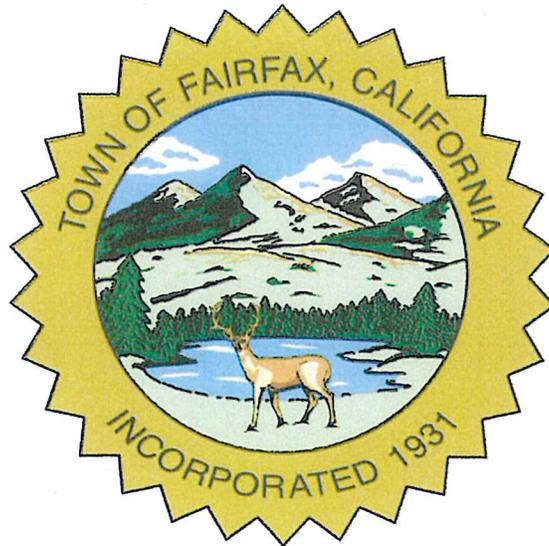


TOWN OF FAIRFAX

2016 - 2017 Operating and Capital Improvement ADOPTED Budget



MAYOR
Renée Goddard

VICE MAYOR
John Reed

COUNCIL MEMBERS
David Weinsoff
Peter Lacques
Barbara Coler

**ADOPTED BUDGET
FY 2016-2017
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RESOLUTION 16-13

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, 2016 THROUGH JUNE 30, 2017 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 2016-17 and Capital Improvement Program for FY 2016-17 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 HEREBY RESOLVED that the Town Council of the Town of Fairfax finds as follows:

1. "The Town of Fairfax 2016-17 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 \$ 8,649,217 and is hereby appropriated for Department expenses as follows:

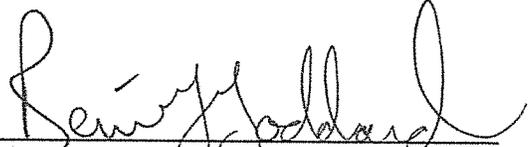
Town Council	\$ 228,326
General Administration	700,658
Developmental Services	658,812
Public Safety	5,182,377
Public Works	663,062
Recreation & Community Services	188,989
Parks & Facility Maintenance	293,193
Non Departmental	<u>733,800</u>

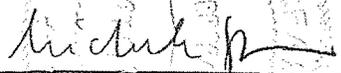
TOTAL OPERATING BUDGET \$ 8,649,217

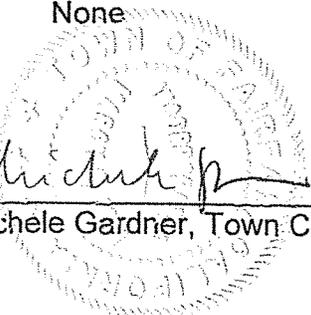
3. That \$ 584,827 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$ 1,844,891 is hereby appropriated for Capital Improvement Programs for Fiscal Year 2016-17.
5. The Salary Schedule for Fiscal Year 2016/17 presented in the budget appendix 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 13th day of July 2016 by the following vote:

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


Renée Goddard, Mayor

Attest: 
Michele Gardner, Town Clerk





TOWN OF FAIRFAX
142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
(415) 453-1584 Fax (415) 453-1618

May 2016

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

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2016-17 Operating and Capital Improvement Budget. The total Operating and Capital budget is approximately \$11,012,000 of which \$8,750,000 is allocated for general fund operations, \$1,850,000 for capital improvement projects (CIP), and \$500,000 for other expenses such as Measure K debt service and special revenue funds. The FY16-17 total budget is approximately \$200,000 or 1.8% higher than last year's adopted budget.

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

The good news is that the increase in operating expenses is offset by a corresponding increase in revenue. Revenues and transfers from other sources are slightly less than \$600,000 higher than the FY15-16 adopted budget. Approximately 60% of the increase (\$260,000) is in property tax and sales tax revenues. We are forecasting a nominal budget surplus of approximately \$40,000 for FY16-17. This surplus will increase the General Fund Balance (GF reserves) to a robust 28% of the operating budget. The Town's policy is to maintain a minimum reserve of 25% of GF expenditures.

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

The greatest challenge for the Town this year will be the renewal of the ½ cent sales tax (aka Measure D). Measure D represents 5% of the Town's General Fund revenue. Without it, the Town would need to consider drastic cuts in services to balance the budget.

The budget message is divided into the following sections:

- Key Budget Highlights Fiscal Year 2016-17
 - Revenues
 - Personnel Costs
 - Increase in Health and Retirement
 - Non-personnel Operating Expenditures
- Five Year General Fund Forecast
- Five Year Capital Improvement Plan (5 Yr. CIP)
- Challenges in FY16-17 and in the Future

Key Budget Highlights Fiscal Year 2016-17

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

Stable Sales and Property Tax Revenues and Other Revenues

- *Sales tax* is projected to increase by approximately 5.7% above the FY15-16 budget. However, when compared to the actuals for FY15-16, which increased by approximately 6% more than the budgeted amount, the sale tax projection for FY16-17 is the same as the FY15-16 actuals. It should be noted that we now have a better handle of the revenue generated from the ½ cent sales tax (Measure D) and envision much more modest increases in sales tax revenue in the future.
- Overall *property tax* revenues are projected to increase by approximately 6% or \$200,000 compared to FY15-16 budget. Over 70% of the property tax increase is from secured properties (e.g., single family home). The increase reflects the reassessment of properties from past recessionary periods as well as the sale of homes. Our understanding from the County Assessor's office is that reassessments will be stabilizing and that the Town will experience more modest growth in property tax revenues.
- The *other revenue* increases come from increases in retirement fund revenue (approx. \$140,000), Planning and Building fees (\$25,000), franchise fees such as garbage (\$54,000), and increased allocation of the special municipal tax (Measure J) towards General Fund operations (\$70,000).

Increase in Personnel Costs

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

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

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

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

Town personnel salary costs, excluding the new positions, are approximately \$140,000 or 5% higher than FY 15-16 costs.

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

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

Increase in Health and Retirement Costs

- *Health-* We forecast an annual increase of 9% for medical premiums. However, since medical premiums are adjusted in January, the effective increase is approximately 4.5% for the fiscal year. The Town pays up to the Kaiser Family Rate for medical benefits per employee. All new employees hired after July 1, 2013 pay a share of their medical premiums.

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

- *Retirement-* CalPERS (the state retirement system) increased the Town's annual retirement contribution approximately \$118,000 or 22%. Over 95% of this increase is for the Town's contribution to the CalPERS "side fund." A "side fund" is the amount a Town owes to CalPERS to fully fund its retirement obligations at a previous point of town³. This side fund differs from what is referred to as the Town's Unfunded Retirement Liability. The Town's payment to the "side fund" is in addition to its annual contributions to CalPERS.

The budget includes a "PERS side fund" line item under each department's personnel costs. The side fund of approximately \$1.6M is slated to be repaid in seven (7) years. Staff is researching the options for financing the side fund and/or a portion of the Unfunded Retirement Liability which could result in hundreds of thousands of dollars in interest savings to the Town over a period of time.

All employees pay 100% of the employee's retirement contribution.⁴

Non-Personnel Operating Expenditures

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

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

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

When you compare the projected increase for FY16-17 to the actual contribution made

³ The side fund represents the amount the Town must pay to fund the shortfall in its pension obligations. This was caused by three key factors: 1) When the High Tech and Housing Bubble burst, CalPERS was unable to achieve its projected return on investment (ROI) needed to cover future pension obligations. In essence, the Town is paying for the shortfall in ROI (7.75% v 1-2%) over those years, 2) the recent actuarial studies indicate employees are living longer which, obviously, impacts retirement costs, and 3) previously, CalPERS charged a percentage of payroll to cover retirement costs. However, the Tier I classification for retirement is closed to new members and CalPERS determined that its previous approach was unsustainable since the pool of members in Tier I was getting smaller and smaller due to retirements.

⁴ Effective January 1, 2016, some Public Safety employees (i.e., police officers qualifying for Tier I or Tier II retirement) began paying a portion (1%) of the employer's retirement costs in exchange for an offsetting salary increase (1%). By January 1, 2018, these employees will be paying 3% of the employer's share of retirement costs in exchange for a corresponding increase in salary (3%).

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

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

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

Five Year General Fund Forecast

The Five Year Forecast (Forecast) allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. Graph A shows General Fund expenses and revenues will roughly equal each other over the five year period. However, the Town would need to slightly dip into General Fund Reserves each year, except for FY16-17. The Forecast does assume no significant cuts to service levels and the renewal of Measure D.

