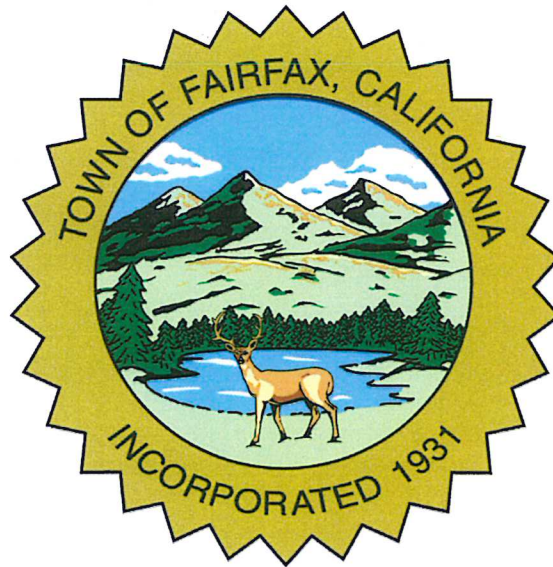


TOWN OF FAIRFAX

2017 - 2018 Operating and Capital Improvement ADOPTED Budget



MAYOR
John Reed

VICE MAYOR
Peter Lacques

COUNCIL MEMBERS
David Weinsoff
Renée Goddard
Barbara Coler

RESOLUTION 17-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH

WHEREAS, the Town Council of the Town of Fairfax has reviewed the proposed Operating Budget for FY 2017-18 and Capital Improvement Program for FY 2017-18 and has held such public hearings as are necessary prior to adoption of the Final Budget; and

WHEREAS, the Town shall adopt a position classification and compensation plan covering all positions per CalPERS requirements;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax finds as follows:

1. "The Town of Fairfax 2017-18 Operating and Capital Improvement Adopted Budget" presented by the Town Manager is hereby approved and adopted and incorporated herein by reference;
2. That the total General Fund Operating Budget is \$ 9,403,192 and is hereby appropriated for Department expenses as follows:

Town Council	\$ 271,516
General Administration	775,795
Developmental Services	674,132
Public Safety	5,412,202
Public Works	722,442
Recreation & Community Services	207,151
Parks & Facility Maintenance	287,454
Non Departmental	<u>1,052,500</u>

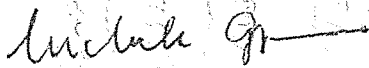
TOTAL OPERATING BUDGET \$ 9,403,192


3. That \$ 649,100 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$ 2,884,087 is hereby appropriated for Capital Improvement Programs (CIP) for Fiscal Year 2017-18.
5. The Salary Schedule for Fiscal Year 2017-18 presented in the budget appendix is adopted as part of the budget approval.
6. The allocation of Measure A funds from the Transportation Authority of Marin as shown in the Fiscal Year 2017-18 CIP is adopted as part of the budget approval

The foregoing Resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 12th day of July 2017 by the following vote:

AYES: COLER, GODDARD, LACQUES, REED, WEINSOFF
NOES: None
ABSENT: None

Attest:


Michele Gardner, Town Clerk


John Reed, Mayor

**PROPOSED BUDGET
FY 2017-2018
TABLE OF CONTENTS**

<u>OPERATING BUDGET</u>	<u>PAGE</u>
Table of Contents	
Budget Resolution	
Budget Message	i-vi
Five Year Revenue Forecast	vii-xiv
Summary - All Funds	1
Interfund Transfers - All Funds.....	2
Appropriations - All Funds.....	3
General Fund at a Glance (graphic).....	4
General 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>
Town Manager Message	10-12
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
Town Clerk/Elections Message	18-19
Town Clerk.....	01-221 20
Elections	01-222 21
Personnel	01-231 22
Finance Message	23-24
Finance.....	01-241 25
Planning & Building Services Message	26-27
Planning.....	01-311 28
Building Inspection & Permits	01-321 29
Police Message	30-31
Police.....	01-411 32-33
Disaster Prep & EOC	01-418 34
Ross Valley Fire Message	35
Ross Valley Fire.....	01-421 36
Public Works Administration Message	37-38
Public Works Admin.....	01-510 39
Street Maintenance Message	40
Street Maint & Public Works	01-511 41
Street Lighting.....	01-512 42
Storm Damage - FEMA.....	01-513 43

**PROPOSED BUDGET
FY 2017-2018
TABLE OF CONTENTS**

DEPARTMENT/ACTIVITY DETAIL	FUND-DEPT. #	PAGE
Park Maintenance Message		44
Park Maintenance	01-611	45
Recreation & Community Services Message		46-48
Community Services (Volunteers for Fairfax)	01-616	49
Recreation Events	01-617	50
Recreation Classes/Activities	01-621	51
Summer Camps	01-622	52
Rental Facilities	01-625	53
Non Departmental	01-715	54
Building Maintenance	01-911	55
02 Dry Period	02-715	56
03 Field Equip Replacement	03-923	57
04 Building & Planning	04-715	58
05 Communication Equip Replacement	05-924	59
06 Retirement	06-715	60
07 Special Police	07-715	61
08 Office Equip Replacement	08-928	62
12 Fairfax Festival	12-622	63
20 Measure J - Municipal Services	20-715	64
21 Gas Tax	21-715	65
22 Measure A - Transportation	22-715	66
23 Measure A - Parks	23-715	67
4X Debt Service Measure K	43 to 45-716	68
48 Lease Agreement	48-715	69
51 CIP - Grants Capital Projects	51-XXX	70
52 CIP - Storm Recovery Capital Projects	52-XXX	71
53 CIP - Town Capital Projects	53-XXX	72
73 Open Space	73-673	73

CAPITAL BUDGET

Introduction		i-ii
Capital Projects Summary	51 & 53	74-80
Capital Projects Detail	51 & 53	81-96

APPENDIX

Town of Fairfax Demographics	A-1
Town of Fairfax Organizational Chart & Principal Officials	A-2
Salary Schedule for FY 2017-18	A-3
Allocation of Positions	A-4
Healthcare Rates	A-5
Financing for CIP	A-6
Measure A Work plan	A-7
Pavement Plan	A-8



TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930

(415) 453-1584

Fax (415) 453-1618

July 2017

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

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2017-18 Operating and Capital Improvement Budget. The total Operating and Capital budget is approximately \$13.4M of which approximately \$9.5M is allocated for general fund operations, \$2.9M for capital improvement projects (CIP), and \$1M for other expenses such as the debt service for Measure K bonds and COP refinancing of the Town's retirement side fund. The FY17-18 total operating and capital budget is approximately \$2.3M higher than last year's adopted budget. A large portion of the increase is for capital projects (approx. \$900,000) to repair the roads damaged by the winter storms.

The operating budget (General Fund) reflects an increase of approximately \$750,000 or 9.3% increase in operating expenses compared to the FY16-17 adopted budget. The increase is primarily due to increases in overall personnel costs, pre-payment (approx. \$180,000) of a portion of the Town's unfunded retirement liability including Fire, and the first annual repayment of a 5-year loan from the County to finance \$500,000 in street improvements in FY17-18. Much like pre-paying your mortgage, the Town will save significant interest by pre-paying a portion of its unfunded retirement liability. The loan from the County will enable the Town to complete a variety of road improvements in FY17-18 as opposed to over a five year period.

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

The capital improvement program (CIP) budget is over \$1,000,000 higher than the FY16-17 CIP budget. The primary reason for the increase is the one-time inclusion of capital projects to address damage caused by the winter storms. The good news is that we anticipate that approximately 90% of the estimated \$900,000 in costs to repair the road damaged by the winter storms are reimbursable from FEMA. The capital improvement budget also includes an ambitious program of street improvements totaling over \$1,000,000 which would be funded from a variety of sources, including a \$500,000 loan from the County.

We are proposing the Town dip into General Fund Reserves by approximately \$240,000 to fund one-time expenses such as capital projects and the pre-payment of the Town's unfunded

retirement liability. At year-end FY17-18, the Town is projected to maintain a robust GF fund balance of over 29% of the Town's operating budget. The Town's policy is to maintain a minimum reserve of 25% of GF expenditures. The Town began the year with over \$3,000,000 in GF reserves which equates to a fund balance reserve of 35%. The starting GF fund balance is over \$500,000 higher than FY16-17 year end estimate due to expenditure savings, increased revenues, and adjustments to the fund balance based on the financial audit.

Over the next five years, the Five-Year Budget Forecast continues the practice of dipping into GF reserves for one-time expenses and the pre-payment of a portion of the Town's unfunded retirement liability. The Five Year Forecast shows the Town will continue to maintain a 25% GF reserve each year. From FY18-19 thru FY21-22, the Town is projected to experience modest revenue growth of approximately 2% per year. However, during the same four year period, expenditures are projected to only grow an average of 1.2% per year. The primary reason for the expenditure control is that the forecast reduces the level of the discretionary pre-payment of the Town's unfunded retirement liability each year to ensure the Town maintains the 25% GF reserve requirement.

One key assumption of the Five Year Forecast is the renewal of the Special Municipal Tax (aka Measure J). Measure J expires June 2020. Currently, Measure J represents approximately 6% or \$713,000 of the Town's total source of funds. Without it, the Town would need to consider drastic cuts in services to balance the budget.

The budget message is divided into the following sections:

- Key Budget Highlights Fiscal Year 2017-18
 - Revenues
 - Personnel Costs
 - Increase in Health and Retirement
 - Non-personnel Operating Expenditures
- Five Year General Fund Forecast
- Five Year Capital Improvement Plan (5 Yr. CIP)
- Challenges in FY17-18 and in the Future

Key Budget Highlights Fiscal Year 2017-18

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

Stable Sales and Property Tax Revenues and Other Revenues

- *Sales tax* is projected to increase by approximately 17% above the FY16-17 budget. This significant increase is solely because of the voter-approved extension and increase of the Town's ½ cent sales tax to ¾ cent.
- Overall *property tax* revenues are projected to increase by approximately 5.1% or \$191,000 compared to the FY16-17 budget. Over 90% of the property tax increase is from secured properties (e.g., single family home).

- The *other revenue* increases come from increases in retirement fund revenue (approx. \$65,000), Planning and Building (\$35,000), Dispatch (\$21,000), and Recreation (\$37,000).

Increase in Personnel Costs

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

Some specific items of note are:

- An increase of \$20,000 from \$60,000 to \$80,000 for a contractual project manager to provide Public Works engineering services. This is a better estimate of the cost for such services. The purpose for the position is to more effectively coordinate/manage the design and construction of the numerous capital improvement projects slated for FY17-18.
- The Planning and Building budget includes the creation of a part-time assistant planner position. The current zoning technician will be promoted to the position which better reflects her current level of duties and responsibilities. The zoning tech position will be left vacant. The cost is approximately \$5,000 for this action.
- The Recreation and Community Services (RCS) budget is adjusted to reflect the actual hours per pay period worked by staff to provide services. The cost is approximately \$12,000. However, this is the maximum cost as RCS staff are part-time and are not eligible for holiday or vacation pay (i.e., only paid for hours worked).
- The budget continues to keep one Administrative Assistant position vacant.
- The budget continues to keep one Police Officer position vacant.
- The FY17-18 budget reflects cost of living adjustments of 2% (COLAs) for non-PD staff and managers. The Police Officer's bargaining group will receive a 3% COLA. All COLAs take effect in January 1, 2018.

Health and Retirement Costs

- *Health*- We forecast an annual increase of 9% for medical premiums. However, since medical premiums are adjusted in January, the effective increase is approximately 4.5% for the fiscal year. The Town pays up to the Kaiser Family Rate for medical benefits per employee. All new employees hired after July 1, 2013 pay a share of their medical premiums.
- *Retirement*- The Town Council approved the refinancing of its CalPERS (the state retirement system) "side fund" and "pre-2013 UAL." The "side fund" and "pre-2013 UAL" are the amounts the Town owes to CalPERS to fully fund its retirement obligations

from previous points of time¹. These two retirement obligations differs from what is referred to as the Town's Unfunded Retirement Liability. The Town's refinancing of the pre-existing retirement obligations is in addition to its annual contributions to CalPERS.

The refinancing is estimated to save the Town over \$80,000 in interest this year. We are recommending that the Town apply that "savings" as a pre-payment towards the Town's Unfunded Retirement Liability. Specifically, we are proposing a total of \$100,000 be allocated as pre-payment. Similar to pre-paying a portion of your mortgage, the Town would benefit from significant interest savings over time. We estimate that the \$100,000 in pre-payment will save the Town approximately \$140,000 in net interest savings over a 30 year period.

In FY16-17, the Town paid approximately \$962,000 to CalPERS for retirement costs including the side fund and pre-2013 UAL payments. In FY17-18, the Town's contribution to CalPERS, including the \$100,000 pre-payment, is approximately \$977,000 or an increase of \$15,000. The pre-payment of \$100,000 is reflected in Fund 01-715 Non-Department under Personnel.

Non-Personnel Operating Expenditures²

- *Non-operating expenses* are projected to increase by a net total of approximately \$400,000 or over 10% above the FY16-17 budget. The key increases in this budget can be attributed as follows:
 - Ross Valley Fire Department (RVFD) - approx. \$130,000 higher than FY16-17
 - Non-Departmental- approx. \$300,000 higher than FY16-17 includes \$103,500 for the annual repayment of the 5-year capital improvement loan from the County and the \$100,000 pre-payment of pension liability
 - Election costs- \$34,000 higher the FY16-17. The County indicates due to the low number of agencies/municipalities conducting an election in 2017, the cost will be higher (\$7-\$7.50 per registered voter). The County initially estimated a range of \$4-\$6.00 per registered voter. We budgeted \$14,000 for elections (Measure D) in FY16-17.
 - Town Attorney- \$40,000 higher than FY16-17. This reflects the higher usage of the Town Attorney for land use and general ordinance issues.
 - Street light and traffic signal maintenance- \$24,000 higher than FY16-17. This reflects a better estimate of the actual cost of annual maintenance.
 - All other non-operating expenses only increased by net total of approximately \$80,000 or 2%.

¹ The side fund is the amount calculated by CalPERS which represents the unfunded pension liability prior to 2007. CalPERS has also calculated the unfunded liability for communities between 2007 and 2013 referred to as the pre-2013 UAL (Unfunded Accrued Liability). The total debt for both the side fund and pre-2013 UAL is approximately \$4.1 million (side fund-\$1.4 million and pre-2013 UAL- \$2.7 million).

² As clarification, this is the Town's Manager's message for the proposed budget and, as a result, does not reflect revisions made by the Town Council prior to budget adoption.

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

Similar to the Town, the JPA is proposing that its members make a pre-payment towards the RVFD's unfunded retirement liability. The amount of the pre-payment is \$84,000 which is 4% of the Town's total contribution to the JPA. In FY16-17, the total retirement side fund payment for San Anselmo, Fairfax, and Sleepy Hollow was approximately \$604,000 (Note: Ross's side fund payment is separate from the JPA). However, in FY17-18, the payments falls to approximately \$50,000 because a majority of the pension obligation bonds issued for the side fund have been repaid. The members have agreed that a portion of the "savings" should be applied to RVFD's unfunded retirement liability which would reduce long term principal and interest costs. With the pre-payment, the Town's annual contribution would increase by approximately 5.4%. Without the pre-payment, the Town would only experience a 1.4% increase in member contributions, excluding Ross and the \$15,000 each member budgets separately for station repair.

Five Year General Fund Forecast

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

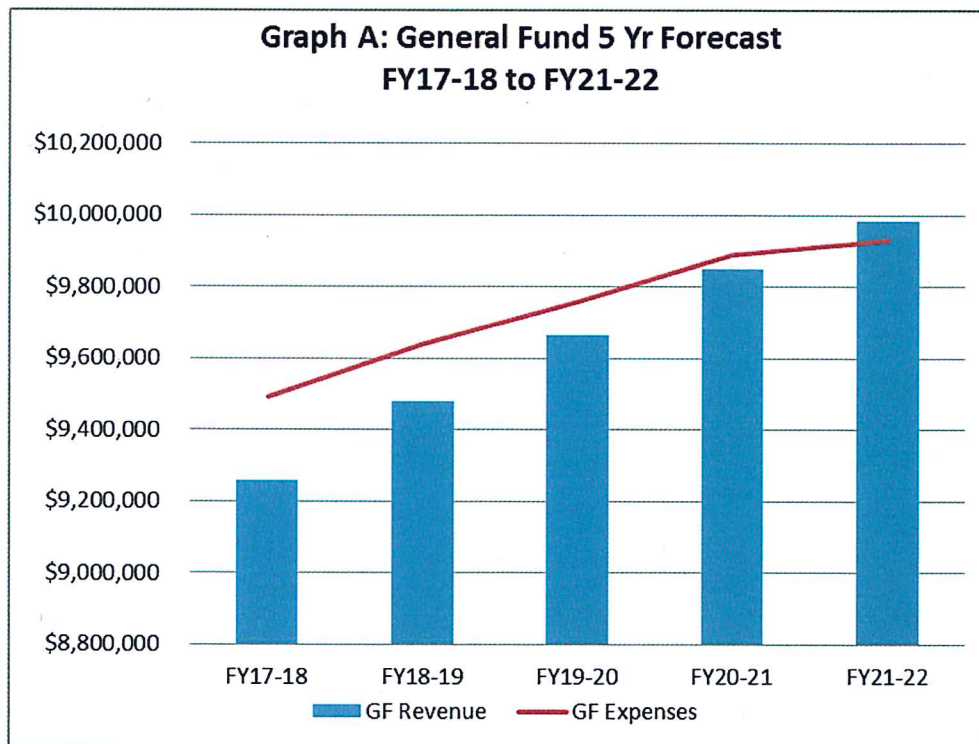


Table A below shows projected revenues and expenses over the Forecast period. In FY17-18, the Town is projected to begin the year with approximately \$3M (35%) in General Fund reserves. The Forecast shows the Town dipping into GF reserves annually to balance the budget for one-time expenses. The guiding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

TABLE A
Five Year General Fund Forecast

	Est Yr End	Budget	Projected	Projected	Projected	Projected
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Total General Funds Appropriation	\$ 8,560,564	\$ 9,494,395	\$ 9,642,258	\$ 9,758,028	\$ 9,889,059	\$ 9,928,899
GF Revenue (taxes, fees)	\$ 6,250,606	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904
Other GF Rev*	\$ 1,805,251	\$ 1,920,000	\$ 1,918,000	\$ 1,965,950	\$ 2,015,099	\$ 2,065,476
Transfers In**	\$ 861,154	\$ 810,000	\$ 891,000	\$ 891,000	\$ 891,000	\$ 831,000
Subtotal GF Revenue	\$ 8,917,011	\$ 9,257,100	\$ 9,478,646	\$ 9,663,468	\$ 9,850,180	\$ 9,982,381
Net Surplus(Deficit) to GF reserves	\$ 356,447	\$ (237,295)	\$ (163,612)	\$ (94,561)	\$ (38,879)	\$ 53,482
Ending GF Bal	\$ 3,008,924	\$ 2,771,629	\$ 2,608,017	\$ 2,513,457	\$ 2,474,578	\$ 2,528,059
In % of GF Exp	35.1%	29.2%	27.0%	25.8%	25.0%	25.5%

Note: General Funds appropriation includes equipment funds

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

** Special Municipal Tax (Measure J) less contributions to capital projects, COPS Grant,

Expense Assumptions

Includes allowance for salary adjustments and/or COLA's

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

Health benefits costs increase by 9%/yr

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

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

All other expenses increase by 2%

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

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

³ The side fund is the amount calculated by CalPERS which represents the unfunded pension liability prior to 2007. (See footnote #1)

of Ross and the Community College of Marin as well as increases in the Town's recreation revenues.

