMMING

This project is for annual sidewalk repair /replacement & tree trimming

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
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#### REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	48,000		10,000	10,000	10,000	10,000
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	82,000	12,000	20,000	10,000	20,000	20,000
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>130,000</b>	<b>-</b>	<b>30,000</b>	<b>20,000</b>	<b>30,000</b>	<b>30,000</b>

#### TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE J	90,000	20,000	20,000	10,000	20,000	20,000
100 942 TSFR FUND 21 - GAS TAX	40,000		10,000	10,000	10,000	10,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>130,000</b>	<b>-</b>	<b>30,000</b>	<b>20,000</b>	<b>30,000</b>	<b>30,000</b>

#### NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
--	---	---	---	---	---	---

NOTES:  
 821 - tree trimming  
 827 - sidewalk replacement & repair







# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 53-887 STREET RESURFACING AND REPAIR

This project is for street repair based on the recommendations of the pavement management study.

The work will vary from maintenance, repair, and reconstruction activities. Some of the work may be performed in-house.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
-----------------	-----------------	-------------------	--------------------	----------------------	----------------------	----------------------	----------------------

REVENUES							
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A & B PROCEEDS	370,000			85,000	90,000	95,000	100,000
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
070 720 FEMA	-						
070 695 COUNTY	49,370			49,370			
SEE NOTE							
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	<b>419,370</b>	-	-	<b>134,370</b>	<b>90,000</b>	<b>95,000</b>	<b>100,000</b>

APPROPRIATIONS							
821 OUTSIDE CONSULTING SVS	40,000			10,000	10,000	10,000	10,000
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	105,370		10,000	25,370	15,000	25,000	30,000
827 CONSTRUCTION	454,000		60,000	119,000	85,000	95,000	95,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>599,370</b>	-	<b>70,000</b>	<b>154,370</b>	<b>110,000</b>	<b>130,000</b>	<b>135,000</b>

TRANSFERS							
100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE J	100,000		30,000	10,000	10,000	25,000	25,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 51 - CIP GRANTS	80,000		40,000	10,000	10,000	10,000	10,000
100 951 TSFR FUND 55 - MEASURE K	-						
<b>SUBTOTAL TRANSFER</b>	<b>180,000</b>	-	<b>70,000</b>	<b>20,000</b>	<b>20,000</b>	<b>35,000</b>	<b>35,000</b>

**NET DEPARTMENT ACTIVITY**

NOTES:	821 - construction management services	-	-	-	-	-	-
	826 - engineering design for street resurfacing work						
	695 - County "swap of STP" funds						
	In FY 13/14, Measure I funds are dedicated to the bridge projects, and gas tax funds are allocated to projects.						



# Town of Fairfax

## 2015-16 Capital Budget

### PROJECT 53-894 PARKADE IMPROVEMENTS

Funds for this project will be used to make sidewalk, parking, landscaping and ADA improvements in the Parkade  
 Funding is provided by a OBAG grant with required matching of \$100,000

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2015-16 ADOPTED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED
-----------------	-------------------	--------------------	----------------------	----------------------	----------------------	----------------------

#### REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	85,745		85,745			
070 699 FEDERAL/STATE GRANT REVENUE	300,000		300,000			
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBPP)	-					
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	<b>385,745</b>	<b>-</b>	<b>385,745</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	60,000		60,000			
827 CONSTRUCTION	340,000		340,000			
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>400,000</b>	<b>-</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE J	14,255		14,255			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>14,255</b>	<b>-</b>	<b>14,255</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES: The matching requirement is \$100,000 for a total project cost of \$400,000 not including contingencies

The California Transportation Committee has delayed this project for one year (FY14-15)

# TOWN OF FAIRFAX

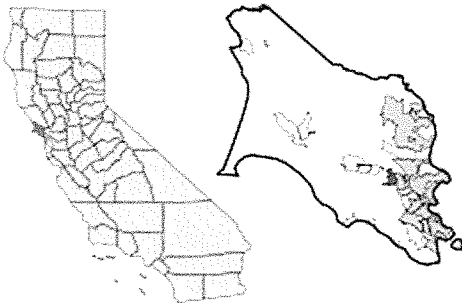
## 2015 - 2016 Operating and Capital Improvement PROPOSED Budget