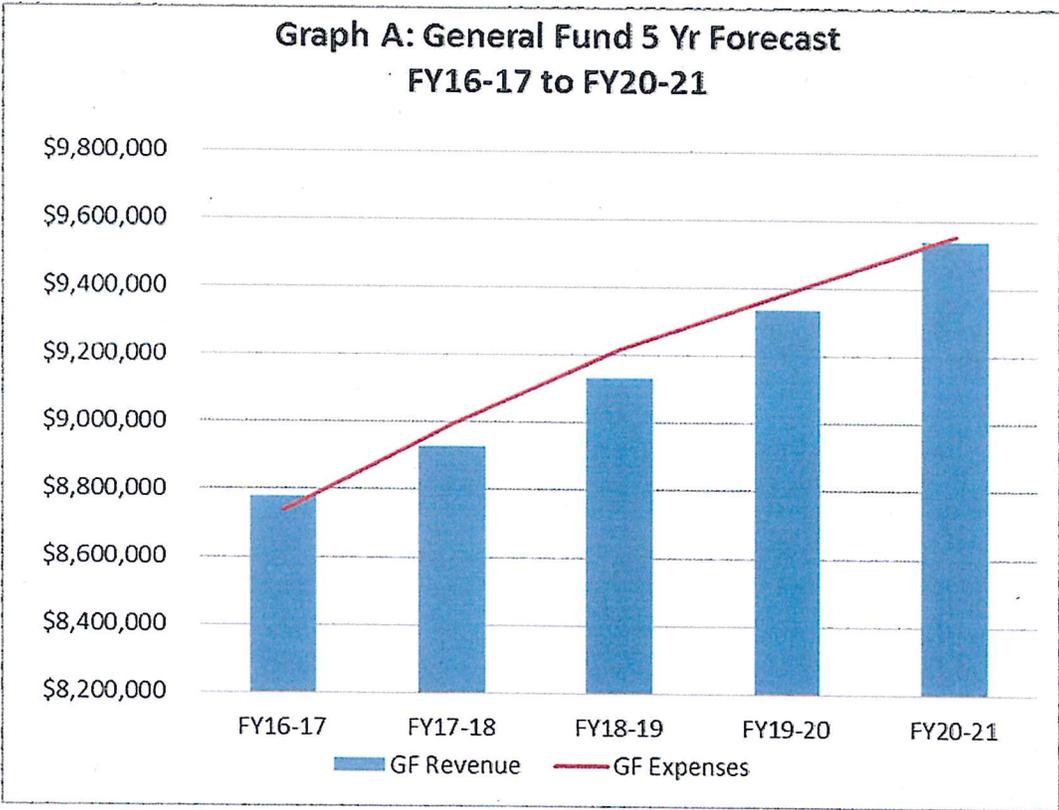


Table A below shows projected revenues and expenses over the Forecast period. In FY16-17, General Fund reserves would grow to almost 29% of General Fund expenditures. However, beginning in FY17-18, the Town would need to dip into GF reserves annually to balance the budget. The GF reserves would drop approximately 1% per year, from a high of 28.7% in FY16-17 to 24% in FY20-21. The Town's policy is to maintain a GF reserve balance of 25% of GF expenditures.

TABLE A
Five Year General Fund Forecast

	Est Yr End FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Total General Funds Appropriation	\$ 8,128,939	\$ 8,739,526	\$ 8,996,183	\$ 9,219,070	\$ 9,388,687	\$ 9,554,863
GF Revenue (taxes, fees)	\$ 5,752,800	\$ 6,079,000	\$ 6,177,580	\$ 6,336,251	\$ 6,490,234	\$ 6,645,617
Other GF Rev*	\$ 1,725,000	\$ 1,785,000	\$ 1,829,625	\$ 1,875,366	\$ 1,922,250	\$ 1,970,306
Transfers In**	\$ 820,000	\$ 915,000	\$ 924,000	\$ 924,000	\$ 924,000	\$ 924,000
Subtotal GF Revenue	\$ 8,297,800	\$ 8,779,000	\$ 8,931,205	\$ 9,135,617	\$ 9,336,484	\$ 9,539,923
Net Surplus(Deficit) to GF reserves	\$ 168,861	\$ 39,474	\$ (64,978)	\$ (83,453)	\$ (52,204)	\$ (14,939)
Ending GF Bal	\$ 2,426,369	\$ 2,505,843	\$ 2,440,865	\$ 2,357,412	\$ 2,305,208	\$ 2,290,269
In % of GF Exp	29.8%	28.7%	27.1%	25.6%	24.6%	24.0%

Note: General Funds appropriation includes equipment funds

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

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

Expense Assumptions

Includes allowance for salary adjustments and/or COLA's

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

Health benefits costs increase by 9%/yr

Retirement costs increase by 10%/yr

Assumes renewal of 1/2 sales tax Measure D at same level

All other expenses increase by 2%

Table B shows the breakdown of General Fund Revenues. Over the five-year forecast period, property taxes are projected to grow by a modest 2.5% per year. This conservative estimate reflects the fact that most properties have been reassessed from the recession and that property taxes will most likely grow at the maximum statutory increase of 2% per year. Sales tax is projected to grow an average of 3.5% per year. For Forecast purposes, most of the other revenues are keep relatively flat. The one exemption is that "Charges for other Services" reflect increases in dispatch services provided to the Town of Ross and the Community College of Marin.

TABLE B
GENERAL FUND REVENUE 5 YEAR FORECAST

Revenue Detail	Adopted Budget	Projected	Preliminary				
	FY15-16	FY15-16	Budget FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Property Tax	\$ 3,470,100	\$ 3,595,669	\$ 3,677,000	\$ 3,798,925	\$ 3,893,898	\$ 3,991,246	\$ 4,091,027
Sales Tax (1%)	\$ 655,900	\$ 738,933	\$ 703,000	\$ 704,700	\$ 726,944	\$ 749,927	\$ 773,674
Measure D Sales Tax (0.5%)	\$ 425,000	\$ 412,178	\$ 440,000	\$ 451,000	\$ 469,000	\$ 488,000	\$ 508,000
Utility	\$ 375,000	\$ 354,084	\$ 372,000	\$ 373,860	\$ 375,729	\$ 377,608	\$ 379,496
Subtotal Taxes	\$ 4,926,000	\$ 5,100,864	\$ 5,192,000	\$ 5,328,485	\$ 5,465,571	\$ 5,606,781	\$ 5,752,197
Other Revenues							
Franchise Fees	\$ 348,000	\$ 362,982	\$ 402,000	\$ 336,020	\$ 339,380	\$ 342,774	\$ 346,202
Business License	\$ 125,000	\$ 125,000	\$ 128,000	\$ 128,640	\$ 129,283	\$ 129,930	\$ 130,579
Fines	\$ 115,000	\$ 124,573	\$ 116,000	\$ 118,320	\$ 120,686	\$ 123,100	\$ 125,562
Rental & Maintenance Fees	\$ 30,700	\$ 24,983	\$ 28,000	\$ 29,400	\$ 30,870	\$ 32,414	\$ 34,034
Revenues from other Agencies	\$ 56,300	\$ 74,693	\$ 55,000	\$ 55,275	\$ 55,551	\$ 55,829	\$ 56,108
Recreation/Class Fees	\$ 72,000	\$ 62,520	\$ 72,000	\$ 73,440	\$ 74,909	\$ 76,407	\$ 77,935
Charges for Svc	\$ 79,800	\$ 86,343	\$ 86,000	\$ 108,000	\$ 120,000	\$ 123,000	\$ 123,000
Subtotal Other Rev	\$ 826,800	\$ 861,094	\$ 887,000	\$ 849,095	\$ 870,680	\$ 883,453	\$ 893,421
TOTAL GENERAL FUND REVENUE	\$ 5,752,800	\$ 5,961,958	\$ 6,079,000	\$ 6,177,580	\$ 6,336,251	\$ 6,490,234	\$ 6,645,617

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

Total Prop Tax increase by 3.5% per yr

Sales tax based on consultant data

Utility taxes remain flat

Franchise fees increased by 1%/yr; other revenues, and business license increased by 0.5%/yr; cable fees include one time audit rev. of \$70,000

Revenues from other agencies slight increase

Fines and recreation fees increased 2%/yr

Other Charges for svcs increased per Dispatch contract

Assumes renewal of half cent sales tax Measure D

Table C shows that General Fund revenues are projected to grow by 5.7% in FY16-17 and then increase an average 2.3% per year from FY17-18 to FY20-21. In comparison, expenditures will experience a significant increase of 8.1% in FY16-17 and then stabilize to an average of approximately 2.3% over the remaining four year period. As a result, Town will need to slightly dip into reserves to balance the budget during the Forecast period. However, due to the surplus in GF reserves in the first year of Forecast period, the Town will be able to continue to meet the Town's policy of maintaining a 25% reserve balance (refer to Table A) for four years out of the five year Forecast period.

TABLE C

GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Budget FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21
Total GF Revenue*	\$ 5,752,800	\$ 6,079,000	\$ 6,177,580	\$ 6,336,251	\$ 6,490,234	\$ 6,645,617
Revenue Increase from previous yr	\$ -	\$ 326,200	\$ 98,580	\$ 158,671	\$ 153,982	\$ 155,384
Increase in % from previous yr		5.7%	1.6%	2.6%	2.4%	2.4%
Total GF Expenses	\$ 8,128,939	\$ 8,739,526	\$ 8,996,183	\$ 9,219,070	\$ 9,388,687	\$ 9,554,863
Expenditure Increase	\$ 558,877	\$ 610,587	\$ 256,657	\$ 222,887	\$ 169,618	\$ 166,175
Increase in %	7.6%	8.1%	3.2%	2.6%	1.9%	1.8%

* GF revenue does not include transfers or special revenue

The Forecast does include projected step increases and COLA adjustments per negotiated agreements with bargaining groups. Health care costs are estimated to increase annually by 9%. Retirement costs are estimated to increase by 10% annually. Non-personnel expenses are increased by 2% per year with an added adjustment for increases in Fire services. However, the Forecast does assume savings from staff turnover/retirements during the Forecast period as well as some reductions in on-going operating costs.