TABLE B
GENERAL FUND REVENUE 5 YEAR FORECAST

Revenue Detail	Adopted Budget FY16-17	Proposed FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22
Property Tax	\$ 3,677,000	\$ 3,868,000	\$ 3,964,700	\$ 4,063,818	\$ 4,165,413	\$ 4,269,548
Sales Tax (1%)	\$ 703,000	\$ 695,200	\$ 707,000	\$ 720,000	\$ 734,000	\$ 748,000
Measure D Sales Tax (0.75%)*	\$ 440,000	\$ 649,000	\$ 658,500	\$ 667,500	\$ 676,500	\$ 687,000
Utility	\$ 372,000	\$ 370,000	\$ 371,850	\$ 373,709	\$ 375,578	\$ 377,456
Subtotal Taxes	\$ 5,192,000	\$ 5,582,200	\$ 5,702,050	\$ 5,825,027	\$ 5,951,491	\$ 6,082,004
Other Revenues						
Franchise Fees	\$ 402,000	\$ 388,800	\$ 392,688	\$ 396,615	\$ 400,581	\$ 404,587
Business License	\$ 128,000	\$ 130,000	\$ 130,650	\$ 131,303	\$ 131,960	\$ 132,620
Fines	\$ 116,000	\$ 124,000	\$ 126,480	\$ 129,010	\$ 131,590	\$ 134,222
Rental & Maintenance Fees	\$ 28,000	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388
Revenues from other Agencies	\$ 55,000	\$ 49,200	\$ 49,446	\$ 49,693	\$ 49,942	\$ 50,191
Recreation/Class Fees	\$ 72,000	\$ 109,100	\$ 111,282	\$ 113,508	\$ 115,778	\$ 118,093
Charges for Svc/Other	\$ 86,000	\$ 118,800	\$ 130,800	\$ 133,800	\$ 133,800	\$ 133,800
Subtotal Other Rev	\$ 887,000	\$ 944,900	\$ 967,596	\$ 981,491	\$ 992,591	\$ 1,003,900
TOTAL GENERAL FUND REVENUE	\$ 6,079,000	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904
Assumptions for 5 yr GF Projections (not including FY15-16)						
Total Prop Tax increase by 2.5% per yr						
Sales tax based on consultant data						
Utility taxes remain flat						
Franchise fees increased by 1%/yr; other revenues, and business license increased by 0.5%/yr; cable fees						
Revenues from other agencies slight increase						
Fines and recreation fees increased 2%/yr						
Other Charges for svcs increased per Dispatch contract and increases for recreation activities						
*Measure D was the extensions and increase in 1/2% sales tax to 3/4%						

Table C shows that General Fund revenues are projected to grow by 7.4% in FY17-18 and then increase approximately 2% per year from FY18-19 to FY21-22. GF expenditures will also experience a significant increase of over 9% in FY17-18 and then average less than 2% per year over the remaining four year period. Even with modest increases in expenditures, the Town will need to dip into reserves to balance the budget during the Forecast period. However, due to the surplus in GF reserves in FY17-18, the Town will be able to continue to meet the Town's policy of maintaining a 25% reserve balance (refer to Table A) during the Forecast period.

TABLE C

GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Proposed FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22
Total GF Revenue*	\$ 6,527,100	\$ 6,669,646	\$ 6,806,518	\$ 6,944,081	\$ 7,085,904
Rev. Incr. from adopted FY16-17	\$ 448,100	\$ 142,546	\$ 136,872	\$ 137,564	\$ 141,823
Increase in %	7.4%	2.2%	2.1%	2.0%	2.0%
Total GF Expenses	\$ 9,494,395	\$ 9,642,258	\$ 9,758,028	\$ 9,889,059	\$ 9,928,899
Exp. Incr. from adopted FY16-17	\$ 754,875	\$ 147,863	\$ 115,770	\$ 131,030	\$ 39,840
Increase in %	9.3%	1.7%	1.2%	1.4%	0.4%
* GF revenue does not include transfers or special revenue					

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

Personnel costs (salaries and benefits) represent approximately 2/3 of the Town's budget when you include the cost of Fire personnel. Needless to say, increases in health and retirement costs continue to represent the most significant impact to future budgets. Unfortunately, we have little control over these two factors.

As an offset against projected increases in expenditures, the Forecast does assume savings from some staff turnover/retirements, reductions in on-going operating costs associated with one-time expenditures (e.g., financial software), and reductions in the amount of the pre-payment toward unfunded retirement liability. In addition, the Forecast, beginning in FY18-19, limits contributions to capital projects from GF sources such as Measure J. Capital projects are primarily funded with state/federal grants, the new state transportation funds (e.g., increase in gas tax), loan financing, and restricted funding such as Measure A transportation funding from TAM.

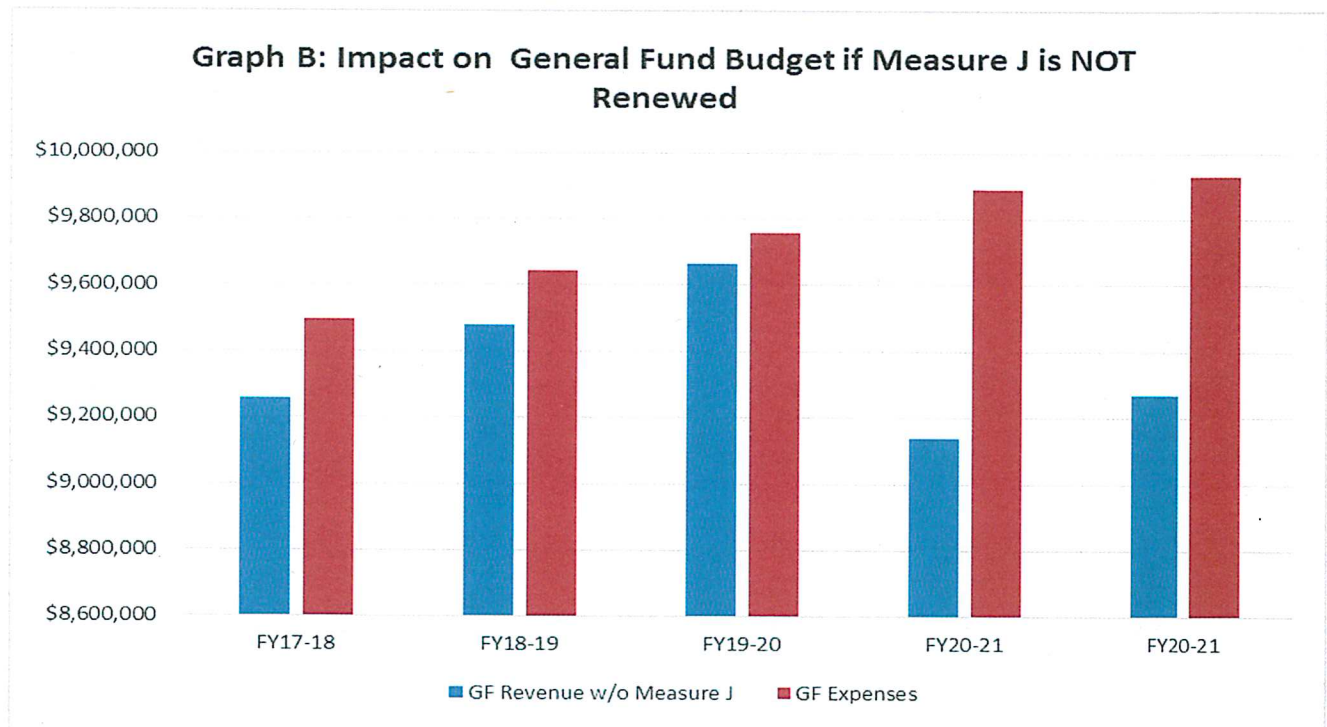
One major assumption of the Five Year Forecast is the renewal of Measure J, the Special Municipal Tax of \$195 per residential/commercial unit, in 2019. Without a renewal, the tax would expire June 2020 which is reflected in Table D below. More significantly, Table D indicates that in FY20-21 the Town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

TABLE D

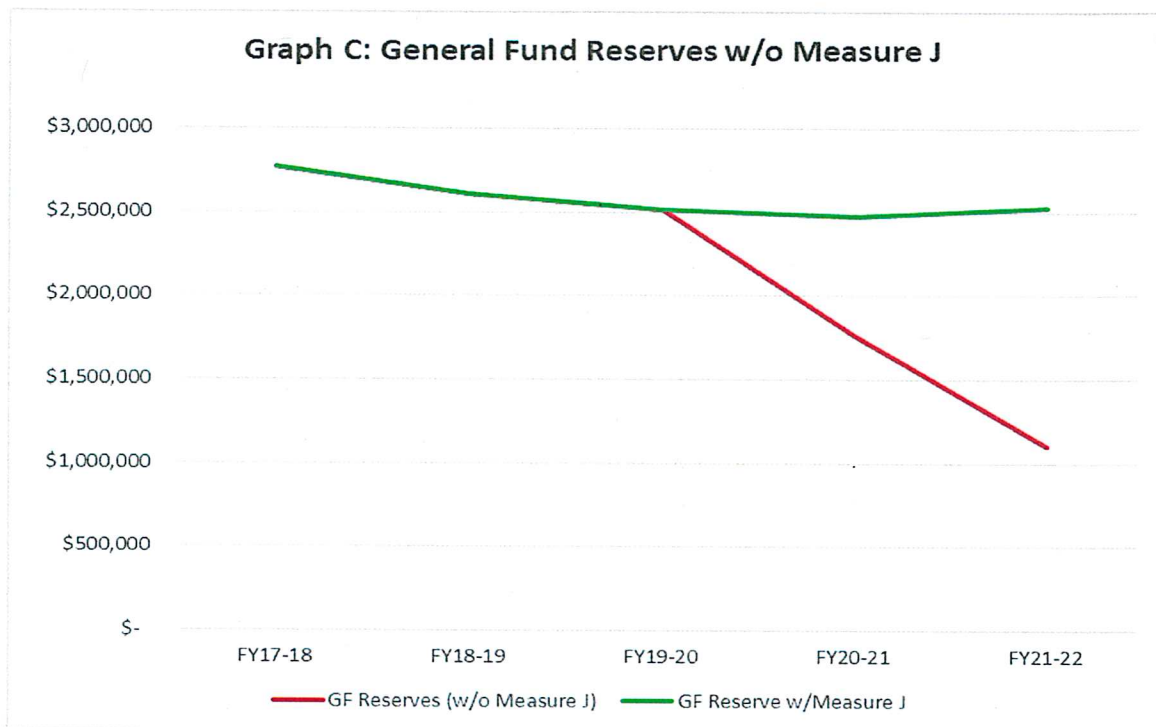
Revenue Scenarios Five Year Forecast

	Est Yr End					
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Total GF Appropriations	\$ 8,560,564	\$ 9,494,395	\$ 9,642,258	\$ 9,758,028	\$ 9,889,059	\$ 9,928,899
Total GF Revenues and Transfers	\$ 8,917,011	\$ 9,257,100	\$ 9,478,646	\$ 9,663,468	\$ 9,850,180	\$ 9,982,381
Surplus (Deficit)	\$ 356,447	\$ (237,295)	\$ (163,612)	\$ (94,561)	\$ (38,879)	\$ 53,482
Less Special Municipal Tax (Measure J)	\$ -	\$ -	\$ -	\$ -	\$ (713,000)	\$ (713,000)
Adjusted Surplus(deficit)	\$ 356,447	\$ (237,295)	\$ (163,612)	\$ (94,561)	\$ (751,879)	\$ (659,518)
Proj. GF Fund Balance	\$ 3,008,924	\$ 2,771,629	\$ 2,608,017	\$ 2,513,457	\$ 1,761,578	\$ 1,102,059
In % of GF Exp	35.1%	29.2%	27.0%	25.8%	17.8%	11.1%

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



In FY21-22, if forecasted expenditures did not change (highly unlikely), Table D indicates that General Fund reserves would be approximately 11% which is well below the Town policy of maintaining a 25% fund balance reserves and would adversely impact the Town's cash flow and operations. Ideally, communities should maintain a minimum 15% fund balance for cash flow purposes. Graph C shows the precipitous drop in GF reserves without the renewal of Measure J.



Overall, with the renewal of Measure J, the Five Year Forecast indicates the Town will be able to manage its resources to maintain a stable financial position with solid reserves.

Five Year Capital Improvement Plan (5 Yr CIP)

The Five Year CIP will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr. CIP. While the total 5 Yr. CIP budget is approximately \$11,300,000, the budget for FY17-18 is approximately \$2,900,000. The funding comes from a variety of federal, state, local grants such as the Highway Bridge Program, FEMA, sales tax from TAM, gas tax, County loan, Measure C, Measure J, and Measure A Park monies.

The FY17-18 CIP is much higher than the previous year's CIP because it contains projects to repair the damage to roads caused by the winter storms. The CIP lists all those storm repair projects as one large CIP project of approximately \$900,000 because these projects are eligible for disaster assistance such as FEMA reimbursement. It should be noted that the list does include non-CIP costs such as emergency repairs and debris clean-up. However, this approach is preferred because it does not artificially increase General Fund expenditures for one year, allows us to better track costs, and recognizes the projects as one time budget expenditures.

If you remove the FEMA projects, the FY17-18 CIP is similar to FY16-17 CIP budget. While this CIP contains some of the same road projects listed in the FY16-17 CIP, it does add \$250,000 for road repair and maintenance to implement the Pavement Management System (see appendix for the list of streets and type of repair) with the goal of stabilizing/improving the Town's overall

road conditions. The FY17-18 CIP budget allocates over \$1 M toward street improvements. A key component of the financing strategy will be a 5-year loan of \$500,000 from the County of Marin (see appendix for use and repayment schedule). This approach will allow the Town to move forward with improvements now as oppose to spreading the projects out over a five year period. The source of the repayment are Measure C funds (General funds). The CIP budget also contains \$90,000 for trails improvements (\$30,000 in County Measure A Park funds and \$60,000 in Measure J funds) and \$50,000 as a “placeholder” amount for downtown sidewalk repair (see CIP for more detail). It should be noted that the consulting project engineer referred to in “Personnel Costs” section would be responsible for managing these numerous projects.

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

Financial Challenges in FY17-18 and in the Future

It goes without saying that the renewal of the Special Municipal Tax (Measure J) is one of the greatest challenges facing the Town over the five year period. However, the good news is that the Town has sufficient lead time to discuss and address the issue. Similar to previous years where a Town tax measure was slated to expire, Table E explores other revenue options.

Table E- Future Funding OptionsTo Consider				
	FY18-19	FY19-20	FY20-21	FY21-22
Renewal Measure J (Special Muni Tax)	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000
Increase Utility Tax by 1%	\$ 74,370	\$ 74,742	\$ 75,116	\$ 75,491
Parking Revenue (\$5000/weekend)	\$ 256,250	\$ 262,656	\$ 269,223	\$ 275,953
Short Rental revenue	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Marijuana Revenue	tbd	tbd	tbd	tbd
Annexation	tbd	tbd	tbd	tbd
Increase Fees and Permits (100% cost recovery)	\$ 23,063	\$ 23,639	\$ 24,230	\$ 24,836
Note : fees and permits @ 2.5% CPI				

Specifically, there are a few potentially large untapped resources:

- Parking revenue- The managed parking concept is anticipated to be discussed in 2018 after the Council completes its discussion regarding the Parkade.
- Annexation of unincorporated areas which are partially surrounded by the Town limits- The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, is in the process of conducting a study to review and develop policies and procedures to effectuate city annexations of unincorporated lands that are entirely or substantially surrounded by the affected city (i.e., “islands”). Staff will keep the Council apprised of LAFCO’s progress on the Ross Valley study.

- Revenue from a special tax on medical and/or non-medical marijuana- A special tax would require a vote. In addition, the Town Council has yet to decide on regulations governing non-medical marijuana.

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

Special Thanks

I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to our Finance staff, mainly Finance Director, Michael Vivrette, for continuing his efforts to refine the budget format with a goal of creating a more transparent and readable budget. Michael continues to strive to create a budget that meets the "best practice" guidelines of the California Society of Municipal Finance Officers.