## Appendix

# Town of Fairfax, California

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## Demographics

<b>Area</b>	2.204 sq mi (5.707 km <sup>2</sup> )
<b>Elevation</b>	115 ft (35 m)
<b>Population (1/1/13)</b>	7,499
<b>Registered Voters (10/22/12)</b>	5,441

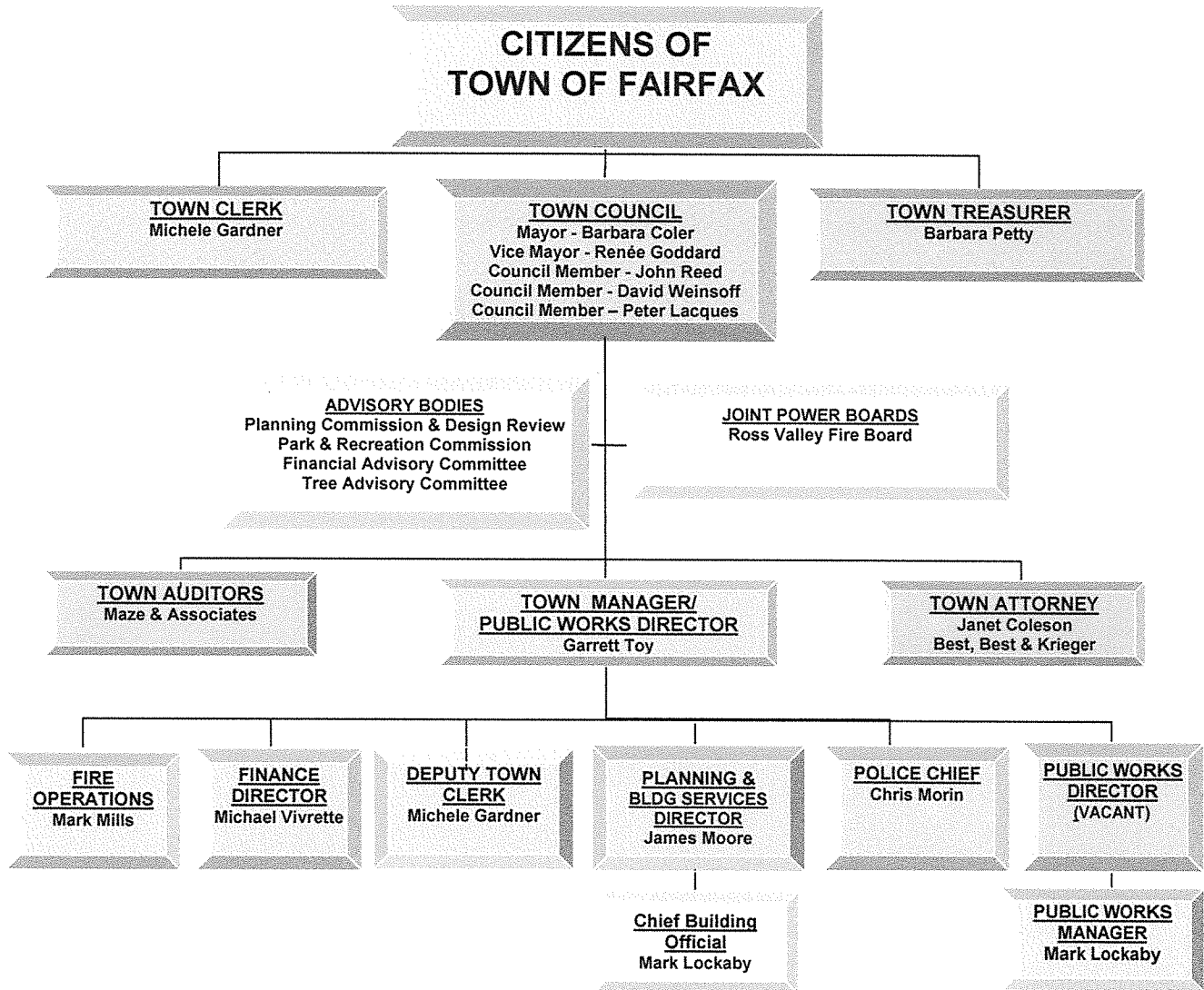
## Census

Census Year	2010	2000
<b>Population</b>	7,441	7,319
<b>Households</b>	3,585	3,306
<b>Average Household Size</b>	2.20	2.20
<b>Number of Families</b>	1,875	1,811
<b>Average Family Size</b>	2.77	2.76
<b>Household Median Income</b>	\$88,929	\$58,465
<b>Median Age</b>	45.9	42