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

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

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

Without a renewal, the tax would expire in March 2017 which is reflected in Table D below. More significantly, Table D indicates that in FY17-18 the Town would need to fill an estimated \$450,000 gap in sales tax revenue or approximately 5% of General Fund expenditures. This would necessitate a major restructuring of the projected budget in FY17-18 which would result in potential adverse impacts to Town's services

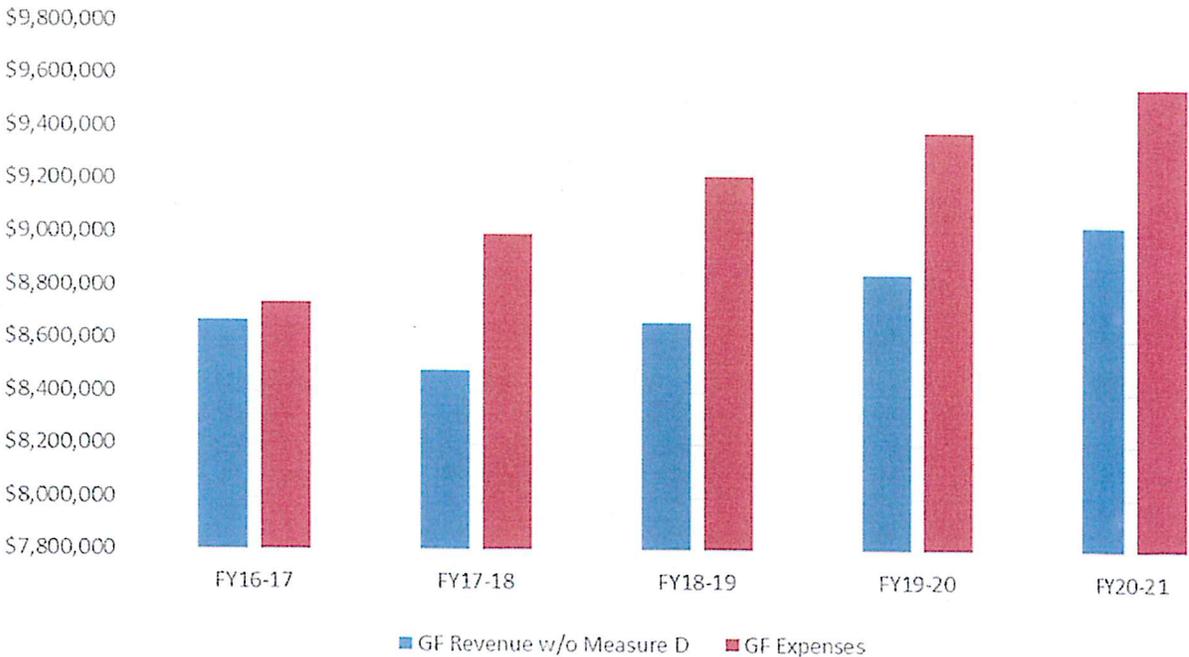
TABLE D

Revenue Scenarios Five Year Forecast

	Budget					
	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
Total GF Appropriations	\$ 8,128,939	\$ 8,739,526	\$ 8,996,183	\$ 9,219,070	\$ 9,388,687	\$ 9,554,863
Total GF Revenues and Transfers	\$ 8,297,800	\$ 8,779,000	\$ 8,931,205	\$ 9,135,617	\$ 9,336,484	\$ 9,539,923
Surplus (Deficit)	\$ 168,861	\$ 39,474	\$ (64,978)	\$ (83,453)	\$ (52,204)	\$ (14,939)
Less 0.5% sales tax (Measure D)	\$ -	\$ (110,000)	\$ (451,000)	\$ (469,000)	\$ (488,000)	\$ (508,000)
Less Special Municipal Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Surplus(deficit)	\$ 168,861	\$ (70,526)	\$ (515,978)	\$ (552,453)	\$ (540,204)	\$ (522,939)
Proj. GF Fund Balance	\$ 2,426,369	\$ 2,355,843	\$ 1,839,865	\$ 1,287,412	\$ 747,208	\$ 224,269
In % of GF Exp	29.8%	27.0%	20.5%	14.0%	8.0%	2.3%

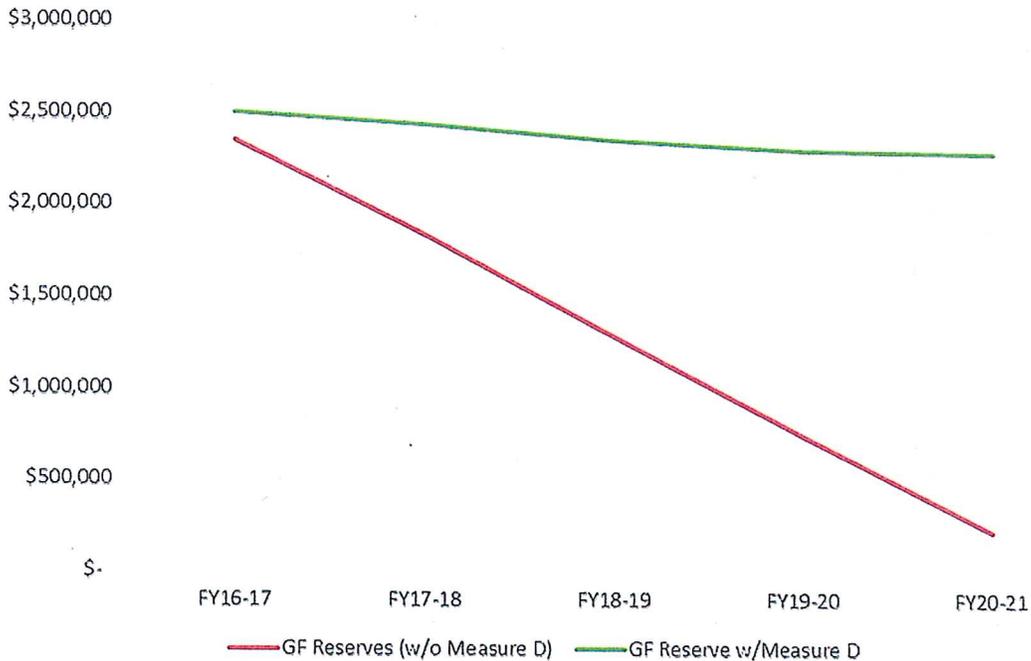
Graph B illustrates the short fall between forecasted revenues and expenditures if the Town did not revise its budget to reflect the loss of Measure D revenues.

Graph B: Impact on General Fund Budget if Measure D is NOT Renewed



In FY20-21, if forecasted expenditures did not change (highly unlikely), Graph C indicates that General Fund reserves would be less than 5% of operating expenses which would be well below the Town policy of maintaining a 25% fund balance reserves and would adversely impact the Town's cash flow and operations. Ideally, communities should maintain a minimum 15% fund balance for cash flow purposes.

Graph C: General Fund Reserves w/o Measure D



Five Year Capital Improvement Plan (5 Yr CIP)

The Five Year CIP will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Year CIP. While the total 5 Yr. CIP budget is approximately \$11,012,000 (including prior year expenses), the budget for FY16-17 is approximately \$1,850,000. The funding comes from federal, state, local grants (e.g., Highway Bridge Program, sales tax from TAM), gas tax, Measure J, and funds reserved for the Pavilion.

This FY16-17 CIP is one of the most ambitious programs to date, with five major street construction projects slated to begin this fiscal year. As a result, this budget proposes to finance \$250,000 of the improvements using state or federal low interest loan programs or with savings from refinancing the retirement side fund. For more information on the Five Year CIP, please refer to the CIP narrative.

Challenges in FY16-17 and in the Future

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

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

Within its discussions to renew Measure D, the Council is considering increasing the ½ cent tax to ¾ cent and extending the sales tax for 10 years. Table E shows the impact of a ¼ cent increase in the tax. It would generate over \$200,000 annually in additional revenue to the Town. While the increase would add to General Fund reserves, more importantly, the Town would have a new resource for funding capital projects including much needed street improvements.

Table E- Increase in Measure D

	FY17-18	FY18-19	FY19-20	FY20-21
Projected Revenue with Measure D	\$ 8,931,205	\$ 9,135,617	\$ 9,336,484	\$ 9,539,923
Projected Expenditure	\$ 8,996,183	\$ 9,219,070	\$ 9,388,687	\$ 9,554,863
Surplus (deficit)	\$ (64,978)	\$ (83,453)	\$ (52,204)	\$ (14,939)
Additional Revenue with increase in Measure D by .25%	<u>\$ 225,500</u>	<u>\$ 234,500</u>	<u>\$ 244,000</u>	<u>\$ 254,000</u>
Adjusted Surplus (deficit)	\$ 160,522	\$ 151,047	\$ 191,796	\$ 239,061
General Fund Reserve	\$ 2,666,365	\$ 2,591,912	\$ 2,549,208	\$ 2,544,269
In % of GF	29.6%	28.1%	27.2%	26.6%

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

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

Town Center Plan. The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, is in the process of conducting a study to review and develop policies and procedures to effectuate city annexations of unincorporated lands that are entirely or substantially surrounded by the affected city (i.e., “islands”). Staff will keep the Council apprised of LAFCO’s progress on the Ross Valley study.

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

Table F- Future Funding Options To Consider

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

Note : fees and permits @ 2.5% CPI

Special Thanks

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

On behalf of Town staff, our continued “thanks” to all the Fairfax residents who supported Measure J, the special municipal tax, in 2014. We hope all those same residents, as well as others, will support the renewal and increase of the ½ cent sales tax. My impression is that our citizenry are happy with the level of Town services and with their support, we can continue our efforts to enhance services. Without their support, the Town would face draconian budget level and significant reductions in service levels.