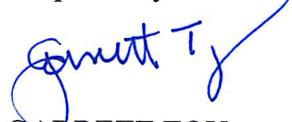
On behalf of Town staff, our continued "thanks" to all the Fairfax residents who supported Measure C, the extension and increase in the local sales tax in 2016. My impression is that our citizenry continues to be happy with the level of Town services and the Council's efforts to enhance services. Without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

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

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

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

Respectfully Submitted,



GARRETT TOY
Town Manager

Town of Fairfax 2017-18 Operating Budget		ALL FUNDS FY17 ADOPTED BUDGET				ALL FUNDS FY18 ADOPTED BUDGET				\$ DIFF FY17 & FY18				% DIFF FY17 & FY18	
FUND SUMMARY		FY 2016-17 Revenues	FY 2016-17 Approp	FY 2016-17 Transfers	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Revenues	Approp	Transfers	Revenues	Approp	Transfers		
GENERAL FUNDS		9/13/17 10:31 AM													
01 General Fund		6,079,000	(8,649,217)	2,598,600	6,527,100	(9,403,192)	2,686,100	448,100	(753,975)	87,500	7.4%	8.7%	3.3%		
02 Dry Period Fund		-	-	-	-	-	-	-	-	-					
03 Equipment Replacement Fund		-	(69,303)	50,000	-	(67,200)	40,000	-	2,103	(10,000)		-3.0%	-25.0%		
04 Building & Planning Fund		466,300	-	(470,000)	504,100	-	(520,000)	37,800	-	(50,000)	8.1%		9.6%		
05 Communication Equip Replace Fund		-	(6,000)	6,000	-	(6,000)	6,000	-	-	-					
06 Retirement Fund		1,331,800	-	(1,300,000)	1,364,900	-	(1,400,000)	33,100	-	(100,000)	2.5%		7.1%		
08 Office Equip Replacement Fund		-	(15,000)	25,000	-	(18,000)	35,000	-	(3,000)	10,000	20.0%		28.6%		
Total General Funds		7,877,100	(8,739,520)	909,600	8,396,100	(9,494,392)	847,100	519,000	(754,872)	(62,500)	6.6%	8.6%	-7.4%		
SPECIAL REVENUE FUNDS															
07 Special Police Fund		100,000	-	(100,000)	100,000	-	(100,000)	-	-	-					
12 Fairfax Festival Fund		36,000	(31,700)	(5,000)	36,000	(31,700)	(5,000)	-	-	-					
20 Measure J - Municipal Svs Tax Fund		713,600	(32,000)	(741,600)	713,600	-	(753,600)	-	32,000	(12,000)		-100.0%	1.6%		
21 Gas Tax Fund		161,968	-	(170,000)	213,257	-	(208,000)	51,289	-	(38,000)	31.7%		18.3%		
22 Measure A - Transportation		157,891	-	(157,891)	95,217	-	-	(62,674)	-	157,891	-39.7%				
23 Measure A - Parks		54,000	(24,000)	(30,000)	60,091	-	(25,000)	6,091	24,000	5,000	11.3%	-100.0%	-20.0%		
Total Special Revenue Funds		1,223,459	(87,700)	(1,204,491)	1,218,165	(31,700)	(1,091,600)	(5,294)	56,000	112,891	-0.4%	-63.9%	-10.3%		
DEBT SERVICE FUNDS															
43-45 Measure K - Debt Service		414,157	(402,824)	-	507,000	(522,200)	-	92,843	(119,376)	-	22.4%	29.6%			
48 Lease Agreement	NEW	-	-	-	452,909	(452,909)	-	452,909	(452,909)	-					
Total Debt Service Funds		414,157	(402,824)	-	959,909	(975,109)	-	545,752	(572,285)	-	131.8%	142.1%			
CAPITAL PROJECTS															
51 Capital Projects - Grants		1,415,000	(1,703,891)	240,891	1,529,779	(1,598,717)	190,500	114,779	105,174	(50,391)	8.1%	-6.2%	-26.5%		
52 Disaster Fund		-	-	-	887,000	(887,000)	-	887,000	(887,000)	-					
53 Capital Projects - Town	NEW	99,000	(141,000)	40,000	343,370	(398,370)	50,000	244,370	(257,370)	10,000	246.8%	182.5%	20.0%		
Total Capital Projects Funds		1,514,000	(1,844,891)	280,891	2,760,149	(2,884,087)	240,500	1,246,149	(1,039,196)	(40,391)	82.3%	56.3%	-16.8%		
FIDUCIARY FUNDS															
73 Open Space		2,000	(4,000)	14,000	2,000	(4,000)	4,000	-	-	(10,000)			-250.0%		
Total Fiduciary Funds		2,000	(4,000)	14,000	2,000	(4,000)	4,000	-	-	(10,000)	0.0%	0.0%	-250.0%		
TOTALS		11,030,716	(11,078,934)	-	13,336,323	(13,389,288)	-	2,305,608	(2,310,354)	-	20.9%	20.9%			

FUND SUMMARY

9/13/17 10:31 AM

GENERAL FUNDS

	Audited Bal 30-Jun-16	FY 2016-17 Revenues	FY 2016-17 Expenditures	FY 2016-17 Transfers	Balance 30-Jun-17	FY 16/17 ACTIVITY	Balance 30-Jun-17	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Balance 30-Jun-18	FY 17/18 ACTIVITY
01 General Fund	1,396,476	6,250,606	(8,469,558)	2,550,154	1,727,678	331,202	1,727,678	6,527,100	(9,403,192)	2,686,100	1,537,686	(189,992)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	67,635	-	(69,946)	50,000	47,689	(19,946)	47,689	-	(67,200)	40,000	20,489	(27,200)
04 Building & Planning Fund	3,632	511,996	-	(470,000)	45,628	41,996	45,628	504,100	-	(520,000)	29,728	(15,900)
05 Communication Equip Replace Fund	6,189	-	(6,000)	6,000	6,189	-	6,189	-	(6,000)	6,000	6,189	-
06 Retirement Fund	76,886	1,293,255	-	(1,300,000)	70,141	(6,745)	70,141	1,364,900	(0)	(1,400,000)	35,041	(35,100)
08 Office Equip Replacement Fund	101,658	-	(11,645)	25,000	115,013	13,355	115,013	-	(18,000)	35,000	132,013	17,000

Total General Funds

	2,652,477	8,055,857	(8,557,149)	861,154	3,012,339	359,862	3,012,339	8,396,100	(9,494,392)	847,100	2,761,147	(251,192)
					35.2%						29.1%	

SPECIAL REVENUE FUNDS

07 Special Police Fund	30,020	100,000	-	(100,000)	30,020	-	30,020	100,000	-	(100,000)	30,020	-
11 Recreation Fund												
12 Fairfax Festival Fund	5,544	36,000	(31,700)	(5,000)	4,844	(700)	4,844	36,000	(31,700)	(5,000)	4,144	(700)
20 Measure J - Municipal Svs Tax Fund	68,560	713,600	-	(741,600)	40,560	(28,000)	40,560	713,600	-	(753,600)	560	(40,000)
21 Gas Tax Fund	10,063	155,321	-	(170,000)	(4,616)	(14,679)	(4,616)	213,257	-	(208,000)	641	5,257
22 Measure A - Transportation	-	157,891	-	-	157,891	157,891	157,891	95,217	-	-	253,108	95,217
23 Measure A - Parks	74,097	55,751	-	(25,000)	104,848	30,751	104,848	60,091	-	(25,000)	139,939	35,091

Total Special Revenue Funds

	188,284	1,218,563	(31,700)	(1,041,600)	333,547	145,263	333,547	1,218,165	(31,700)	(1,091,600)	428,412	94,865
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DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	897,906	486,475	(402,824)	-	981,557	83,651	981,557	507,000	(522,200)	-	966,357	(15,200)
48 Lease Agreement		198,113	(198,113)	-	-	-	-	452,909	(452,909)	-	-	-

Total Debt Service Funds

	897,906	684,588	(600,937)	-	981,557	83,651	981,557	959,909	(975,109)	-	966,357	(15,200)
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CAPITAL PROJECTS

51 Capital Projects - Grants	405,026	817,083	(330,008)	83,000	975,101	570,075	975,101	1,529,779	(1,598,717)	190,500	1,096,663	121,562
52 Disaster Fund	(0)	-	-	-	(0)	-	(0)	887,000	(887,000)	-	-	0
53 Capital Projects - Town	145,992	18,554	(60,365)	88,446	192,627	46,635	192,627	343,370	(398,370)	50,000	187,627	(5,000)

Total Capital Projects Funds

	551,018	835,637	(390,373)	171,446	1,167,728	616,710	1,167,728	2,760,149	(2,884,087)	240,500	1,284,290	116,562
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FIDUCIARY FUNDS

73 Open Space	15,692	370	(461)	9,000	24,601	8,909	24,601	2,000	(4,000)	4,000	26,601	2,000
Total Fiduciary Funds	15,692	370	(461)	9,000	24,601	8,909	24,601	2,000	(4,000)	4,000	26,601	2,000

TOTALS

	4,305,377	10,795,015	(9,580,619)	-	5,519,773	1,214,396	5,519,772	13,336,323	(13,389,288)	-	5,466,808	(52,965)
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Town of Fairfax

2017-18 Operating Budget

INTERFUND TRANSFERS

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

01 General Fund	2,209,324	2,655,373	2,683,600	2,683,600	2,811,100
02 Dry Period Fund	141,947	-	-	-	-
03 Equipment Replacement	204,935	68,300	50,000	50,000	40,000
05 Communications Fund	-	6,000	6,000	6,000	6,000
08 Office Equipment Replacement	50,000	55,000	25,000	25,000	35,000
11 Recreation	58,185	3,881	-	-	-
23 Measure A - Parks	-	18,893	-	-	-
49 CIP - Emergency Watershed	-	-	-	-	-
50 CIP - Fairfax Creek Restoration	-	-	-	-	-
51 CIP - Grants	213,023	290,745	240,891	83,000	190,500
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	144,756	108,446	40,000	88,446	50,000
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
73 Open Space	8,000	5,000	14,000	9,000	4,000
	3,030,170	3,211,637	3,059,491	2,945,046	3,136,600

TRANSFERS FROM:

01 General Fund	698,846	181,627	85,000	133,446	125,000
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	440,000	535,000	470,000	470,000	520,000
05 Communications Fund	-	-	-	-	-
06 Retirement Fund	1,190,000	1,250,000	1,300,000	1,300,000	1,400,000
07 Special Police Services	100,000	120,000	100,000	100,000	100,000
12 Fairfax Festival	5,000	3,273	5,000	5,000	5,000
20 Measure J - Municipal Services Tax	403,300	699,100	741,600	741,600	753,600
21 Gas Tax	172,000	215,000	170,000	170,000	208,000
22 Measure A - Transportation	-	85,745	157,891	-	-
23 Measure A - Parks	-	63,000	30,000	25,000	25,000
41-45 Debt Service	-	-	-	-	-
51 CIP - Grants	21,003	58,893	-	-	-
52 CIP - Storm	21	-	-	-	-
53 CIP - Town	-	-	-	-	-
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
	3,030,170	3,211,637	3,059,491	2,945,046	3,136,600



Town of Fairfax

2017-18 Operating Budget

APPROPRIATIONS - ALL FUNDS

FUND SUMMARY

9/13/17 10:31 AM

GENERAL FUNDS

General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2017-18 Adopted
1,047,311	674,132	5,412,202	722,442	494,605	1,052,500	9,403,192
-	-	-	-	-	-	-
-	-	50,600	-	-	16,600	67,200
-	-	-	-	-	-	-
-	-	6,000	-	-	-	6,000
-	-	-	-	-	-	-
18,000	-	-	-	-	-	18,000

Total General Funds

1,065,311	674,132	5,468,802	722,442	494,605	1,069,100	9,494,392
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SPECIAL REVENUE FUNDS

-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	31,700	-	31,700
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

Total Special Revenue Funds

-	-	-	-	31,700	-	31,700
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DEBT SERVICE FUNDS

-	-	-	522,200	-	-	522,200
-	-	-	-	-	452,909	452,909

Total Debt Service Funds

-	-	-	522,200	-	-	522,200
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CAPITAL PROJECTS

-	-	-	1,598,717	-	-	1,598,717
-	-	-	887,000	-	-	887,000
-	-	-	398,370	-	-	398,370

Total Capital Projects Funds

-	-	-	2,884,087	-	-	2,884,087
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FIDUCIARY FUNDS

-	-	-	-	4,000	-	4,000
-	-	-	-	4,000	-	4,000

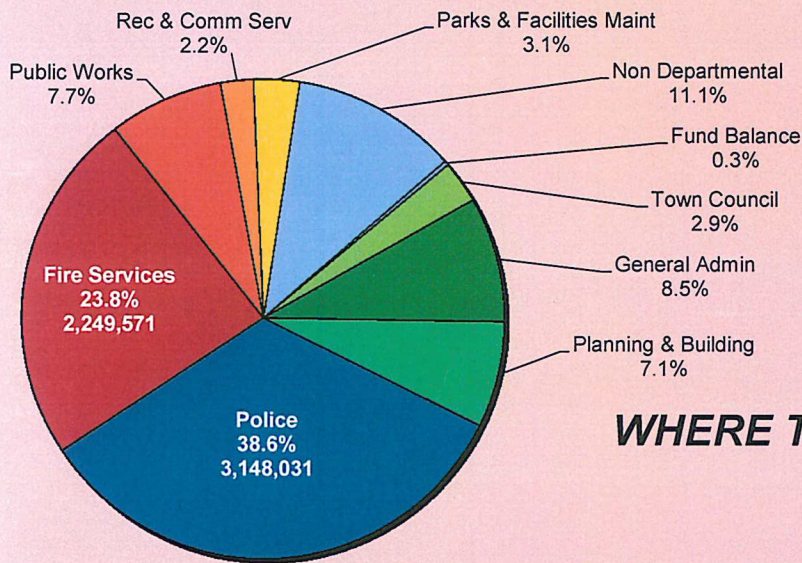
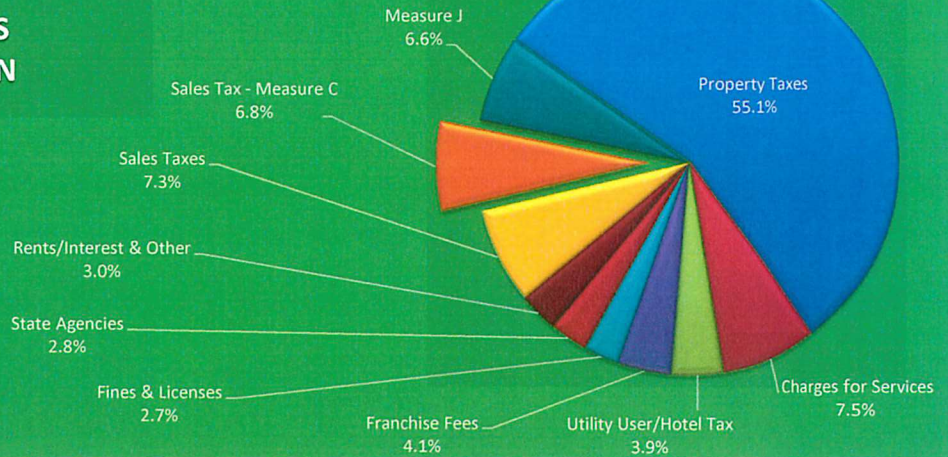
TOTAL APPROPRIATIONS - ALL FUNDS

1,065,311	674,132	5,468,802	4,128,729	530,305	1,522,009	13,389,288
8.0%	5.0%	40.8%	30.8%	4.0%	11.4%	100.0%
10.1%	6.4%	52.1%	39.3%	5.0%	14.5%	78.5%



WHERE THE MONEY COMES FROM...

**SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$9.4 MILLION**

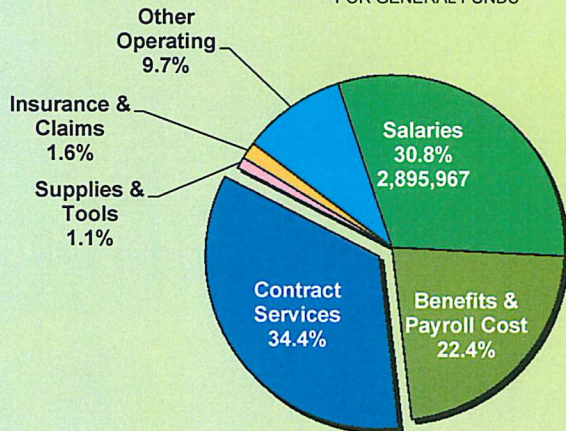


WHERE THE MONEY GOES TO...

**USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$9.4 MILLION**

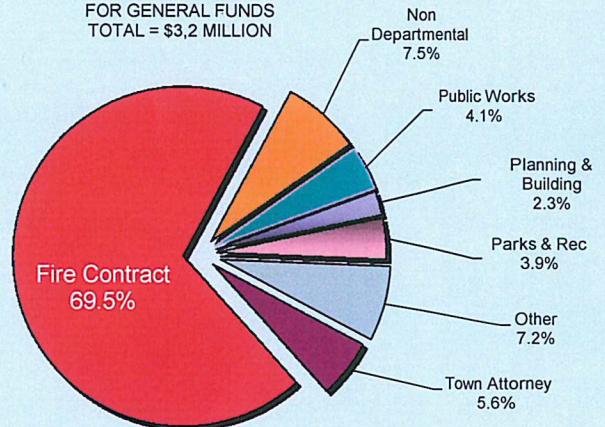
EXPENDITURES BY CATEGORY

**USE OF FUNDS
FOR GENERAL FUNDS**



CONTRACT SERVICES

**USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$3.2 MILLION**





Town of Fairfax

2017-18 Operating Budget

FUND
01 GENERAL FUND
DEPT

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

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

FUND SUMMARY

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

BEGINNING FUND BAL

1,036,099

842,740

1,396,476

1,727,678

REVENUES

PROPERTY TAXES

3,400,902

3,565,462

3,677,000

3,825,516

3,868,000

SALES TAXES

1,103,075

1,145,060

1,143,000

1,125,352

1,344,200

USER FEES (UUT/TOT)

350,081

378,779

372,000

360,220

370,000

FRANCHISE FEES

347,215

377,810

402,000

384,401

388,800

FINES & LICENSES

256,808

266,349

244,000

282,025

254,000

RENTS & INTEREST

30,828

26,671

34,000

46,554

41,300

REVENUES FROM OTHER AGENCIES

131,991

61,582

55,000

49,574

49,200

CHARGES FOR CURRENT SERVICES

67,865

172,313

152,000

176,964

211,600

SUBTOTAL REVENUES

5,688,765

5,994,026

6,079,000

6,250,606

6,527,100

APPROPRIATIONS

100 TOWN COUNCIL

246,031

187,827

228,326

294,943

271,516

200 GENERAL ADMINISTRATION

554,211

610,826

700,657

622,356

775,795

300 DEVELOPMENT SERVICES

576,668

597,596

658,812

651,930

674,132

400 PUBLIC SAFETY

4,581,461

4,920,217

5,182,377

5,082,532

5,412,202

500 PUBLIC WORKS

474,118

576,010

663,062

675,495

722,442

600 RECREATION & COMMUNITY SERVICES

84,304

180,539

188,989

178,036

207,151

600 PARKS & FACILITY MAINTENANCE

191,788

196,752

293,193

249,579

287,454

700 NON DEPARTMENTAL

684,021

604,806

733,800

714,690

1,052,500

SUBTOTAL APPROPRIATIONS

7,392,602

7,874,573

8,649,217

8,469,558

9,403,192

TRANSFERS

TRANSFERS TO 01-GENERAL FUND

2,209,324

2,655,373

2,683,600

2,683,600

2,811,100

TRANSFERS FROM 01-GENERAL FUND

(698,846)

(181,627)

(85,000)

(133,446)

(125,000)

SUBTOTAL TRANSFER

1,510,479

2,473,746

2,598,600

2,550,154

2,686,100

NET DEPARTMENT ACTIVITY

(193,359)

593,199

28,383

331,202

(189,992)

ENDING FUND BAL

842,740

1,435,939

1,727,678

1,537,686

COMPONENTS OF FUND BALANCE:

Undesignated

842,740

1,435,939

1,727,678

1,537,686

NOTES:



Town of Fairfax

2017-18 Operating Budget

GENERAL FUND

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

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

NOTES:

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

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

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

Sales taxes are the General Fund's second largest revenue source. The Town's 1% Bradley Burns Sales Tax is levied on all merchandise. These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 29% of the General Fund revenues. Measure D is the five year 1/2 cent sales tax passed in November, 2012 Expiring April 2017. Revenue estimate are based on projections from Muni Finance, the Town's revenue consultant