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From Wikipedia, the free encyclopedia; California Department of Finance;

# ORGANIZATIONAL CHART AND PRINCIPAL OFFICIALS 2015



**FIRE**

Fire operations performed by Ross Valley Fire Dept through a joint powers agreement with the Town of Fairfax, Town of Ross and Town of San Anselmo

**FINANCE**

General Accounting  
Financial Services  
Budget Management  
Cash Management & Investments  
Payroll Administration  
Debt Management  
Personnel & Benefit Administration

**TOWN MANAGER & TOWN CLERK**

Human Resources  
Records Management/  
Elections  
Risk Management  
Recreation/FOCAS

**COMMUNITY DEVELOPMENT**

PLANNING:  
Design Review  
Environmental Assessment  
General Plan  
Zoning  
BUILDING:  
Permits  
Inspection

**POLICE**

Patrol  
Investigation  
Dispatch  
Alarm Program  
Neighborhood Services  
Traffic Safety

**PUBLIC WORKS**

Streets  
Storm Drainage  
Water Wastewater  
Municipal Services

**TOWN OF FAIRFAX**  
**SALARY SCHEDULE**  
**FOR FISCAL YEAR 2015/16**

		FTE	UNIT	MONTHLY		ANNUAL	
				LOW	HIGH	LOW	HIGH
<b>FULL TIME EMPLOYEES:</b>							
TOWN MANAGER	note 1	1.00	CONTR	12,167	12,167	146,000	146,000
ASST TO TOWN MANAGER		-	MGMT	6,280	7,270	75,357	87,235
ADMINISTRATIVE ASSISTANT		-	SEIU	3,452	4,196	41,423	50,350
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	3,529	4,289	42,345	51,471
DEPUTY TOWN CLERK		1.00	MGMT	4,735	5,755	56,818	69,063
FINANCE DIRECTOR		1.00	MGMT	8,627	9,987	103,525	119,843
PLANNING DIRECTOR		1.00	MGMT	8,627	9,987	103,525	119,843
PUBLIC WORKS DIRECTOR		-	MGMT	8,627	9,987	103,525	119,843
SENIOR PLANNER		-	MGMT	6,628	7,673	79,542	92,080
PRINCIPAL PLANNER		1.00	MGMT	7,371	8,532	88,447	102,389
CHIEF BUILDING OFFICIAL		1.00	MGMT	7,755	8,978	93,062	107,731
POLICE CHIEF	note 1	1.00	CONTR	10,990	10,990	131,885	131,885
POLICE SERGEANT		3.00	POA	6,127	7,819	73,520	93,832
POLICE OFFICER	note 2	7.00	POA	5,089	6,495	61,071	77,944
POLICE SERVICES TECH/CSO		1.00	POA	4,096	5,228	49,155	62,735
DISPATCHER	note 2	4.00	POA	4,096	5,228	49,155	62,735
SR MAINTENANCE WORKER		2.00	SEIU	4,183	5,084	50,192	61,009
MAINTENANCE WORKER II		-	SEIU	3,521	4,280	42,252	51,358
MAINTENANCE WORKER I		2.00	SEIU	3,352	4,074	40,220	48,888

**TOTAL FULL TIME (FTE) 27.00**

**PART TIME EMPLOYEES:**

COMMUNITY RESOURCE COORD	0.60
PT ACCOUNTANT	0.60
OFFICE ASSISTANT	0.10
RECREATION COORDINATOR (2)	1.00
RESERVE POLICE OFFICER (2)	0.50
PT DISPATCHER (4)	1.00
PLANNING TECH	0.10

**TOTAL PART TIME (FTE) 3.90**

**TOTAL FTE 30.90**

HOURLY	
LOW	HIGH
	30.60
	39.78
	15.05
	30.60
	37.47
30.16	37.47
	25.00

NOTE: Does not include paid elected positions

Table includes all authorized positions including those which are frozen or vacant

Salaries shown are "Base Wages" and do not include incentive or premium pay

note 1 - Contract employee

note 2 - Admin Sergeant, Corporal, Detective/Juvenile Officer/Lead Dispatcher  
 receive +5%