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

While the renewal of Measure D is a significant hurdle facing the Town, the Town Council has

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

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

Respectfully Submitted,

GARRETT TOY
Town Manager





Town of Fairfax

2016-17 Operating Budget

FUND SUMMARY

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		ALL FUNDS FY16 PROJECTED				ALL FUNDS FY17 BUDGET						
		Balance 30-Jun-15	FY 2015-16 Revenues	FY 2015-16 Approp	FY 2015-16 Transfers	Balance 30-Jun-16	FY 2016-17 Revenues	FY 2016-17 Approp	FY 2016-17 Transfers	Balance 30-Jun-17	FY 16/17 ACTIVITY	FY 16/17 ACTIVITY
GENERAL FUNDS												
01	General Fund	793,373	5,948,043	(8,005,967)	2,475,662	1,211,110	6,079,000	(8,649,217)	2,598,600	1,239,494	417,737	28,383
02	Dry Period Fund	1,000,000	-	-	-	1,000,000	-	-	-	1,000,000	-	-
03	Equipment Replacement Fund	57,763	-	(58,428)	68,300	67,635	-	(69,303)	50,000	48,332	9,872	(19,303)
04	Building & Planning Fund	31,277	519,831	-	(535,000)	16,108	466,300	-	(470,000)	12,408	(15,169)	(3,700)
05	Communication Equip Replace Fund	189	-	(6,000)	6,000	189	-	(6,000)	6,000	189	21,616	-
06	Retirement Fund	5,965	1,271,616	-	(1,250,000)	27,581	1,331,800	(0)	(1,300,000)	59,381	35,000	31,800
08	Office Equip Replacement Fund	55,623	-	(20,000)	55,000	90,623	-	(15,000)	25,000	100,623	459,056	10,000
	Total General Funds	1,944,191	7,739,490	(8,090,395)	819,962	2,413,247	7,877,100	(8,739,520)	909,600	2,460,427	236,883	47,180
						29.8%				28.2%		8,707
SPECIAL REVENUE FUNDS												
07	Special Police Fund	21,083	100,000	-	(120,000)	1,083	100,000	-	(100,000)	1,083	(20,000)	-
11	Recreation Fund	(3,691)	-	-	3,691	-	-	-	-	-	3,691	-
12	Fairfax Festival Fund	4,965	36,000	(31,700)	(5,000)	4,265	36,000	(31,700)	(5,000)	3,565	(700)	(700)
20	Measure J - Municipal Svs Tax Fund	53,084	713,600	-	(699,099)	67,585	713,600	(32,000)	(741,600)	7,585	14,501	(60,000)
21	Gas Tax Fund	51,080	175,341	-	(215,000)	11,421	161,968	-	(170,000)	3,389	(39,659)	(8,032)
22	Measure A - Transportation	-	85,745	-	(85,745)	-	157,891	-	(157,891)	-	-	-
23	Measure A - Parks	-	54,107	-	(44,107)	10,000	54,000	(24,000)	(30,000)	10,000	10,000	-
	Total Special Revenue Funds	126,521	1,164,793	(31,700)	(1,165,260)	94,354	1,223,459	(87,700)	(1,204,491)	25,622	(32,167)	(68,732)
DEBT SERVICE FUNDS												
43-45	Measure K - Debt Service	852,658	562,167	(520,217)	-	894,608	414,157	(402,824)	-	905,941	41,950	11,333
	Total Debt Service Funds	852,658	562,167	(520,217)	-	894,608	414,157	(402,824)	-	905,941	41,950	11,333
CAPITAL PROJECTS												
51	Capital Projects - Grants	155,755	869,384	(836,500)	231,852	420,491	1,415,000	(1,703,891)	240,891	372,491	264,736	(48,000)
53	Capital Projects - Town	169,523	18,554	(74,463)	108,446	222,060	99,000	(141,000)	40,000	220,060	52,537	(2,000)
	Total Capital Projects Funds	325,277	887,938	(910,963)	340,298	642,550	1,514,000	(1,844,891)	280,891	592,550	317,273	(50,000)
FIDUCIARY FUNDS												
73	Open Space	21,057	4,335	(10,474)	5,000	19,918	2,000	(4,000)	14,000	31,918	(1,139)	12,000
	Total Fiduciary Funds	21,057	4,335	(10,474)	5,000	19,918	2,000	(4,000)	14,000	31,918	(1,139)	12,000
	TOTALS	3,269,704	10,358,723	(9,563,749)	-	4,064,678	11,030,716	(11,078,934)	-	4,016,459	794,974	(48,219)



Town of Fairfax
2016-17 Operating Budget

INTERFUND TRANSFERS

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

01 General Fund	2,216,270	2,188,321	2,441,299	2,657,099	2,683,600
02 Dry Period Fund	-	141,947	-	-	-
03 Equipment Replacement	71,600	204,935	68,300	68,300	50,000
05 Communications Fund	-	-	6,000	6,000	6,000
08 Office Equipment Replacement	20,000	50,000	30,000	55,000	25,000
11 Recreation	23,000	58,185	-	3,691	-
23 Measure A - Parks			18,893	18,893	-
51 CIP - Grants	155,000	213,023	299,490	290,745	240,891
52 CIP - Storm	313,570		-		-
53 CIP - Town	78,781	144,756	162,701	108,446	40,000
55 Measure K	15,000	-	-	-	-
73 Open Space	7,596	8,000	19,000	5,000	14,000
	2,900,817	3,009,167	3,045,683	3,213,174	3,059,491

TRANSFERS FROM:

01 General Fund	385,766	698,846	156,746	181,437	85,000
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	550,000	440,000	426,000	535,000	470,000
05 Communications Fund	17,257	-	-	-	-
06 Retirement Fund	1,107,000	1,190,000	1,163,900	1,250,000	1,300,000
07 Special Police Services	125,000	100,000	100,000	120,000	100,000
12 Fairfax Festival	5,000	5,000	4,300	5,000	5,000
20 Measure J - Municipal Services Tax	442,294	403,300	762,099	699,099	741,600
21 Gas Tax	253,500	172,000	215,000	215,000	170,000
22 Measure A - Transportation			85,745	85,745	157,891
23 Measure A - Parks			73,000	63,000	30,000
51 CIP - Grants	-	-	58,893	58,893	-
52 CIP - Storm		21			
53 CIP - Town	15,000				
	2,900,817	3,009,167	3,045,683	3,213,174	3,059,491

NOTES:

See Fund sheets for detail of transfers



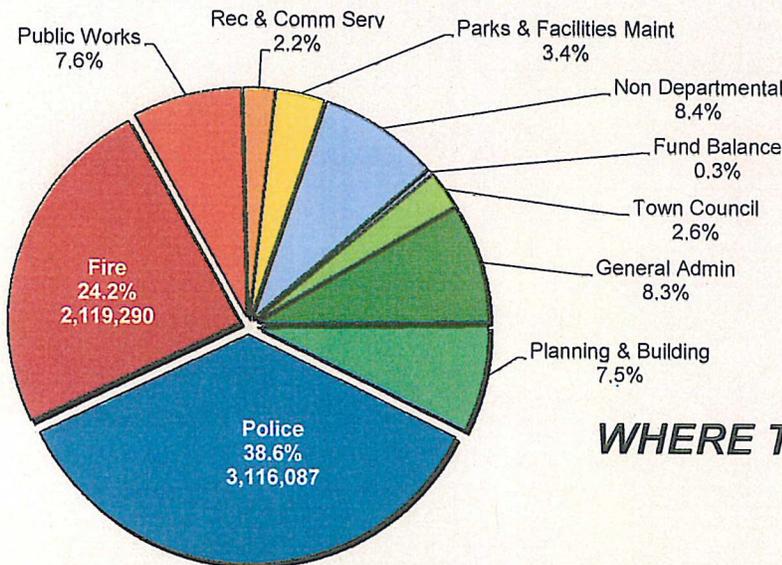
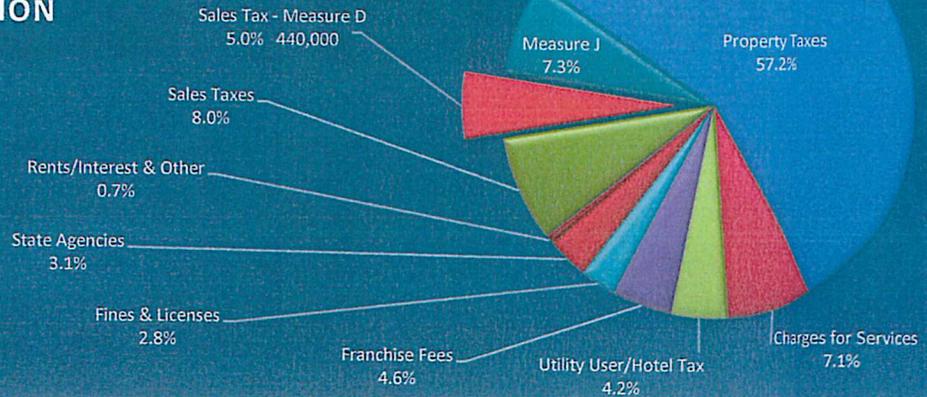
Town of Fairfax
2016-17 Operating Budget