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

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



Town of Fairfax

2017-18 Operating Budget

GENERAL FUND

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

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

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

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



Town of Fairfax

2017-18 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
111	Town Council	26,103	28,653	28,552	28,059	31,714
112	Town Treasurer	246	2,340	4,774	4,062	4,802
116	Independent Auditor	54,081	59,325	55,000	51,684	55,000
121	Town Attorney	165,601	97,508	140,000	211,137	180,000
Total Town Council		246,031	187,827	228,326	294,943	271,516
211	Town Manager	158,810	170,545	187,612	179,901	191,330
221	Town Clerk	111,459	122,837	143,706	127,251	154,957
222	Elections	4,866	477	14,000	10,843	43,000
231	Personnel	56,482	70,772	67,962	63,804	74,223
241	Finance	222,594	246,195	287,378	240,558	312,284
Total General Administration		554,211	610,826	700,657	622,356	775,795
311	Planning	420,396	417,727	487,568	473,065	485,555
321	Building Inspection & Permits	156,272	179,869	171,244	178,864	188,578
Total Development Services		576,668	597,596	658,812	651,930	674,132
411	Police	2,676,118	2,892,599	3,051,487	2,965,345	3,148,031
418	Disaster Preparedness	18,552	4,526	11,600	9,277	14,600
421	Ross Valley Fire Service	1,886,791	2,023,092	2,119,290	2,107,910	2,249,571
Total Public Safety		4,581,461	4,920,217	5,182,377	5,082,532	5,412,202
510	Public Works Administration	161,672	185,645	246,000	167,694	275,041
511	Street Maintenance	247,150	304,083	360,362	326,235	361,701
512	Street Lighting & Traffic Signals	65,296	86,282	56,700	75,704	85,700
513	Storm Damage FEMA	-	-	-	105,863	-
Total Public Works		474,118	576,010	663,062	675,495	722,442
616	Community Services	25,478	29,001	26,196	28,201	27,689
617	Recreation	47,812	52,835	50,371	48,150	52,433
621	Fairfax Recreation	-	89,294	98,022	86,703	107,328
622	Summer Camps	11,014	9,409	14,400	14,981	19,700
Total Recreation & Community Services		84,304	180,539	188,989	178,036	207,151
611	Park Maintenance	154,577	150,778	220,686	199,692	217,680
625	Rental Facilities-WC & Ballfield	42,452	45,457	72,507	52,669	69,775
911	Building Maintenance	(5,241)	517	-	(2,782)	-
Total Parks & Facility Maintenance		191,788	196,752	293,193	249,579	287,454
715	Non Departmental	684,021	604,806	733,800	714,690	1,052,500
TOTAL GENERAL FUND APPROPRIATIONS		7,392,602	7,874,573	8,649,217	8,469,558	9,403,192



Town of Fairfax

2017-18 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2017-18 Adopted
111	Town Council	18,000	4,114	2,000	100	7,500	31,714
112	Town Treasurer	3,600	347	-	100	755	4,802
116	Independent Auditor	-	-	55,000	-	-	55,000
121	Town Attorney	-	-	180,000	-	-	180,000
Total Town Council		21,600	4,461	237,000	200	8,255	271,516
211	Town Manager	128,348	49,818	1,000	700	11,464	191,330
221	Town Clerk	86,141	37,198	26,564	200	4,854	154,957
222	Elections	-	-	43,000	-	-	43,000
231	Personnel	40,682	10,941	20,100	600	1,900	74,223
241	Finance	178,314	52,625	40,000	1,500	39,846	312,284
Total General Administration		433,485	150,583	130,664	3,000	58,063	775,795
311	Planning	286,299	129,951	50,000	3,500	15,805	485,555
321	Building Inspection & Permits	100,733	53,536	23,750	1,500	9,059	188,578
Total Development Services		387,032	183,486	73,750	5,000	24,864	674,132
411	Police	1,544,154	1,300,270	44,000	14,300	245,307	3,148,031
418	Disaster Preparedness	MOVED		-	100	14,500	14,600
421	Ross Valley Fire Service	-	-	2,249,571	-	-	2,249,571
Total Public Safety		1,544,154	1,300,270	2,293,571	14,400	259,807	5,412,202
510	Public Works Administration	135,920	36,967	63,500	1,308	37,346	275,041
511	Street Maintenance	157,773	73,913	35,000	37,000	58,014	361,701
512	Street Lighting & Traffic Signals	-	-	35,700	-	50,000	85,700
513	Pollution Prevention	-	-	-	-	-	-
Total Public Works		293,693	110,880	134,200	38,308	145,360	722,442
616	Community Services	MOVED	16,443	5,296	4,500	1,450	27,689
617	Recreation	MOVED	30,641	13,373	6,900	1,400	52,433
621	Fairfax Recreation	MOVED	54,009	5,179	33,600	3,000	107,328
622	Summer Camps	MOVED	-	18,000	1,600	100	19,700
Total Recreation & Community Services		101,093	23,848	58,500	9,220	14,490	207,151
611	Park Maintenance	104,186	57,556	25,000	16,000	14,938	217,680
625	Rental Facilities-WC & Ballfield	10,724	7,820	9,500	6,000	35,731	69,775
911	Building Maintenance	-	-	34,000	5,000	(39,000)	-
Total Parks & Facility Maintenance		114,910	65,376	68,500	27,000	11,668	287,454
715	Non Departmental	-	267,416	241,957	4,000	539,127	1,052,500
TOTAL GENERAL FUND APPROPRIATIONS		2,895,967	2,106,321	3,238,142	101,128	1,061,635	9,403,192
		30.8%	22.4%	34.4%	1.1%	11.3%	100.0%

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

ORGANIZATION:

This department is comprised of the following personnel:

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

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

2016-17 ACCOMPLISHMENTS:

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

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

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

COUNCIL GOALS 2017 (Not in order of priority)

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

TOWN ACCOMPLISHMENTS DEVELOPED BY COUNCIL

Passage of Measure C Sales tax

Adopted Junior Second Unit ordinance

Adopted Medical Marijuana cultivation ordinance

Refinanced Pre-2013 Retirement Obligations using COP's

Installed permanent bike corral and temporary bike corral

Public Works performance during storm events

Refined the direction of the Town Center plan

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

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

Efficiency and effectiveness of Town staff in providing services

Council establishing a culture of robust but civil debates

Ensuring movement toward implementing effective flood protection.

Renovated Claus Park with neighborhood assistance

Amended the Emergency Homeless Shelter Ordinance

Adopted the Low Flush Volume changes to Toilet Ordinance

Launched the MCE Deep Green Incentive Program

Approved rate decrease for MSS Service

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

Pavilion Parking lot volunteer green infrastructure project

Adopted the 2016 updates to the Fire and Building Codes

Achieved General fund surplus

Conducted the Oct. 1 Town Center workshop



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

17,523	18,000	18,000	18,000	18,000
466	684	623	415	747
1,982	1,258	1,236	1,234	1,237
238	244	244	239	244
	1,650	1,850	-	1,887

SUBTOTAL PERSONNEL

20,209	21,836	21,952	19,888	22,114
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OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

		100	1,295	100
153		200	-	200
2,739	1,904	2,000	2,317	2,000
500	407	300	250	300
1,752	3,556	3,000	4,309	6,000
750	950	1,000	-	1,000
			-	

SUBTOTAL OPERATING

5,894	6,817	6,600	8,171	9,600
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TOTAL DEPARTMENT APPROPRIATION

26,103	28,653	28,552	28,059	31,714
--------	--------	--------	--------	--------

Allocation of Positions:

Councilmembers

5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

			-	
			-	
			-	
-	2,096	3,600	3,600	3,600
			-	
			-	
91		133	89	160
	61		135	
	27	52	52	52
		134	-	135
91	2,185	3,919	3,876	3,947

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

			-	
			-	
			-	
			-	
			-	
			-	
		100	-	100
			-	
			-	
			-	
		600	-	600
155	155	155	186	155
			-	
155	155	855	186	855

SUBTOTAL OPERATING

TOTAL DEPARTMENT APPROPRIATION

246	2,340	4,774	4,062	4,802
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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

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

In conformance with State requirements the Town is audited each year by a qualified CPA firm hired by the Town Council to ensure the Town financial statements conform to Generally Accepted Accounting Procedures (GAAP).

The current auditors are Maze & Associates Accountancy Corporation of Pleasant Hill, CA.

DEPARTMENT SUMMARY

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

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
 SEE NOTE

2,850	8,150	17,500	7,723	9,585
51,231	51,175	37,500	43,961	45,415

SUBTOTAL OPERATING

54,081 59,325 55,000 51,684 55,000

TOTAL DEPARTMENT APPROPRIATION

54,081 59,325 55,000 51,684 55,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

821 Attorney fees



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

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

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

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

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

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

Accomplishments for 2016-17

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

Goals for 2017-18

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT		360	200	324	200
731 BLDG-GROUNDS MAINT.	2,778	2,843	2,439	2,195	2,046
801 WATER			100	-	100
804 TELEPHONE	694	449	108	735	108
811 POSTAGE	809	571	900	497	900
813 OFFICE SUPPLIES	552	574	500	597	500
814 LEGAL ADS	87	225	400	612	400
821 OUTSIDE CONSULTING SVS		90	200	1,368	360
822 OUTSIDE CONTRACT SVS	9,023	13,091	24,000	11,445	26,204
842 SPECIAL DEPT SUPPLIES	26	939	200	46	200
861 BUS.MEET/CONF.	855	118	400	293	400
862 DUES & SUBSCRIPTIONS	135	195	200	-	200
SUBTOTAL OPERATING	14,959	19,454	29,647	18,113	31,618

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION	111,459	122,837	143,706	127,251	154,957
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Allocation of Positions:

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

Total Full Time Equivalent Employees	1.00	1.00	1.06	1.06	1.06
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NOTES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

Local regular elections for Town offices (councilmembers, treasurer, and clerk) have been held every two years (to stagger the terms) in November of odd-numbered years pursuant to the Town Code. The Town consolidates its local elections with the County of Marin, with costs shared by all of the local agencies, school districts, and special districts. The cost has been between \$1.75 and \$3.00 per voter, but will increase \$7.00 to \$7.50 per registered voter with the passage of SB415 and Town Ordinance 807. According to the Secretary of State, Fairfax has more than 5,600 registered voters.

DEPARTMENT SUMMARY

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

			5,000	
			-	
4,790	477	14,000	5,843	43,000
76	-	-	-	

SUBTOTAL OPERATING

4,866 477 14,000 10,843 43,000

TOTAL DEPARTMENT APPROPRIATION

4,866 477 14,000 10,843 43,000

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
DEPUTY TOWN CLERK

- - - - -
- - - - -

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

822 Increase in elections costs due to SB 415 and many agencies moving election to even years.



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
814 LEGAL ADS		225	500	1,274	500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	SEE NOTE	16,659	26,974	15,000	17,711
822 OUTSIDE CONTRACT SVS			100	-	100
842 SPECIAL DEPT SUPPLIES	SEE NOTE	361	348	600	461
861 BUS.MEET/CONF.			1,000	-	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING		17,020	27,546	17,600	19,445

TOTAL DEPARTMENT APPROPRIATION	56,482	70,772	67,962	63,804	74,223
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Allocation of Positions:

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

Total Full Time Equivalent Employees	0.30	0.30	0.30	0.30	0.30
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NOTES:

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT

2016-17 ACCOMPLISHMENTS:

- Adopted FY17 budget in July
 - Revised department structure to group recreation & public safety accounts
 - Absorbed Recreation fund into General Fund
 - Improved budget document formats & added images
- Refunded \$3.86M CalPERS sidefund and Pre 2013 UAL pension liability through lease agreement with Capital One in January 2017
 - Reduced interest payments from 7.5% rate charged by CalPERS
 - Estimated saving the Town \$1,000,000 over 20 years (\$200K in next five years)
- Worked with GovInvest to implement software to track pension & OPEB liabilities
 - Increase transparency
 - Implement GASB 68 – Pension reporting
- Worked with Urban Futures to provide continuing disclosures for debt issues
- Succeeded in avoiding TRAN borrowing for second year
- Participated in preparations for resolving FLSA cash-in-lieu procedure
- Upgraded ADP payroll software
- Implemented accounting tracking for FEMA storm reporting

FY 2017-18 GOALS AND OBJECTIVES:

- Investigate feasibility of refinancing 2008 bonds for additional road funds or lower interest rates
- Negotiate with County for five year capital improvement financing loan
- Evaluate accounting software programs to replace BDS accounting software
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Negotiate TRAN financing for FY15-16 with County to facilitate cash flow for operational expenses and Capital Improvement Program.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams

Department/Division: Finance

PERFORMANCE HIGHLIGHTS

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

WORKPLAN FY17-18

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 241 FINANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION	222,594	246,195	287,378	240,558	312,284
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Allocation of Positions:

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

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

Department/Division: Planning & Building Services

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

PERFORMANCE HIGHLIGHTS

Activity/Description	Year End FY15-16	Est. Year End FY16-17	Est. FY17-18
Planning Permits Processed	46	40	44
Building Permits Processed	378	400	410
Resale Inspections	81	65	65
Building Inspections	1,740	2,140	2,200
Violations Processed	30	30	30
Administrative Citations	3	5	3
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5-8/day approx.) 1,700 (5-8/day)	1,800 1,750	1,800 1,800
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 3,600 (15+/day)	2,700 4,000	2,700 4,000
<u>Emails for service:</u> (not inter-office / junk mail) Planning Staff Building Staff	2,400 (9/day) 800 (6/day)	2,400 900	2,400 900

Planning & Building Services

2016-2017 Accomplishments

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

2017-2018 Goals

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

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

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION	420,396	417,727	487,568	473,065	485,555
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Allocation of Positions:

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

NOTES:	411 Planning Commission minutes / FY15 - Zoning Tech @ \$30/hr & Intern
	814 GP & zone changes updates
	821 Town Center plan dev process (LAK, Parisi, SD,al). Costs include reimbursable expenses
	822 Televis Planning Commission meetings \$ 3,300



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.				-	
722 VEHICLE MAINTENANCE	3,377	2,883	3,500	2,775	3,500
731 BLDG-GROUNDS MAINT.	2,326	2,602	2,342	2,108	1,984
802 POWER	248	295	500	460	500
804 TELEPHONE	1,479	902	1,500	1,700	1,500
811 POSTAGE	987	808	300	637	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	764	1,139	1,500	586	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	10,687	13,275	5,000	19,406	20,000
822 OUTSIDE CONTRACT SVS		5,427	3,750	5,027	3,750
851 CLOTHING				-	
861 BUS.MEET/CONF.	215	1,929	1,000	12	1,000
862 DUES & SUBSCRIPTIONS	560	2,176	275	700	275
SUBTOTAL OPERATING	20,643	31,437	19,667	33,409	34,309

TOTAL DEPARTMENT APPROPRIATION

156,272	179,869	171,244	178,864	188,578
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Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.00
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NOTES:

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

POLICE

ORGANIZATION

The department is comprised of the following personnel:

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

Total: 16 full time employees (FTE's)
7 part time reserve employees

THE DEPARTMENT

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement and related programs, public safety awareness programs, computer aided 911 dispatch center (which also serves the communities of Ross and the College of Marin).

We operate a staffed police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

MISSION

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

2016-17 ACCOMPLISHMENTS

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

2017–2018 GOALS AND OBJECTIVES

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	SEE NOTE	339,050	343,384	358,190	344,114	360,013
402 SAFETY SALARIES	SEE NOTE	972,784	999,597	1,066,916	986,932	1,116,141
415 ACCRUED LEAVE PAYOUT		23,897	6,464	3,000	44,060	3,000
421 TEMP EMPLOYEES		98,193	78,747	50,000	105,080	65,000
461 OVERTIME		163,531	128,336	140,000	171,685	160,000
481 HOLIDAY PAY		64,711	70,343	74,894	71,000	77,122
491 HEALTH INSURANCE		266,723	234,959	253,688	220,471	235,205
492 WORKERS COMP.		34,018	55,500	55,500	37,481	68,089
493 RETIREMENT		435,045	205,573	207,317	190,068	206,437
494 MEDICARE		21,463	21,545	24,300	22,246	24,714
495 FICA/PTS		0	1,756		1,538	
496 PERS UAL/SIDEFUND			428,346	530,644	505,108	541,343
497 OVERTIME REIMB	SEE NOTE	(2,213)	(800)	(15,000)	-	(15,000)
611 ALLOWANCES		2,100	2,830	1,800	1,060	2,360
SUBTOTAL PERSONNEL		2,419,302	2,576,581	2,751,249	2,700,844	2,844,424

Allocation of Positions:

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

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

NOTES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 418 DISASTER PREP & EOC

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
 SEE NOTE

			-	
			-	
	18	100	-	100
13,466	4,508	4,900	4,900	9,900
5,086	-	3,000	777	1,000
		3,600	3,600	3,600

SUBTOTAL OPERATING

18,552 4,526 11,600 9,277 14,600

TOTAL DEPARTMENT APPROPRIATION

18,552 4,526 11,600 9,277 14,600

Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES: This department was formerly 218

842 Update data equipment in EOC

821 Marin County Sheriff OES & consultant to prepare disaster preparedness materials (\$3,000-\$5,000)

881 Agility Recovery \$3,600/yr

ROSS VALLEY FIRE DEPARTMENT

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

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

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

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

The department is comprised of the following personnel:

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

* 3 Captains and 6 Engineers are certified Paramedics

Total: 33 full time employees and 17 volunteers

2017-18 BUDGET:

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

For this year, Fairfax, San Anselmo, and Sleepy Hollow will each make a one-time contribution of \$84,000 (4% of member contributions based on prior year) towards RVFD's unfunded retirement liability. Ross pays for its share of unfunded separate from RVFD. The result of this one-time contribution is that the Town's member contribution increases from \$2,140,571 to \$2,224,571. Without the contribution, the Town's contribution would have increased by approximately 1.4% over FY16-17. With the one-time contribution, the Town's contribution increased by 5.4%.