**TOWN OF FAIRFAX  
ALLOCATION OF POSITIONS  
FULL TIME EQUIVALENTS (FTE) FOR  
FISCAL YEAR 2015/16**

**FY15**

	211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
TOWN MGR															
TOWN CLERK															
PERSONNEL															
FINANCE															
PLAN/BLDG															
BLDG INSP															
POLICE															
PW ADMIN															
STREET MAINT															
PARK MAINT															
VOLUNTEER															
RECREATION															
FOCAS															
RENTALS															
BLDG															

**FULL TIME EMPLOYEES:**

TOWN MANAGER	1.00
ADMINISTRATIVE ASSISTANT II	1.00
DEPUTY TOWN CLERK	1.00
FINANCE DIRECTOR	1.00
PLANNING DIRECTOR	1.00
PRINCIPAL PLANNER	1.00
CHIEF BUILDING OFFICIAL	1.00
POLICE CHIEF	1.00
POLICE SERGEANT (3)	3.00
POLICE OFFICER (4)	4.00
DETECTIVE/JUVENILE OFFICER	1.00
CORPORAL	2.00
POLICE SERVICES TECH/CSO	1.00
DISPATCHER (4)	4.00
SR MAINTENANCE WORKER (2)	2.00
MAINTENANCE WORKER I	2.00

**TOTAL FULL TIME (FTE) 27.00**

**PART TIME EMPLOYEES:**

COMMUNITY RESOURCE COORD	0.60
PT ACCOUNTANT	0.60
OFFICE ASSISTANT	0.10
PLANNING TECH	0.10
RECREATION COORDINATOR (2)	1.00
RESERVE POLICE OFFICER (2)	0.50
PT DISPATCHER (4)	1.00

**TOTAL PART TIME (FTE) 3.90**

**TOTAL FTE**

**30.90**

**0.85 1.00 0.20 0.90 2.25 1.00 16.00 0.55 2.50 1.25 - 0.25 - 0.25 -**

**- - 0.10 0.60 0.10 - 1.50 - 0.30 0.30 1.00 - -**

**0.85 1.00 0.30 1.50 2.35 1.00 17.50 0.55 2.50 1.25 0.30 0.55 1.00 0.25 -**

NOTE: DOES NOT INCLUDE PAID ELECTED POSITIONS: COUNCILMEMBERS (5); TREASURER (1)

TOWN OF FAIRFAX  
PERS RATE HISTORY

<b>S1 - 3% @ 50 Patrol or Local Safety Member</b>											
8243	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	
	7/1/2021	20.300	-		9.000		20.300	100,837	545,100	645,937	2.87%
	7/1/2020	20.300	-		9.000		20.300	99,838	528,048	627,886	6.80%
	7/1/2019	20.300	-		9.000		20.300	98,850	489,079	587,929	6.93%
	7/1/2018	20.300	-		9.000		20.300	97,871	451,932	549,803	7.08%
	7/1/2017	20.300	-		9.000		20.300	96,902	416,534	513,436	8.35%
	7/1/2016	20.300	-		9.000		20.300	91,041	382,813	473,854	37.45%
	7/1/2015	19.263	-		9.000		19.263	288,913	-	288,913	
	7/1/2014	61.741	-		9.000		61.741				10.33%
	7/1/2013	55.960	-		9.000		55.960				0.54%
	7/1/2012	51.657	4.000		5.000		55.657				0.39%
	7/1/2011	48.941	6.500		2.500		55.441				7.75%
	7/1/2010	42.451	9.000		-		51.451				-1.40%
	7/1/2009	43.180	9.000		-		52.180				

<b>S2 - 3% @ 55 Formula for State Peace or Local Safety Member</b>											
8244	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	
	7/1/2021	18.200	-		9.000		18.200	73,967	1,218	75,185	1.21%
	7/1/2020	18.200	-		9.000		18.200	73,235	1,053	74,288	1.20%
	7/1/2019	18.200	-		9.000		18.200	72,509	897	73,406	1.19%
	7/1/2018	18.200	-		9.000		18.200	71,792	750	72,542	1.19%
	7/1/2017	18.200	-		9.000		18.200	71,081	610	71,691	6.44%
	7/1/2016	18.200	-		9.000		18.200	66,877	478	67,355	5.23%
	7/1/2015	17.295	-		9.000		17.295	88,306	-	88,306	-25.02%
	7/1/2014	23.065	-		9.000		23.065				2.50%
	7/1/2013	22.502	-		9.000		22.502				-12.79%
	7/1/2012	21.802	4.000		5.000		25.802				-9.66%
	7/1/2011	22.062	6.500		2.500		28.562				8.35%
	7/1/2010	17.360	9.000		-		26.360				2.10%
	7/1/2009	16.817	9.000		-		25.817				