APPROPRIATIONS - ALL FUNDS

APPROPRIATIONS BY DEPT		General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2016-17 Adopted
GENERAL FUNDS								
01	General Fund	928,984	658,812	5,182,377	663,062	482,182	733,800	8,649,217
02	Dry Period Fund	-	-	-	-	-	-	-
03	Equipment Replacement Fund	-	-	52,703	-	-	16,600	69,303
04	Building & Planning Fund	-	-	-	-	-	-	-
05	Communication Equip Replace Fund	-	-	6,000	-	-	-	6,000
06	Retirement Fund	-	-	-	-	-	-	-
08	Office Equip Replacement Fund	15,000	-	-	-	-	-	15,000
Total General Funds		943,984	658,812	5,241,080	663,062	482,182	750,400	8,739,520
SPECIAL REVENUE FUNDS								
07	Special Police Fund	-	-	-	-	-	-	-
11	Recreation Fund	-	-	-	-	-	-	-
12	Fairfax Festival Fund	-	-	-	-	31,700	-	31,700
20	Measure I - Municipal Svs Tax Fund	-	-	-	-	32,000	-	32,000
21	Gas Tax Fund	-	-	-	-	-	-	-
22	Measure A - Transportation	-	-	-	-	-	-	-
23	Measure A - Parks	-	-	-	-	24,000	-	24,000
Total Special Revenue Funds		-	-	-	-	87,700	-	87,700
DEBT SERVICE FUNDS								
41-45	Measure K - Debt Service	-	-	-	402,824	-	-	402,824
Total Debt Service Funds		-	-	-	402,824	-	-	402,824
CAPITAL PROJECTS								
51	Capital Projects - Grants	-	-	-	1,375,891	328,000	-	1,703,891
53	Capital Projects - Town	-	-	-	141,000	-	-	141,000
Total Capital Projects Funds		-	-	-	1,516,891	328,000	-	1,844,891
FIDUCIARY FUNDS								
73	Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds		-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS		943,984	658,812	5,241,080	2,582,776	901,882	750,400	11,078,934
Percent of Total Appropriations (with CIP)		8.5%	5.9%	47.3%	23.3%	8.1%	6.8%	100.0%
Percent of Appropriations (no CIP Funds)		10.2%	7.1%	56.8%	11.5%	6.2%	8.1%	100.0%

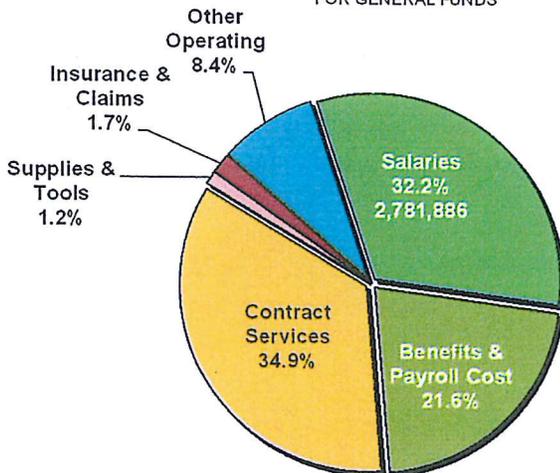


**WHERE THE MONEY COMES FROM...
SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$8.76 MILLION**

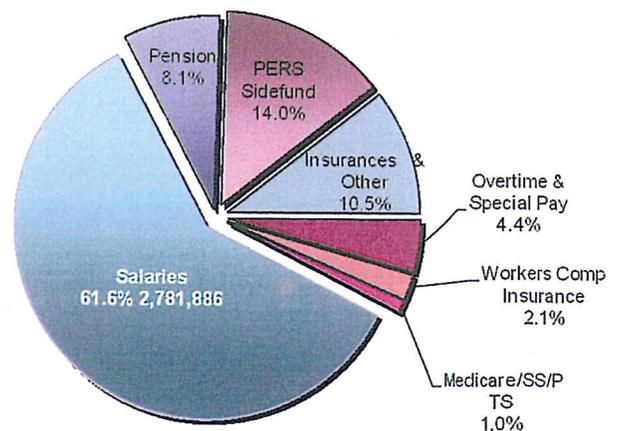


**WHERE THE MONEY GOES TO...
USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$8.76 MILLION**

**EXPENDITURES BY CATEGORY
USE OF FUNDS
FOR GENERAL FUNDS**



**PERSONNEL EXPENSES
USE OF FUNDS
FOR GENERAL FUNDS**





Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
DEPT

The General Fund is the primary fund for day-to-day operations. It is the largest portion of the budget and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is one of seven funds (01,02,03,04,05,06,08) cumulatively referred to as the "General Funds".

FUND SUMMARY	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Adopted
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BEGINNING FUND BAL	1,018,017	1,188,760		793,374	1,211,110
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REVENUES

PROPERTY TAXES	3,483,036	3,334,711	3,470,100	3,569,209	3,677,000
SALES TAXES	1,093,027	1,098,582	1,080,900	1,143,668	1,143,000
USER FEES (UUT/TOT)	381,527	333,649	375,000	365,278	372,000
FRANCHISE FEES	352,371	352,342	348,000	397,844	402,000
FINES & LICENSES	223,405	245,361	240,000	243,005	244,000
RENTS & INTEREST	33,933	29,911	34,200	25,891	34,000
REVENUES FROM OTHER AGENCIES	78,081	122,635	56,300	60,909	55,000
CHARGES FOR CURRENT SERVICES	77,795	71,392	148,300	142,238	152,000
SUBTOTAL REVENUES	5,723,176	5,588,582	5,752,800	5,948,043	6,079,000

APPROPRIATIONS

100 TOWN COUNCIL	253,011	254,784	222,392	221,862	228,326
200 GENERAL ADMINISTRATION	544,062	564,623	643,129	617,409	700,658
300 DEVELOPMENT SERVICES	581,496	606,364	630,548	597,712	658,812
400 PUBLIC SAFETY	4,670,223	4,581,461	4,934,642	4,909,757	5,182,377
500 PUBLIC WORKS	513,305	469,823	588,052	580,615	663,062
600 RECREATION & COMMUNITY SERVICES	73,797	73,290	172,331	171,843	188,989
600 PARKS & FACILITY MAINTENANCE	209,875	239,078	237,530	238,620	293,193
700 NON DEPARTMENTAL	537,168	684,021	698,390	668,149	733,800
SUBTOTAL APPROPRIATIONS	7,382,937	7,473,444	8,127,013	8,005,967	8,649,217

TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,216,270	2,188,321	2,441,299	2,657,099	2,683,600
TRANSFERS FROM 01-GENERAL FUND	(385,766)	(698,846)	(156,746)	(181,437)	(85,000)

SUBTOTAL TRANSFER	1,830,504	1,489,476	2,284,553	2,475,662	2,598,600
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NET DEPARTMENT ACTIVITY	170,743	(395,387)	(89,660)	417,737	28,383
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ENDING FUND BAL	1,188,760	793,374		1,211,110	1,239,494
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COMPONENTS OF FUND BALANCE:

Undesignated	1,188,760	793,374		1,211,110	1,239,494
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NOTES:



Town of Fairfax

2016-17 Operating Budget

GENERAL FUND

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

REVENUE DETAIL	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Adopted
01-010-101 Property Taxes - Secured	2,047,927	2,134,024	2,270,000	2,310,663	2,420,000
01-010-102 Property Taxes - Unsecured	43,049	47,729	47,700	48,139	50,000
01-010-103 Property Taxes - Prior	4,921	3,442	5,100	2,500	5,000
01-010-104 Real Estate Transfer Tax	43,482	46,426	51,500	49,412	50,000
01-010-107 \$50 General Municipal Services Tax	179,332	1,428	0	-	0
01-010-110 Supplemental Property Taxes	46,573	64,906	61,800	52,774	52,000
01-010-112 ERAF Excess Distribution	483,629	388,725	400,000	384,382	385,000
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	579,979	615,950	580,000	666,551	660,000
01-060-113 Storm Run-Off Fee	54,144	32,081	54,000	54,787	55,000
Total Property Taxes	3,483,036	3,334,711	3,470,100	3,569,209	3,677,000
01-010-105 In-Lieu Sales Tax ("Triple Flip")	151,496	155,125	110,300	124,767	0
01-010-106 Sales Tax ("Bradley Burns")	462,773	471,116	475,600	542,398	638,000
01-010-111 1/2 cent Sales Tax - Prop. 172	59,373	64,139	70,000	64,325	65,000
01-010-118 1/2 cent Sales Tax - Measure D	419,386	408,202	425,000	412,178	440,000
Total Sales Taxes	1,093,027	1,098,582	1,080,900	1,143,668	1,143,000
01-010-108 Utility Users Tax - Telecom	121,231	104,402	125,000	101,165	100,000
01-010-109 Utility Users Tax - Energy	241,666	195,828	225,000	225,000	240,000
01-010-114 Hotel Users Tax	18,630	33,419	25,000	39,113	32,000
Total User Taxes	381,527	333,649	375,000	365,278	372,000
01-020-201 Garbage	164,679	167,726	160,000	185,986	190,000
01-020-202 Gas & Electric	58,849	57,673	58,000	60,995	62,000
01-020-203 Cable	128,842	126,943	130,000	150,864	150,000
Total Franchise Fees	352,371	352,342	348,000	397,844	402,000
01 - GENERAL FUND TAXES & FEES	5,309,961	5,119,284	5,274,000	5,476,000	5,594,000

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 Town 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 Town; the County Recorder imposes these fees and remits them to the Town. Estimates are based on historical experience.