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

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

SEE NOTE

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Expenses to Member Agencies

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

Total Full Time Equivalent Employees

100.00% 100.00% 100.00% 100.00% 100.00%

NOTES:

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

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

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

The Town's share is consists of:

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

PUBLIC WORKS ADMINISTRATION

ORGANIZATION:

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

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

FY 2016-17 ACCOMPLISHMENTS:

CAPITAL IMPROVEMENTS

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

PUBLIC WORKS ADMINISTRATION

FY 2017-18 GOALS AND OBJECTIVES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION	161,672	185,645	246,000	167,694	275,041
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Allocation of Positions:

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

Total Full Time Equivalent Employees	0.55	0.55	0.80	0.55	0.97
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NOTES:

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

STREET MAINTENANCE

ORGANIZATION:

This division is comprised of the following personnel:

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

Total = 2.75 FTE

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

ACCOMPLISHMENTS/GOALS

See DPW Administration narrative



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	511 STREET MAINT & PUBLIC WORKS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

641	EQUIPMENT RENTAL	SEE NOTE		500	-	500
721	FIELD EQUIP MAINTENANCE		1,269	645	500	500
722	VEHICLE MAINTENANCE		6,374	4,828	16,500	10,569
723	COMMUNICATION EQUIP MAINT				500	-
725	NERA DEBT SERVICE		8,857	8,857	8,871	11,264
726	NERA MEMBERSHIP FEE		6,424	6,814	7,103	8,524
731	BLDG-GROUNDS MAINTENANCE		4,096	2,283	570	543
802	POWER				1,500	-
803	DUMP FEES				300	-
804	TELEPHONE		1,107	1,236	1,000	1,024
806	FUEL		15,198	12,494	15,000	12,487
813	OFFICE SUPPLIES		431	510	2,000	-
821	OUTSIDE CONSULTING SVS	SEE NOTE	9,531	18,321	35,000	57,033
841	SMALL TOOLS		448		4,000	-
842	SPECIAL DEPT SUPPLIES	SEE NOTE	18,823	43,932	35,000	21,578
851	UNIFORM		1,240	1,291	1,381	1,148
861	TRAVEL/TOLLS		10		500	-
SUBTOTAL OPERATING			73,808	101,211	130,225	124,169
TOTAL DEPARTMENT APPROPRIATION			247,150	304,083	360,362	326,235

Allocation of Positions:

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

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 512 STREET LIGHTING

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

32,008	59,189	26,000	42,854	50,000
33,288	24,454	30,000	21,752	35,000
	2,639	700	11,098	700

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

MAINT. LEADWORKER
 SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

DEPARTMENT SUMMARY

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

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

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

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

SUBTOTAL OPERATING

-	-	-	105,863	-
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TOTAL DEPARTMENT APPROPRIATION

-	-	-	105,863	-
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Allocation of Positions:

MAINT. LEADWORKER
 SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00	0.00	0.00	0.00	0.00
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NOTES:

PARKS MAINTENANCE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .50 Maintenance Worker I

Total = 1.50 FTE

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

ACCOMPLISHMENTS/GOALS

See the DPW administration narrative



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 611 PARK MAINTENANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

SEE NOTE

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

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

SEE NOTE

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

Fairfax Recreation & Community Services

ORGANIZATION

This department is comprised of the following personnel:

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

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

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

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

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

FY 2016-17 ACCOMPLISHMENTS

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

FY 2017-18 GOALS AND OBJECTIVES

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



Town of Fairfax

2017-18 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	616 COMMUNITY SERVICES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

SEE NOTE

18,360	18,539	16,122	18,829	16,443
476	580	550	367	672
3,343	1,946	1,598	1,892	1,690
249	248	215	251	219
			-	-
	2,375	2,662	2,071	2,716
22,428	23,688	21,146	23,410	21,739

SUBTOTAL PERSONNEL

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.
801 WATER
804 TELEPHONE
811 POSTAGE
813 OFFICE SUPPLIES
842 SPECIAL DEPT SUPPLIES

SEE NOTE

SEE NOTE

150	369	150	150	150
200	260	200	200	200
700	261	700	249	700
400	1,065	400	157	400
500	106	500	635	500
1,100	3,252	3,100	3,400	4,000
3,050	5,313	5,050	4,791	5,950

SUBTOTAL OPERATING

TOTAL DEPARTMENT APPROPRIATION

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

Recreation & Comm Services Manager

0.30	0.30	0.30	0.30	0.30
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Total Full Time Equivalent Employees

0.30	0.30	0.30	0.30	0.30
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NOTES: This department was formerly 216

411 One half of part-time Community Resources Coord

801 Water for Community Garden

842 Includes additional \$2,000 for volunteer activities ie. Electronic Newsletter & outreach

Additional funding for Volunteer recognition expenses



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 617 RECREATION EVENTS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

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

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

Total Full Time Equivalent Employees	0.30	0.55	0.55	0.55	0.55
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NOTES: This department was formerly 217

	FY17	FY18
878 Fairfax Arts & Culture Collaborative		
- Artist in Residence	400	400
- Fairfax Theater Co	3,350	3,500
- Art Collaboration Activities		3,000
881 Easter egg hunt	400	400
English Tea	2,500	400
Holiday Events		400

Recreation program costs are offset by participant fees charged in 01-080-903



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 621 RECREATION CLASSES/ACTIVITIES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

SEE FUND 11 FOR PRIOR YEAR ACTIVITY

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

	42,914	43,047	47,917	54,009
	1,735	1,597	1,065	2,371
	615	624	695	783
	1,609	1,614	1,797	2,025

SUBTOTAL PERSONNEL

-	46,873	46,882	51,473	59,188
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OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

	1,734	840	2,403	840
			-	
	25,182	31,000	12,083	25,000
	675	600	1,033	600
	2,349	3,000	1,087	3,000
	4,990	8,000	9,678	10,000
		200	-	200
	6,616	7,000	8,946	8,000
	875	500	-	500

SUBTOTAL OPERATING

-	42,421	51,140	35,230	48,140
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TOTAL DEPARTMENT APPROPRIATION

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

Recreation & Comm Services Manager (2)

1.00	1.00	1.00	1.00
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Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00
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NOTES: This department was formerly in Fund 11

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

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



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 622 SUMMER CAMPS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

See Fund 11				

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

Total Full Time Equivalent Employees

0.00

0.00

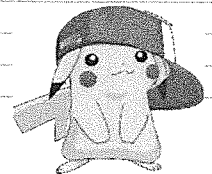
NOTES: This department was formerly in Fund 11

821 Expenses are offset by tuition fees & community grants

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

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

- Camp Fairfax (25 per week @ \$230) for 3 weeks.	17,250
- Spanish Camp (8 persons x \$285) for 2 weeks	4,560
- Art Camp (10 per week @ \$285) for 2 weeks	5,700
	<u>27,510</u>





Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 625 RENTAL FACILITIES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES
421 TEMP LABOR
415 ACCRUED LEAVE CASHOUT
461 OVERTIME
491 HEALTH INSURANCE
492 WORKERS COMP.
493 RETIREMENT
494 MEDICARE
495 FICA/PTS

	5,827	10,359	10,313	10,724
420			-	
			-	
	37		709	
	2,923	7,208	5,644	6,488
340	422	363	242	445
	392	725	714	741
9	70	142	133	145
40	-		-	

SUBTOTAL PERSONNEL

809	9,671	18,796	17,755	18,544
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OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.
801 WATER
802 POWER
803 SANITARY
804 TELEPHONE
821 OUTSIDE CONSULTING SVS
822 OUTSIDE CONTRACT SVS
841 SMALL TOOLS
842 SPECIAL DEPT SUPPLIES
851 UNIFORM
871 LIAB & PROP INSURANCE

SEE NOTE

SEE NOTE

9,651	18,726	20,405	18,365	17,925
837	1,028	800	1,004	800
25,954	1,262	16,500	1,795	16,500
-	-	-	-	-
403	361	400	357	400
764	420	500	1,104	500
1,418	9,022	9,000	5,881	9,000
			-	
2,616	4,861	6,000	6,281	6,000
-	106	106	128	106
SEE #715	SEE #715	SEE #715	SEE #715	SEE #715

SUBTOTAL OPERATING

41,643	35,786	53,711	34,914	51,231
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TOTAL DEPARTMENT APPROPRIATION

42,452	45,457	72,507	52,669	69,775
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Allocation of Positions:

MAINT. WORKER I

0.25	0.25	0.25
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Total Full Time Equivalent Employees

0.50	0.50	0.25	0.25	0.25
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NOTES:

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

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

Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	605	2,916		1,920	
822 CONTRACTED SVCS SEE NOTE	186,979	202,081	251,000	225,781	241,957
842 SPECIAL DEPT SUPPLIES	1,151	1,949	4,000	973	4,000
871 LIAB & PROP INSURANCE	109,431	121,594	131,200	131,200	144,627
881 SPECIAL SERVICES SEE NOTE	17,196	18,989	10,000	25,594	20,000
890 MISCELLANEOUS	1,472	1,400	1,000	1,193	1,000
891 CLAIMS - WC / SETTLEMENTS SEE NOTE	178,260	94,178	150,000	155,915	150,000
895 COUNTY LOANS SEE NOTE	1,199	-	3,000	-	103,500
896 CERTB/OPEB	120,000	120,000	120,000	120,000	120,000
SUBTOTAL OPERATING	616,293	563,106	670,200	662,576	785,084

TOTAL DEPARTMENT APPROPRIATION	684,021	604,806	733,800	714,690	1,052,500
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Allocation of Positions:

ADMINISTRATIVE ASSISTANT II	1.00	1.00	-	-	-
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Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:

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

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

881 Chipper services - \$10,000 for services (4 days @ \$1500), debris box \$500 and signage
Offset by grant from FireSafe Marin. Additional funding to provide subsidy for residential collection.

891 Allocation for Worker's Comp claims and settlements

895 TRAN (Tax and Revenue Anticipation Notes) interest & fees; County Loan \$500,000 Oct 2017 (See appendix)



Town of Fairfax

2017-18 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 911 BUILDING MAINTENANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES
 421 TEMP EMPLOYEES
 415 ACCRUED LEAVE CASHOUT
 461 OVERTIME
 491 HEALTH INSURANCE
 492 WORKERS COMP.
 494 MEDICARE
 495 FICA/PTS
 497 PAYROLL TSFR

			-	
420	-		-	
-	-		-	
455	-		-	
-	-		-	
338	-		-	
9	-		-	
(5,261)	-		-	
-	-		-	

SUBTOTAL PERSONNEL

(4,038) - - - -

OPERATING EXPENSES

803 SANITARY/DUMP
 821 OUTSIDE CONSULTING SVS
 822 OUTSIDE CONTRACT SVS
 842 SPECIAL DEPT SUPPLIES
 851 CLOTHING

SEE NOTE
 SEE NOTE

-	-	500	-	500
4,195	620	2,000	1,424	2,000
35,922	42,009	39,000	27,770	32,000
3,865	9,547	5,000	2,973	5,000
-	-	100	-	

SUBTOTAL OPERATING

43,982 52,176 46,600 32,167 39,500

SUBTOTAL APPROPRIATION

39,943 52,176 46,600 32,167 39,500

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.

(45,184)	(51,659)	(46,600)	(34,949)	(39,500)
----------	----------	----------	----------	----------

TOTAL DEPARTMENT APPROPRIATION

(5,241) 517 - (2,782) -

Allocation of Positions:

MAINT. LEADWORKER

0.50 0.50

Total Full Time Equivalent Employees

0.50 0.50

ALLOCATION OF BUILDING MAINTENANCE

TO DEPARTMENTS:

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

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



Town of Fairfax

2017-18 Operating Budget

FUND 02 DRY PERIOD
DEPT. 715 MISCELLANEOUS

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

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

COMPONENTS OF FUND BALANCE:

NOTES:

CALCULATION OF RESERVE BALANCE

General Funds Appropriations	9,403,192	100.0%
Dry Period Reserve	1,000,000	10.6%
Other General Fund Balances	1,761,147	18.7%
Total General Fund Reserves	2,761,147	29.4%



Town of Fairfax

2017-18 Operating Budget

FUND 03 FIELD EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

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

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL	(2,249)	60,133		67,635	47,689
REVENUES					
050 502 INVESTMENT EARNINGS	-	-			
090 901 SALE OF ASSETS	6,528		-		
SUBTOTAL REVENUES	6,528	-	-	-	-
APPROPRIATIONS					
903 920 SOLAR PANEL LEASE	16,600	16,600	16,600	16,600	16,600
903 996 INTEREST	7,110			-	
923 921 FIELD EQUIPMENT SEE NOTE	125,371	41,828	52,703	53,346	50,600
923 STORM WATER POLLUTION REQ	-	-		-	
SUBTOTAL APPROPRIATIONS	149,081	58,428	69,303	69,946	67,200
TRANSFERS					
100 910 CAPITAL LEASE FINANCING			-		
100 931 TSFR FROM 01-GENERAL FUND	204,935	68,300	50,000	50,000	40,000
SUBTOTAL TRANSFER	204,935	68,300	50,000	50,000	40,000
NET DEPARTMENT ACTIVITY	62,382	9,872	(19,303)	(19,946)	(27,200)
ENDING FUND BAL	60,133	70,006		47,689	20,489

COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION REQ 20,000
 UNDESIGNATED 489

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



Town of Fairfax

2017-18 Operating Budget

FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL		44,124	32,473		3,632	45,628
REVENUES						
030 311 BUILDING PERMITS		151,570	170,067	160,000	158,270	160,000
030 312 GENERAL PLAN MAINTENANCE FEES		5,205	6,151	5,400	5,100	5,400
030 313 TECHNOLOGY IMPROVEMENT FEES		7,485	8,768	8,200	7,888	8,000
030 314 ENCROACHMENT FEES		1,188	-	-	-	-
030 315 HOUSING INSPECTIONS		29,513	38,002	36,700	24,513	36,700
030 317 SEISMIC FEES		1,273	(284)	-	1,503	-
030 318 PLAN RETENTION		45	222	-	5,903	6,000
030 319 STREET OPENING		28,243	35,752	38,000	43,067	45,000
030 320 ROAD IMPACT FEES		125,312	130,548	125,000	133,666	135,000
030 321 INFRASTRUCTURE IMPROV FEES		7,417	8,779	8,000	7,888	8,000
030 904 MISCELLANEOUS SEE NOTE		-	-	-	-	-
030 904 COUNTY - OTHER		-	-	-	-	-
TOTAL PERMITS AND FEES		357,251	398,005	381,300	387,796	404,100
080 801 ZONING & FILING FEES		61,733	88,421	50,000	58,904	50,000
080 805 BUILDING PLAN CHECK FEES		19,738	29,986	20,000	27,216	25,000
080 806 ENGINEERING PLAN CHECKS		(10,373)	2,884	15,000	38,080	25,000
TOTAL CURRENT CHARGES		71,098	121,291	85,000	124,200	100,000
SUBTOTAL REVENUES		428,349	519,296	466,300	511,996	504,100
APPROPRIATIONS						
					-	
					-	
					-	
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		(440,000)	(535,000)	(470,000)	(470,000)	(520,000)
SUBTOTAL TRANSFER		(440,000)	(535,000)	(470,000)	(470,000)	(520,000)
NET DEPARTMENT ACTIVITY		(11,651)	(15,704)	(3,700)	41,996	(15,900)
ENDING FUND BAL		32,473	16,769		45,628	29,728
COMPONENTS OF FUND BALANCE:						
RESERVE - PLANNING DEPOSITS		11,941	11,941		11,941	11,941
UNRESERVED		20,532	4,828		33,687	17,787

NOTES:

904 Olema Rd Feasability Study



Town of Fairfax

2017-18 Operating Budget

FUND
05 COMMUNICATION EQUIP REPLACEMENT
DEPT
924 COMM EQUIP REPLACEMENT

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

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

COMPONENTS OF FUND BALANCE:

NOTES:

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



Town of Fairfax

2017-18 Operating Budget

FUND 06 RETIREMENT
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
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BEGINNING FUND BAL	28,630	5,965		76,886	70,141
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REVENUES

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

TRANSFERS

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

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

Recap by Department

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

NOTES:

Ross Fire Contribution calculated from Town share of JPA costs



Town of Fairfax

2017-18 Operating Budget

FUND 07 SPECIAL POLICE
DEPT 715 MISCELLANEOUS

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

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

NOTES:



Town of Fairfax

2017-18 Operating Budget

FUND

08 OFFICE EQUIP REPLACEMENT

DEPT

928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY

FY 2014-15

FY 2015-16

FY 2016-17

FY 2016-17

FY 2017-18

Actual

Actual

Adopted

Projected

Adopted

BEGINNING FUND BAL

11,248

30,835

101,658

115,013

REVENUES

050 502 INVESTMENT EARNINGS

SUBTOTAL REVENUES**APPROPRIATIONS**

822 OUTSIDE CONTRACT SERVICES

911 OFFICE EQUIPMENT SEE NOTE

SUBTOTAL APPROPRIATIONS**TRANSFERS**

725 971 TSFR TO 01-GENERAL FUND

100 931 TSFR FROM 01-GENERAL FUND

SUBTOTAL TRANSFER**NET DEPARTMENT ACTIVITY****ENDING FUND BAL****COMPONENTS OF FUND BALANCE:**

DESIGNATED FOR FINANCIAL SOFTWARE

COMPUTER/SOFTWARE

UNDESIGNATED

40,000

60,000

70,000

100,000

11,247

16,869

45,013

4,000

28,013

NOTES:

911 Copier leases /Docstar license

15,000

Computer/Software replace

3,000

822 Copier service contract & charges



Town of Fairfax

2017-18 Operating Budget

FUND 12 FAIRFAX FESTIVAL
DEPT 623 FAIRFAX FESTIVAL

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

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

NOTES:

825 Shirts, food & drinks

497 Reimburse Town for Police & Public Works overtime

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

815 Posters/Tee shirts

821 Music

Performers

Website



Town of Fairfax

2017-18 Operating Budget

FUND 20 MEASURE J - MUNICIPAL SERVICES
DEPT 715 MISCELLANEOUS

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

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

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

Programs are overseen by a citizen committee.

FUND SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL		(0)	53,084		68,560	40,560
REVENUES						
010 120 \$125 SPECIAL MUNI SERV TAX		456,384	714,576	713,600	713,600	713,600
SUBTOTAL REVENUES		456,384	714,576	713,600	713,600	713,600
APPROPRIATIONS						
715 996 DEBT SERVICE				32,000	-	
SUBTOTAL APPROPRIATIONS		-	-	32,000	-	-
TRANSFERS						
725 971 TSFR TO FUND 01 - GENERAL FUND		(326,300)	(562,100)	(638,600)	(638,600)	(622,100)
725 951 TSFR TO FUND 51 - CIP GRANTS		(57,000)	(117,000)	(63,000)	(63,000)	(81,500)
725 953 TSFR TO FUND 53 - CIP TOWN		(20,000)	(20,000)	(40,000)	(40,000)	(50,000)
SUBTOTAL TRANSFER		(403,300)	(699,100)	(741,600)	(741,600)	(753,600)
NET DEPARTMENT ACTIVITY		53,084	15,476	(60,000)	(28,000)	(40,000)
ENDING FUND BAL		53,084	68,560		40,560	560

ALLOCATION OF REVENUES:

43% POLICE SERVICES	158,300	294,100	360,600	322,100
35% FIRE SERVICES	150,000	250,000	250,000	262,000
5% YOUTH & SENIOR PROGRAMS	18,000	18,000	28,000	38,000
7% PUBLIC WORKS IMPROVEMENTS	20,000	20,000	40,000	50,000
11% MATCHING FUNDS FOR GRANTS	57,000	117,000	63,000	81,500
TOTAL	403,300	699,100	741,600	753,600

DESIGNATION OF FUND BALANCE:

CIP - MEADOWWAY & BPMP			60,000	
UNDESIGNATED		276,360	(19,440)	560

NOTES:

Measure J funds are transferred and spent from other funds



Town of Fairfax

2017-18 Operating Budget

FUND 21 GAS TAX
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL		200	51,080		10,063	(4,616)
REVENUES						
060 604 Gas Tax - Section 2106		36,823	34,095	28,073	31,930	30,921
060 605 Gas Tax - Section 2107		57,564	55,811	66,210	58,027	55,871
060 606 Gas Tax - Section 2107.5		4,000	4,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105		44,701	44,701	47,679	44,922	43,249
060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE	79,792	79,792	18,006	18,442	29,792
060 609 Gas Tax - Loan Repayment	SEE NOTE					8,514
060 610 Gas Tax - Road Main & Rehab	SEE NOTE					42,910
TOTAL REVENUES		222,880	218,399	161,968	155,321	213,257
						SEE NOTE 1
APPROPRIATIONS						
SUBTOTAL		-	-	-	-	-
TRANSFERS						
725 951 TSFR TO FUND 51 - CIP GRANTS		-	-			(44,000)
725 953 TSFR TO FUND 53 - CIP TOWN		(45,000)	(30,000)			-
725 971 TSFR TO FUND 01 - GENERAL FUND		(127,000)	(185,000)	(170,000)	(170,000)	(164,000)
SUBTOTAL		(172,000)	(215,000)	(170,000)	(170,000)	(208,000)
NET DEPARTMENT ACTIVITY		50,880	3,399	(8,032)	(14,679)	5,257
ENDING FUND BAL		51,080	54,479		(4,616)	641

NOTES:

NOTE 1

Revenue projections provided by California City Finance 4/6/17
The Gas Tax projection for FY19 is \$ 301,149



Town of Fairfax

2017-18 Operating Budget

FUND 22 MEASURE A - TRANSPORTATION
DEPT 715 MISCELLANEOUS

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

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

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

NOTES:

Funds are transferred to Capital Improvement funds for expenditure

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



Town of Fairfax

2017-18 Operating Budget

FUND 23 MEASURE A - PARKS
DEPT 715 MISCELLANEOUS

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

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

		FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Proposed
MEASURE A PARKS - APPROPRIATIONS					
51 820	RENOVATION OF WOMENS CLUB STAGE		10,000	10,000	25,000
51 841	PAVILION PARKING IMPROVEMENTS	13,771			
51 841	REPAIR OF PARK EQUIPMENT	SEE NOTE		21,500	29,000
51 841	TRAIL REPAIR & IMPROVEMENT	SEE NOTE	15,000	50,000	30,000
51 841	RENOVATION OF CLAUS CIRCLE PARK		7,000	12,500	
51 841	PAVILION LED LIGHT REPLACEMENT		6,000		6,000
51 841	PERI PARK PUMP TRACK		6,000		10,000
73 673 931	PARKLAND ACQUISITION	50,000	10,000	10,000	30,000
73 673	PARKLAND RESTORATION			5,000	
		63,771	54,000	109,000	130,000

NOTES:

894 A portion of the park equipment funding (\$5,000) is contingent on Measure A receipts received
A portion of the trail repair funding (\$4,000) is contingent on actual Measure A receipts received
An additional \$26,000 of Measure J funds has been added for trail repair.