<b>S3 - 2.7% @ 57 Formula for State Peace or Local Safety Member</b>											
	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	
	7/1/2021	12.250	-		12.250		12.250	24,741	-	24,741	1.00%
	7/1/2020	12.250	-		12.250		12.250	24,496	-	24,496	1.00%
	7/1/2019	12.250	-		12.250		12.250	24,254	-	24,254	1.00%
	7/1/2018	12.250	-		12.250		12.250	24,013	-	24,013	1.00%
	7/1/2017	12.250	-		12.250		12.250	23,776	-	23,776	
	7/1/2016	12.250	-		12.250		12.250	23,540	-	23,540	0.00%
	1/1/2015	12.250	-		12.250		12.250	23,307		23,307	0.00%
	1/1/2014	12.250	-		12.250		12.250				0.00%
	1/1/2013	12.250	-		12.250		12.250				



TOWN OF FAIRFAX  
PERS RATE HISTORY

<b>M1 - 2.5% @ 55 Formula for Local Miscellaneous Members</b>											
8723	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	5.96%
	7/1/2021	10.400	-		12.250		10.400	73,967	190,494	264,461	-13.09%
	7/1/2020	10.400	-		12.250		10.400	73,235	231,055	304,290	7.83%
	7/1/2019	10.400	-		12.250		10.400	72,509	209,687	282,196	8.06%
	7/1/2018	10.400	-		12.250		10.400	71,792	189,366	261,158	8.31%
	7/1/2017	10.400	-		12.250		10.400	71,081	170,050	241,131	
	7/1/2016	10.008	-		8.000		10.008		151,701		-52.57%
	7/1/2015	21.100	-		8.000		21.100				5.44%
	7/1/2014	20.011	-		8.000		20.011				9.90%
	7/1/2013	18.208	-		8.000		18.208				-8.07%
note 1	7/1/2012	16.806	3.000		5.000		19.806				-7.07%
note 1	7/1/2011	16.312	5.000		3.000		21.312				7.02%
note 1	7/1/2010	13.414	6.500		1.500		19.914				

<b>M2 - 2% @ 55 Formula for Local Miscellaneous Members</b>											
8624	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	
	7/1/2021	9.200	-		7.000		9.200	29,668	-	29,668	1.00%
	7/1/2020	9.200	-		7.000		9.200	29,375	-	29,375	1.00%
	7/1/2019	9.200	-		7.000		9.200	29,084	-	29,084	1.00%
	7/1/2018	9.200	-		7.000		9.200	28,796	-	28,796	1.00%
	7/1/2017	9.200	-		7.000		9.200	28,511	-	28,511	
	7/1/2016	8.844	-		7.000		8.844	27,136	-	27,136	-25.30%
	7/1/2015	11.840	-		7.000		11.840	35,969	-	35,969	0.00%
	7/1/2014	11.840	-		7.000		11.840				6.63%
	7/1/2013	11.104	-		7.000		11.104				-11.30%
note 1	7/1/2012	10.518	2.000		5.000		12.518				-12.71%
note 1	7/1/2011	10.341	4.000		3.000		14.341				-3.49%
note 1	7/1/2010	9.359	5.500		1.500		14.859				

<b>M3 - 2% @ 62 Formula for Local Miscellaneous Members</b>											
	EFF	ER RATE	ER PD	EE	EE PD	EE	ER PAID	CURRENT	SIDEFUND	TOTAL	
	7/1/2021	9.200	-		6.500		9.200	11,034	39	11,073	1.00%
	7/1/2020	9.200	-		6.500		9.200	10,925	38	10,963	1.00%
	7/1/2019	9.200	-		6.500		9.200	10,817	37	10,854	1.01%
	7/1/2018	9.200	-		6.500		9.200	10,710	36	10,746	1.33%
	7/1/2017	9.200	-		6.500		9.200	10,604	1	10,605	
	7/1/2016	8.844	-		6.500		8.844	10,093	-	10,093	31.41%
	1/1/2015	6.730	-		6.500		6.730	7,604	-		0.45%
	1/1/2014	6.700	-		6.500		6.700				0.00%
	1/1/2013	6.700	-		6.500		6.700				

note 1: Amount paid by employees (EE) varied by unit, Displayed number is SEIU & Management