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

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

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



Town of Fairfax
2016-17 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2013-14	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Actual	Adopted	Projected	Adopted
01-030-301	Business Licenses	121,251	125,584	125,000	128,000	128,000
01-040-401	Vehicle Code Fines	26,674	20,435	25,000	20,738	21,000
01-040-402	Parking & Other Fines	75,479	99,342	90,000	94,267	95,000
Total Fines & Licenses		223,405	245,361	240,000	243,005	244,000
			-		-	
01-050-501	Rents - Women's Club and Other	10,482	11,762	11,000	12,643	13,000
01-050-504	Rents - CYO - Pavilion	1,700	6,110	12,000	6,317	10,000
01-050-506	Rents - Pavilion - Other	10,482	7,755	6,000	1,900	4,000
01-050-507	Janitor.Maint fees	2,710	1,150	1,700	900	1,000
Total Rental & Maintenance Fees		25,374	26,777	30,700	21,760	28,000
			-		-	
01-050-500	Interest Earnings - Bank	6,314	122	1,000	1,000	1,000
01-050-502	Interest Earnings - LAIF	2,245	3,012	2,500	3,131	5,000
Total Investment Earnings		8,559	3,134	3,500	4,131	6,000
			-		-	
01-060-602	Motor Vehicle License Fees	2,239	-	2,500	3,080	2,500
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	15,288	13,017	13,000	13,000	13,200
01-060-615	Police Training Reimbursement (POST)	1,299	1,965	3,500	1,764	2,000
01-060-619	SB90 - State Manadated Claims		66,161		23,530	
01-060-699	Other & Miscellaneous Revenues & WC	34,497	29,233	25,000	7,276	25,000
01-070-702	Zero Waste Grant	24,758	12,259	12,300	12,259	12,300
Total Revenues From Other Agencies		78,081	122,635	56,300	60,909	55,000
			-		-	
01-080-802	Sale Of Maps & Publications/Copies	2,132	1,478	1,000	1,194	1,000
01-080-803	Special Police Services (includes booking fees)	11,068	14,600	11,000	14,082	15,000
01-080-804	Police Dispatch Services	45,000	45,000	54,000	54,000	54,000
01-080-814	Miscellaneous - General	19,596	7,019	10,300	7,847	10,000
01-080-903	General Recreation		3,295		2,516	3,000
01-090-508	Recreation Rentals & Partnerships	see fund 11		40,000	3,036	5,000
01-090-790	Recreation Fundraising	see fund 11		4,000	4,970	9,000
01-090-822	Recreation Program Fees (Camp)	see fund 11		18,000	15,000	15,000
01-090-904	Recreation Other (Classes)	see fund 11		10,000	39,592	40,000
Total Charges For Current Services		77,795	71,392	148,300	142,238	152,000
					-	
01 - GENERAL FUND TAXES & FEES		5,309,961	5,119,284	5,274,000	5,476,000	5,594,000
01 - GENERAL FUND TOTAL		5,723,176	5,588,582	5,752,800	5,948,043	6,079,000

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

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

Police Dispatch Services - The Town provides dispatch services to the Town of Ross and the College of Marin under an Intergovernmental Service Sharing agreement. Revenue for FY17 is \$31,000 from Ross and \$23,000 from CoM.



Town of Fairfax

2016-17 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Adopted
111	Town Council	29,134	26,103	28,195	28,055	28,552
112	Town Treasurer	2,233	246	4,197	3,807	4,774
116	Independent Auditor	47,291	54,081	50,000	50,000	55,000
121	Town Attorney	174,354	174,354	140,000	140,000	140,000
Total Town Council		253,011	254,784	222,392	221,862	228,326
211	Town Manager	166,651	158,810	168,966	156,270	187,612
221	Town Clerk	101,187	111,459	130,513	121,858	143,707
222	Elections	8,373	15,250	14,000	500	14,000
231	Personnel	18,854	56,482	57,103	66,234	67,962
241	Finance	248,997	222,622	272,547	272,547	287,378
Total General Administration		544,062	564,623	643,129	617,409	700,658
311	Planning	425,847	451,864	463,740	430,904	487,568
321	Building Inspection & Permits	155,649	154,500	166,808	166,808	171,244
Total Development Services		581,496	606,364	630,548	597,712	658,812
411	Police	2,860,264	2,676,118	2,879,442	2,878,458	3,051,487
418	Disaster Preparedness	MOVED	6,029	18,552	10,200	8,208
421	Ross Valley Fire Service	1,803,930	1,886,791	2,045,000	2,023,091	2,119,290
Total Public Safety		4,670,223	4,581,461	4,934,642	4,909,757	5,182,377
510	Public Works Administration	211,701	161,073	194,085	199,009	246,001
511	Street Maintenance	247,820	247,150	332,367	332,006	360,361
512	Street Lighting & Traffic Signals	53,784	61,600	61,600	49,600	56,700
Total Public Works		513,305	469,823	588,052	580,615	663,062
616	Volunteers for Fairfax	MOVED	29,452	25,478	25,435	26,196
617	Recreation	MOVED	44,345	47,812	49,141	48,994
621	Fairfax Recreation (FOCAS)	MOVED	-	-	87,700	87,714
622	Summer Camps	MOVED	-	-	9,700	9,700
Total Recreation & Community Services		73,797	73,290	172,331	171,843	188,989
611	Park Maintenance	158,174	184,738	173,783	168,624	220,686
625	Rental Facilities-WC & Ballfield	45,357	59,446	63,746	64,996	72,508
911	Building Maintenance	6,343	(5,106)	-	5,000	-
Total Parks & Facility Maintenance		209,875	239,078	237,530	238,620	293,193
715	Non Departmental	537,168	684,021	698,390	668,149	733,800
TOTAL GENERAL FUND APPROPRIATIONS		7,382,937	7,473,444	8,127,013	8,005,967	8,649,217



Town of Fairfax

2016-17 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2016-17 Adopted		
111	Town Council	18,000	3,952	2,000	100	4,500	28,552		
112	Town Treasurer	3,600	319	-	100	755	4,774		
116	Independent Auditor	-	-	55,000	-	-	55,000		
121	Town Attorney	-	-	140,000	-	-	140,000		
Total Town Council		21,600	4,271	197,000	200	5,255	228,326		
211	Town Manager	124,472	49,538	1,000	700	11,902	187,612		
221	Town Clerk	77,956	36,103	24,200	200	5,247	143,707		
222	Elections	-	-	14,000	-	-	14,000		
231	Personnel	39,575	10,786	15,100	600	1,900	67,962		
241	Finance	174,912	50,327	40,000	1,500	20,639	287,378		
Total General Administration		416,915	146,754	94,300	3,000	39,689	700,658		
311	Planning	294,025	125,735	50,000	3,500	14,308	487,568		
321	Building Inspection & Permits	99,242	52,335	8,750	1,500	9,417	171,244		
Total Development Services		393,267	178,070	58,750	5,000	23,725	658,812		
411	Police	1,478,106	1,271,343	44,000	14,300	243,738	3,051,487		
418	Disaster Preparedness		MOVED		100	11,500	11,600		
421	Ross Valley Fire Service			2,119,290		-	2,119,290		
Total Public Safety		1,478,106	1,271,343	2,163,290	14,400	255,238	5,182,377		
510	Public Works Administration	113,306	36,396	63,500	1,308	31,491	246,001		
511	Street Maintenance	156,135	74,001	35,000	37,000	58,225	360,361		
512	Street Lighting & Traffic Signals			30,700		26,000	56,700		
Total Public Works		269,441	110,397	129,200	38,308	115,716	663,062		
616	Volunteers for Fairfax		MOVED	16,122	5,025	3,600	1,450	26,196	
617	Recreation		MOVED	30,541	12,860	-	120	6,850	50,371
621	Fairfax Recreation (FOCAS)		MOVED	43,047	3,835	38,600	3,000	9,540	98,022
622	Summer Camps		MOVED	-	-	13,100	1,200	100	14,400
Total Recreation & Community Services		89,709	21,720	51,700	7,920	17,940	188,989		
611	Park Maintenance	102,489	62,259	25,000	16,000	14,938	220,686		
625	Rental Facilities-WC & Ballfield	10,359	8,438	9,500	6,000	38,211	72,508		
911	Building Maintenance			-	41,000	5,100	(46,100)	-	
Total Parks & Facility Maintenance		202,557	92,417	127,200	35,020	24,989	482,182		
715	Non Departmental	-	63,600	251,000	4,000	415,200	733,800		
TOTAL GENERAL FUND APPROPRIATIONS		2,781,886	1,866,851	3,020,740	99,928	879,812	8,649,217		
		32.2%	21.6%	34.9%	1.2%	10.2%	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

2015-16 ACCOMPLISHMENTS:

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

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

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

TOWN ACCOMPLISHMENTS FOR 2015-2016

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

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

TOWN COUNCIL GOALS FOR 2016

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



THE CHIEF INTRODUCES POLICE OFFICERS TO THE COMMUNITY AT THE COUNCIL MEETING



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	18,001	17,523	18,000	18,000	18,000
492 WORKERS COMP	461	466	678	684	623
493 RETIREMENT	2,325	1,982	1,323	1,323	1,236
494 MEDICARE	242	238	244	244	244
496 PERS SIDEFUND			1,650	1,650	1,850
SUBTOTAL PERSONNEL	21,030	20,209	21,895	21,901	21,952

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION

29,134	26,103	28,195	28,055	28,552
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Allocation of Positions:

Councilmembers	5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

5.00	5.00	5.00	5.00	5.00
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NOTES: 822 State Lobbyist - Calif League of Cities
861 LOCC - New Councilmember orientation / MCCMC events