FY17 Additional \$10,000 has been added for equipment repair

See Appendix for Measure A Parks annual workplan



Town of Fairfax

2017-18 Operating Budget

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

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

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

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



Town of Fairfax

2017-18 Operating Budget

FUND 48 LEASE AGREEMENT
DEPT 716 DEBT SERVICE

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

FUND SUMMARY

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
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BEGINNING FUND BAL

				-
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REVENUES

INTERDEPARTMENTAL CHARGES

			198,113	452,909

SUBTOTAL REVENUES

- 198,113 452,909

APPROPRIATIONS

716 995 PRINCIPAL

716 996 INTEREST

			113,000	254,000
			85,113	198,909

SUBTOTAL APPROPRIATIONS

- 198,113 452,909

TRANSFERS

100 931 TSFR FROM 01-GENERAL FUND

		-		

SUBTOTAL TRANSFER

- - -

NET DEPARTMENT ACTIVITY

- - -

ENDING FUND BAL

			-	-
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ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)

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

PRIOR

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

UAL/Side Fund charge to departments

648,827

452,909

NOTES:

Allocation based on prior year Side Fund expense percentage



Town of Fairfax

2017-18 Operating Budget

FUND 51 CIP - GRANTS

DEPT CAPITAL PROJECTS

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

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL	199,887	35,754		405,026	975,101
REVENUES					
070 695 COUNTY	-	-	35,000		35,000
060 920 MEASURE A PARK & TRANSP	32,663	-		211,054	378,217
070 711 FEDERAL/STATE GRANT REVENUE	5,000	-	56,000	56,029	157,891
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	10,884	651,532	631,000	550,000	597,000
070 704 RECYCLING GRANT	5,000	5,000	-		
FED/STATE FINANCING			217,329		275,000
OTHER	213,699	108,330	101,671		86,671
SUBTOTAL REVENUES	267,247	764,862	1,041,000	817,083	1,529,779
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	264				47,000
825 ENVIRONMENTAL & PERMITS	-				53,500
826 ENGINEERING & DESIGN	444,293				710,891
827 CONSTRUCTION	178,842				757,326
OTHER					30,000
SUBTOTAL APPROPRIATIONS	623,399	742,443	1,703,891	330,008	1,598,717
TRANSFERS					
100 931 TSFR FROM FUND 01 - GENERAL FUND	156,023				40,000
100 941 TSFR FROM FUND 20 - MEASURE J	57,000	117,000	63,000	63,000	81,500
100 942 TSFR FROM FUND 21 - GAS TAX	-	30,000	-	-	44,000
100 956 TSFR FROM FUND 22 - MEAS A TRANS		85,745	157,891		-
100 957 TSFR FROM FUND 23 - MEAS A PARK		58,000	20,000	20,000	25,000
725 971 TSFR TO FUND 01 - GENERAL FUND	(21,003)				
725 976 TSFR TO FUND 23 - MEAS A PARK		(18,893)	-	-	-
725 953 TSFR TO FUND 53 - CIP TOWN		(40,000)			
SUBTOTAL TRANSFER	192,020	231,852	240,891	83,000	190,500
NET DEPARTMENT ACTIVITY	(164,133)	254,272	(422,000)	570,075	121,562
ENDING FUND BAL	35,754	290,026		975,101	1,096,663

ALLOCATION OF APPROPRIATIONS:

51- 810 ST RESURF & REPAIR - SELECTED SFD	-	-	155,000		100,000
51- 812 ST RESURF & REPAIR - TAMALPAIS RD			79,000		115,217
51- 814 ST RESURF & REPAIR - MTN VIEW RD			157,891	6,039	165,000
51- 816 ST RESURF & REPAIR - CANYON RD STABLE			85,000		75,000
51- 820 WOMENS CLUB REHABILITATION	29,857	14,091	20,000	3,107	25,000
51- 843 AZALEA AVENUE BRIDGE	5,290	18,141	243,000	122,208	227,000
51- 856 MEADOW WAY BRIDGE	60,943	316,378	290,000	114,261	225,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	121,331	69,757	75,000	27,880	119,500
51- 873 CREEK ROAD BRIDGE	225,381	191,337	193,000	28,594	126,000
51- 875 BIKE SPINE CLASS 1 BIKE LANE		52,572	308,000	20,939	323,000
51- 909 PAVILION SEISMIC RETROFIT	711	420	48,000	648	38,000
51- 841 MISC PARK & TRAIL IMPROVEMENTS	12,244	37,863	50,000	6,332	60,000
51- 872 PAVILION ROOF		41,883			
51- 897 BANK ST PARKING LOT	167,306				
51- 755 FFX BIKE SPINE	336				
Totals	623,399	742,443	1,703,891	330,008	1,598,717



Town of Fairfax

2017-18 Operating Budget

FUND 52 CIP - STORM RECOVERY
DEPT CAPITAL PROJECTS

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

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

21	-	(0)	(0)
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REVENUES

050 502 INVESTMENT EARNINGS				-	
070 600 FEDERAL/STATE GRANT REVENUE					492,750
FEMA					123,188
OES					207,000
070 699 OTHER					64,062
SUBTOTAL REVENUES	-	-	-	-	887,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS					DETAIL
822 CONTRACT SERVICES					IN NOTES
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
699 OTHER					
SUBTOTAL APPROPRIATIONS	-	-	-	-	887,000

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND	(21)				
100 941 TSFR FROM FUND 20 - MEASURE J	-		-		-
100 941 TSFR FROM FUND 51 - CIP TOWN					
SUBTOTAL TRANSFER	(21)	-	-	-	-

NET DEPARTMENT ACTIVITY

(21)	-	-	-	-
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ENDING FUND BAL

-	-	(0)	(0)
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ALLOCATION OF APPROPRIATIONS:

52- 530 WOMENS CLUB/PERI PARK SLIDE REPAIR				5,000
52- 532 REPAIR/REPLACE PICNIC TABLES				10,000
52- 534 HEADWALL SCOUR (6 Bridge Ct)				200,000
52- 536 355 FOREST AVE REPAIR (FHWA project)				230,000
52- 538 92 MADRONE RD				85,000
52- 540 300 TAMPALPAIS				85,000
52- 542 173 TAMALPAIS RD				15,000
52- 544 35 BERRY TRAIL				5,000
52- 546 EMERGENCY PROTECTIVE MEASURES	-	-		40,000
52- 548 SCENIC DR POT HOLE REPAIR				12,000
52- 550 CREST AVE POT HOLE REPAIR				20,000
52- 552 DEBRIS/TREE REMOVAL/CLEAN UP				110,000
52- 554 46 CANYON RD	-	-		70,000
Totals	-	-		887,000

NOTES: Projects reference FEMA categories and projects; Upwards of 90% FHWA funding
 FEMA pays 75% of eligible costs
 Cal-OES pays 75% of remaining 25%
 Town pays approx. 6.5%
 Peri Park slide repair may not be eligible for FEMA funds, applied for



Town of Fairfax

2017-18 Operating Budget

FUND 53 CIP - TOWN
DEPT CAPITAL PROJECTS

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

FUND SUMMARY	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL	(25,310)	170,523		145,992	192,627
REVENUES					
070 695 COUNTY - OTHER			-		276,000
060 920 MEASURE A TAM TRANSP TAX	96,554	-	21,000	18,554	-
070 711 FEDERAL/STATE GRANT REVENUE			45,000	-	18,000
070 699 OTHER SEE NOTE	5,000		33,000		49,370
SUBTOTAL REVENUES	101,554	-	99,000	18,554	343,370
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	16,417				25,000
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN	17,579	19,921		42,727	54,000
827 CONSTRUCTION	16,481	112,056	30,000	17,638	110,000
828 CONSTRUCTION ENGINEERING			77,000		
814 OTHER			34,000		
SUBTOTAL APPROPRIATIONS	50,477	131,977	141,000	60,365	398,370
TRANSFERS					
100 931 TSFR FROM FUND 01 - GENERAL FUND	79,756	48,446	-	48,446	-
100 941 TSFR FROM FUND 20 - MEASURE J	20,000	20,000	40,000	40,000	50,000
100 942 TSFR FROM FUND 21 - GAS TAX	45,000	-	-	-	-
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	40,000	-	-	-
SUBTOTAL TRANSFER	144,756	108,446	40,000	88,446	50,000
NET DEPARTMENT ACTIVITY	195,833	(23,531)	(2,000)	46,635	(5,000)
ENDING FUND BAL	170,523	146,992		192,627	187,627
ALLOCATION OF APPROPRIATIONS:					
53- 761 PAVEMENT MGMT PLAN ASST PROG				-	
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM		23,051	30,000	4,343	35,000
53- 819 MANZANITA ROAD SLIDE REPAIR	16,394	79,717		-	
53- 830 DOWNTOWN IMPROVEMENTS				-	50,000
53- 867 TREE MAINT PROGRAM	-		20,000	-	
53- 887 STREET RESURFACING/REPAIR	34,083	29,159	34,000	45,242	249,370
53- 894 PARKADE IMPROVEMENTS		50	57,000	10,780	64,000
Totals	50,477	131,977	141,000	60,365	398,370

NOTES:

699 IN KIND CONTRIBUTION (STAFF TIME)



Town of Fairfax

2017-18 Operating Budget

FUND 73 OPEN SPACE

DEPT 673 OPEN SPACE

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

FUND SUMMARY		FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Projected	FY 2017-18 Adopted
BEGINNING FUND BAL		10,390	21,057		15,692	24,601
REVENUES						
070 815 COUNTY OPEN SPACE GRANT	SEE NOTE					
070 816 DONATIONS		14,070	4,789	2,000	370	2,000
070 923 COUNTY MEASURE A PARK		50,000				
SUBTOTAL REVENUES		64,070	4,789	2,000	370	2,000
APPROPRIATIONS						
COMMITTEE						
811 POSTAGE	SEE NOTE			2,000		2,000
812 REPRODUCTION				-		-
815 PRINTING				-		-
879 FUNDRAISING COST		1,388	114	2,000		2,000
890 MISCELLANEOUS		15	960	-	461	-
931 BLDGS & LAND		60,000	10,000			
SUBTOTAL APPROPRIATIONS		61,403	11,074	4,000	461	4,000
TRANSFERS						
100 931 TSFR FROM GENERAL FUND	SEE NOTE	8,000	-	4,000	4,000	4,000
100 TSFR FROM FUND 23 - MEAS A PARK			5,000	10,000	5,000	
100 699 LOAN FROM GENERAL FUND	SEE NOTE					
SUBTOTAL TRANSFER		8,000	5,000	14,000	9,000	4,000
NET DEPARTMENT ACTIVITY		10,667	(1,285)	12,000	8,909	2,000
ENDING FUND BAL		21,057	19,772		24,601	26,601

ALLOCATION OF FUND BALANCE:

Designated for Sky ranch Property				-	5,000	-
Designated for Parkland Restoration	SEE NOTE 1				5,000	
Designated for Capital Acquisition	SEE NOTE 2	300	300	10,000	10,000	
Undesignated Balance		20,757	19,472	32,585	4,601	26,601
		21,057	19,772	42,585	24,601	26,601

Property Acquisitions

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

NOTES:

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

931 FY14 Purchase of Upper Ridge property

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

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

TOWN OF FAIRFAX

FY2017-18 TO FY2021-22

ADOPTED Five Year Capital Improvement Program



MAYOR
John Reed

VICE MAYOR
Peter Lacques

COUNCIL MEMBERS
David Weinsoff
Renée Goddard
Barbara Coler

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	-	
51-875	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
51-872	PAVILION ROOF REPAIR	Design & Const	70,000			-		-		70,000
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	84,000			36,000		48,000		
51-843	AZALEA AVENUE BRIDGE	Design & Const	223,000	208,000					15,000	
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	30,000		-	30,000				
53-819	MANZANITA RD SLIDE REPAIR	Design & Const	145,000				96,554		48,446	
53-887	STREET RESURFACING & REPAIR	Annual Program	95,000		-	30,000	25,000		40,000	
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-							
53-894	PARKADE IMPROVEMENTS	Design & Const	400,000	300,000		14,255	85,745		-	
	TOTALS		\$ 2,121,745	\$ 1,090,500	\$ 30,000	\$ 200,000	\$ 557,299	\$ 58,000	\$ 103,446	\$ 82,500

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2016/17

EXPENDITURES			FUNDING SOURCE 2016/17						Fed/State Financing	County
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Transfers General Fund & Other		
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	20,000		-		20,000	-		
51-875	BIKE SPINE CLASS I BIKE LANE	Design & Const	308,000		13,000	295,000	-	-		
51-856	MEADOW WAY BRIDGE	Design & Const	290,000	246,000	-	44,000				
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	75,000	56,000	-	19,000				
51-873	CREEK ROAD BRIDGE	Design & Const	193,000	177,000	-	16,000		-		
51-909	PAVILION SEISMIC RETROFIT	Design & Const	48,000	-	-		-	48,000		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	50,000		50,000		-			
51-843	AZALEA AVENUE BRIDGE	Design & Const	243,000	208,000						35,000
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	Design & Const	155,000		-			22,671	132,329	
51-812	STREET RESURFACING & REPAIR TAMALPAIS RD	Design & Const	79,000					79,000		
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	Design & Const	157,891	157,891		-				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	85,000			-			85,000	
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	30,000		30,000					
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-							
53-887	STREET RESURFACING & REPAIR	Annual Program	39,000		-	6,000			33,000	
53-894	PARKADE IMPROVEMENTS	Design & Const	57,000	45,000	12,000	-		-		
	TOTALS		\$ 1,829,891	\$ 889,891	\$ 105,000	\$ 380,000	\$ 20,000	\$ 149,671	\$ 250,329	\$ 35,000

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2017/18

EXPENDITURES			FUNDING SOURCE 2017/18											
Account No.	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) &Transfers	County Financing	PG&E & Grant	OTHER		
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	25,000			-		25,000	-					
51-875	BIKE SPINE CLASS I BIKE LANE	Design & Const	323,000			-	283,000	-	40,000		-			
51-856	MEADOW WAY BRIDGE	Design & Const	225,000	191,000	34,000	-	-							
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	119,500	98,000		21,500	-							
51-873	CREEK ROAD BRIDGE	Design & Const	126,000	116,000	10,000	-	-		-					
51-909	PAVILION SEISMIC RETROFIT	Design & Const	38,000	-		-		-	38,000					
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	60,000			60,000		-						
51-843	AZALEA AVENUE BRIDGE	Design & Const	227,000	192,000							35,000			
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	Design & Const	100,000			-				100,000				
51-812	STREET RESURFACING & REPAIR TAMALPAIS RD	Design & Const	115,217				95,217				20,000			
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	Design & Const	165,000	-			157,891				7,109			
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	75,000				-			75,000				
52-ALL	DISASTER REPAIRS	Design & Const	887,000	822,938					-	49,000		15,062		
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	35,000		-	35,000								
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	50,000							50,000				
53-887	STREET RESURFACING & REPAIR	Annual Program	249,370		-	-	-		49,370	200,000				
53-894	PARKADE IMPROVEMENTS	Design & Const	64,000	18,000		20,000	-		-	26,000				
	TOTALS		\$ 2,884,087	\$ 1,437,938	\$ 44,000	\$ 136,500	\$ 536,108	\$ 25,000	\$ 127,370	\$ 500,000	\$ 62,109	\$ 15,062		

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No:	PROJECT	TOTAL ESTIMATED FIVE YEAR COST	Fed/State Funding	Gas Tax	Meas J Match Grant Funds	Meas A&B TAM Transport	Meas A Parks	County	Gen Fund (Meas C) Transfers & Other	County Financing	Other
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	25,000			-		25,000		-		
51-875	BIKE SPINE CLASS I BIKE LANE	323,000			-	283,000	-		40,000	-	
51-856	MEADOW WAY BRIDGE	2,999,000	2,902,000	87,000	10,000	-					-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	800,500	667,000	78,000	35,500	-			20,000		
51-873	CREEK ROAD BRIDGE	1,849,000	1,800,000	27,000	22,000	-			-		-
51-909	PAVILION SEISMIC RETROFIT	590,000	450,000		69,000		-		71,000	-	
51-841	MISC PARK & TRAIL IMPROVEMENTS	394,000			336,000		58,000				
51-843	AZALEA AVENUE BRIDGE	2,245,000	2,180,000		-			65,000	-		-
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	100,000			-	-			-	-	100,000
51-812	STREET RESURFACING & REPAIR TAMALPAIS RD	115,217			-						115,217
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	165,000	-		-	157,891			-		7,109
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	75,000				-				75,000	
53-804	SIDEWALK REPLACE & REPAIR	155,000		80,000	75,000						
53-830	DOWNTOWN IMPROVEMENTS	450,000		-	-					400,000	50,000
53-887	STREET RESURFACING & REPAIR	629,370	200,000	-	-	380,000			-		49,370
53-894	PARKADE IMPROVEMENTS	376,000	273,000		40,000	-			-	63,000	
	TOTALS	\$ 11,291,087	\$ 8,472,000	\$ 272,000	\$ 587,500	\$ 820,891	\$ 83,000	\$ 65,000	\$ 131,000	\$ 538,000	\$ 321,696