**TABLE F  
TOWN OF FAIRFAX  
HEALTHCARE RATES  
2007 TO 2015**

	2007	2008	2009	2010	2011	2012	2013	2014	INCR	2015	INCR	INCR 8 YR	avg year
<b>KAISER (HMO)</b>													
1	431.17	470.67	508.30	532.56	568.99	610.44	668.63	742.72	11.1%	714.45	-3.8%	51.8%	6.5%
2	862.34	941.34	1,016.60	1,065.12	1,137.96	1,220.88	1,337.26	1,485.44	11.1%	1,428.90	-3.8%	51.8%	6.5%
3+	1,121.04	1,223.74	1,321.58	1,384.66	1,479.37	1,587.14	1,738.44	1,931.07	11.1%	1,857.57	-3.8%	51.8%	6.5%
<b>PERS CHOICE (PPO)</b>													
1	455.18	482.48	482.48	508.74	563.40	574.15	667.03	690.77	3.6%	700.84	1.5%	45.3%	5.7%
2	910.36	964.96	964.96	1,017.48	1,126.80	1,148.30	1,334.06	1,381.54	3.6%	1,401.68	1.5%	45.3%	5.7%
3+	1,183.47	1,254.45	1,254.45	1,322.72	1,464.84	1,492.79	1,734.28	1,796.00	3.6%	1,822.18	1.5%	45.3%	5.7%
<b>BLUE SHIELD ACCESS + (HMO)</b>													
1	484.21	532.93	560.57	577.33	675.51	711.10	784.63	836.59	6.6%	928.87	11.0%	74.3%	9.3%
2	968.42	1,065.86	1,121.14	1,154.66	1,351.02	1,422.20	1,569.26	1,673.18	6.6%	1,857.74	11.0%	74.3%	9.3%
3+	1,258.95	1,385.62	1,457.48	1,501.06	1,756.33	1,848.86	2,040.04	2,175.13	6.6%	2,415.06	11.0%	74.3%	9.3%
<b>PERS SELECT (PPO)</b>													
1	467.18	492.68	492.68	474.93	492.68	487.39	487.20	661.52	35.8%	690.43	4.4%	47.8%	6.0%
2	934.36	906.32	906.32	949.86	985.36	974.78	974.40	1,323.04	35.8%	1,380.86	4.4%	47.8%	6.0%
3+	1,214.67	1,178.22	1,178.22	1,234.82	1,280.97	1,267.21	1,266.72	1,719.95	35.8%	1,795.12	4.4%	47.8%	6.0%
<b>PORAC (ASSOC)</b>													
1	439.00	452.00	484.00	484.00	527.00	556.00	581.00	634.00	9.1%	675.00	6.5%	49.3%	6.2%
2	822.00	847.00	906.00	906.00	987.00	1,041.00	1,088.00	1,186.00	9.0%	1,292.00	8.9%	52.5%	6.6%
3+	1,045.00	1,076.00	1,151.00	1,151.00	1,254.00	1,323.00	1,382.00	1,507.00	9.0%	1,642.00	9.0%	52.6%	6.6%
<b>BLUESHIELD NETVALUE (HMO)</b>													
1	478.22	495.50	495.50	500.35	581.24	611.59	670.21	704.01	5.0%	870.60	23.7%	82.1%	10.3%
2	956.44	991.00	991.00	1,000.70	1,162.48	1,223.18	1,340.42	1,408.02	5.0%	1,741.20	23.7%	82.1%	10.3%
3+	1,243.37	1,288.30	1,288.30	1,300.91	1,511.22	1,590.13	1,742.55	1,830.43	5.0%	2,263.56	23.7%	82.1%	10.3%
<b>PERSCARE (PPO)</b>													
1	769.50	749.83	749.83	868.17	893.95	1,029.23	1,083.11	720.04	-33.5%	775.08	7.6%	3.4%	0.4%
2	1,539.00	1,499.66	1,499.66	1,736.34	1,787.90	2,058.46	2,166.22	1,440.08	-33.5%	1,550.16	7.6%	3.4%	0.4%
3+	2,000.70	1,949.56	1,949.56	2,257.24	2,324.27	2,676.00	2,816.09	1,872.10	-33.5%	2,015.21	7.6%	3.4%	0.4%