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

821 Attorney fees



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	105,386	98,736	102,241	101,657	122,395
415 ACCRUED LEAVE CASHOUT	1,716	4,985	1,685	1,685	2,076
421 TEMP EMPLOYEES	-	-	7,500		
491 HEALTH INSURANCE	19,284	20,137	18,669	18,669	21,063
492 WORKERS COMP	2,724	2,441	3,954	3,997	4,357
493 RETIREMENT	13,846	12,850	9,847	9,154	11,922
494 MEDICARE	1,493	1,407	1,421	1,424	1,703
495 FICA/PTS	512	(1)			
496 PERS SIDEFUND			6,150	6,150	6,894
611 CAR ALLOWANCE	3,600	3,600	3,600	3,600	3,600
SUBTOTAL PERSONNEL	148,562	144,155	155,067	146,336	174,010

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	1,132	-	500	500	500
711 OFFICE EQUIP MAINT.			100	100	100
731 BLDG-GROUNDS MAINT.	4,594	3,329	2,949	2,684	2,552
801 WATER	566	490	450	450	450
802 POWER	503	496	800	800	800
804 TELEPHONE	1,606	1,740	1,500	1,500	1,500
811 POSTAGE	659	900	400	400	400
813 OFFICE SUPPLIES	1,122	1,228	600	700	700
821 OUTSIDE CONSULTING SVS	2,631	2,868	-	-	-
822 OUTSIDE CONTRACT SVS	1,232	863	1,000	300	1,000
861 BUS.MEET/CONF.	1,734	332	3,500	700	3,400
862 DUES & SUBSCRIPTIONS	2,108	2,409	2,100	1,800	2,200
871 LIAB & PROP INSURANCE	203	-	SEE #715	SEE #715	
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	18,090	14,655	13,899	9,934	13,602

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

	166,651	158,810	168,966	156,270	187,612
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Allocation of Positions:

TOWN MANAGER	0.40	0.70	0.60	0.60	0.60
INTERIM TOWN MANAGER	0.50	-	-	-	-
MANAGEMENT ANALYST (VACANT)					
ADMINISTRATIVE ASSISTANT II		0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT PT			0.125		
Total Full Time Equivalent Employees	0.90	0.95	0.98	0.85	0.85

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, while the Deputy Town Clerk is a staff position. The elected Clerk is responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code, such 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 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.

These two departments are comprised of one person since the elimination of a shared administrative assistant position in 2006.

Accomplishments for 2015-2016

- Administered November 2015 local election nominations
- Facilitated cancellation of November 2015 local election and appointment of nominees
- Facilitated updates to the Town Code online and on paper
- Continued implementation of a Records Management System
- Coordinated replacement of Town servers, public wifi access
- Enhanced, updated, and managed the Town's website
- Worked with the FPPC to terminate inactive campaign committees
- Coordinated Brown Act training for Town Council & Committees

GOALS FOR 2016-17

- Upgrade Town website to create more transparency
- Implement use of iPads by Town Councilmembers
- Update Employee Handbook

Department/Division: Town Clerk/Elections

WORKPLAN FY16-17

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Website: increase transparency, functionality, and ease of use	Meet with webmaster re website redesign; explore at least three government website host and content management systems; selection and training; implementation and transition to new system	8/01/16	3/01/16
Employee Handbook	Prepare draft; discuss with Town Manager and staff; revise as necessary; final draft	1/31/17	6/30/17
Town Council - iPad implementation	Purchase iPads and annotation software; train Council members; load agenda packets monthly	8/31/16	9/31/16



ADMINISTERING THE OATH OF OFFICE – DECEMBER, 2015



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	58,025	64,725	68,847	68,487	76,485
411 REG PART-TIME SALARIES	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	-	-	1,317	1,317	1,472
421 TEMP EMPLOYEES	-	-	3,750	-	-
491 HEALTH INSURANCE	23,974	24,906	25,899	25,899	27,038
492 WORKERS COMP	1,611	1,625	2,659	2,659	2,707
493 RETIREMENT	3,992	4,371	4,609	4,609	5,300
494 MEDICARE	782	873	947	947	1,058
496 PERS SIDEFUND	-	-	-	-	-
SUBTOTAL PERSONNEL	88,385	96,500	108,028	103,918	114,059

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	(78)	-	600	600	200
711 OFFICE EQUIP MAINT.	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,521	2,778	2,677	2,677	2,439
801 WATER	-	-	100	100	100
804 TELEPHONE	603	694	108	108	108
811 POSTAGE	540	809	900	900	900
813 OFFICE SUPPLIES	1,231	552	1,000	500	500
814 LEGAL ADS	183	87	400	100	400
815 PRINTING	-	-	200	-	-
821 OUTSIDE CONSULTING SVS	180	-	200	200	200
822 OUTSIDE CONTRACT SVS	6,118	9,023	14,400	12,000	24,000
842 SPECIAL DEPT SUPPLIES	-	26	200	200	200
861 BUS.MEET/CONF.	358	855	1,300	400	400
862 DUES & SUBSCRIPTIONS	145	135	400	155	200
SUBTOTAL OPERATING	12,802	14,959	22,485	17,940	29,647

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

	101,187	111,459	130,513	121,858	143,707
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Allocation of Positions:

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

Total Full Time Equivalent Employees

	1.00	1.00	1.06	1.00	1.00
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NOTES:

401 Promotion to Asst to Town Manager
821 ABAG Website hosting
822 Code updates; Minutes Clerk; Peak Democracy, website development



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES		26,266	26,860	26,860	30,427
411 REG PART-TIME SALARIES	2,208	6,820	8,564	8,564	8,564
415 ACCRUED LEAVE CASHOUT		831	516	516	584
421 TEMP EMPLOYEES	4,640	-			
461 OVERTIME					
491 HEALTH INSURANCE	(22)	537	4,895	4,895	5,277
492 WORKERS COMP	127	879	1,365	1,365	1,382
493 RETIREMENT	536	3,677	3,189	3,189	3,587
494 MEDICARE	93	452	489	489	540
496 PERS SIDEFUND			1,225	1,225	
SUBTOTAL PERSONNEL	7,582	39,462	47,103	47,103	50,362

OPERATING EXPENSES

611 AUTO /PHONE ALLOWANCE				57	
711 OFFICE EQUIP MAINT.					
731 BLDG-GROUNDS MAINT.					
801 WATER					
804 TELEPHONE					
811 POSTAGE					
813 OFFICE SUPPLIES					
814 LEGAL ADS			500	225	500
815 PRINTING					
821 OUTSIDE CONSULTING SVS	SEE NOTE	10,312	16,659	7,500	18,349
822 OUTSIDE CONTRACT SVS				100	100
842 SPECIAL DEPT SUPPLIES	SEE NOTE	959	361	600	400
861 BUS.MEET/CONF.			1,000	-	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS					
SUBTOTAL OPERATING		11,271	17,020	10,000	19,131
TOTAL DEPARTMENT APPROPRIATION		18,854	56,482	57,103	66,234

Allocation of Positions:

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

Total Full Time Equivalent Employees 0.00 0.30 0.30 0.30 0.30

NOTES:

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT

2015-16 ACCOMPLISHMENTS:

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

FY 2016-17 GOALS AND OBJECTIVES:

- Refinance PERS Side fund – estimated savings \$250,000
- Complete the FY16 audit by December 31, 2016
- Evaluate accounting software programs to replace BDS accounting software
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Negotiate TRAN financing for FY15-16 with County to facilitate cash flow for operational expenses and Capital Improvement Program.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams

Department/Division: Finance

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY15-16	Projected FY16-17
Number of Checks issues - Payables EFT Payroll (39 employees)	1,100 210 960	1,100 (increase use of EFT) 210 950
Number of AP Vendors	395	395
Number of 1099s issued	46	50
Number of Business Licenses	575	575
Number of CalPERS participants	32 Health 30 Retirement	32 Health 30 Retirement

WORKPLAN FY16-17

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



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 241 FINANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE		10,000	10,000	10,000
711 OFFICE EQUIP MAINT.			300	300	300
731 BLDG-GROUNDS MAINT.		3,521	1,124	2,677	2,439
804 TELEPHONE		1,176	708	1,500	1,500
811 POSTAGE		520	871	700	700
813 OFFICE SUPPLIES		1,816	1,246	1,500	1,500
815 PRINTING		712	784	1,200	1,200
821 OUTSIDE CONSULTING SVS	SEE NOTE	4,855	6,921	15,000	15,000
822 CONTRACT SERVICES	SEE NOTE	18,206	20,417	25,000	25,000
861 BUS.MEET/CONF.		201	428	500	500
862 DUES & SUBSCRIPTIONS		110	110	1,000	1,000
890 MISCELLANEOUS		219	165	3,000	3,000
SUBTOTAL OPERATING		31,337	32,774	62,377	62,377

TOTAL DEPARTMENT APPROPRIATION

248,997	222,622	272,547	272,547	287,378
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Allocation of Positions:

FINANCE DIRECTOR	1.00	0.90	0.90	0.90	0.90
MANAGEMENT ANALYST (VACANT)	0.50	-	-	-	-
PART-TIME ACCOUNTANT (2)	0.50	0.50	0.50	0.50	0.70
PART-TIME OFFICE ASST		0.10	0.10	0.10	0.10

Total Full Time Equivalent Employees

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

Planning & Building Services

FY 2015-16 ACCOMPLISHMENTS

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

FY 2016-2017 GOALS AND OBJECTIVES

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

Department/Division: Planning & Building Services

PERFORMANCE HIGHLIGHTS

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

WORKPLAN FY16-17

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



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

The Department of Building & Planning Services provides staff services to the public at the front counter at Town Hall, to the Town Council, Planning Commission/Design Review Board, and the General Plan Implementation Committee; related to the creation and implementation of planning and land use policies and regulations in Fairfax. Department staff also oversees the contracted work of a Town Civil Engineer, the work of a prime planning consultant and sub-consultants assisting in the General Plan revisions and/or the Zoning Ordinance update as well as special environmental review (CEQA) tasks. The Planning Division processes "entitlement" permit applications, and oversees the enforcement of Town ordinances that govern the development and use of property within the community.