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No.	PROJECT	TOTAL FIVE YEAR PROJECT COSTS	PRIOR YEARS	PROPOSED FY 17/18	ESTIMATED FY 18/19	ESTIMATED FY 19/20	ESTIMATED FY 20/21	ESTIMATED FY 21/22
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	25,000	-	25,000	-	-	-	-
51-875	BIKE SPINE CLASS I BIKE LANE	323,000	-	323,000	-	-	-	-
51-856	MEADOW WAY BRIDGE	2,999,000	54,000	225,000	239,000	2,481,000	-	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	800,500	140,000	119,500	541,000	-	-	-
51-873	CREEK ROAD BRIDGE	1,849,000	190,000	126,000	1,533,000	-	-	-
51-909	PAVILION SEISMIC RETROFIT	590,000	30,379	38,000	102,000	419,621	-	-
51-841	MISC PARK & TRAIL IMPROVEMENTS	394,000	94,000	60,000	60,000	60,000	60,000	60,000
51-843	AZALEA AVENUE BRIDGE	2,245,000	-	227,000	90,000	1,928,000	-	-
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	100,000		100,000				
51-812	STREET RESURFACING & REPAIR TAMALPAIS RD	115,217		115,217				
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	165,000		165,000				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	75,000		75,000				
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	155,000	-	35,000	30,000	30,000	30,000	30,000
53-830	DOWNTOWN IMPROVEMENTS	450,000	-	50,000	100,000	100,000	100,000	100,000
53-887	STREET RESURFACING & REPAIR	629,370	-	249,370	95,000	95,000	95,000	95,000
53-894	PARKADE IMPROVEMENTS	376,000	-	64,000	312,000	-	-	-
	TOTALS	\$ 11,291,087	\$ 508,379	\$ 1,997,087	\$ 3,102,000	\$ 5,113,621	\$ 285,000	\$ 285,000



Town of Fairfax

2017-18 Capital Budget

CAPITAL IMPROVEMENTS

2017/18 PROJECT SUMMARY	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	TOTAL FUND 54	TOTAL FY 2017/18
REVENUES					
060 920 MEASURE A/B PROCEEDS	536,108		-		536,108
070 699 FEDERAL/STATE GRANT REVENUE	-	330,188	18,000		348,188
070 699 FEDERAL BPMP	98,000		-		98,000
070 864 STATE PARK BOND REVENUE	-		-		-
070 695 COUNTY	35,000		-		35,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	499,000		-		499,000
FINANCING	75,000		276,000		351,000
OTHER	127,109		49,370		176,479
TO BE DETERMINED	-		-		-
SUBTOTAL REVENUES	1,370,217	330,188	343,370	-	2,043,775
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	47,000		24,370		71,370
825 ENVIRONMENTAL & PERMITS	53,500		-		53,500
826 ENGINEERING & DESIGN	710,891		64,000		774,891
827 CONSTRUCTION	757,326	887,000	310,000		1,954,326
828 CONSTRUCTION ENGINEERING	-		-		-
OTHER	30,000		-		30,000
SUBTOTAL APPROPRIATIONS	1,598,717	887,000	398,370	-	2,884,087
TRANSFERS					
100 941 TSFR FUND 01 - GEN FUND (Meas C)	40,000	-	-		40,000
100 941 TSFR FUND 20 - MEASURE J	81,500		55,000		136,500
100 942 TSFR FUND 21 - GAS TAX	44,000		-		44,000
100 942 TSFR FUND 22 - MEASURE A TRANS	-		-		-
100 951 TSFR FUND 23 - MEASURE A PARKS	25,000		-		25,000
SUBTOTAL TRANSFER	190,500	-	55,000	-	245,500
NET DEPARTMENT ACTIVITY	(38,000)		-		(594,812)

NOTES:



Town of Fairfax

2017-18 Capital Budget

CAPITAL IMPROVEMENTS

PROJECT SUMMARY - ALL YEARS	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	TOTAL FUND 54	TOTAL PROJECT
REVENUES					
060 920 MEASURE A/B PROCEEDS	594,108		380,000		974,108
070 699 FEDERAL/STATE GRANT REVENUE	450,000	330,188	273,000		1,053,188
070 699 FEDERAL BPMP	667,000		-		667,000
070 864 STATE PARK BOND REVENUE	-		-		-
070 695 COUNTY	65,000		-		65,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	6,882,000		-		6,882,000
FINANCING	75,000		313,000		388,000
OTHER	127,109		49,370		176,479
TO BE DETERMINED	-		400,000		400,000
SUBTOTAL REVENUES	8,860,217	330,188	1,415,370	-	10,605,775
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	56,000		44,370		100,370
825 ENVIRONMENTAL & PERMITS	154,500		-		154,500
826 ENGINEERING & DESIGN	1,514,270		184,000		1,698,270
827 CONSTRUCTION	7,925,947	887,000	1,382,000		10,194,947
828 CONSTRUCTION ENGINEERING	-		-		-
OTHER	30,000		-		30,000
SUBTOTAL APPROPRIATIONS	9,680,717	887,000	1,610,370	-	12,178,087
TRANSFERS					
100 941 TSFR FUND 01 - GEN FUND (Meas C)	131,000	-	-		131,000
100 941 TSFR FUND 20 - MEASURE J	472,500		115,000		587,500
100 942 TSFR FUND 21 - GAS TAX	192,000		80,000		272,000
100 942 TSFR FUND 22 - MEASURE A TRANS	-		-		-
100 951 TSFR FUND 23 - MEASURE A PARKS	25,000		-		25,000
SUBTOTAL TRANSFER	820,500	-	195,000	-	1,015,500
NET DEPARTMENT ACTIVITY	-	(556,812)	-	-	(556,812)

NOTES:



Town of Fairfax

2017-18 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) paint Womens Club & 3) improve lighting

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	-						
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	25,000		25,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	25,000	-	25,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	-		-				
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FUND 23 - MEASURE A PARKS	25,000		25,000				
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	25,000	-	25,000	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES: FINANCED FROM MEASURE A

Carry over from FY17 \$20,000



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-875 STREET IMPROVEMENTS BIKE SPINE CLASS I BIKE LANE

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 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	283,000		283,000				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	-						
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	283,000	-	283,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	8,000		8,000				
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	285,000		285,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	30,000		30,000				
SUBTOTAL APPROPRIATIONS	323,000	-	323,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	40,000		40,000				
100 941 TSFR FUND 20 - MEASURE J	-		-				
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FUND 23 - MEASURE A PARKS	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	40,000	-	40,000	-	-	-	-

NET PROJECT ACTIVITY

NOTES: Funded with TAM Grant; other: project contingency is funded by Measure C



Town of Fairfax

2017-18 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 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-	-				
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,902,000	44,000	191,000	203,000	2,464,000	
FINANCING	-					
OTHER	-					
TO BE DETERMINED	-		-			
SEE NOTE						
SUBTOTAL REVENUES	2,902,000	44,000	191,000	203,000	2,464,000	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	18,000		9,000	9,000		
825 ENVIRONMENTAL & PERMITS	17,000		-	-	17,000	
826 ENGINEERING & DESIGN	500,000	54,000	216,000	230,000		
827 CONSTRUCTION	2,464,000				2,464,000	
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	2,999,000	54,000	225,000	239,000	2,481,000	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	10,000	10,000				
100 942 TSFR FUND 21 - GAS TAX	87,000		34,000	36,000	17,000	
100 951 TSFR FUND 23 - MEASURE A PARKS	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	97,000	10,000	34,000	36,000	17,000	-

NET DEPARTMENT ACTIVITY

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NOTES:



Town of Fairfax

2017-18 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 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	667,000	106,000	98,000	463,000	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 695 COUNTY	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
FINANCING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-
SUBTOTAL REVENUES	667,000	106,000	98,000	463,000	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	45,500	20,000	8,500	17,000	-	-
826 ENGINEERING & DESIGN	231,000	120,000	111,000	-	-	-
827 CONSTRUCTION	524,000	-	-	524,000	-	-
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	800,500	140,000	119,500	541,000	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	20,000	20,000	-	-	-	-
100 941 TSFR FUND 20 - MEASURE J	35,500	14,000	21,500	-	-	-
100 942 TSFR FUND 21 - GAS TAX	78,000	-	-	78,000	-	-
100 951 TSFR FUND 23 - MEASURE A PARKS	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
SUBTOTAL TRANSFER	133,500	34,000	21,500	78,000	-	-

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES:



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-873 CREEK ROAD BRIDGE

The Creek Road Bridge is eligible for seismic retrofit work under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Design will take about 18-24 months to complete. The Creek Road Bridge is almost 100% covered by the HBP funding, but does not cover CEQA and a minor portion of preliminary design costs

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	1,800,000	168,000	116,000	1,516,000	-	-
FINANCING	-					
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	1,800,000	168,000	116,000	1,516,000	-	-

see note

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	27,000		10,000	17,000		
826 ENGINEERING & DESIGN	306,000	190,000	116,000			
827 CONSTRUCTION	1,516,000			1,516,000	-	
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	1,849,000	190,000	126,000	1,533,000	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	22,000	22,000				
100 942 TSFR FUND 21 - GAS TAX	27,000		10,000	17,000		
100 951 TSFR FUND 23 - MEASURE A PARKS	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	49,000	22,000	10,000	17,000	-	-

NET DEPARTMENT ACTIVITY

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NOTES:



Town of Fairfax

2017-18 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 YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	450,000	23,930	-	75,000	351,070	
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
FINANCING	-					
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	450,000	23,930	-	75,000	351,070	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	30,000		30,000			
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	140,379	30,379	8,000	102,000		
827 CONSTRUCTION	419,621			419,621		
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	590,000	30,379	38,000	102,000	419,621	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	71,000	71,000				
100 941 TSFR FUND 20 - MEASURE J	69,000			-	69,000	
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FUND 23 - MEASURE A PARKS	-			-		
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	140,000	71,000	-	-	69,000	-

NET DEPARTMENT ACTIVITY SEE NOTE

(38,000) (27,000) 449

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

Net dept activity - To be covered by existing fund balance (From funds transferred from Fund 54 - Pavilion Restoration)



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

Park improvements & pedestrian trail improvements funded by Measure A & Measure J funding

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	58,000	58,000	-				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	-						
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	58,000	58,000	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	394,000	94,000	60,000	60,000	60,000	60,000	60,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	394,000	94,000	60,000	60,000	60,000	60,000	60,000

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	336,000	36,000	60,000	60,000	60,000	60,000	60,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	336,000	36,000	60,000	60,000	60,000	60,000	60,000

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-	-
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NOTES:

See FUND 23 for detail on the use per adopted Measure A workplan
Measure A Parks adds an additional \$30,000 for trail improvements



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-843 AZALEA AVENUE BRIDGE

The Azalea Avenue 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 design will include preliminary environmental assessments, community outreach, conceptual design, and cost estimates. Phase II is engineering design. Overall Ph I&II would be complete in 18-24 months. The project is 100% funded by State and Federal grants with the exception of CEQA costs.

PROJECT SUMMARY

	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	65,000		35,000	13,000	17,000		
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,180,000		192,000	77,000	1,911,000		
FINANCING	-						
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	2,245,000	-	227,000	90,000	1,928,000	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	65,000		35,000	13,000	17,000		
826 ENGINEERING & DESIGN	269,000		192,000	77,000			
827 CONSTRUCTION	1,911,000				1,911,000		
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	2,245,000	-	227,000	90,000	1,928,000	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
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	-						
SUBTOTAL TRANSFER	-	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES:



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-810 STREET RESURFACING & REPAIR SELECTED AREAS OF SIR FRANCES DRAKE BLVD

Reconstruction of selected areas of Sir Francis Blvd between Oak Tree Lane and Oak Manor Drive

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-	-				
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
FINANCING	-	-				
OTHER	100,000	100,000				
TO BE DETERMINED						
SUBTOTAL REVENUES	100,000	100,000	-	-	-	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	20,000	20,000				
827 CONSTRUCTION	80,000	80,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	100,000	100,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-					
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	-					
SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES:

The area Sir Francis Drake is approx. 70,000 sq ft. Staff is proposing to reconstruct the worst portions of the road. We anticipate approx. 10,000 sq ft.

REV County loan



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-812 STREET RESURFACING & REPAIR TAMALPAIS RD

Reconstruction of Tamalpais Road from Mountain View to Scenic Rd

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	95,217			95,217				
070 699 FEDERAL/STATE GRANT REVENUE	-							
070 699 FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	-							
070 695 COUNTY	-							
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-							
FINANCING	-							
OTHER	20,000			20,000				
TO BE DETERMINED	-							
SUBTOTAL REVENUES	115,217	-	-	115,217	-	-	-	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-							
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	10,000			10,000				
827 CONSTRUCTION	105,217			105,217				
828 CONSTRUCTION ENGINEERING	-							
OTHER	-							
SUBTOTAL APPROPRIATIONS	115,217	-	-	115,217	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-							
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	-							
SUBTOTAL TRANSFER	-	-	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES:

REV PG&E funds received Feb 2016 (a total of \$52,301); TAM FY17-18 Measure A funds



Town of Fairfax

2017-18 Capital Budget

Reconstruction of Mountain View Rd from Manzanita to Tamalpais Rd

PROJECT 51-814 STREET RESURFACING & REPAIR
MOUNTAIN VIEW RD

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS		157,891				
070 699 FEDERAL/STATE GRANT REVENUE		-				
070 699 FEDERAL BPMP		-				
070 864 STATE PARK BOND REVENUE		-				
070 695 COUNTY		-				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		-				
FINANCING		-				
OTHER: PG&E		7,109				
TO BE DETERMINED		-				
SUBTOTAL REVENUES	-	165,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS						
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN		27,891				
827 CONSTRUCTION		137,109				
828 CONSTRUCTION ENGINEERING		-				
OTHER		-				
SUBTOTAL APPROPRIATIONS	-	165,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)						
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						
SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES: MEASURE A & B TAM FUNDS
PG&E funds for TAM and Mtn View paving



Town of Fairfax

2017-18 Capital Budget

PROJECT 51-816 STREET RESURFACING & REPAIR
CANYON RD STABILIZATION

Stabilization of the roadway and existing retaining wall located approximately at 145 Canyon Road

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
FINANCING	75,000	75,000				
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	75,000	75,000	-	-	-	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	10,000	10,000				
827 CONSTRUCTION	65,000	65,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	75,000	75,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-					
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	-					
SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES: Financing through County



Town of Fairfax

2017-18 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

This project is for annual sidewalk repair /replacement & tree trimming and includes the sidewalk & replacement grant program for residents & businesses.

The program pays for fees & permits and reimburses up to \$750 as a 50% matching grant for construction costs.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	-						
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-							
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	-							
827 CONSTRUCTION	155,000		35,000	30,000	30,000	30,000	30,000	
828 CONSTRUCTION ENGINEERING	-							
OTHER	-							
SUBTOTAL APPROPRIATIONS	155,000	-	35,000	30,000	30,000	30,000	30,000	

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-							
100 941 TSFR FUND 20 - MEASURE J	75,000		35,000	10,000	10,000	10,000	10,000	
100 942 TSFR FUND 21 - GAS TAX	80,000			20,000	20,000	20,000	20,000	
100 951 TSFR FROM FUND 54 - PAVILION REST	-							
100 951 TSFR FUND 55 - MEASURE K	-							
SUBTOTAL TRANSFER	155,000	-	35,000	30,000	30,000	30,000	30,000	

NET DEPARTMENT ACTIVITY

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NOTES:

827 - sidewalk replacement & repair. Town will develop a sidewalk & replacement program up to \$35,000



Town of Fairfax

2017-18 Capital Budget

PROJECT 53-830 DOWNTOWN IMPROVEMENTS

This project is to identify funds for potential downtown improvements. For FY17-18, the Town is allocating \$50,000 for sidewalk repair & replacement. This is a placeholder amount. Staff will develop a more detailed estimate for council consideration. Similarly, the amounts for future years are merely placeholder amounts for yet-to-be-determined projects.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	50,000		50,000				
OTHER	-						
TO BE DETERMINED	400,000			100,000	100,000	100,000	100,000
SUBTOTAL REVENUES	450,000	-	50,000	100,000	100,000	100,000	100,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	80,000			20,000	20,000	20,000	20,000
827 CONSTRUCTION	370,000		50,000	80,000	80,000	80,000	80,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	450,000	-	50,000	100,000	100,000	100,000	100,000

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
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	-						
SUBTOTAL TRANSFER	-	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES:

827 Downtown sidewalks
Financing: County Loan



Town of Fairfax

2017-18 Capital Budget

PROJECT 53-887 STREET RESURFACING & REPAIR

This project is for street repair based on the recommendations of the pavement management plan (PMP). Detail is in the appendix A-8. The work will vary from maintenance (IE slurry seal), repair of selected streets. Some of the work may be performed in-house.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	380,000		-	95,000	95,000	95,000	95,000
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
FINANCING	200,000		200,000				
OTHER	49,370		49,370	-			
TO BE DETERMINED	-						
SUBTOTAL REVENUES	629,370	-	249,370	95,000	95,000	95,000	95,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	24,370		4,370	5,000	5,000	5,000	5,000
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	60,000		20,000	10,000	10,000	10,000	10,000
827 CONSTRUCTION	545,000		225,000	80,000	80,000	80,000	80,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	629,370	-	249,370	95,000	95,000	95,000	95,000

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 51 - CIP GRANTS	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	-	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES:	821 - construction management services	-	-	-	-	-	-
	826 - engineering design for street resurfacing work	-	-	-	-	-	-
	827 - Includes \$50,000 for preventive maintenance funding to improve average road quality rating (currently 63)	-	-	-	-	-	-
	Financing through loans with County to be paid back through increased gas tax, Measure C and/or other Town resources.	-	-	-	-	-	-
	Other revenue is swap of STIP funds for TAM Measure A \$49,370	-	-	-	-	-	-



Town of Fairfax

2017-18 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 2017-18 BUDGET	FY 2018-19 ESTIMATED	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED
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REVENUES

060 920 MEASURE A/B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	273,000	18,000	255,000			
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
FINANCING	63,000	26,000	37,000			
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	336,000	44,000	292,000	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	20,000	20,000	-			
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	44,000	44,000	-			
827 CONSTRUCTION	312,000		312,000			
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	376,000	64,000	312,000	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	40,000	20,000	20,000			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	40,000	20,000	20,000	-	-	-

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

Funding Swap

TOWN OF FAIRFAX

2017 - 2018 Operating and Capital Improvement ADOPTED Budget



Appendix

- A-1 Town of Fairfax Demographics**
- A-2 Town of Fairfax Organization Chart**
- A-3 Salary Schedule for FY 2017-18**
- A-4 Allocation of Positions**
- A-5 Healthcare Rates (Table F)**
- A-6 Financing for CIP (County Loan)**
- A-7 Measure A WorkPlan**
- A-8 Pavement Management Plan - 2017**