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES		227,656	236,200	246,812	245,956	269,623
411 REG PART-TIME SALARIES	SEE NOTE		540	5,000	5,000	5,000
415 ACCRUED LEAVE CASHOUT		4,118	4,274	4,460	4,460	4,403
421 TEMP EMPLOYEES		1,298	1,753	15,000	15,000	15,000
491 HEALTH INSURANCE		38,278	39,861	42,318	42,318	45,420
492 WORKERS COMP.		5,918	6,291	9,501	9,592	8,638
493 RETIREMENT		42,171	43,388	24,615	24,615	24,859
494 MEDICARE		3,095	3,206	3,414	3,417	3,684
495 FICA/PTS				188	188	985
496 PERS SIDEFUND				37,600	37,600	42,150
SUBTOTAL PERSONNEL		322,534	335,513	388,907	388,144	419,760

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.		6,161	4,135	3,358	1,285	2,733
802 POWER		251	248	250	250	250
804 TELEPHONE		1,356	1,479	1,500	1,500	1,500
811 POSTAGE		4,649	977	2,000	2,000	2,000
812 REPRODUCTION		741	1,041	1,000	1,000	1,000
813 OFFICE SUPPLIES		1,398	1,642	1,500	1,500	1,500
814 LEGAL ADS	SEE NOTE	954	1,852	400	400	1,500
815 PRINTING		126	523	1,500	1,500	2,000
821 OUTSIDE CONSULTING SVS	SEE NOTE	75,547	64,520	55,700	25,700	45,000
822 OUTSIDE CONTRACT SVS	SEE NOTE	8,834	3,423	3,300	3,300	5,000
842 SPECIAL DEPT SUPPLIES		25	2,030	2,000	2,000	2,000
861 BUS.MEET/CONF.		3,271	2,898	2,000	2,000	3,000
862 DUES & SUBSCRIPTIONS		-	115	325	325	325
SUBTOTAL OPERATING		103,313	106,960	74,833	42,760	67,808

TOTAL DEPARTMENT APPROPRIATION

425,847	451,864	463,740	430,904	487,568
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Allocation of Positions:

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

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



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
 ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	93,115	95,079	96,878	96,878	97,657
415 ACCRUED LEAVE CASHOUT	-		1,585	1,585	1,585
421 TEMP EMPLOYEES					
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	17,684	19,439	19,252	19,252	21,161
492 WORKERS COMP.	2,379	2,422	3,634	3,634	3,375
493 RETIREMENT	17,300	17,416	9,627	9,627	9,945
494 MEDICARE	1,256	1,273	1,306	1,306	1,319
496 PERS SIDEFUND			14,750	14,750	16,535
SUBTOTAL PERSONNEL	131,734	129,090	147,032	147,032	151,577

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-				
722 VEHICLE MAINTENANCE	3,803	3,377	3,500	3,500	3,500
731 BLDG-GROUNDS MAINT.	2,640	2,326	2,451	2,451	2,342
802 POWER	251	248	500	500	500
804 TELEPHONE	1,356	1,479	1,500	1,500	1,500
811 POSTAGE	730	987	300	300	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	2,718	764	1,500	1,500	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	8,227	10,687	5,000	5,000	5,000
822 OUTSIDE CONTRACT SVS	2,160		3,750	3,750	3,750
851 CLOTHING	-				
861 BUS.MEET/CONF.	879	215	1,000	1,000	1,000
862 DUES & SUBSCRIPTIONS	1,151	560	275	275	275
SUBTOTAL OPERATING	23,915	25,410	19,776	19,776	19,667

TOTAL DEPARTMENT APPROPRIATION 155,649 154,500 166,808 166,808 171,244

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

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

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

THE DEPARTMENT

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

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

MISSION:

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

2015-16 ACCOMPLISHMENTS

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

2016-2017 GOALS AND OBJECTIVES:

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





Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	-	-	-	-
SERGEANT	2.00	3.00	3.00	3.00	3.00
DETECTIVE / JUVENILE OFFICER	-	1.00		1.00	-
CORPORAL	1.00	2.00	3.00	2.00	3.00
POLICE OFFICER	6.00	4.00	4.00	4.00	5.00
DISPATCHER	4.25	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 16.25 16.00 16.00 16.00 17.00

DISPATCHER, RESERVE		4.00	4.00	4.00	4.00
POLICE OFFICER, RESERVE		2.00	2.00	2.00	2.00
POLICE CADET			1.00	2.00	2.00
DISPATCHER / CSO					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

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

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

611 AUTO/PHONE ALLOWANCE		2,100	1,800	2,652	1,800
631 COMM EQUIP REPLACE		6,777	4,000	7,286	7,000
711 OFFICE EQUIP MAINTENANCE		2,640	15	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE	SEE NOTE	27,253	28,133	28,000	29,000
721 FIELD EQUIP MAINTENANCE		971	2,212	1,000	1,000
722 VEHICLE MAINTENANCE		16,444	8,313	20,000	20,000
723 COMMUNICATION EQUIP MAINT		2,869	2,808	3,000	3,000
725 MERA DEBT SERVICE	SEE NOTE	41,945	38,297	38,301	38,340
726 MERA MEMBERSHIP FEE		26,906	27,764	29,448	30,698
731 BLDG-GROUNDS MAINTENANCE		25,485	20,141	26,000	26,000
801 WATER		1,759	1,507	1,900	1,900
802 POWER		1,005	993	2,000	2,000
804 TELEPHONE		17,604	17,368	17,000	17,000
806 FUEL		20,081	15,850	18,000	18,000
811 POSTAGE		2,030	959	2,000	2,000
812 REPRODUCTION		3,490	2,789	2,500	2,500
813 OFFICE SUPPLIES		1,543	1,252	1,300	1,300
815 PRINTING		3,304	3,695	3,000	3,000
822 OUTSIDE CONTRACT SVS	SEE NOTE	33,927	36,964	35,000	44,000
841 SMALL TOOLS		329	198	500	500
842 SPECIAL DEPT SUPPLIES		9,654	10,643	12,500	12,500
851 UNIFORM		16,514	18,553	15,200	17,100
861 BUS.MEET/CONF.		565	558	500	500
862 DUES & SUBSCRIPTIONS	SEE NOTE	6,847	4,969	6,800	9,400
871 LIAB & PROP INSURANCE					
883 P.O.S.T.		8,406	4,370	9,000	11,000
889 BOOKING FEES		902	1,688	3,000	3,000
SUBTOTAL OPERATING		272,471	258,916	283,249	292,787
TOTAL DEPARTMENT APPROPRIATION		2,860,264	2,676,118	2,879,442	3,051,487

NOTES:

712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network.

725 Includes \$3,659 to Marin Emergency Services and \$34,681 to Bank of New York for 2007 notes
Costs are split with Public Works Dept 511

822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force and the Prandi Childrens Center (forensic interview for child victims of violent crimes).

862 Includes Lexipol police policy manual updates

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

2016-17 BUDGET:

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

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



Town of Fairfax

2016-17 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE DEPT

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 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	SEE NOTE	167,015	172,037	276,099	276,099	349,723
721 FIELD EQ MAINT		7,841	31,199			
724 RVFS DEBT SERVICE		88,959	88,930	89,778	89,778	10,424
731 BUILDINGS & GROUNDS MAINT		638	-	-	-	9,000
881 RVFS CONTRACT		1,539,477	1,594,625	1,679,123	1,657,214	1,750,143
SUBTOTAL OPERATING		1,803,930	1,886,791	2,045,000	2,023,091	2,119,290
						4.76%

TOTAL DEPARTMENT APPROPRIATION

1,803,930	1,886,791	2,045,000	2,023,091	2,119,290
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Allocation of Expenses

San Anselmo	40.53%	41.68%	42.17%	42.17%	42.22%
Fairfax	23.30%	23.95%	24.24%	24.24%	24.27%
Ross	23.37%	21.21%	20.27%	20.27%	20.18%
Sleepy Hollow	<u>12.80%</u>	<u>13.16%</u>	<u>13.32%</u>	<u>13.32%</u>	<u>13.33%</u>

Total Full Time Equivalent Employees

100.00%	100.00%	100.00%	100.00%	100.00%
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NOTES:

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

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

The Town's share is consists of:

	FY13	FY14	FY15	FY16	Increase	FY17 BUD
- Contribution	1,506,829	1,540,115	1,589,034	1,657,214	92,928	1,750,142
- Side Fund	167,015	167,015	172,037	177,604	5,969	183,573
- Retirement Unfunded Liability	26,168	26,168	26,139	98,495	20,695	119,190
- Apparatus Replacement	7,841	7,841	31,199	31,199	(31,199)	-
- OPEB Prior Liability	51,172	51,172	51,172	46,960	-	46,960
- Mera Bond	11,619	11,619	11,619	11,619	(1,195)	10,424
Total	1,770,644	1,803,930	1,881,200	2,023,091	87,198	2,110,289
% Change		1.88%	4.28%	7.54%		4.31%