Town of Fairfax, California



Demographics

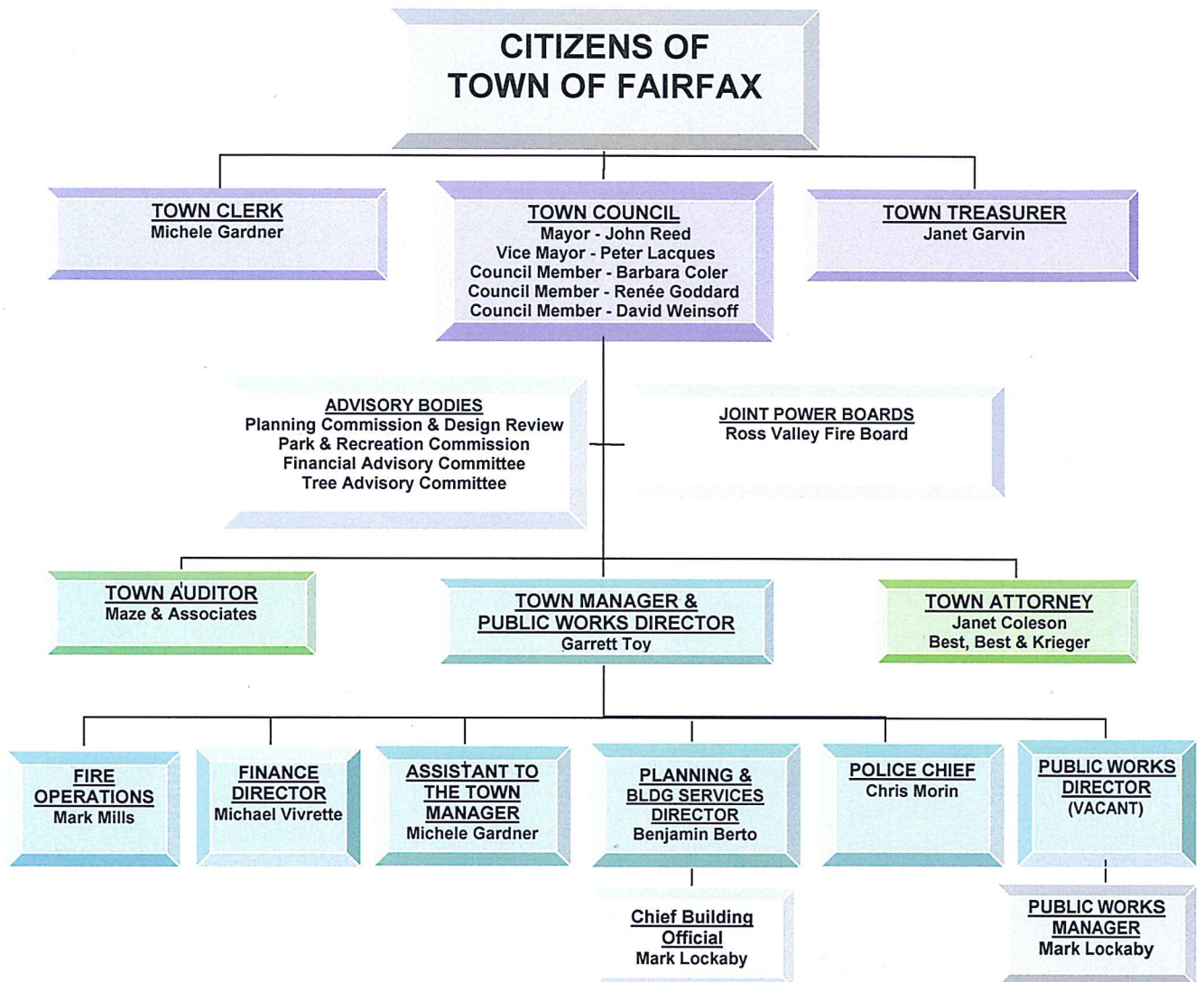
Area	2.204 sq mi (5.707 km ²)
Elevation	115 ft (35 m)
Population (1/1/17)	7,571
(1/1/16)	7,560
Registered Voters (10/24/16)	5,626

Census

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

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

ORGANIZATIONAL CHART & PRINCIPAL OFFICIALS 2017



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

5/16/2017

TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2017/18

AS OF 7/1/17

FULL TIME EMPLOYEES:		FTE	UNIT	LOW	HIGH	LOW	HIGH
TOWN MANAGER	note 1	1.00	CONTR	15,250	15,250	183,000	183,000
ASST TO THE TOWN MANAGER		1.00	MGMT	6,533	7,563	78,401	90,759
PLANNING & BUILDING DIRECTOR		1.00	MGMT	8,976	10,390	107,708	124,685
FINANCE DIRECTOR		1.00	MGMT	8,976	10,390	107,708	124,685
PUBLIC WORKS DIRECTOR		-	MGMT	8,976	10,390	107,708	124,685
CHIEF BUILDING OFFICIAL/PW MGR		1.00	MGMT	8,068	9,340	96,822	112,083
SENIOR PLANNER		-	MGMT	6,896	7,983	82,755	95,800
PRINCIPAL PLANNER		1.00	MGMT	7,668	8,877	92,020	106,525
MANAGEMENT ANALYST		-	MGMT	5,703	6,601	68,431	79,218
DEPUTY TOWN CLERK		-	MGMT	4,830	5,870	57,954	70,444
POLICE CHIEF	note 1	1.00	CONTR	12,434	12,434	149,208	149,208
POLICE SERGEANT		3.00	POA	6,437	8,215	77,240	98,580
POLICE CORPORAL		2.00	POA	5,614	7,165	67,369	85,982
POLICE OFFICER		5.00	POA	5,347	6,824	64,161	81,888
POLICE SERVICES TECH/CSO		1.00	POA	4,304	5,492	51,642	65,910
DISPATCHER		4.00	POA	4,304	5,492	51,642	65,910
MAINTENANCE WORKER I		1.00	SEIU	3,487	4,451	41,845	53,406
MAINTENANCE WORKER II		-	SEIU	3,663	4,675	43,959	56,104
MAINTENANCE WORKER III		1.00	SEIU	3,882	4,954	46,580	59,449
SR MAINTENANCE WORKER		2.00	SEIU	4,352	5,554	52,220	66,648
ADMINISTRATIVE ASSISTANT		-	SEIU	3,591	4,584	43,096	55,003
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	3,671	4,686	44,056	56,228

TOTAL FULL TIME (FTE) 27.00

PART TIME EMPLOYEES:

ADMIN ASST	0.06
OFFICE ASSISTANT	0.10
PLANNING TECH	0.10
POLICE CADET (2)	0.25
PT ACCOUNTANT (2)	0.80
PT DISPATCHER (4)	1.00
PT PUBLIC WORKS DIR	0.67
REC & COMM SERV MANAGER (3)	1.60
RESERVE POLICE OFFICER (2)	0.25
ASSISTANT PLANNER	0.50
ZONING TECH	-

HOURLY	
LOW	HIGH
	30.00
	15.05
	25.00
	15.00
	39.78
30.16	37.47
	76.92
	30.60
	37.47
	20.00
	15.00

TOTAL PART TIME (FTE) 5.33

TOTAL FTE 32.33

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, overtime, premium pay

Does not include increases or adjustments after 7/1/16 including scheduled MOU adjustments at 1/1/17

TOWN OF FAIRFAX
ALLOCATION OF POSITIONS
FULL TIME EQUIVALENTS (FTE) FOR
FISCAL YEAR 2017/18

FY18

	211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
FTE															
FULL TIME EMPLOYEES:															
TOWN MANAGER	1.00		0.10					0.30							
ADMINISTRATIVE ASSISTANT II	1.00				0.25	0.25						0.25			
ASST TO THE TOWN MANAGER	1.00	1.00													
FINANCE DIRECTOR	1.00		0.10	0.90											
PLANNING & BLDG DIRECTOR	1.00				1.00										
PRINCIPAL PLANNER	1.00				1.00										
CHIEF BUILDING OFFICIAL	1.00					0.75		0.25							
POLICE CHIEF	1.00						1.00								
POLICE SERGEANT (3)	3.00						3.00								
POLICE CORPORAL (2)	2.00						2.00								
POLICE OFFICER (5)	5.00						5.00								
POLICE SERVICES TECH/CSO	1.00						1.00								
DISPATCHER (4)	4.00						4.00								
MAINTENANCE WORKER I	1.00							0.25	0.50					0.25	
MAINTENANCE WORKER III	1.00							1.00							
SR MAINTENANCE WORKER (2)	2.00							1.00	1.00						
TOTAL FULL TIME (FTE)	27.00	0.85	1.00	0.20	0.90	2.25	1.00	16.00	0.55	2.25	1.50	0.25	-	0.25	-

PART TIME EMPLOYEES:

ADMINISTRATIVE ASST	0.06														
OFFICE ASSISTANT	0.10			0.10											
PLANNING INTERN	0.10				0.10										
POLICE CADET (2)	0.25						0.25								
PT ACCOUNTANT (2)	0.80		0.10	0.70											
PT DISPATCHER (4)	1.00						1.00								
CONSULTING PW DIR	0.67							0.42	0.13	0.13					
RECREATION COMM SERV MGR	1.60										0.30	0.30	1.00		
ASSISTANT PLANNER	0.50				0.50										
RESERVE POLICE OFFICER (2)	0.25						0.25								
TOTAL PART TIME (FTE)	5.33	-	0.06	0.10	0.80	0.60	-	1.50	0.42	0.13	0.13	0.30	0.30	1.00	-
TOTAL FTE	32.33	0.85	1.06	0.30	1.70	2.85	1.00	17.50	0.97	2.38	1.63	0.30	0.55	1.00	0.25

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

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES
2010 TO 2017

	2010	2011	2012	2013	2014	2015	2016	INCR	2017	INCR	8 YR	avg
KAISER (HMO)												
1	532.56	568.99	610.44	668.63	742.72	714.45	746.47	-1.8%	733.39	-1.8%	37.7%	4.7%
2	1,065.12	1,137.96	1,220.88	1,337.26	1,485.44	1,428.90	1,492.94	-1.8%	1,466.78	-1.8%	37.7%	4.7%
3+ (BENCHMARK)	1,384.66	1,479.37	1,587.14	1,738.44	1,931.07	1,857.57	1,940.82	-1.8%	1,906.81	-1.8%	37.7%	4.7%
PERS CHOICE (PPO)												
1	508.74	563.40	574.15	667.03	690.77	700.84	798.36	4.0%	830.30	4.0%	63.2%	7.9%
2	1,017.48	1,126.80	1,148.30	1,334.06	1,381.54	1,401.68	1,596.72	4.0%	1,660.60	4.0%	63.2%	7.9%
3+	1,322.72	1,464.84	1,492.79	1,734.28	1,796.00	1,822.18	2,075.74	4.0%	2,158.78	4.0%	63.2%	7.9%
BLUE SHIELD ACCESS + (HMO)												
1	577.33	675.51	711.10	784.63	836.59	928.87	1,016.18	0.9%	1,024.85	0.9%	77.5%	9.7%
2	1,154.66	1,351.02	1,422.20	1,569.26	1,673.18	1,857.74	2,032.36	0.9%	2,049.70	0.9%	77.5%	9.7%
3+	1,501.06	1,756.33	1,848.86	2,040.04	2,175.13	2,415.06	2,642.07	0.9%	2,664.61	0.9%	77.5%	9.7%
PERS SELECT (PPO)												
1	474.93	492.68	487.39	487.20	661.52	690.43	730.07	0.8%	736.27	0.8%	55.0%	6.9%
2	949.86	985.36	974.78	974.40	1,323.04	1,380.86	1,460.14	0.8%	1,472.54	0.8%	55.0%	6.9%
3+	1,234.82	1,280.97	1,267.21	1,266.72	1,719.95	1,795.12	1,898.18	0.8%	1,914.30	0.8%	55.0%	6.9%
PORAC (ASSOC)												
1	484.00	527.00	556.00	581.00	634.00	675.00	699.00	0.0%	699.00	0.0%	44.4%	5.6%
2	906.00	987.00	1,041.00	1,088.00	1,186.00	1,292.00	1,399.00	4.9%	1,467.00	4.9%	61.9%	7.7%
3+	1,151.00	1,254.00	1,323.00	1,382.00	1,507.00	1,642.00	1,789.00	4.9%	1,876.00	4.9%	63.0%	7.9%
PERSCARE (PPO)												
1	868.17	893.95	1,029.23	1,083.11	720.04	775.08	889.27	4.8%	932.39	4.8%	7.4%	0.9%
2	1,736.34	1,787.90	2,058.46	2,166.22	1,440.08	1,550.16	1,778.54	4.8%	1,864.78	4.8%	7.4%	0.9%
3+	2,257.24	2,324.27	2,676.00	2,816.09	1,872.10	2,015.21	2,312.10	4.8%	2,424.21	4.8%	7.4%	0.9%

TOWN OF FAIRFAX
FINANCING FOR CIP
COUNTY LOAN October, 2018
FOR FISCAL YEAR 2017/18

USE OF FUNDS

51-810	SFD Street Resurfacing & Repair	\$ 100,000
51-816	Canyon Rd Stabilization	75,000
52-ALL	FEMA Funded repairs	49,000
53-830	Downtown Improvements (Sidewalks)	50,000
53-887	Street Resurfacing & Repair - various	200,000
53-894	Parkade	26,000
		<hr/>
Total Use of Funds		<u>\$ 500,000</u>

REPAYMENT OF LOAN

Note #	Issue Date	Due Date	Total Payment	Interest	Principal
Note 1	10/1/2017	10/1/2018	\$ 103,500	\$ 3,500	\$ 100,000
Note 2	10/1/2017	10/1/2019	107,000	7,000	100,000
Note 3	10/1/2017	10/1/2020	110,500	10,500	100,000
Note 4	10/1/2017	10/1/2021	114,250	14,250	100,000
Note 5	10/1/2017	10/1/2022	118,250	18,250	100,000
<hr/>					
TOTAL PAYMENTS:			\$ 553,500	\$ 53,500	\$ 500,000
			<hr/>		

MEASURE A WORKPLAN

MEASURE A – PARKS is detailed in Fund 23 (on page 67)

DESCRIPTION:

Measure A is the one-quarter of one-percent sales tax approved by County voters in 2012. As a condition of receiving the funds, the Town must submit a work plan to the County of Marin detailing the proposed uses of the funds. The attached work plan contains the list of eligible uses.

Each year the Town's Measure A Advisory Committee (members listed below) meets to recommend allocations for the upcoming year. For FY17-18, the County estimates Fairfax will receive approximately \$60,000 in Measure A sales tax revenue. We estimate a fund balance reserve of \$3,000 and, thus, the Committee had approximately \$63,000 to allocate.

At its May 25th budget workshop, the Town Council reviewed the recommendations of the Measure A Advisory Committee which are as follows:

Proposed by Measure A Committee	Proposed		Total
	FY17-18	Carry Over	
Parkland/Open Space Acquisition*	\$ 10,000	\$ 20,000	\$ 30,000
Maint/Repair Ped Trail Improvements*	\$ 15,000	\$ 15,000	\$ 30,000
Replace Pavilion Lighting *		\$ 6,000	\$ 6,000
Construction of Bicycle Pump Track*	\$ 4,000	\$ 6,000	\$ 10,000
Women's Club Improv. (stage, roof, lighting)*	\$ 5,000	\$ 20,000	\$ 25,000
Replace Peri Park Equipment	\$ 29,000	\$ -	\$ 29,000
Total	\$ 63,000	\$ 67,000	\$ 130,000

The asterisk (*) denotes the project was funded in previous years. The Committee does recommend that funds unspent for projects in previous years continue to be carried over to FY17-18 for those projects. The County requires the work plan to include both carryover funds and new funds.

Should a project be delayed/canceled or priorities changed, the Council can reallocate funds at any time by amending its work plan and submitting it to the County for approval.

The Measure A Advisory Committee consists of:

- Two Councilmembers: Barbara Coler and David Weinsoff
- Fairfax Open Space representative: Ray Burgarella
- Fairfax Parks and Rec Commission representative: Monty Stephens
- Fairfax Volunteer Board representative: Marcia Custer

PAVEMENT MANAGEMENT PLAN

The Pavement Management Program (PMP) is a strategy designed to assist the Town with the maintenance and rehabilitation of its roads. The PMP focuses on maintenance treatments to extend the life cycle of roads. The PMP is developed based on a software system designed to take into account the overall condition of the Town's road network and annual street capital budget. The PMP recommends the most cost effective approach for the Town to undertake to maintain its roads.

The following list identifies the road sections and maintenance treatment for the Town to undertake based on a budget of \$200,000 which also includes design costs. The list is intended to be guide for staff as field conditions may dedicate revisions to the type of road treatment (e.g., slurry seal, asphalt overlays) and which portions of the road to repair.

PAVEMENT MANAGEMENT PLAN – 2017
SUPPLEMENT TO CIP 53-887 (PG 95)

Interest: 3.00% Inflation: 3.00% Printed: 02/03/2017

Scenario: P-TAP 17 - SCENARIO 04 - EAB 3 - \$200,000

Scenario: P-TAP 17 - SCENARIO 04 - EAB 3 - \$200,000

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	Last Insp	Insp	PCI	FC	Surf Type	PCI	Cost	Rating	Treatment
CRESCENT CIRCLE	OAK TREE LANE	DEAD END	CRESCE	10	331	29	9,599	7/26/2016	65	R	AC/AC	73	\$5,333	20,095	MICROSURFACING	
DOMINGA AVENUE	BRIDGE COURT	NAPA AVENUE	DOMING	20	472	20	9,440	7/26/2016	69	C	AC/AC	76	\$5,245	25,544	MICROSURFACING	
GLEN DRIVE	SIR FRANCIS DRAKE BOULEVARD	1260' NORTH OF SFD BLVD	GLENDR	10	1,260	35	44,100	7/26/2016	64	C	AC/AC	71	\$24,500	23,772	MICROSURFACING	
KENT AVENUE	BELMONT AVENUE	SIR FRANCIS DRAKE BLVD	KENTAV	10	481	24	11,544	7/27/2016	64	R	AC	73	\$6,414	20,239	MICROSURFACING	
MANZANITA ROAD	991 FRM WRENDEN FRUSTRUCK INT	FRUSTUCK AVENUE	MANZAR	20	594	14	8,316	7/27/2016	69	R	AC/AC	76	\$4,620	21,333	MICROSURFACING	
NAPA AVENUE	PACHECO AVENUE	DOMINGA AVENUE	NAPAAV	10	300	20	6,000	7/26/2016	69	R	AC/AC	76	\$3,334	19,037	MICROSURFACING	
OAK TREE LANE	SIR FRANCIS DRAKE BOULEVARD	DEAD END	OAKTRE	10	494	29	14,326	7/26/2016	67	R	AC/AC	75	\$7,959	21,008	MICROSURFACING	
OLEMA ROAD	SIR FRANCIS DRAKE BOULEVARD	MARIN ROAD	OLEMAR	10	1,050	24	25,200	7/26/2016	67	C	AC	75	\$14,000	19,442	MICROSURFACING	
SIR FRANCIS DRAKE BOULEVARD	SAN MIGUEL COURT	OAK TREE LANE	SIRFRA	50	870	35	30,450	7/27/2016	68	A	AC	76	\$16,917	30,168	MICROSURFACING	
SCENIC ROAD	ACACIA ROAD	TAMALPIAS ROAD	SCENIC	10	625	24	15,000	7/26/2016	63	A	AC	100	\$53,334	19,069	THICK AC OL/RUBBERIZED ASPHALT	
VANNI LN	RIDGEWAY AV	CHESTER AV	VANNI	10	760	14	10,640	7/26/2016	62	R	AC	100	\$37,832	12,310	MILL AND THIN OVERLAY	
Year 2017 Area Total					184,615			Treatment Total			\$88,322					
								Treatment Total			\$53,334					
								Treatment Total			\$37,832					
Year 2017 Total					Year 2017 Total			\$179,488								

Scenarios Criteria: