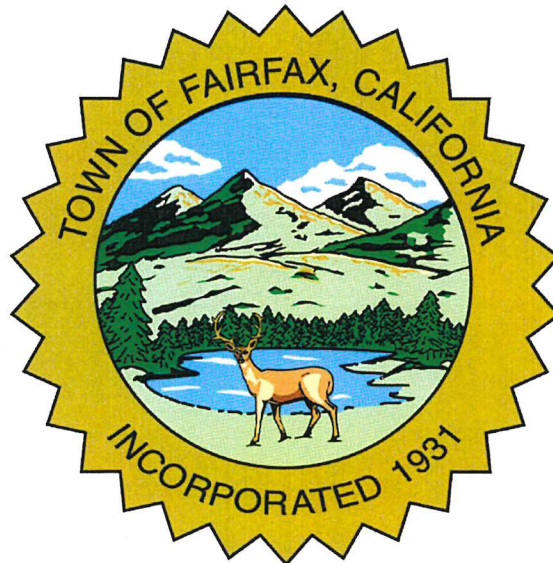


TOWN OF FAIRFAX

2018 - 2019 Operating and Capital Improvement ADOPTED Budget



MAYOR

Peter Lacques

VICE MAYOR

Barbara Coler

COUNCIL MEMBERS

Bruce Ackerman

Renée Goddard

John Reed

**ADOPTED BUDGET
FY 2018-2019
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TOWN OF FAIRFAX

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(415) 453-1584 Fax (415) 453-1618

May 25, 2017

Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2018-19

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2018-19 Operating and Capital Improvement Budget.¹ The total Operating and Capital budget is approximately \$13.6M of which approximately \$10M is allocated for general fund operations, \$2.4M for capital improvement projects (CIP), and \$1.2M for other expenses such as the debt service for Measure K bonds and refinancing of the Town's retirement side fund. The FY18-19 total operating and capital budget is approximately the same as last year's adopted budget.

Budget Summary

The total operating budget (General Fund) reflects an increase of approximately \$500,000 or 5% increase in operating expenses compared to the FY17-18 adopted budget. The increase is primarily due to increases in overall personnel costs including retirement, health, and cost of living adjustments, Public Works park, street and traffic signal maintenance costs, additional building plan check services for the proposed Victory Village project, and additional fire prevention services.

The good news is that increases in operating expenses increases are offset by a significant increase in revenue. General Fund Revenue (e.g., sales and property taxes) is projected to be approximately 7.5% or \$515,000 higher than the FY17-18 adopted budget. Approximately 95% of the general fund revenue increase (\$490,000) is from property and sales tax revenues. Other GF revenues such as retirement fund revenue and planning and building fees which are transferred into the GF to offset costs are also significantly higher (\$250,000) than the FY17-18 adopted budget. As a result, we anticipate ending FY18-19 with slightly higher GF reserves than the beginning of the year.

¹ As clarification, this is the Town's Manager's message for the proposed budget and, as a result, does not typically reflect the revisions made by the Town Council during the budget approval process. However, this year there was sufficient time to include the Council's revisions from the workshop into the proposed budget presented at the public hearing. While the Five-Year forecast is not revised to reflect any changes made by the Council, we did include the Council's workshop revisions in the budget message and, to the extent possible, noted the revisions.

The Capital Improvement Program (CIP) budget of \$2.4M is significantly lower than FY17-18 CIP budget of \$2.9M due to the completion of major road repair projects damaged by the 2017 winter storms.

At year end FY17-18, we are anticipating that the Town will add approximately \$650,000 to GF reserves. The adopted FY17-18 budget projected an ending fund balance of \$2.7M based on the need to dip into GF fund balance to cover one-time expenses. However, due to a combination of significantly higher than anticipated revenues and lower expenditures, the Town did not need to dip into GF reserves during FY17-18.

We are projecting to end FY18-19 with a \$3.7M General Fund reserve (fund balance) which represents approximately 37% of proposed GF operating expenses. Town Council policy is to maintain a minimum 25% General Fund reserve. With such a significant fund balance, this year's budget shows the breakdown of General Fund reserves as designated and undesignated funds (see section below for more detail).

Over the next five years, the Five-Year Budget Forecast projects modest growth in revenues and expenditures with no need to dip into GF reserves. One key assumption of the Five-Year Forecast is the renewal of the Special Municipal Tax (aka Measure J) which expires June 2020. Currently, Measure J represents approximately 6% or \$713,000 of the Town's total source of funds. Without it, the Town would need to consider drastic cuts in services to balance the budget.

The budget message is divided into the following sections:

- Key Budget Highlights Fiscal Year 2018-19
- Five-Year General Fund Forecast
- Five-Year Capital Improvement Plan (5 Yr. CIP)
- Challenges in the Future

KEY BUDGET HIGHLIGHTS FISCAL YEAR 2018-19

This section highlights the following:

- Revenues
- Personnel Costs
- Increase in Health and Retirement
- Non-personnel Operating Expenditures

Revenues

We anticipate stable sales and property tax revenues and other revenues for FY18-19.

- *Sales tax* is projected to increase by approximately .7% above the FY17-18 adopted budget. This significant increase is primarily because of the voter-approved extension and increase of the Town's ½ cent sales tax to ¾ cent.
- *Property tax* revenues are projected to increase by approximately 10% or \$400,000 compared to the FY17-18 budget. This reflects the fact that properties are still being

reassessed from the recession. However, any remaining reassessments will probably be completed this fiscal year resulting in more modest increases in the future.

- The *other revenue* increases come from retirement fund revenues (approx. \$100,000 higher) and Planning and Building fees (\$90,000), and Police dispatch contract with Ross and College of Marin (\$9,000). Utility and TOT (hotel tax) are projected to drop by \$10,000.

Increase in Personnel Costs

The Town is currently in negotiations with the Police Officers Association and SEIU (non-management) bargaining groups. We anticipate completing negotiations prior to the adoption of the budget. For budgetary purposes, we adjusted the budget for anticipated increases in personnel costs.

Some specific items of note are:

- Town Clerk (pg. 20)- The budget includes \$15,000 for a part-time deputy Town Clerk to be trained to provide for succession planning in FY19-20.
- Recreation and Community Services (RCS, pg. 49-51) – The budget reflects an increase of approximately 10 hours per week in total staff time. The estimated annual cost is approximately \$16,000. All RCS staff are part-time, and this would reflect a slight increase in their weekly hours (i.e., 20 hours per week to 25 hrs./wk., 15 hrs./wk. to 20 hrs./wk.). This reflects the additional time needed to manage the following programs/projects:
 - Replacement of Peri Park equipment
 - Expanded senior services and support to Age-Friendly committee
 - Additional chipper days
 - Development of new Town website and assistance with other Town committee websites
- Police (pg. 30)- No budget or staffing impact, but PD is proposing to create a Lieutenant position and eliminate one sergeant and one corporal position. PD will continue to have 16 full-time employees as the new lieutenant position would be filled by an existing sergeant and the corporal position is currently vacant.
- Budget Assumptions- The budget continues to keep one Administrative Assistant position vacant and one Police Officer (corporal) position vacant.

Health and Retirement Costs

The following is a summary on health and retirement costs:

- *Health*- We forecast an annual increase of approximately 6% for medical premiums. However, since medical premiums are adjusted in January, the effective increase is

approximately 3% for the fiscal year. The Town pays up to the Kaiser Family Rate for medical benefits per employee. All new employees hired after July 1, 2013 pay a share of their medical premiums.

- *Retirement*- Increases in retirement costs for FY18-19 are offset by the interest savings from the Town's refinancing of its CalPERS side fund and pre-2013 unfunded liability. However, over the next five years, retirement costs will double due to CalPERS phasing in its discount rate from 7.5 to 7.0%. During this phase-in period, retirement costs will increase by 10%-15% per year.

The budget now includes a column showing retirement and side fund contributions by department (pg. 9). Please note that Non-Departmental (Fund 01-715 pg. 54) expenses are approximately \$90,000 lower than FY17-18 because the pre-payment of the Ross Valley Fire Department (RVFD) retirement/OPEB liability is now budgeted within the Fire budget. Like last year, the Town is continuing to make additional payments (\$100,000) to pre-pay its unfunded retirement liability. This pre-payment is reflected in the retirement costs.

Non-Personnel Operating Expenditures

Non-operating expenses are projected to increase by a net total of approximately \$260,000 or 6% above the FY17-18 budget. The Fire budget represents almost 60% of the increase. The other key increases in this budget can be attributed as follows:

- Town Council (pg. 13)- Added \$500 to provide a budget for the Climate Action Committee
- Town Attorney (pg. 16)- \$10,000 higher than FY17-18. This reflects an increase in the standard billing rate for Town Attorney. The last rate increase was in 2009.
- Town Clerk (pg. 20)- The budget allocates \$20,000 for redesigning the Town website to make it searchable and ADA compliant. These costs are offset by a significant reduction in election costs compared to FY17-18.
- Planning and Building (pg. 28)- \$50,000 increase for additional building plan check and inspections services primarily for the proposed Victory Village project. These costs would be offset by fees collected for the plan check service.
- Ross Valley Fire Department (RVFD, pg. 36) – The Town is a member of a Joint Powers Authority (JPA) consisting of San Anselmo, Ross, and Sleepy Hollow that operates the Ross Valley Fire Department (RVFD). Each member agency pays a share of the RVFD operating expenses based on a set formula. The Town's member contribution to RVFD is characterized as a non-operating expense since the JPA is an agreement for services.

The Town's contribution is approximately \$103,000 or 4.6% higher than FY17-18, but that includes the pre-payment of \$84,000 towards the RVFD unfunded retirement or OPEB liability. The Town made a similar pre-payment in FY17-18. This pre-payment is

optional each year.

This year the Fire budget also includes \$75,000 for Fire Prevention Services². This is separate from the Town's JPA contribution to RVFD. The amount budgeted for fire prevention is for additional Fire Prevention Services (e.g., property inspections and follow up) beyond what can regularly be provided by existing RVFD staffing. While not part of the Fire budget, the Town's non-departmental budget does include \$20,000 to accommodate 8 Chipper days. We historically budget \$10,000 for Chipper days.

- Public Works Department (pg. 39-45)- a \$50,000 increase in street, parks, and traffic signal maintenance costs (non-personnel) which reflects the higher costs for water and power, supplies and materials, and maintenance services for traffic signals and crosswalk systems.
- Recreation and Community Services (pg. 49-52)- No additional non-operating funds requested, but staff has reallocated existing funding to expand senior programs, restructure the artist-in-residence and art collaboration activities, and to provide \$1,200 to assist the food pantry.³
- Non-Departmental (pg. 54)- Expenses are approximately \$90,000 lower than FY17-18 because the pre-payment of the Ross Valley Fire Department (RVFD) retirement/OPEB liability is now budgeted within the Fire budget. Like last year, the Town is continuing to make additional payments (\$100,000) to pre-pay its unfunded retirement liability. This pre-payment is reflected in total retirement costs.
- Building Maintenance (pg. 55)- Added \$4,000 to reflect the need to clean and maintain the Town's facilities (e.g., Women's Club, Community Center, Pavilion) more often.

General Fund Reserves

One significant budget enhancement is that we now show the breakdown of General Fund (GF) reserves as designated, undesignated, and restricted funds. "Designated" means the funds are reserved for future, planned purchases such as for vehicles or a financial software system. These funds are not "technically" restricted for these uses since the Town Council can decide to reallocate funds before they are expended. However, it is a reminder that the funds are allocated for a future, identified use. "Undesignated" implies the funds aren't allocated to any specific, future use. For example, the "Dry Period" fund (Fund 02) is considered an undesignated fund balance because it is not for any specific use such as vehicle purchase. "Restricted" means the fund can only be expended for specific uses.

The Town's year end GF reserve is estimated to be approximately 37% of operating expenses which is well above the Town's policy of maintaining a minimum reserve of 25%. However, a closer look at the reserve will show that a portion of funds are designated for specific uses.

² The Town Council increased the proposed budget amount of \$50,000 by \$25,000 for a total of \$75,000

³ The Town Council increased the proposed amount of \$500 to \$1,200.

Below is a table contained in the Dry Period Fund (pg. 56).

CALCULATION OF GENERAL FUND RESERVE BALANCE					
General Funds Appropriations			9,968,412	100.0%	
02	Dry Period Reserve	Undesignated	1,000,000	10.0%	
01	General Fund	Undesignated	1,742,631	17.5%	
03	Equipment Replacement	Designated	410,716	4.1%	
04	Building & Planning Fees	Designated	137,167	1.4%	
05	Building Reserve	Designated	40,000	0.4%	
06	Retirement	Restricted	265,725	2.7%	
08	Office Equipment	Designated	154,493	1.5%	
Total General Fund Reserves			3,750,732	37.6%	
			Restricted	265,725	2.7%
			Designated	742,376	7.4%
			Undesignated	2,742,631	27.5%

The above table shows the designation of reserves toward future, one-time expenditures such as vehicle replacement. The benefit of this approach is that the Town will begin “saving” funds for future expenses. By maintaining designated reserves, the Town will avoid the need to finance future improvements or purchases and, thus, save on interest costs. The goal is to add to designated reserves each year, if possible. The concept is that the Town will have the funding available when it is ready to proceed with the improvements or vehicle purchase.

This approach will also reduce on-going general fund expenditures as we will no longer need to budget for lease payments every year. Even with the new designated reserve structure, the Town will still maintain an undesignated fund balance of approximately 27% of GF operating costs, which is still above the Town’s policy of 25%.

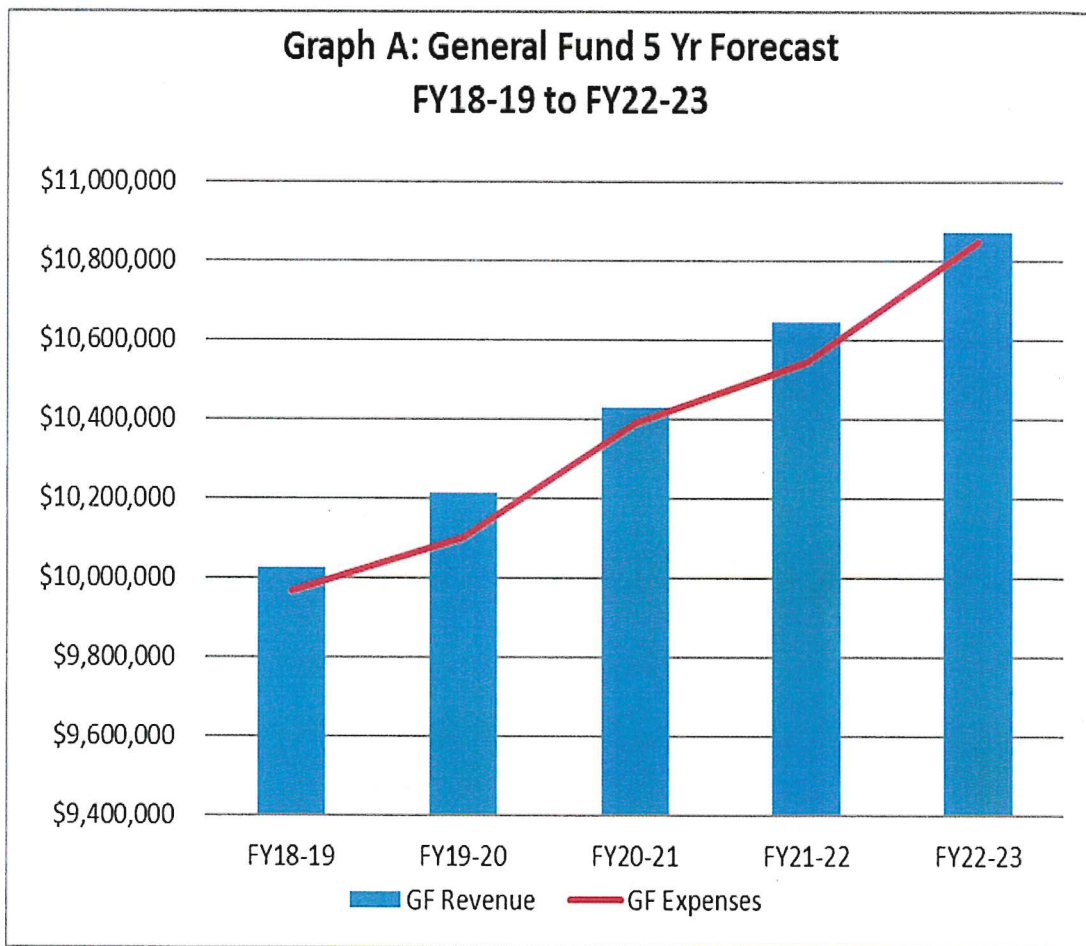
The reserve designations are characterized as follows:

- The Dry Period reserve is for economic downturns and emergencies such as the damage caused by the 2017 winter storms.
- The General Fund reserve is not specifically designated for any uses.
- Equipment Replacement reserve (Fund 03, pg. 57) is for future vehicle replacement and storm water pollution improvements. The Town’s largest dump truck and the street sweeper will not meet California’s air quality standard in January 1, 2020. We’ll need to save for their possible replacement. We also need to save for the purchase of new police vehicles as well as for storm water filtration systems required by California in future years.
- The Building and Planning reserve is for economic downturns which affect fee/permit revenues. The department would be able to tap into the reserves to keep operating at the same staffing level during the downturn.
- Building Improvement reserve (Fund 05, pg. 59) is for needed building improvements in the future such as roof repair or flooring replacement.

- Retirement reserve (Fund 06, pg. 60) is the only “Restricted” fund because it can only be used for retirement costs. We will most likely use these reserves to pre-pay the Town’s unfunded retirement liabilities.
- Office Equipment (Fund 08, pg. 62) includes the replacement of the Town’s financial software system which is antiquated at best.

Five Year General Fund Forecast

The Five-Year Forecast (Forecast) allows the Town Council an opportunity to plan based on projected revenues and expenditures. Graph A shows the Town will NOT need to dip into General Fund Reserves during the Forecast period. The Forecast assumes no significant cuts to service levels and the renewal of Measure J.



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Table A below shows projected revenues and expenses over the Forecast period. The Forecast shows that over the five-year period expenditures slowly “catch-up” to revenues. However, the Town’s GF reserves remain a robust 37% of GF expenses during the Forecast period. In FY21-22, the Town will have paid off its CalPERS side fund retirement debt obligations. This will result in a “savings” of approximately \$200,000 in principal payments.

TABLE A
5/18/2018
Five Year General Fund Forecast

	Estimated Year						
	End FY17-18	Proposed FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Total General Funds Appropriation	\$ 9,224,341	\$ 9,968,400	\$ 10,101,620	\$ 10,391,474	\$ 10,542,146	\$ 10,848,628	\$ 11,033,460
GF Revenue (taxes, fees)	\$ 6,829,575	\$ 7,041,300	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579	\$ 7,913,419
Other GF Rev*	\$ 2,217,986	\$ 2,126,000	\$ 2,114,150	\$ 2,157,004	\$ 2,200,929	\$ 2,255,952	\$ 2,312,351
Transfers In**	\$ 830,000	\$ 860,000	\$ 881,000	\$ 881,000	\$ 881,000	\$ 881,000	\$ 881,000
Subtotal GF Revenue	\$ 9,877,561	\$ 10,027,300	\$ 10,215,442	\$ 10,430,127	\$ 10,645,165	\$ 10,873,531	\$ 11,106,770
Net Surplus(Deficit) to GF reserves	\$ 653,220	\$ 58,900	\$ 113,822	\$ 38,653	\$ 103,019	\$ 24,903	\$ 73,310
Ending GF Bal	\$ 3,692,144	\$ 3,751,044	\$ 3,864,866	\$ 3,903,519	\$ 4,006,538	\$ 4,031,441	\$ 4,104,751
In % of GF Exp	40.0%	37.6%	38.3%	37.6%	38.0%	37.2%	37.2%

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

Expense Assumptions

Includes allowance for salary adjustments and/or COLA's

Expenditures adjusted by one-time expenditures each year and employee turnover and retirements

Health benefits costs increase by 6%/yr

Retirement costs increase by CalPERS estimates (10%-15%/yr), plus pre-payment of a portion of the unfunded liability for RVFD and Town

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

All other expenses increase by 2%

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Table B below shows the breakdown of General Fund Revenues. For FY18-19, the County Assessor is projecting that property taxes will grow by over 4%. In the subsequent years, we use a lower growth average of 2.4% per year. This conservation estimate reflects the fact that most properties will have been reassessed from the recession and that property taxes will grow at the maximum statutory increase of 2% per year plus reassessments due to home sales or improvements. Our sales tax consultant projects that sales tax will grow between 3% to 3.5% per year.

For Forecast purposes, most of the other revenues are kept relatively flat. The one exceptions are that “Charges for other Services” reflect increases in dispatch services provided to the Town of Ross and the College of Marin.

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

Revenue Detail	Estimated Year					
	End FY17-18	Proposed FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23
Property Tax	\$ 4,087,173	\$ 4,265,964	\$ 4,372,613	\$ 4,477,556	\$ 4,585,017	\$ 4,695,058
Sales Tax (1%)	\$ 745,742	\$ 756,594	\$ 784,588	\$ 812,049	\$ 839,658	\$ 868,207
Measure D Sales Tax (0.75%)	\$ 658,000	\$ 681,000	\$ 704,154	\$ 725,983	\$ 749,214	\$ 770,941
Utility	\$ 365,000	\$ 360,000	\$ 361,800	\$ 363,609	\$ 365,427	\$ 367,254
Subtotal Taxes	\$ 5,855,915	\$ 6,063,558	\$ 6,223,155	\$ 6,379,196	\$ 6,539,317	\$ 6,701,460
Other Revenues						
Franchise Fees	\$ 397,935	\$ 398,800	\$ 402,788	\$ 406,816	\$ 410,884	\$ 414,993
Business License	\$ 130,000	\$ 130,000	\$ 130,650	\$ 131,303	\$ 131,960	\$ 132,620
Fines	\$ 124,000	\$ 124,000	\$ 126,480	\$ 129,010	\$ 131,590	\$ 134,222
Rental & Maintenance Fees	\$ 25,000	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388
Revenues from other Agencies	\$ 50,706	\$ 48,812	\$ 49,056	\$ 49,301	\$ 49,548	\$ 49,796
Recreation/Class Fees	\$ 103,094	\$ 99,130	\$ 101,113	\$ 103,135	\$ 105,198	\$ 107,302
Charges for Svc/Other	\$ 142,925	\$ 152,800	\$ 160,800	\$ 165,800	\$ 165,800	\$ 165,800
Subtotal Other Rev	\$ 973,660	\$ 978,542	\$ 997,137	\$ 1,012,927	\$ 1,023,920	\$ 1,035,119
TOTAL GENERAL FUND REVENUE	\$ 6,829,575	\$ 7,042,100	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579

Assumptions for 5 yr GF Projections (not including FY18-19)

Total Prop Tax increase by avg. of 2.4% per yr

Sales tax based on consultant projections of avg. of 3.5% per year

Utility taxes remain flat

Franchise fees increased by 1%/yr; other revenues, and business license increased by 0.5%/yr; cable fees

Revenues from other agencies slight increase

Fines and recreation fees increased 2%/yr

Other Charges for svcs increased per Dispatch contract and increases for recreation activities, interest revenue

Table C below shows that General Fund revenues are projected to grow by approximately 7.5% in FY17-18 and then increase approximately 2.4% per year from FY19-20 to FY22-23. GF expenditures will also experience a significant increase of over 5% in FY18-19 and then average approximately 2.3% per year over the remaining four-year period. During the Forecast period, the Town will maintain a robust GF reserve balance above 36% (refer to Table A). Please note the GF reserve will be reduced when any of the designated reserves are used for their express purpose.

TABLE C
GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Proposed Budget FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23
Total GF Revenue*	\$ 7,042,100	\$ 7,220,292	\$ 7,392,124	\$ 7,563,236	\$ 7,736,579
Rev. Incr. from prior yr adopted budget	\$ 515,000	\$ 178,192	\$ 171,832	\$ 171,113	\$ 173,342
Increase in %	7.5%	2.5%	2.4%	2.3%	2.3%
Total GF Expenses	\$ 9,968,400	\$ 10,101,620	\$ 10,391,474	\$ 10,542,146	\$ 10,848,628
Exp. Incr. from prior yr adopted budget	\$ 474,008	\$ 133,220	\$ 289,854	\$ 150,672	\$ 306,482
Increase in %	5.4%	1.4%	2.9%	1.5%	2.9%

* GF revenue does not include transfers or special revenue

The Forecast includes projected step increases and modest cost of living increases. Health care costs are estimated to increase annually by 6% which reflects the recent increases in Kaiser Health rates.

Retirement costs are estimated to double over the five-year period due to CalPERS phasing in its reduced interest rate assumptions from 7.5% to 7.0%. However, as stated above, the Town will have paid off its CalPERS side fund retirement debt obligations in FY21-22. This will result in a “savings” of approximately \$200,000 in principal payments.

Except for Fire services, all other non-personnel expenses are increased by 2% per year. The Town’s contribution to Fire is projected to increase an average of 4.5% per year, primarily due to retirement costs. Increases in health and retirement costs continue to represent the most significant impact to future budgets. Unfortunately, we have little control over those two factors.

As an offset against projected increases in expenditures, the Forecast does assume savings from some staff turnover/retirements, reductions in on-going operating costs associated with one-time expenditures (e.g., financial software), and reductions in the amount of the pre-payment toward unfunded retirement liability.

One major assumption of the Five-Year Forecast is the renewal of Measure J, the Special Municipal Tax of \$195 per residential/commercial unit, in 2019. Without a renewal, the tax would expire June 2020 which is reflected in Table D below. More significantly, Table D indicates that in FY20-21 the Town would need to fill an estimated \$713,000 gap in revenue which represents approximately 6% of General Fund expenditures. Without a replacement revenue source, this would necessitate a major restructuring of how the Town provides services such as police and public works.

Table D shows that unless the Town adopted major budget cuts, it would need to dip into GF reserves at an unsustainable pace beginning in FY20-21.

TABLE D

Revenue Scenarios Five Year Forecast

	Est. Yr. End					
	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Total GF Appropriations	\$ 9,224,341	\$ 9,948,400	\$ 10,121,620	\$ 10,411,874	\$ 10,562,954	\$ 10,869,852
Total GF Revenues and Transfers	\$ 9,877,561	\$ 10,027,300	\$ 10,215,442	\$ 10,430,127	\$ 10,645,165	\$ 10,873,531
Surplus (Deficit)	\$ 653,220	\$ 78,900	\$ 93,822	\$ 18,253	\$ 82,211	\$ 3,678
Less Special Municipal Tax (Measure J)	\$ -	\$ -	\$ -	\$ (713,000)	\$ (713,000)	\$ (713,000)
Adjusted Surplus(deficit)	\$ 653,220	\$ 78,900	\$ 93,822	\$ (694,747)	\$ (630,789)	\$ (709,322)
Proj. GF Fund Balance	\$ 3,692,536	\$ 3,771,436	\$ 3,865,258	\$ 3,170,511	\$ 2,539,722	\$ 1,830,401
In % of GF Exp	40.0%	37.9%	38.2%	30.5%	24.0%	16.8%

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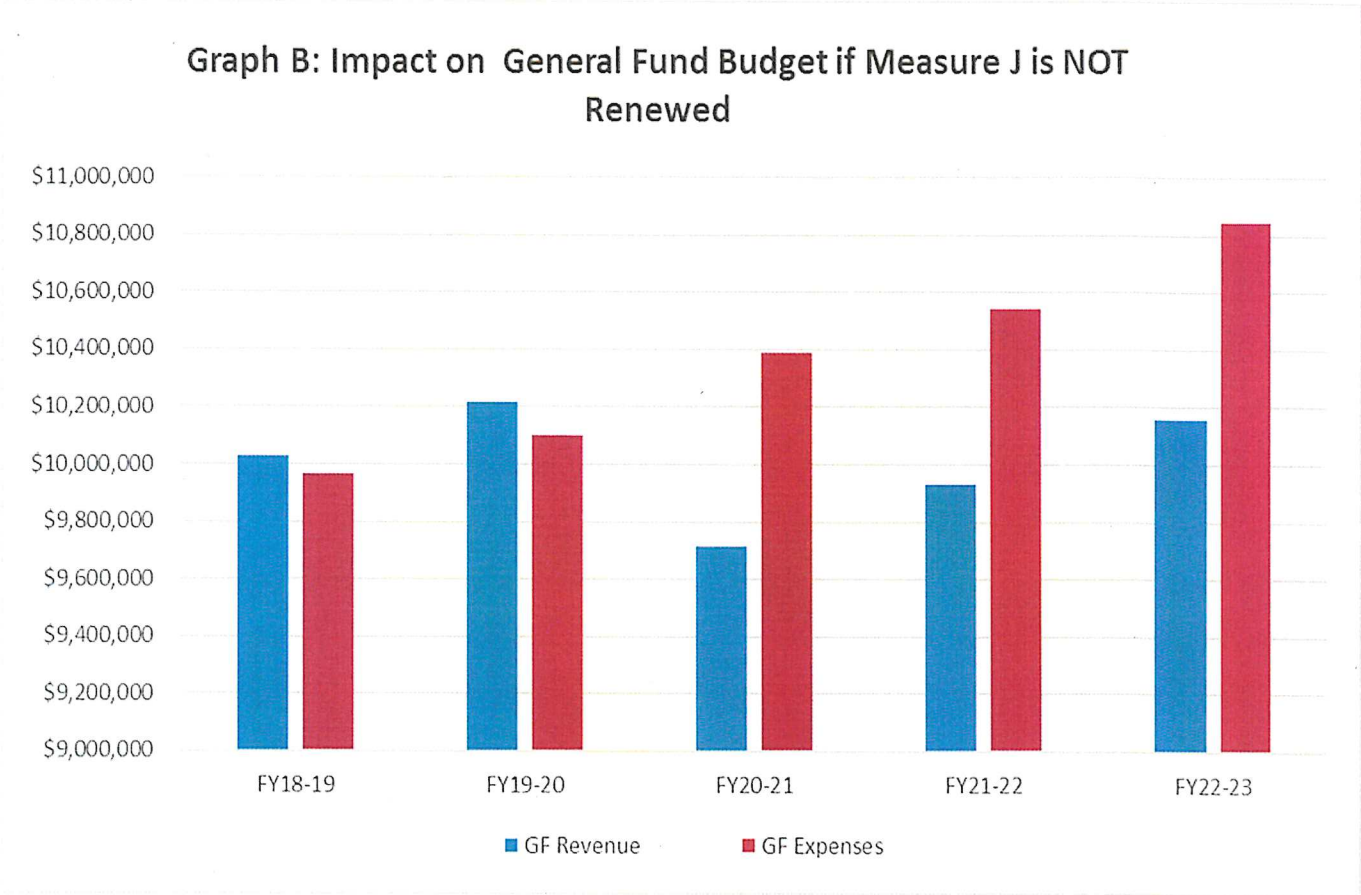
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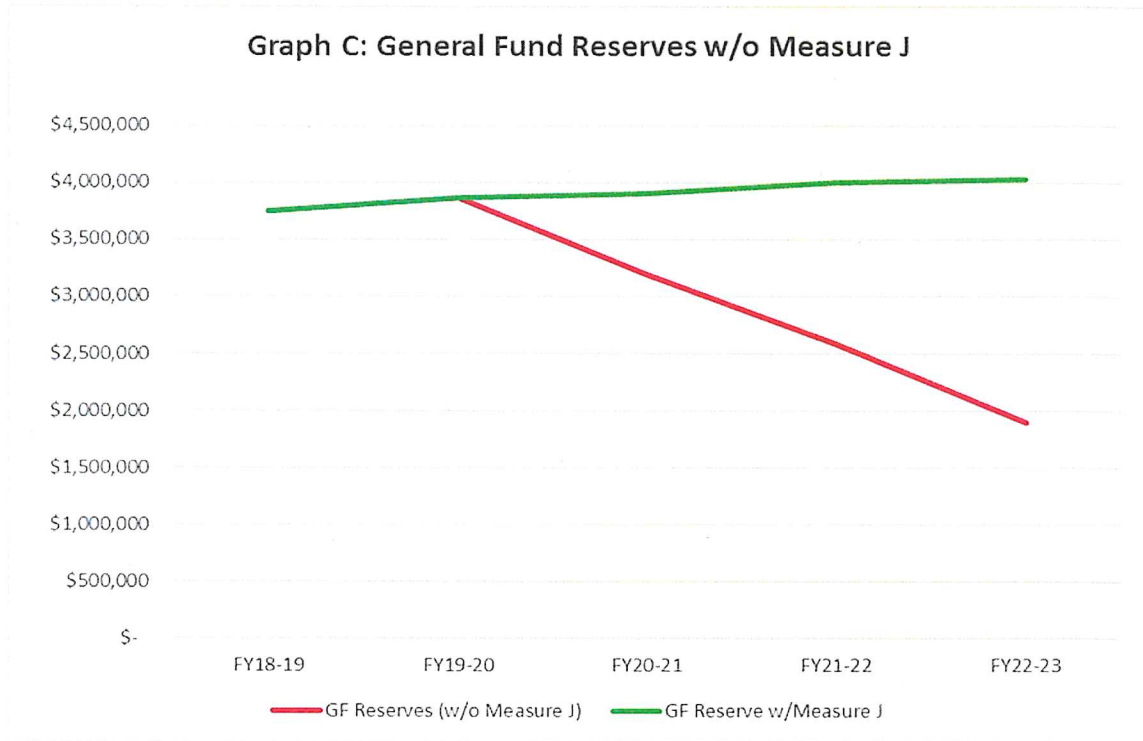
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Graph B shows the short fall beginning in FY20-21 between forecasted revenues and expenditures if the Town did not revise its budget to reflect the loss of Measure J revenues.



In FY22-23, if forecasted expenditures did not change (highly unlikely), Table D above indicates that General Fund reserves would be approximately 16%, which is well below the Town policy of maintaining a 25% fund balance reserves and would begin to adversely impact the Town’s cash flow and operations. Ideally, communities should maintain a minimum 15% fund balance for cash flow purposes.

Graph C shows the precipitous drop in GF reserves without the renewal of Measure J. Presumably, the reductions in service levels would need to be in place prior to FY22-23 before the Town began to dip below its minimum GF reserve policy of 25%



Overall, with the renewal of Measure J, the Five-Year Forecast indicates the Town will be able to manage its resources to maintain a stable financial position with significant reserves to weather downturns in the economy.

Five-Year Capital Improvement Plan (5 Yr CIP)

The Five-Year CIP will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr. CIP. While the total Five-Year CIP budget is approximately \$14,300,000, the budget for FY18-19 is approximately \$2,400,000. The funding comes from a variety of federal, state, local grants such as the Highway Bridge Program, FEMA, sales tax from TAM, gas tax, County loan, Measure C, Measure J, and Measure A Park money.

The FY18-19 CIP is lower than the previous year’s CIP because the Town has completed a majority of the road damage caused by the 2017 winter storms. This CIP does carry-over projects from FY17-18 CIP such as general street resurfacing and repair, FEMA, downtown sidewalks, Parkade, and bridge improvements.

The largest new project is repaving of significant portions of upper and lower Scenic Road. The CIP also continues to budget significant funding for pedestrian trail improvements and the

replacement of downtown sidewalks.⁴ For more information on the Five-Year CIP, please refer to the CIP list on pg. 76.

Financial Challenges in the Future

It is understood that the renewal of the Special Municipal Tax (Measure J) is one of the greatest challenges facing the Town over the five-year period. However, the good news is that the Town has sufficient lead time to discuss and address the issue. Similar to previous years where a Town tax measure was slated to expire, Table E explores other revenue options.

Table E- Future Funding Options To Consider

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Renewal Measure J (Special Muni Tax)	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000	\$ 713,000
Increase Utility Tax by 1%	\$ 68,000	\$ 69,700	\$ 71,443	\$ 73,229	\$ 75,059
Parking Revenue @demand pricing (\$5000/week)	\$ 262,656	\$ 269,223	\$ 275,953	\$ 282,852	\$ 289,923
Increase MSS Franchise fees (1%/yr up to total of 5%)	\$ 16,000	\$ 32,000	\$ 48,000	\$ 64,000	\$ 64,000
Short Rental revenue	\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922	\$ 27,595
Marijuana Revenue	tbd	tbd	tbd	tbd	tbd
Annexation	tbd	tbd	tbd	tbd	tbd
Increase Fees and Permits (closer to 100% cost recovery)	\$ 23,639	\$ 24,230	\$ 24,836	\$ 25,457	\$ 26,093

Note : apply @ 2.5% CPI

Specifically, there are a few potentially large untapped resources:

- Utility Tax- Per the Town’s Municipal Code, the Town can increase its utility tax from 4% to 5%.
- Parking revenue- The managed parking concept is anticipated to be discussed in 2018 after the Council completes its discussion regarding the Parkade. The estimate assumes demand pricing for parking and a permit system for the adjacent neighborhoods.
- MSS Franchise- The Town can increase its franchise fee for MSS from the current level of 10% to a maximum of 15%. Table E assumes a 1% increase per year.
- Short-term rentals- The Town has discussed allowing short-term rentals under certain

⁴ At the budget workshop, the Council added \$45,000 for downtown sidewalk improvements which is included the budget presented as part of the budget message. However, the Council added another \$40,000 for downtown sidewalk improvements at the public hearing for the budget, which is included in the adopted budget. The total amount budgeted for downtown sidewalk improvements is \$130,000.

conditions. This assume companies such as Airbnb or owners of the properties charge and remit TOT (hotel tax) to the Town for the short-term rentals.

- Revenue from a special tax on medical and/or non-medical marijuana- A special tax would require a vote. However, the Town currently has a moratorium on non-medical marijuana to allow the Council time to discuss regulations governing non-medical marijuana.
- Annexation of unincorporated areas which are partially surrounded by the Town limits- The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, is in the process of conducting a study to review and develop policies and procedures to effectuate city annexations of unincorporated lands that are entirely or substantially surrounded by the affected city (i.e., “islands”). Staff will keep the Council apprised of LAFCO’s progress on the Ross Valley study.
- Fee/Permit Increases- The Town is planning to conduct a fee study in FY18-19 with the goal of updating its fees and permits to better reflect the cost of services.

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.

On behalf of Town staff, our continued “thanks” to all the Fairfax residents who supported the Town’s various tax measures in the past and, hopefully, in the future.

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

This year the challenges facing the Town is not financial, but rather policy based. However, the Council has demonstrated the continued ability to weather a few storms, both figuratively and literally. In both cases, the Council has demonstrated the fortitude and leadership in meeting these challenges head on. I look forward to working with Council and community to continue our on-going goal of enhancing the quality of life in Fairfax.

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

Respectfully Submitted,



GARRETT TOY
Town Manager

Town of Fairfax

2018-19 Operating Budget



FUND SUMMARY

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GENERAL FUNDS

	Balance 30-Jun-17	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Balance 30-Jun-18	FY 17/18 ACTIVITY	Balance 30-Jun-18	FY 2018-19 Revenues	FY 2018-19 Approp	FY 2018-19 Transfers	Proj Balance 30-Jun-19	FY 18/19 ACTIVITY
01 General Fund	1,727,678	6,527,100	(9,403,192)	2,686,100	1,537,686	(189,992)	2,244,158	7,041,300	(9,939,456)	2,426,100	1,772,102	(472,056)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	47,689	-	(67,200)	40,000	20,489	(27,200)	44,405	-	(63,688)	430,000	410,716	366,311
04 Building & Planning Fund	45,628	504,100	-	(520,000)	29,728	(15,900)	137,667	609,500	-	(610,000)	137,167	(500)
05 Building Improvement Fund	6,189	-	(6,000)	6,000	6,189	-	0	-	-	40,000	40,000	40,000
06 Retirement Fund	70,141	1,364,900	(0)	(1,400,000)	35,041	(35,100)	249,625	1,516,100	-	(1,500,000)	265,725	16,100
08 Office Equip Replacement Fund	115,013	-	(18,000)	35,000	132,013	17,000	137,493	-	(18,000)	35,000	154,493	17,000
Total General Funds	3,012,339	8,396,100	(9,494,392)	847,100	2,761,147	(251,192)	3,813,348	9,166,900	(10,021,145)	821,100	3,780,203	(33,145)
					29.1%						37.7%	

SPECIAL REVENUE FUNDS

07 Special Police Fund	30,020	100,000	-	(100,000)	30,020	-	0	100,000	-	(100,000)	0	-
12 Fairfax Festival Fund	4,844	36,000	(31,700)	(5,000)	4,144	(700)	0	36,000	(31,000)	(5,000)	0	-
20 Measure J - Municipal Svs Tax Fund	40,560	713,600	-	(753,600)	560	(40,000)	13,636	713,600	-	(722,100)	5,136	(8,500)
21 Gas Tax Fund	(4,616)	213,257	-	(208,000)	641	5,257	7,685	325,672	-	(333,000)	357	(7,328)
22 Measure A - Transportation	157,891	95,217	-	-	253,108	95,217	177,045	-	-	(91,360)	85,685	(91,360)
23 Measure A - Parks	104,848	60,091	-	(25,000)	139,939	35,091	151,867	61,436	(161,000)	-	52,303	(99,564)
Total Special Revenue Funds	333,547	1,218,165	(31,700)	(1,091,600)	428,412	94,865	350,234	1,236,708	(192,000)	(1,251,460)	143,482	(206,752)

DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	981,557	507,000	(522,200)	-	966,357	(15,200)	951,752	532,458	(535,105)	-	949,105	(2,647)
48 Lease Agreement	-	452,909	(452,909)	-	-	-	1,294	466,842	(466,842)	-	1,294	-
Total Debt Service Funds	981,557	959,909	(975,109)	-	966,357	(15,200)	953,046	999,300	(1,001,947)	-	950,399	(2,647)

CAPITAL PROJECTS

51 Capital Projects - Grants	975,101	1,529,779	(1,598,717)	190,500	1,096,663	121,562	543,871	1,055,460	(1,413,460)	359,360	545,231	1,360
52 Disaster Fund	(0)	887,000	(887,000)	-	-	0	(286,177)	631,177	(345,000)	-	0	286,177
53 Capital Projects - Town	192,627	343,370	(398,370)	50,000	187,627	(5,000)	211,698	560,000	(730,000)	67,000	108,698	(103,000)
Total Capital Projects Funds	1,167,728	2,760,149	(2,884,087)	240,500	1,284,290	116,562	469,392	2,246,637	(2,488,460)	426,360	653,929	184,537

FIDUCIARY FUNDS

73 Open Space	24,601	2,000	(4,000)	4,000	26,601	2,000	32,413	2,000	(4,000)	4,000	34,413	2,000
Total Fiduciary Funds	24,601	2,000	(4,000)	4,000	26,601	2,000	32,413	2,000	(4,000)	4,000	34,413	2,000
TOTALS	5,519,772	13,336,323	(13,389,288)	-	5,466,808	(52,965)	5,618,432	13,651,545	(13,707,552)	-	5,562,426	(56,007)

Town of Fairfax

2018-19 Operating Budget



FUND SUMMARY

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GENERAL FUNDS

	Audited Bal 30-Jun-17	FY 2017-18 Revenues	FY 2017-18 Approp	FY 2017-18 Transfers	Balance 30-Jun-18	FY 17/18 ACTIVITY	Balance 30-Jun-18	FY 2018-19 Revenues	FY 2018-19 Approp	FY 2018-19 Transfers	Proj Balance 30-Jun-19	FY 18/19 ACTIVITY
01 General Fund	1,694,131	6,829,574	(9,149,750)	2,870,204	2,244,158	550,027	2,244,158	7,041,300	(9,939,456)	2,426,100	1,772,102	(472,056)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	47,689	-	(63,689)	60,404	44,405	(3,285)	44,405	-	(63,689)	430,000	410,716	366,311
04 Building & Planning Fund	2,264	745,402	-	(610,000)	137,667	135,402	137,667	609,500	-	(610,000)	137,167	(500)
05 Building Improvement Fund	4,404	-	-	(4,404)	0	(4,404)	0	-	-	40,000	40,000	40,000
06 Retirement Fund	177,432	1,472,193	-	(1,400,000)	249,625	72,193	249,625	1,516,100	-	(1,500,000)	265,725	16,100
08 Office Equip Replacement Fund	113,395	-	(10,902)	35,000	137,493	24,098	137,493	-	(18,000)	35,000	154,493	17,000
Total General Funds	3,039,316	9,047,169	(9,224,341)	951,204	3,813,348	774,032	3,813,348	9,166,900	(10,021,145)	821,100	3,780,203	(33,145)
					41.3%						37.7%	

SPECIAL REVENUE FUNDS

07 Special Police Fund	94,725	126,479	-	(221,204)	0	(94,725)	0	100,000	-	(100,000)	0	-
12 Fairfax Festival Fund	-	47,100	(47,100)	-	0	0	0	36,000	(31,000)	(5,000)	0	-
20 Measure J - Municipal Svs Tax Fund	41,536	713,600	-	(741,500)	13,636	(27,900)	13,636	713,600	-	(722,100)	5,136	(8,500)
21 Gas Tax Fund	-	215,685	-	(208,000)	7,685	7,685	7,685	325,672	-	(333,000)	357	(7,328)
22 Measure A - Transportation	48,324	223,937	-	(95,217)	177,045	128,720	177,045	-	-	(91,360)	85,685	(91,360)
23 Measure A - Parks	121,776	60,091	(30,000)	-	151,867	30,091	151,867	61,436	(161,000)	-	52,303	(99,564)
Total Special Revenue Funds	306,362	1,386,893	(77,100)	(1,265,921)	350,234	43,872	350,234	1,236,708	(192,000)	(1,251,460)	143,482	(206,752)

DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	977,460	503,746	(529,454)	-	951,752	(25,708)	951,752	532,458	(535,105)	-	949,105	(2,647)
48 Lease Agreement	1,284	452,909	(452,899)	-	1,294	10	1,294	466,842	(466,842)	-	1,294	-
Total Debt Service Funds	978,744	956,655	(982,353)	-	953,046	(25,698)	953,046	999,300	(1,001,947)	-	950,399	(2,647)

CAPITAL PROJECTS

51 Capital Projects - Grants	441,273	535,182	(693,301)	260,717	543,871	102,598	543,871	1,055,460	(1,413,460)	359,360	545,231	1,360
52 Disaster Fund	-	584,724	(870,901)	-	(286,177)	(286,177)	(286,177)	631,177	(345,000)	-	0	286,177
53 Capital Projects - Town	106,391	332,625	(277,318)	50,000	211,698	105,307	211,698	560,000	(690,000)	67,000	148,698	(63,000)
Total Capital Projects Funds	547,664	1,452,531	(1,841,520)	310,717	469,392	(78,272)	469,392	2,246,637	(2,448,460)	426,360	693,929	224,537

FIDUCIARY FUNDS

73 Open Space	29,024	604	(1,215)	4,000	32,413	3,389	32,413	2,000	(4,000)	4,000	34,413	2,000
Total Fiduciary Funds	29,024	604	(1,215)	4,000	32,413	3,389	32,413	2,000	(4,000)	4,000	34,413	2,000
TOTALS	4,901,109	12,843,853	(12,126,529)	-	5,618,433	717,324	5,618,432	13,651,545	(13,667,552)	-	5,602,426	(16,007)

Town of Fairfax

2018-19 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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TRANSFERS TO:

01 General Fund	2,655,373	2,693,076	2,811,100	3,005,204	2,962,100
02 Dry Period Fund	-	-	-	-	-
03 Equipment Replacement	68,300	50,000	40,000	50,000	430,000
05 Communications Fund	6,000	6,000	6,000	6,000	40,000
08 Office Equipment Replacement	55,000	25,000	35,000	35,000	35,000
11 Recreation	3,881	-	-	-	-
23 Measure A - Parks	18,893	-	-	-	-
49 CIP - Emergency Watershed	-	-	-	-	-
50 CIP - Fairfax Creek Restoration	-	-	-	-	-
51 CIP - Grants	290,745	220,891	443,603	260,717	359,360
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	108,446	40,000	50,000	50,000	67,000
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
73 Open Space	5,000	9,000	4,000	4,000	4,000
	3,211,638	3,043,967	3,389,703	3,410,921	3,897,460

TRANSFERS FROM:

01 General Fund	181,627	85,000	125,000	135,000	536,000
02 Dry Period Fund	-	-	-	-	-
04 Building & Planning	535,000	470,000	520,000	610,000	610,000
05 Communications Fund	-	-	-	-	-
06 Retirement Fund	1,250,000	1,300,000	1,400,000	1,400,000	1,500,000
07 Special Police Services	120,000	120,000	100,000	221,204	100,000
12 Fairfax Festival	3,273	5,000	5,000	-	5,000
20 Measure J - Municipal Services Tax	699,100	741,600	753,600	741,500	722,100
21 Gas Tax	215,000	159,476	208,000	208,000	333,000
22 Measure A - Transportation	85,745	157,891	253,103	95,217	91,360
23 Measure A - Parks	63,000	5,000	25,000	-	-
41-45 Debt Service	-	-	-	-	-
51 CIP - Grants	58,893	-	-	-	-
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	-	-	-	-	-
54 Pavilion Restoration	-	-	-	-	-
55 Measure K	-	-	-	-	-
	3,211,638	3,043,967	3,389,703	3,410,921	3,897,460



Town of Fairfax
2018-19 Operating Budget

APPROPRIATIONS - ALL FUNDS

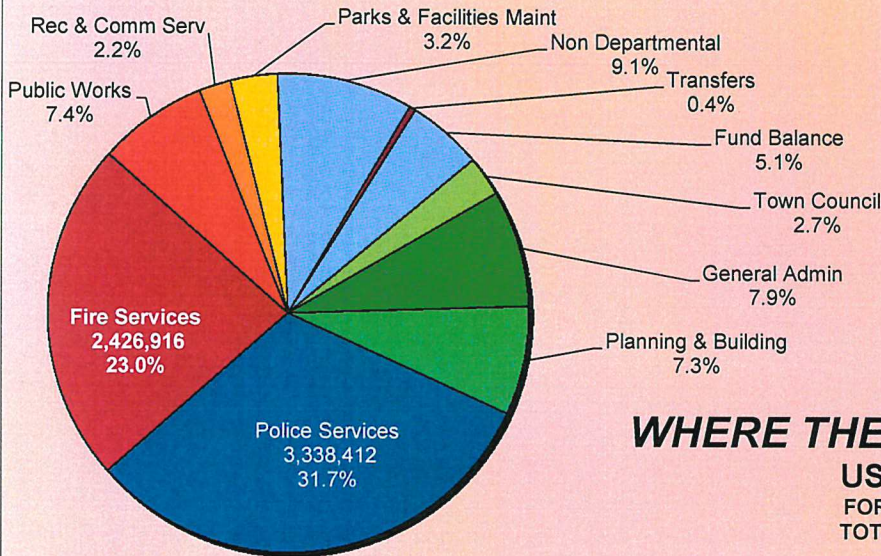
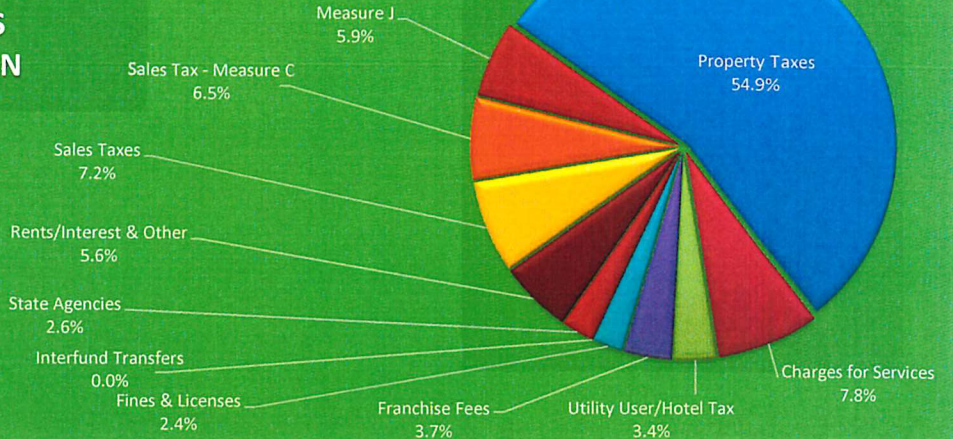
FUND SUMMARY

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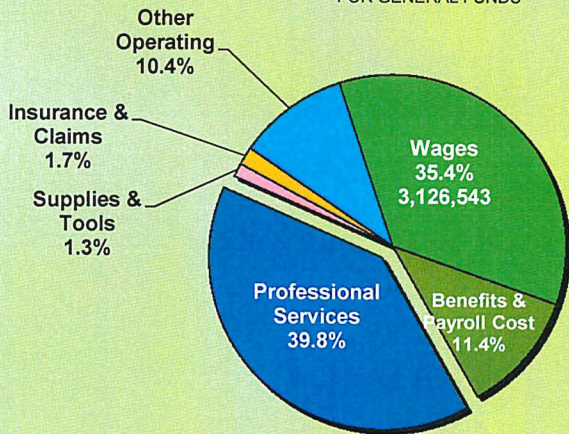
	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2018-19 Adopted
GENERAL FUNDS							
01 General Fund	1,090,975	773,500	5,780,028	774,593	556,777	963,583	9,939,456
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	47,089	-	-	16,600	63,689
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	-	-
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	18,000	-	-	-	-	-	18,000
Total General Funds	1,108,975	773,500	5,827,117	774,593	556,777	980,183	10,021,145
SPECIAL REVENUE FUNDS							
07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,000	-	31,000
20 Measure J - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	161,000	-	161,000
Total Special Revenue Funds	-	-	-	-	192,000	-	192,000
DEBT SERVICE FUNDS							
43-45 Measure K - Debt Service	-	-	-	535,105	-	-	535,105
48 Lease Agreement	-	-	-	-	-	466,842	466,842
Total Debt Service Funds	-	-	-	535,105	-	-	535,105
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	1,413,460	-	-	1,413,460
52 Disaster Fund	-	-	-	345,000	-	-	345,000
53 Capital Projects - Town	-	-	-	730,000	-	-	730,000
Total Capital Projects Funds	-	-	-	2,488,460	-	-	2,488,460
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds	-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS	1,108,975	773,500	5,827,117	3,798,158	752,777	1,447,025	13,707,552
Percent of Total Appropriations (with CIP)	8.1%	5.6%	42.5%	27.7%	5.5%	10.6%	100.0%
Percent of Total Appropriations (NO CIP)	9.9%	6.9%	51.9%	33.9%	6.7%	12.9%	81.8%



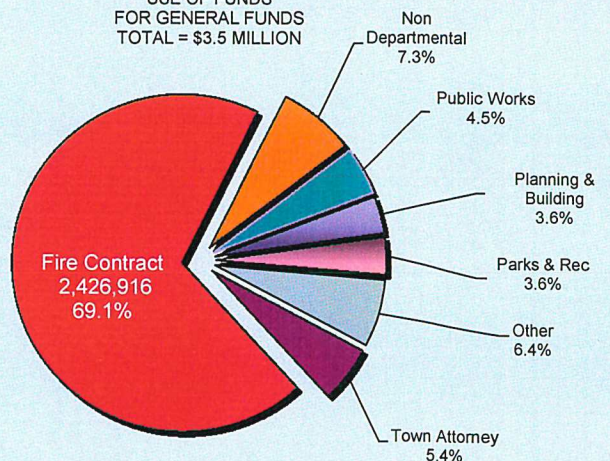
**WHERE THE MONEY COMES FROM...
SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$10.5 MILLION**



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



**PROFESSIONAL SERVICES
USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$3.5 MILLION**





Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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BEGINNING FUND BAL	825,679	1,418,878		1,694,131	2,244,158
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REVENUES

PROPERTY TAXES	3,565,462	3,819,912	3,868,000	4,087,173	4,265,964
SALES TAXES	1,145,060	1,207,125	1,344,200	1,403,742	1,437,594
USER FEES (UUT/TOT)	378,779	387,517	370,000	365,000	360,000
FRANCHISE FEES	377,810	383,858	388,800	397,935	392,000
FINES & LICENSES	266,349	265,913	254,000	254,000	254,000
RENTS & INTEREST	26,671	57,134	41,300	65,425	66,300
REVENUES FROM OTHER AGENCIES	61,582	46,859	49,200	50,706	48,812
CHARGES FOR CURRENT SERVICES	172,313	179,347	211,600	205,594	216,630

SUBTOTAL REVENUES	5,994,026	6,347,665	6,527,100	6,829,574	7,041,300
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APPROPRIATIONS

100 TOWN COUNCIL	187,827	283,044	271,516	358,803	284,630
200 GENERAL ADMINISTRATION	610,826	617,035	775,795	721,592	806,345
300 DEVELOPMENT SERVICES	597,596	606,143	674,132	671,172	773,500
400 PUBLIC SAFETY	4,920,217	5,231,982	5,412,202	5,350,192	5,780,028
500 PUBLIC WORKS	576,010	706,726	722,442	623,717	774,593
600 RECREATION & COMMUNITY SERVICES	180,539	186,984	207,151	208,124	226,762
600 PARKS & FACILITY MAINTENANCE	196,752	257,398	287,454	258,304	330,015
700 NON DEPARTMENTAL	604,806	738,719	1,052,500	957,845	963,583

SUBTOTAL APPROPRIATIONS	7,874,573	8,628,030	9,403,192	9,149,750	9,939,456
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TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,655,373	2,693,076	2,811,100	3,005,204	2,962,100
TRANSFERS FROM 01-GENERAL FUND	(181,627)	(85,000)	(125,000)	(135,000)	(536,000)

SUBTOTAL TRANSFER	2,473,746	2,608,076	2,686,100	2,870,204	2,426,100
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NET DEPARTMENT ACTIVITY	593,199	327,711	(189,992)	550,027	(472,056)
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ENDING FUND BAL	1,418,878	1,746,589		2,244,158	1,772,102
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COMPONENTS OF FUND BALANCE:

Undesignated	1,418,878	1,746,589		2,244,158	1,772,102
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NOTES:



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
01-010-101 Property Taxes - Secured	2,317,234	2,441,810	2,600,000	2,653,381	2,774,000
01-010-102 Property Taxes - Unsecured	45,732	47,806	50,000	51,624	51,624
01-010-103 Property Taxes - Prior	1,723	1,911	3,000	3,000	3,000
01-010-104 Real Estate Transfer Tax	44,644	50,857	45,000	45,000	45,000
01-010-110 Supplemental Property Taxes	51,091	62,759	55,000	55,000	60,000
01-010-112 ERAF Excess Distribution	384,617	452,975	400,000	481,912	502,826
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	666,551	707,904	660,000	743,256	775,513
01-060-113 Storm Run-Off Fee	53,870	53,890	55,000	54,000	54,000
Total Property Taxes	3,565,462	3,819,912	3,868,000	4,087,173	4,265,964
01-010-105 In-Lieu Sales Tax ("Triple Flip")	121,750	-	-	-	-
01-010-106 Sales Tax ("Bradley Burns")	532,327	639,115	630,900	684,000	693,000
01-010-111 1/2 cent Sales Tax - Prop. 172	69,074	58,579	64,300	61,742	63,594
01-010-118 1/2 cent Sales Tax - Measure D	421,910	509,431	-	-	-
01-010-118 3/4 cent Sales Tax - Measure C	-	-	649,000	658,000	681,000
Total Sales Taxes	1,145,060	1,207,125	1,344,200	1,403,742	1,437,594
01-010-108 Utility Users Tax - Telecom	99,930	83,641	100,000	100,000	100,000
01-010-109 Utility Users Tax - Energy	250,811	283,277	240,000	240,000	240,000
01-010-114 Hotel Users Tax	28,039	20,599	30,000	25,000	20,000
Total User Taxes	378,779	387,517	370,000	365,000	360,000
01-020-201 Garbage	186,958	181,322	193,800	193,800	187,000
01-020-202 Gas & Electric	60,995	65,326	65,000	74,135	75,000
01-020-203 Cable	129,857	137,210	130,000	130,000	130,000
Total Franchise Fees	377,810	383,858	388,800	397,935	392,000
01 - GENERAL FUND TAXES & FEES	5,467,111	5,798,412	5,971,000	6,253,849	6,455,558

NOTES:

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

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

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

Sales taxes are the General Fund's second largest revenue source. The Town's 1% Bradley Burns Sales Tax is levied on all merchandise. These funds are received directly from the State on a monthly basis. Measure C is the renewal and increase of the 1/2 cent to 3/4 cent sales tax which passed in November, 2016. Revenue estimate are based on projections from Avenu, the Town's revenue consultant

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

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



Town of Fairfax

2018-19 Operating Budget

GENERAL FUND

REVENUE DETAIL	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted
01-030-301 Business Licenses	133,108	128,698	130,000	130,000	130,000
01-040-401 Vehicle Code Fines	27,837	24,765	24,000	24,000	24,000
01-040-402 Parking & Other Fines	105,404	112,450	100,000	100,000	100,000
Total Fines & Licenses	266,349	265,913	254,000	254,000	254,000
	-				
01-050-501 Rents - Women's Club and Other	12,750	18,891	13,000	13,000	13,000
01-050-504 Rents - CYO - Pavilion	675	4,050	6,000	6,000	6,000
01-050-506 Rents - Pavilion - Other	2,850	8,890	5,000	5,000	5,000
01-050-507 Janitor.Maint fees	300	1,425	1,000	1,000	1,000
Total Rental & Maintenance Fees	16,575	33,256	25,000	25,000	25,000
	-				
01-050-500 Interest Earnings - Bank	-	1,295	1,300	1,300	1,300
01-050-502 Interest Earnings - LAIF	10,096	22,583	15,000	39,125	40,000
Total Investment Earnings	10,096	23,878	16,300	40,425	41,300
01-060-602 Motor Vehicle License Fees	3,080	3,333	3,500	3,500	3,500
01-060-607 Homeowner's Property Tax Rebates (HOPTR)	13,215	13,043	13,200	12,812	12,812
01-060-614 State Aid	6,174	1,023	-	0	-
01-060-615 Police Training Reimbursement (POST)	1,878	4,035	5,300	7,194	5,300
01-060-619 SB90 - State Manadated Claims	16,976	-	-	0	-
01-060-699 Other & Miscellaneous Revenues & WC	8,000	13,259	15,000	15,000	15,000
01-070-702 Zero Waste Grant	12,259	12,166	12,200	12,200	12,200
Total Revenues From Other Agencies	61,582	46,859	49,200	50,706	48,812
01-080-802 Sale Of Maps & Publications/Copies	1,237	1,673	1,500	1,500	1,500
01-080-803 Special Police Services (includes booking fees)	12,877	16,335	15,000	15,000	15,000
01-080-804 Police Dispatch Services	54,000	54,000	76,000	76,000	85,000
01-080-814 Miscellaneous - General	17,105	14,533	10,000	10,000	10,000
01-080-903 General Recreation	2,267	3,456	3,000	3,000	3,000
01-090-508 Recreation Rentals	11,670	9,150	15,000	15,000	15,000
01-090-790 Recreation Fundraising	5,323	10,851	9,000	9,000	9,000
01-090-822 Recreation Summer Camp Fees	11,680	18,470	27,100	21,094	23,130
01-090-904 Recreation Classes & Partnerships	56,154	50,879	55,000	55,000	55,000
Total Charges For Current Services	172,313	179,347	211,600	205,594	216,630
01 - GENERAL FUND TAXES & FEES	5,467,111	5,798,412	5,971,000	6,253,849	6,455,558
01 - GENERAL FUND TOTAL	5,994,026	6,347,665	6,527,100	6,829,574	7,041,300
				104.6%	107.9%

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

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

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



Town of Fairfax

2018-19 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
111	Town Council	28,653	27,839	31,714	29,385	32,080
112	Town Treasurer	2,340	4,009	4,802	4,402	4,800
116	Independent Auditor	59,325	27,789	55,000	80,017	57,750
121	Town Attorney	97,508	223,407	180,000	245,000	190,000
Total Town Council		187,827	283,044	271,516	358,803	284,630
211	Town Manager	170,545	179,746	191,330	190,971	198,980
221	Town Clerk	122,837	128,309	154,958	146,107	213,289
222	Elections	477	8,788	43,000	26,954	5,000
231	Personnel	70,772	62,793	74,223	60,982	76,748
241	Finance	246,195	237,399	312,284	296,578	312,328
Total General Administration		610,826	617,035	775,795	721,592	806,345
311	Planning	417,727	417,311	485,555	446,025	528,350
321	Building Inspection & Permits	179,869	188,832	188,578	225,147	245,150
Total Development Services		597,596	606,143	674,132	671,172	773,500
411	Police	2,892,599	3,106,950	3,148,031	3,101,610	3,338,412
418	Disaster Preparedness	4,526	8,755	14,600	10,639	14,700
421	Ross Valley Fire Service	2,023,092	2,116,277	2,249,571	2,237,943	2,426,916
Total Public Safety		4,920,217	5,231,982	5,412,202	5,350,192	5,780,028
510	Public Works Administration	185,645	170,012	275,041	187,110	277,016
511	Street Maintenance	304,083	318,974	361,701	340,620	399,578
512	Street Lighting & Traffic Signals	86,282	103,259	85,700	95,987	98,000
513	Storm Damage FEMA	-	114,481	-	-	-
Total Public Works		576,010	706,726	722,442	623,717	774,593
616	Community Services	29,001	30,545	27,689	26,432	32,171
617	Recreation	52,835	53,952	52,433	52,388	56,372
621	Fairfax Recreation	89,294	87,182	107,328	112,197	123,820
622	Summer Camps	9,409	15,303	19,700	17,108	14,400
Total Recreation & Community Services		180,539	186,984	207,151	208,124	226,762
611	Park Maintenance	150,778	205,184	217,680	202,884	254,510
625	Rental Facilities-WC & Ballfield	45,457	50,890	69,775	49,111	75,504
911	Building Maintenance	517	1,324	-	6,309	-
Total Parks & Facility Maintenance		196,752	257,398	287,454	258,304	330,015
715	Non Departmental	604,806	738,719	1,052,500	957,845	963,583
TOTAL GENERAL FUND APPROPRIATIONS		7,874,573	8,628,030	9,403,192	9,149,750	9,939,456



Town of Fairfax
2018-19 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object	Salaries & Wages	Benefits & Payroll Cost	Retirement & Sidefund	Professional Services	Supplies & Tools	Other Operating	FY 2018-19 Adopted
111 Town Council	18,000	1,056	3,124	2,200	100	7,600	32,080
112 Town Treasurer	3,600	345	-	-	100	755	4,800
116 Independent Auditor	-	-	-	57,750	-	-	57,750
121 Town Attorney	-	-	-	190,000	-	-	190,000
Total Town Council	21,600	1,401	3,124	249,950	200	8,355	284,630
211 Town Manager	131,531	35,325	18,679	500	700	12,244	198,980
221 Town Clerk	122,360	35,506	5,838	45,000	100	4,485	213,289
222 Elections	-	-	-	5,000	-	-	5,000
231 Personnel	42,176	8,519	3,453	20,100	600	1,900	76,748
241 Finance	182,105	36,559	22,579	40,000	1,700	29,385	312,328
Total General Administration	478,172	115,909	50,550	110,600	3,100	48,014	806,345
311 Planning	296,399	79,824	72,267	55,000	4,000	20,861	528,350
321 Building Inspection & Permits	104,228	32,076	28,146	70,000	1,200	9,500	245,150
Total Development Services	400,627	111,899	100,413	125,000	5,200	30,361	773,500
411 Police	1,671,666	572,350	777,866	55,461	14,300	246,769	3,338,412
418 Disaster Preparedness	-	-	-	-	100	14,600	14,700
421 Ross Valley Fire Service	-	-	-	2,426,916	-	-	2,426,916
Total Public Safety	1,671,666	572,350	777,866	2,482,377	14,400	261,369	5,780,028
510 Public Works Administration	127,962	26,006	16,005	66,500	1,308	39,234	277,016
511 Street Maintenance	175,892	42,961	36,051	45,000	45,500	54,174	399,578
512 Street Lighting & Traffic Signals	-	-	-	48,000	-	50,000	98,000
513 Pollution Prevention	-	-	-	-	-	-	-
Total Public Works	303,854	68,967	52,056	159,500	46,808	143,408	774,593
616 Community Services	18,052	1,720	4,749	-	6,200	1,450	32,171
617 Recreation	33,107	5,864	8,880	7,000	120	1,400	56,372
621 Fairfax Recreation	70,135	8,585	-	23,600	3,000	18,500	123,820
622 Summer Camps	-	-	-	12,400	2,000	-	14,400
Total Recreation & Community Services	121,295	16,169	13,629	43,000	11,320	21,350	226,762
611 Park Maintenance	116,821	44,565	17,187	35,000	16,000	24,938	254,510
625 Rental Facilities-WC & Ballfield	12,508	7,185	909	9,500	6,000	39,402	75,504
911 Building Maintenance	-	-	-	39,000	5,500	(44,500)	-
Total Parks & Facility Maintenance	129,329	51,750	18,096	83,500	27,500	19,840	330,015
715 Non Departmental	-	71,461	100,000	255,762	4,000	532,360	963,583
TOTAL GENERAL FUND APPROPRIATIONS	3,126,543	1,009,906	1,115,733	3,509,689	112,528	1,065,056	9,939,456
	31.5%	10.2%	11.2%	35.3%	1.1%	10.7%	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

2017-18 KEY ACCOMPLISHMENTS:

- As Executive Officer for the Ross Valley Fire Department (RVFD) assisted the RVFD Board with evaluating the Marin County Fire proposal to provide fire chief and other executive function to RVFD.
- Negotiated new MOU's with the Police Officers Association and SEIU
- Hired new Planning and Building Services Director
- Served as president of the Marin Manager's Association
- Secured FEMA reimbursement for a majority of 2017 winter storm damage and completed major road repair projects such as 300 Tamalpais Road, 345 Forrest Ave, and 92 Madrone Rd.
- Negotiated rate adjustments with Marin Sanitary Services (MSS)
- Served as Public Works Director overseeing the design of various capital improvements such as the completion of the Class I bike lane for the Bike spine project and the repaving of Tamalpais Road from Mountain View to Scenic Road and Mountain View Road from Manzanita Road to Tamalpais Road.
- Worked to have the Town included in the FEMA Community Rating System (CRS) resulting in a 5% reduction in flood insurance costs for residents.

FY 2018-19 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Adopt new personnel policies
- Begin design of the Parkade
- Continue to complete repairs to roads damaged by the 2017 winter storms
- Complete road maintenance projects

Council Goals for 2018
(not in order of priority)

- Discuss strategies for addressing parking in the downtown area including the adjacent neighborhoods
- Amend zoning code to reduce maximum home size
- Explore innovative approaches, such as Tiny Homes, to create more affordable housing opportunities
- Continue to make improvements to pedestrian trails
- Allow mobile shower pilot program in Town
- Begin design of the seismic retrofit and ADA improvements to the Pavilion
- Complete design and begin construction of the ADA and parking improvements to the Parkade
- Repair portions of sidewalks in downtown along Bolinas Rd. and Broadway from Bank St. to Pacheco Ave.
- Regulate commercial cannabis businesses
- Implement fire prevention program including risk reduction activities, property inspections, creation of Firewise neighborhoods, emergency preparedness, community outreach/education, and the development of a plan with easy maps for the community to use in the event of a disaster.
- Consider establishment of density limits and objective development standards in commercial zones to address potential residential development on sites

2017-2018
Key Town Accomplishments

- Approved Victory Village, a 54-unit affordable senior housing project, with a streamlined zoning approach
- Adopted or introduced 10 Ordinances:
 - Amended code to change regular election from odd-numbered to even-numbered years
 - Added a new chapter 17.090 (RM-S Multi-Family Residential – Senior) and amended the town zoning map for Victory Village
 - Adopted urgency interim moratorium on commercial cannabis
 - Amended code for accessory and junior accessory dwelling units to conform to state law, creating a 10-year amnesty/incentive program to legalize ADUs/JADUs with 50% fees and waiving penalties
 - Added electric vehicle charging stations expedited permit processing
 - Extended temporary moratorium on commercial cannabis
 - Amended code to prohibit residents from discarding organics into landfill containers and provided composting pails to all single-family residences
 - Amended smoking regulations to prohibit smoking in unenclosed service areas, raise the age to purchase tobacco products and require the licensure of tobacco retailers; the American Lung Association's 2018 State of Tobacco Control report awarded Fairfax an "A" for its smoke-free regulations, implemented to protect the public and visitors.
 - Amended Social Host to include marijuana, to add party buses, and to provide for a juvenile diversion program
 - Conducted first reading of source of income ordinance to prohibit rental discrimination solely on the basis of source of income (e.g., housing voucher)
- Completed the MCE Deep Green Incentive Program. Fairfax has by far the highest rate of Deep Green users of any MCE jurisdiction (~8%). 157 households (includes 47 added w/tabling prior to incentive program) switching to DG saves about 115 MTCO₂E annually.
- Repaved Tamalpais and Mountain View roads; repaired selected portions of Sir Francis Drake; and installed additional crosswalk flashing beacon systems
- Implemented more senior programs, forums, and improvements (e.g., benches); on January 2, 2018, Fairfax was notified it was an official member of AARP's Age Friendly Network.
- Completed repairs to roads severely damaged by the 2017 winter storms such as Forrest Ave., Tamalpais Rd. and Madrone Rd. and worked to secure reimbursement from FEMA
- Completion of the Class I Bike lane from Glenn Drive to Lefty Gomez field, thus completing the Bike Spine project.
- Conducted the 2017 Town election
- Began retrofit of streetlights to LED's using PGE turnkey and financing programs
- Reached a resolution regarding Peri's use permit and noise issues.
- Established the Art and Culture Collaborative using the Artist in Residence program
- Endorsed as a Council the 'Elevate the Discussion' pledge
- Initiated the Fire Wise Cascades project with a Town wide fire safe workshop
- Adopted resolution in support of SB 54 prohibiting law enforcement from cooperating with ICE
- Adopted initiative to prohibit land uses that adversely affect community recreational sports fields, including Lefty Gomez Park
- Approved MOU with Marin County regarding improvements to the Elliott Preserve
- Appointed new Planning and Building Services Director
- Began preliminary discussions of Parkade improvements
- Completion of pedestrian trail improvements such as the Scenic to Scenic trails, Park Lane, and spur trail from Scenic to Berry trail



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	18,000	18,000	18,000	18,000	18,000
492 WORKERS COMP	684	312	747	747	753
493 RETIREMENT	1,258	1,158	1,237	1,237	1,237
494 MEDICARE	244	238	244	244	249
496 PERS UAL/SIDEFUND	1,650	2,004	1,887	1,887	1,941
SUBTOTAL PERSONNEL	21,836	21,712	22,114	22,115	22,180

OPERATING EXPENSES

813 OFFICE SUPPLIES		-	100	-	100	
815 PRINTING		-	200	-	100	
822 PROFESSIONAL SERVICES	SEE NOTE	1,904	1,931	2,000	2,669	2,200
842 SPECIAL DEPT SUPPLIES		407	325	300	582	500
861 BUS.MEET/CONF.	SEE NOTE	3,556	3,871	6,000	4,019	6,000
862 DUES & SUBSCRIPTIONS		950	-	1,000	-	500
890 MISCELLANEOUS	SEE NOTE		-		-	500
SUBTOTAL OPERATING		6,817	6,127	9,600	7,270	9,900

TOTAL DEPARTMENT APPROPRIATION 28,653 27,839 31,714 29,385 32,080

Allocation of Positions:

Councilmembers 5.00 5.00 5.00 5.00 5.00

Total Full Time Equivalent Employees 5.00 5.00 5.00 5.00 5.00

NOTES: 822 State Lobbyist - Calif League of Cities
 861 LOCC - New Councilmember orientation / MCCMC events
 890 Climate Action Committee (CAC) budget



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	
415 ACCRUED LEAVE CASHOUT			-	
421 TEMP EMPLOYEES	2,096	3,600	3,600	3,600
461 OVERTIME			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP		67	160	158
493 RETIREMENT	61	135	-	
494 MEDICARE	27	52	52	52
495 FICA/PTS			135	135
SUBTOTAL PERSONNEL	2,185	3,854	3,947	3,945

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES			100	100
815 PRINTING			-	
822 PROFESSIONAL SERVICES			-	
842 SPECIAL DEPT SUPPLIES			-	
861 BUS.MEET/CONF.			600	300
862 DUES & SUBSCRIPTIONS	155	155	155	155
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	155	155	855	455

TOTAL DEPARTMENT APPROPRIATION 2,340 4,009 4,802 4,402 4,800

Allocation of Positions:

TOWN TREASURER 1.00 1.00 1.00 1.00 1.00

Total Full Time Equivalent Employees 1.00 1.00 1.00 1.00 1.00

NOTES:



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
 ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

In conformance with State requirements the Town is audited each year by a qualified CPA firm hired by the Town Council to ensure the Town financial statements conform to Generally Accepted Accounting Procedures (GAAP).
 The current auditors are Maze & Associates Accountancy Corporation of Pleasant Hill, CA.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 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 SERVICES
- 822 PROFESSIONAL SERVICES
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

SEE NOTE
SEE NOTE

SUBTOTAL OPERATING

59,325 27,789 55,000 80,017 57,750

TOTAL DEPARTMENT APPROPRIATION

59,325 27,789 55,000 80,017 57,750

Allocation of Positions:

Total Full Time Equivalent Employees **0.00 0.00 0.00 0.00 0.00**

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



Town of Fairfax
2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 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 SERVICES	97,508	223,407	180,000	245,000	190,000
822 PROFESSIONAL SERVICES				-	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.				-	
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	

SUBTOTAL OPERATING

97,508 223,407 180,000 245,000 190,000

TOTAL DEPARTMENT APPROPRIATION

97,508 223,407 180,000 245,000 190,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

821 contract Town Attorney fees



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	112,570	121,969	126,194	126,194	131,531
415 ACCRUED LEAVE CASHOUT		4,223	2,154	2,154	2,240
421 TEMP EMPLOYEES	-	-	-	-	-
491 HEALTH INSURANCE	21,119	19,468	19,299	19,299	20,233
492 WORKERS COMP	3,997	2,179	5,398	5,398	5,557
493 RETIREMENT	11,177	11,184	11,646	11,646	12,945
494 MEDICARE	1,597	1,697	1,762	1,762	1,835
495 FICA/PTS			720	720	
496 PERS UAL/SIDEFUND	6,150	2,883	7,033	7,033	7,234
611 ALLOWANCES	3,816	3,816	3,960	3,960	3,960
SUBTOTAL PERSONNEL	160,427	167,418	178,166	178,166	185,536

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	500	-	500
711 OFFICE EQUIP MAINT.			100	-	100
731 BLDG-GROUNDS MAINT.	3,131	1,914	2,114	1,879	2,294
801 WATER	499	487	450	532	450
802 POWER	591	883	800	890	800
804 TELEPHONE	1,060	2,219	1,500	1,270	1,500
811 POSTAGE	571	516	400	286	400
813 OFFICE SUPPLIES	761	1,185	700	1,001	700
821 OUTSIDE CONSULTING SVS			-	-	-
822 PROFESSIONAL SERVICES	251	212	1,000	153	500
861 BUS.MEET/CONF.	765	2,015	3,400	5,235	4,000
862 DUES & SUBSCRIPTIONS	2,488	2,897	2,200	1,559	2,200
871 LIAB & PROP INSURANCE	-	-	-	-	-
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	10,118	12,328	13,164	12,805	13,444

SEE NOTE
SEE #715

TOTAL DEPARTMENT APPROPRIATION

170,545	179,746	191,330	190,971	198,980
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Allocation of Positions:

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

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

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

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

Accomplishments for 2017-18

- Conducted the November 2017 general election for the offices of three members of the Town Council
- Processed one initiative petition
- Continued to coordinate the online and print updates to the Town Code
- Facilitated the migration of all Town email to the cloud
- Evaluated and selected new host for Town website
- Initiated process to redesign Town website

TOWN CLERK/ELECTIONS

Goals for 2018-19

- Coordinate redesign of Town website to improve community engagement
- Launch new website
- Evaluate and implement new document management software to continue efforts to automate records retention program
- Conduct the November 2018 special election
- Expand staff so that the Town Clerk's Office may to continue to provide a high level of service to the community, staff, and Council, in addition to completing projects and assignments; consider a job-share model with a deputy.
- Coordinate audio-visual technology improvements in the council chambers



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	69,885	77,869	84,516	84,516	104,525
411 REG PART-TIME SALARIES	-	-		-	15,825
415 ACCRUED LEAVE CASHOUT	-	-	1,625	1,625	2,010
491 HEALTH INSURANCE	25,055	25,257	26,249	26,249	27,939
492 WORKERS COMP	2,659	1,354	3,582	3,582	4,379
493 RETIREMENT	4,834	4,994	5,838	5,838	7,221
494 MEDICARE	949	1,054	1,169	1,169	1,446
496 PERS UAL/SIDEFUND		4	-	-	-
611 ALLOWANCES	360	360	360	360	360
SUBTOTAL PERSONNEL	103,743	110,891	123,340	123,340	163,704

SEE NOTE

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			200		
731 BLDG-GROUNDS MAINT.	2,843	1,829	2,046	2,046	2,285
801 WATER			100	-	
804 TELEPHONE	449	808	108	534	500
811 POSTAGE	571	421	900	286	500
813 OFFICE SUPPLIES	574	657	500	578	500
814 LEGAL ADS	225	697	400	438	400
821 OUTSIDE SERVICES	90	1,230	360	360	20,000
822 PROFESSIONAL SERVICES	13,091	11,287	26,204	18,143	25,000
842 SPECIAL DEPT SUPPLIES	939	168	200	80	100
861 BUS.MEET/CONF.	118	321	400	90	100
862 DUES & SUBSCRIPTIONS	195	-	200	213	200
SUBTOTAL OPERATING	19,094	17,418	31,618	22,767	49,585

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

	122,837	128,309	154,958	146,107	213,289
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Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER			1.00	1.00	1.00
DEPUTY TOWN CLERK/MANAGEMENT ANALYST	1.00	1.00	-	-	0.25
ADMINISTRATIVE ASSISTANT PT			0.0625	0.0625	0.0625

Total Full Time Equivalent Employees

	1.00	1.00	1.06	1.06	1.31
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NOTES:

- 411 P/T Deputy Town Clerk for succession planning/job share
- 821 Website hosting / new website development through Proud City
- 822 Code updates; Minutes Clerk; OpenGov, webmaster



Town of Fairfax

2018-19 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	222 ELECTIONS

ACTIVITY DESCRIPTION

Local regular elections for Town offices (councilmembers, treasurer, and clerk) have been held every two years (to stagger the terms) in November of odd-numbered years pursuant to the Town Code. Beginning in 2020, the Town will change to even-numbered year elections, pursuant to state law and Town Ordinance No. 807. The Town consolidates its local elections with the County of Marin, with costs shared by all of the local agencies, school districts, and special districts. As of May 2018, Fairfax had 5,460 registered voters.

DEPARTMENT SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL	-	-	-	-	-
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OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT					
711 OFFICE EQUIP MAINT.					
731 BLDG-GROUNDS MAINT.					
801 WATER					
804 TELEPHONE					
811 POSTAGE		2,895		5,000	
813 OFFICE SUPPLIES					
814 LEGAL ADS				-	
815 PRINTING					
821 OUTSIDE SERVICES					
822 PROFESSIONAL SERVICES	477	5,893	43,000	21,954	5,000
842 SPECIAL DEPT SUPPLIES					
861 BUS.MEET/CONF.					
862 DUES & SUBSCRIPTIONS					
890 MISCELLANEOUS	-	-	-	-	-

SUBTOTAL OPERATING	477	8,788	43,000	26,954	5,000
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TOTAL DEPARTMENT APPROPRIATION	477	8,788	43,000	26,954	5,000
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Allocation of Positions:

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

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:

822 Cost vary year to year; in FY18-19 there is the renewal of RVPA tax.



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

Personnel cost include contractual Human Resources (HR); legal and consulting services and other costs such as recruitment, testing, physical & psychological exams as required.

DEPARTMENT SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	28,574	30,354	32,455	32,455	32,639
411 REG PART-TIME SALARIES	7,609	7,480	7,625	7,625	8,909
415 ACCRUED LEAVE CASHOUT		939	601	601	628
421 TEMP EMPLOYEES	-	-		-	
461 OVERTIME				-	
491 HEALTH INSURANCE	491	460	4,957	4,957	5,510
492 WORKERS COMP	1,372	691	1,700	1,700	1,754
493 RETIREMENT	3,375	3,326	3,453	3,453	3,856
494 MEDICARE	508	520	555	555	575
495 FICA/PTS			240	240	240
496 PERS UAL/SIDEFUND	1,225	-		-	
611 ALLOWANCES	72	72	36	36	36
SUBTOTAL PERSONNEL	43,225	43,843	51,623	51,623	54,148

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
814 LEGAL ADS	225	1,061	500	-	500
815 PRINTING				-	
821 OUTSIDE SERVICES	26,974	17,398	20,000	8,278	20,000
822 PROFESSIONAL SERVICES			100	-	100
842 SPECIAL DEPT SUPPLIES	348	490	600	581	600
861 BUS.MEET/CONF.			1,000	500	1,000
862 DUES & SUBSCRIPTIONS			400	-	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	27,546	18,949	22,600	9,359	22,600

TOTAL DEPARTMENT APPROPRIATION

70,772 62,793 74,223 60,982 76,748

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.30 0.30 0.30 0.30 0.30

NOTES:

821 Preemployment services, Attorney Fees & outside HR services, as needed

842 Staff recognition

FINANCE DEPARTMENT

2017-18 ACCOMPLISHMENTS:

- Adopted FY18 budget in July
 - Added Funds for Special revenues – Measure A TAM
 - Added Fund for Lease Financing for refunding of \$3,880,000 of UAL/sidefund obligations in January, 2017
 - Improved budget document formats & added images
- Arranged for five year \$500,000 loan from the County of Marin in February for Capital Improvements and disaster repairs at favorable rates 3.5% to 4.0%
- Investigated feasibility of refinancing 2008 bonds for additional road funds or lower interest rates.
- Worked with GovInvest to implement software to track pension & OPEB liabilities
 - Increase transparency
 - Implement GASB 68 – Pension reporting
- Worked with Urban Futures to provide continuing disclosures for debt issues
- Succeeded in avoiding TRAN borrowing for third year
- Implemented major ADP payroll software update.
- Implemented accounting tracking for FEMA storm reporting. Submitted FEMA and National Highway Transportation Board claims for storm damage to streets and hillsides.
- Continued to maintain current status of annual Town audits with minimal adjustments to General ledger and internal controls.
- Prepared all required annual reports including State Controller's report (2), State Controller's compensation report.
- Responded to all requests for information from public and private organizations.
- Assisted Town Manager in codifying and refining Town Personnel Rules.
- Refined revenue recording process for Franchise Tax Board parking fine collections
- Assisted Town Manager in preparing for Measure A Parks Funds audit
- Assisted Town Manager in MOU negotiations with labor bargaining units
- Attended seminars for new tax & payroll laws and creating AP Procedures and Policy
- Served as Treasurer and Executive Board Member of Bay Cities Joint Powers Insurance Authority (BCJPIA)
- Prepared financial informational presentation for Council Candidates in November election.
- Reduced charge to citizens for GO Bond Debt Service payments

FINANCE DEPARTMENT

FY 2018-19 GOALS AND OBJECTIVES:

- Continue evaluation of accounting software programs to replace current BDS accounting software, integrating cash receipts, business license, payroll and fixed assets.
- 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
- Initiate Fee Study to update Master Fee Schedule
- Continue update of personnel rules with Town Manager.
- 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
- Work with Building & Planning Department to implement systems for building deposits and revenue tracking



Town of Fairfax

2018-19 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **241 FINANCE**

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	110,016	111,116	113,339	115,092	119,039
411 REG PART-TIME SALARIES	37,152	36,522	44,838	44,838	44,543
415 ACCRUED LEAVE CASHOUT	2,351	2,116	2,137	2,137	2,289
421 TEMP EMPLOYEES	8,116	5,084	18,000	13,182	18,523
491 HEALTH INSURANCE	21,970	22,312	20,794	20,794	23,249
492 WORKERS COMP	5,954	3,048	7,442	7,442	7,551
493 RETIREMENT	13,704	13,074	14,837	14,837	16,698
494 MEDICARE	2,132	2,102	2,429	2,429	2,494
495 FICA/PTS	310	38	1,080	1,080	651
496 PERS UAL/SIDEFUND	5,000	1,722	5,718	5,718	5,882
611 ALLOWANCES	324	324	324	324	324
SUBTOTAL PERSONNEL	207,028	197,457	230,938	227,873	241,243

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE		30,000	30,000	20,000
711 OFFICE EQUIP MAINT.			300	-	300
731 BLDG-GROUNDS MAINT.		2,843	1,829	2,046	1,818
804 TELEPHONE		454	808	1,000	534
811 POSTAGE		573	502	800	286
813 OFFICE SUPPLIES		1,227	1,113	1,500	1,661
815 PRINTING		277	159	1,200	34
821 OUTSIDE SERVICES	SEE NOTE	8,975	8,008	15,000	9,931
822 PROFESSIONAL SERVICES	SEE NOTE	24,412	26,624	25,000	23,627
861 BUS.MEET/CONF.		120	546	500	567
862 DUES & SUBSCRIPTIONS		175	175	1,000	147
890 MISCELLANEOUS		112	178	3,000	100
SUBTOTAL OPERATING		39,168	39,941	81,346	68,705

TOTAL DEPARTMENT APPROPRIATION **246,195** **237,399** **312,284** **296,578** **312,328**

Allocation of Positions:

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

Total Full Time Equivalent Employees **1.50** **1.50** **1.70** **1.70** **1.70**

NOTES:	636 Contribution to reserve to replace accounting software using lease-purchase financing.
	821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Assistance with implementation of accounting software
	822 Payroll service, Sales tax analysis, merchant fees, bank analysis, fee study
	Accounting Software license (BDS, AssetMaxx); GovInvest (GASB 75 actuarial)

Planning & Building Services

2017 - 2018 Accomplishments

- Cannabis:
 - Panel discussion workshop
 - Cannabis online survey
 - Cannabis moratorium
 - draft Cannabis work program outline
- Streamlined/online EVCS processing ordinance
- Online Solar panel permitting
- Planning Commission workshop and study sessions on Planning Department/Commission FY 2018 Work Program. Includes:
 - General Plan Program Implementation Priorities
 - Marinda Heights subdivision of Wall Property
 - Cannabis program
 - Proposed zoning amendments
- Fairfax Tree Committee training session w/Town Arborist
- Marinda Heights subdivision of Wall Property
 - application processing
 - project website
 - FOSC review
- Zoning Map update/correction
- Digitization and GIS georeferencing Town General Plan thematic maps (ongoing)
- Housing
 - Approval of Victory Village discretionary application, rezoning
 - Adoption of Accessory Dwelling Unit Ordinance
- Planning Commission
 - League of CA Cities Training Academy
- Building
 - Issue permits for > \$10,000,000 in valuation

2018-2019 Goals

- Implement Planning Work Program, including:
 - Develop cannabis ordinance governing commercial uses
 - Process Marinda Heights subdivision of the Wall Property, including EIR
 - Implement General Plan Programs pertaining to affordable housing, historic preservation, post-disaster recovery, thematic map digitization
 - Develop amendments to Zoning Ordinance, including clarifying ridgeline regulations and improving application processing
- Respond to State housing and other planning regulations
- Explore software options to improve application processing, tracking, and recordkeeping

Department/Division: Planning & Building Services

The Planning and Building Services Department consists of a Director, Principal Planner, Building Official, and half-time Assistant Planner. The Department is responsible for supporting the Planning Commission, processing Planning and Building permits, and implementing the General Plan and Planning and Building work programs. The Town Hall Administrative Assistant also provides support to the Planning and Building Department.

Activity/Description	Est. Year End FY16-17	Est. Year End FY17-18	Est. FY18-19
Planning Permits Processed	40	69	60
Building Permits Processed	400	440	425
Resale Inspections	65	94	70
Building Inspections	2,140	2,200	2,200
Violations Processed	30	30	30
Administrative Citations	5	5	5
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5-8/day); 1,750 (approx. 5-8/day)	1,800 1,800	1,800 1,800
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 4,000 (15+/day)	2,700 4,000	2,700 4,000
<u>Emails for service:</u> (not inter-office / junk mail) Planning Staff Building Staff	2,400 (9/day) 900 (3-4/day)	2,400 900	2,400 900



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES		241,147	171,259	248,008	248,008	260,323
411 REG PART-TIME SALARIES	SEE NOTE	16,462	24,404	28,800	28,800	31,077
415 ACCRUED LEAVE CASHOUT		2,008	2,340	4,491	4,491	7,976
421 TEMP EMPLOYEES		1,836	40,839	5,000	5,000	5,000
491 HEALTH INSURANCE		41,634	36,585	44,373	44,373	53,618
492 WORKERS COMP.		9,592	4,319	11,518	11,518	12,287
493 RETIREMENT		25,409	16,726	25,458	25,458	28,037
494 MEDICARE		3,396	2,677	3,791	3,791	4,057
495 FICA/PTS		471	812	1,091	1,091	1,165
496 PERS UAL/SIDEFUND		37,600	45,655	43,000	43,000	44,230
611 ALLOWANCES		720	513	720	720	720
SUBTOTAL PERSONNEL		380,275	346,128	416,249	416,249	448,490

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.		3,565	2,050	2,230	2,230	2,411
802 POWER		295	441	250	445	450
804 TELEPHONE		902	1,866	1,500	1,100	1,500
811 POSTAGE		620	651	2,000	500	1,500
812 REPRODUCTION		-	822	1,000	500	1,000
813 OFFICE SUPPLIES		1,532	1,295	1,500	2,000	2,000
814 LEGAL ADS	SEE NOTE	929	364	1,500	1,000	1,500
815 PRINTING		106	1,805	2,000	1,500	2,000
821 OUTSIDE SERVICES	SEE NOTE	19,371	55,044	45,000	10,000	50,000
822 PROFESSIONAL SERVICES	SEE NOTE	5,390	6,065	5,000	5,000	5,000
842 SPECIAL DEPT SUPPLIES		2,263	537	2,000	1,500	2,000
861 BUS.MEET/CONF.		2,478	242	5,000	4,000	5,000
862 DUES & SUBSCRIPTIONS		-	-	325	-	5,500
SUBTOTAL OPERATING		37,452	71,183	69,305	29,775	79,861

TOTAL DEPARTMENT APPROPRIATION 417,727 417,311 485,555 446,025 528,350

Allocation of Positions:

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

NOTES: 411 Planning Commission minutes / Zoning Tech & Intern
814 legal notices as required
821 Outside services to implement PC workplan; pass-thru cost & revs are discussed in appendix
822 Televised Planning Commission meetings \$100/hr/meeting
861 1/2 of Marin Maps (\$3,000) and MCEP fees



Town of Fairfax

2018-19 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 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
Actual	Actual	Adopted	Projected	Adopted

PERSONNEL

401 REGULAR SALARIES	96,884	97,157	99,100	99,100	104,228
415 ACCRUED LEAVE CASHOUT	1,585	1,585	1,633	1,633	4,287
421 TEMP EMPLOYEES				-	
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	19,708	19,991	20,746	20,746	21,669
492 WORKERS COMP.	3,676	1,688	4,122	4,122	4,398
493 RETIREMENT	10,207	9,141	10,185	10,185	10,795
494 MEDICARE	1,353	1,313	1,345	1,345	1,452
496 PERS UAL/SIDEFUND	14,750	17,910	16,868	16,868	17,351
611 ALLOWANCES	270	270	270	270	270
SUBTOTAL PERSONNEL	148,432	149,055	154,269	154,269	164,450

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.				-	
722 VEHICLE MAINTENANCE	SEE NOTE	2,883	2,991	3,500	3,500
731 BLDG-GROUNDS MAINT.		2,602	1,757	1,984	1,764
802 POWER		295	441	500	445
804 TELEPHONE		902	1,866	1,500	1,100
811 POSTAGE		808	619	300	450
812 REPRODUCTION		-	-	-	-
813 OFFICE SUPPLIES		1,139	870	1,500	700
815 PRINTING		-	-	-	-
821 OUTSIDE SERVICES	SEE NOTE	13,275	22,781	20,000	60,000
822 PROFESSIONAL SERVICES	SEE NOTE	5,427	6,789	3,750	2,000
851 CLOTHING		-	-	-	-
861 BUS.MEET/CONF.	SEE NOTE	1,929	845	1,000	500
862 DUES & SUBSCRIPTIONS	SEE NOTE	2,176	818	275	420
SUBTOTAL OPERATING		31,437	39,777	34,309	70,879

TOTAL DEPARTMENT APPROPRIATION

	179,869	188,832	188,578	225,147	245,150
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Allocation of Positions:

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

Total Full Time Equivalent Employees

	1.00	1.00	1.00	1.00	1.00
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NOTES:	722 Fuel & upkeep on Building Official Vehicle
	821 Coastland Engineering plan check, Town Engineer
	822 Janitorial allocation; scanning building plans /relief building inspector
	861 Building official/ICBO meetings
	862 Professional membership renewals for Building Official

POLICE DEPARTMENT

ORGANIZATION:

The department is comprised of the following personnel/Classifications

- 1 Police Chief
- 1 Lieutenant (proposed FY18-19)
- 2 sergeants (instead of 3 if Lieutenant classification is implemented)
- 2 corporal (instead of 3 if Lieutenant classification is implemented)
- 5 patrol officers
- 1 Frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 1 reserve police officers (part time /hourly as needed)
- 4 reserve dispatcher (part time/hourly as needed)
- 2 police cadets (part time/hourly as needed)

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

THE DEPARTMENT

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

MISSION:

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

POLICE DEPARTMENT

2017-2018 ACCOMPLISHMENTS

- Completed sending 80% of all personnel to all mandated POST training (needs to be finished by December 2018)
- Completed Property and Evidence inventory and purge calendar year end 2017
- Completed 2017 Records storage purge
- Brought the Town on line with Nixle (complimenting our existing presence on Nextdoor and Twitter & Instagram)
- Acquisition of new speed radar signs and implementation of this now expanded program throughout town
- Completed Fairfax Police Policy Manual update
- Completed Fairfax's participation in it's 15th & 16th National Drug Take Back Day

2018–2019 GOALS AND OBJECTIVES:

- Implement a Lieutenant Classification into organization from within existing personnel allotment
- Acquire state of the art Body Worn Camera equipment
- Finish POST mandated training for remaining personnel by December 31, 2018
- Continue the updating of the POST Mandated Field Training Officer Program (several year project)
- Recruitment of new personnel with the anticipated loss of two sworn officer in 2018
- Implement through the budget process the classification of Police Lieutenant (filled through existing personnel, not a new "sworn" position)
- Fill existing vacancies of two police corporals from the police officer rank



Town of Fairfax

2018-19 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	343,384	350,478	360,013	357,013	369,987
402 SAFETY SALARIES	SEE NOTE	999,597	991,660	1,116,141	1,076,141	1,236,679
415 ACCRUED LEAVE PAYOUT		6,464	44,060	3,000	7,181	3,000
421 TEMP EMPLOYEES		78,747	94,641	65,000	62,000	65,000
461 OVERTIME		128,336	166,712	160,000	150,000	160,000
481 HOLIDAY PAY		70,343	70,489	77,122	77,122	84,165
491 HEALTH INSURANCE		234,959	214,417	235,205	215,000	236,393
492 WORKERS COMP.		55,500	28,111	68,089	68,089	73,598
493 RETIREMENT		205,573	180,298	206,437	201,000	231,681
494 MEDICARE		21,545	22,534	24,714	24,714	26,594
495 FICA/PTS		1,756	1,413	-	1,000	-
496 PERS UAL/SIDEFUND		428,346	667,136	541,343	546,185	546,185
497 OVERTIME REIMB	SEE NOTE	(800)	-	(15,000)	(800)	(15,000)
611 ALLOWANCES		2,830	1,235	2,360	3,600	3,600
SUBTOTAL PERSONNEL		2,576,581	2,833,183	2,844,424	2,788,245	3,021,882

Allocation of Positions:

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

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

NOTES:

497 Reimbursible Overtime - from events such as Fairfax Festival



Town of Fairfax

2018-19 Operating Budget

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

DEPARTMENT SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

OPERATING EXPENSES

631	COMM EQUIP REPLACE		7,282	-	7,000	6,858	7,000
711	OFFICE EQUIP MAINTENANCE		89	20	1,500	-	1,500
712	COMPUTER EQUIP MAINTENANCE	SEE NOTE	27,338	24,102	29,000	28,000	29,000
721	FIELD EQUIP MAINTENANCE		-	2,169	1,000	500	1,000
722	VEHICLE MAINTENANCE		27,938	20,553	20,000	26,000	20,000
723	COMMUNICATION EQUIP MAINT		2,875	3,142	3,000	2,000	3,000
725	MERA DEBT SERVICE	SEE NOTE	38,301	37,823	38,317	38,317	38,355
726	MERA MEMBERSHIP FEE		29,448	30,698	32,090	32,090	31,414
731	BLDG-GROUNDS MAINTENANCE		59,270	15,113	26,000	24,000	26,000
801	WATER		1,693	1,970	1,900	1,900	1,900
802	POWER		1,244	1,766	2,000	2,000	2,000
804	TELEPHONE		15,175	16,736	17,000	15,500	17,000
806	FUEL		16,288	16,470	18,000	17,000	18,000
811	POSTAGE		989	1,693	2,000	2,800	2,000
812	REPRODUCTION		2,882	1,802	2,500	3,700	2,500
813	OFFICE SUPPLIES		1,763	1,705	1,300	1,300	1,300
815	PRINTING		2,723	3,451	3,000	3,500	3,000
822	PROFESSIONAL SERVICES	SEE NOTE	29,926	38,082	44,000	38,000	55,461
841	SMALL TOOLS		347	211	500	500	500
842	SPECIAL DEPT SUPPLIES		5,959	9,679	12,500	31,000	12,500
851	UNIFORM		17,056	18,070	17,100	16,000	19,200
861	BUS.MEET/CONF.		1,039	1,606	500	500	500
862	DUES & SUBSCRIPTIONS	SEE NOTE	8,986	10,347	11,400	11,400	11,400
871	LIAB & PROP INSURANCE		-	-	-	-	-
883	P.O.S.T.		15,788	15,930	9,000	10,000	9,000
889	BOOKING FEES		1,619	630	3,000	500	3,000
SUBTOTAL OPERATING			316,018	273,767	303,607	313,365	316,530
TOTAL DEPARTMENT APPROPRIATION			2,892,599	3,106,950	3,148,031	3,101,610	3,338,412 5,509

NOTES:

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

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

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

862 Includes Lexipol police policy manual updates



Town of Fairfax

2018-19 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	418 DISASTER PREP & EOC

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

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

				-	
				-	
				-	
				-	
				-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
SEE NOTE

				-	
				-	
18			100	-	100
4,508	4,508	9,900	7,039	-	10,000
-	647	1,000	-	-	1,000
	3,600	3,600	3,600	3,600	3,600

SUBTOTAL OPERATING

4,526 8,755 14,600 10,639 14,700

TOTAL DEPARTMENT APPROPRIATION

4,526 8,755 14,600 10,639 14,700

Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:	This department was formerly 218
	842 Update data equipment in EOC
	821 Marin County Sheriff OES (\$5,000) & consultant to prepare disaster preparedness materials
	881 Agility Recovery \$3,600/yr

ROSS VALLEY FIRE DEPARTMENT

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

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

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

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

The department is comprised of the following personnel:

- 1 Fire Chief (shared services model) *
- 3 Battalion Chiefs
- 12 Captains
- 15 Engineers
- 1 Administrative Assistant
- 2 Fire Inspectors

Total: 33 full time employees plus volunteers

*Note: In FY18-19, the JPA will experience a significant change in management operations with Marin County Fire providing the Fire Chief functions under contract with the JPA. San Anselmo currently provides the financial services to the JPA under a service agreement.

2018-19 BUDGET:

The Ross Valley Fire Department operating budget for FY 2018-19 is approximately \$10.6M. The budget is primarily funded through member contributions (approx. \$9.7M), outside revenues in the form of contracts for service provided to County of Marin (approx. \$197,000), fees for service related to plan checks and inspections of (\$250,000), and reimbursement by Ross Valley Paramedic Authority (\$249,000) for costs related to captains and/or engineers to be certified paramedics.

For this year, Fairfax, San Anselmo, and Sleepy Hollow will each continue to make a voluntary annual contribution towards RVFD's unfunded retirement/OPEB liability. Ross pays for its share of unfunded retirement/OPEB liability separate from RVFD. The Town's contribution of \$84,000 is the same as last year.

Overall, the Town's contribution to the JPA will increase by \$103,075 or 4.6% from \$2,233,861 to \$2,336,936. The Fire budget also includes \$75,000 for additional fire prevention and inspection services for Fairfax residents beyond the current RVFD service level. JPA members are also responsible for maintaining an annual reserve of \$15,000 for building maintenance costs. Both costs are not included in the Town's annual contribution to the JPA.

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



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

- 493 RVFS RETIREMENT
- 721 FIELD EQ MAINT
- 724 RVFS DEBT SERVICE
- 725 MERA DEBT SERVICE
- 730 INSPECTION/PREVENTION
- 731 BUILDINGS & GROUNDS MAINT
- 881 RVFS CONTRACT

SEE NOTE

276,099	302,763	250,033	250,033	193,370
		46,600	46,600	69,900
89,778	57,384	60,194	60,194	120,006
		11,628	-	11,640
				75,000
-	5,987	15,000	15,000	15,000
1,657,215	1,750,143	1,866,116	1,866,116	1,942,000

SUBTOTAL OPERATING

2,023,092 2,116,277 2,249,571 2,237,943 2,426,916

TOTAL DEPARTMENT APPROPRIATION

2,023,092 2,116,277 2,249,571 2,237,943 2,426,916

Allocation of Expenses to Member Agencies

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

Total Full Time Equivalent Employees

100.00% 100.00% 100.00% 100.00% 100.00%

NOTES:

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

FY19 Budget includes an additional \$84,000 contribution for retirement sidefund & pre 2013 UAL

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

The Town's share is consists of:

	FY15	FY16	FY17	FY18	Incr (Decr)	FY19 BUD
- Contribution	1,589,034	1,657,214	1,750,142	1,866,116	75,884	1,942,000
- Side Fund	172,037	177,604	183,573	99,337	(102,452)	(3,115)
- Retirement Unfunded Liability	26,139	98,495	119,190	150,696	45,789	196,485
- Apparatus Replacement	31,199	31,199	-	46,600	23,300	69,900
- OPEB Prior Liability	51,172	46,960	46,960	60,194	59,812	120,006
- Mera Bond	11,619	11,619	10,424	11,628	12	11,640
Total	<u>1,881,200</u>	<u>2,023,091</u>	<u>2,110,289</u>	<u>2,234,571</u>	<u>102,345</u>	<u>2,336,916</u>
% Change	4.28%	7.54%	4.31%	5.89%		4.58%

PUBLIC WORKS ADMINISTRATION

ORGANIZATION:

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

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

FY 2017-18 ACCOMPLISHMENTS:

Capital Improvements

- Completed Bike Spine project (Class I bike lane)
- Replaced lighted crosswalk system at the Sir Francis Drake and Oak Tree Lane
- Repaving of SFD between Marin Road and Oak Manor Drive
- Repaving of Tamalpais Road from Mountain View to Scenic Road and Mountain View Road from Manzanita Road to Tamalpais Road completed October 2017
- Completed various pedestrian trails: Tamalpais to Scenic, midway spur to Berry Trail, Park Lane, Manzanita to Frustuck, and Cascade to Pine trails
- Completed Azalea Bridge Phase I and began Phase II
- Approved redesign of retaining wall for Meadow Way Bridge; in CEQA process
Completed streetlight retrofit with LEDs

Storm Damage Repair

- Debris removal and Emergency Protective Measures: submitted for FEMA reimbursement of approximately \$121,000 which includes approximately \$25,000 in eligible staff regular and overtime costs
- Completed repair of 300 Tamalpais Road
- Completed repair to 345 Forrest
- Completed repair of 92 Madrone
- Completed pothole repair on Scenic and Crest
- Working with FHWA to secure reimbursement for Forrest Ave. repair

PUBLIC WORKS ADMINISTRATION

FY 2018-19 GOALS AND OBJECTIVES:

- Work with PARC to replace play equipment in Peri Park
- Complete repairs to roads damaged by the 2017 winter storms
- Begin design and award contracts for street improvements identified in the adopted CIP budget
- Complete improvements to the Women's Club regarding lighting, sound, roof repairs, and installation of lift to make the Women's Club stage ADA accessible and available for recreational uses
- Complete trail improvements on selected trails in town



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

ACTIVITY DESCRIPTION

Administration is responsible for the oversight of all maintenance divisions, encroachment permits, contract administration and capital projects. Staff participates in community and multiple joint-agency coordination efforts including neighborhood traffic calming, MCSTOPPP, MarinMap, ICLEI and others. Staff is responsible for writing grant proposals and submitting required documentation and invoices, and corresponding with FEMA and Caltrans. The Division is also responsible for commenting on submitted applications as needed.

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	76,521	81,771	84,299	84,299	97,962
NEW 411 REG PART-TIME SALARIES [PT PW DIR]			50,000	-	30,000
415 ACCRUED LEAVE CASHOUT	528	2,640	1,621	2,112	2,549
421 TEMP EMPLOYEES				-	
491 HEALTH INSURANCE	13,359	13,908	13,717	12,523	14,559
492 WORKERS COMP.	2,786	2,009	5,811	5,811	5,494
493 RETIREMENT	7,722	7,519	8,002	7,363	8,712
494 MEDICARE	1,074	1,124	1,897	1,026	1,814
495 FICA/PTS			360	-	1,500
496 PERS UAL/SIDEFUND	6,200	5,237	7,090	821	7,293
611 ALLOWANCES	198	198	90	132	90
SUBTOTAL PERSONNEL	108,388	114,407	172,887	114,087	169,974

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE			100	-	100
731 BLDG-GROUNDS MAINTENANCE	990	1,049	246	219	134
804 TELEPHONE			500	-	500
811 POSTAGE	571	357	400	286	400
813 OFFICE SUPPLIES	25		308	-	308
815 PRINTING			100	-	100
821 OUTSIDE SERVICES	48,715	24,682	60,000	36,721	45,000
822 PROFESSIONAL SERVICES	3,346	3,945	3,500	4,153	21,500
823 STORMWATER POLLUTION	23,578	25,572	31,000	31,000	33,000
842 SPECIAL DEPT SUPPLIES			1,000	646	1,000
890 MISCELLANEOUS	32		5,000	-	5,000
SUBTOTAL OPERATING	77,257	55,605	102,154	73,023	107,042

TOTAL DEPARTMENT APPROPRIATION

185,645	170,012	275,041	187,110	277,016
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Allocation of Positions:

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

Total Full Time Equivalent Employees

0.55	0.55	0.80	0.80	0.97
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NOTES:

411 Consulting Public Works Dir project management services
 821 Consulting PW Project Mgr, Outside Eng services; MTC-PTAP (\$3000), IWOQ, StreetSaver
 822 One-half Fairfax share of annual Marin Map \$3,000; TAM congestion management fee (\$15,000)
 823 MCSTOPPP Fee (\$26,000), SWRCB Fee (\$7,000)
 890 PW Office clean up/renovation



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 511 STREET MAINT & PUBLIC WORKS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401	REGULAR SALARIES	133,616	128,115	142,773	142,773	160,892
NEW 411	REG PART-TIME SALARIES [PT PW DIR]			15,000	-	15,000
421	TEMP. EMPLOYEES				-	
461	OVERTIME	635	6,248	1,500	99	
491	HEALTH INSURANCE	30,760	30,407	31,382	20,047	32,479
492	WORKERS COMP.	5,154	2,691	6,540	8,720	7,213
493	RETIREMENT	13,351	12,059	13,343	11,757	15,465
494	MEDICARE	1,856	1,900	2,135	1,614	2,382
495	FICA/PTS			-	-	1,088
496	PERS UAL/SIDEFUND	17,500	21,250	20,014	20,014	20,586
497	OVERTIME REIMBURSABLE			(1,000)	-	(1,000)
611	ALLOWANCES					799
	SUBTOTAL PERSONNEL	202,872	202,670	231,687	205,024	254,903

OPERATING EXPENSES

641	EQUIPMENT RENTAL			500	-	500
721	FIELD EQUIP MAINTENANCE	645		500	-	500
722	VEHICLE MAINTENANCE	4,828	12,762	16,500	4,699	14,000
723	COMMUNICATION EQUIP MAINT			500	-	500
725	MERA DEBT SERVICE	8,857	9,387	8,871	11,828	8,874
726	MERA MEMBERSHIP FEE	6,814	7,103	7,103	9,649	7,269
731	BLDG-GROUNDS MAINTENANCE	2,283	508	359	483	150
802	POWER			1,500	-	1,500
803	DUMP FEES			300	-	300
804	TELEPHONE	1,236	1,208	1,000	995	1,000
806	FUEL	12,494	13,458	15,000	14,268	18,000
813	OFFICE SUPPLIES	510	-	2,000	292	500
821	OUTSIDE SERVICES	18,321	48,931	35,000	43,676	45,000
841	SMALL TOOLS			4,000	-	-
842	SPECIAL DEPT SUPPLIES	43,932	21,991	35,000	48,431	45,000
851	UNIFORM	1,291	956	1,381	1,275	1,381
861	TRAVEL/TOLLS			500	-	200
	SUBTOTAL OPERATING	101,211	116,304	130,014	135,597	144,674

TOTAL DEPARTMENT APPROPRIATION

304,083 318,974 361,701 340,620 399,578

Allocation of Positions:

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

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



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

			-	
	10,721			
	26,542			
	48,276			
	17,226			
	11,715			

SUBTOTAL OPERATING

- 114,481 - - -

TOTAL DEPARTMENT APPROPRIATION

- 114,481 - - -

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 611 PARK MAINTENANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401	REGULAR SALARIES	69,613	87,849	89,186	89,186	100,996
NEW 411	REG PART-TIME SALARIES [PT PW DIR]			15,000	-	15,825
415	ACCRUED LEAVE CASHOUT				-	
461	OVERTIME	367	5,211		67	
491	HEALTH INSURANCE	24,833	32,752	35,786	29,872	36,726
492	WORKERS COMP.	2,813	1,787	4,324	4,324	4,804
493	RETIREMENT	7,155	7,710	8,443	7,606	9,596
494	MEDICARE	961	1,245	1,411	1,081	1,587
495	FICA/PTS				-	750
496	PERS SIDEFUND	9,700	11,779	7,591	2,226	7,591
611	ALLOWANCES				-	698
SUBTOTAL PERSONNEL		115,441	148,333	161,742	134,362	178,573

OPERATING EXPENSES

641	EQUIPMENT RENTAL			500	-	500
721	FIELD EQUIP MAINT.			500	-	500
722	VEHICLE MAINTENANCE			1,000	-	1,000
801	WATER	11,984	13,939	10,000	21,136	20,000
802	POWER	1,425	1,757	2,300	1,532	2,300
821	OUTSIDE SERVICES	4,914	26,259	25,000	31,017	35,000
841	SMALL TOOLS	-	-	1,000	-	1,000
842	SPECIAL DEPT SUPPLIES	16,483	14,259	15,000	13,987	15,000
851	UNIFORM	531	638	638	850	638
881	SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING		35,336	56,851	55,938	68,522	75,938

TOTAL DEPARTMENT APPROPRIATION

150,778	205,184	217,680	202,884	254,510
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Allocation of Positions:

CONSULTING PW DIRECTOR PT		0.13	0.125	0.13	0.125
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					
MAINT. WORKER I	SEE NOTE	0.50	0.50	0.50	0.50

Total Full Time Equivalent Employees

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

Fairfax Recreation and Community Services

ORGANIZATION:

This department is comprised of the following personnel:

- 3 Recreation and Community Service Managers (Part-time hourly)
 - Programs – .5 FTE
 - Events – .5 FTE
 - Marketing – .5 FTE
- = 1.5 FTE hourly/ part-time employees.

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

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

The Marketing Manager works on website development and promotional aspects of the department. As a department we produce a **Town of Fairfax** seasonal guide twice a year that showcases all our events, services and programs, including our Partnerships. In addition, the Marketing Manager works with the Town Manager to publish a bi-monthly newsletter, supports the Building and Planning Department's new website, as well as the Volunteers website and newsletter and Age Friendly Fairfax newsletter.

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

2017-18 ACCOMPLISHMENTS:

- Published two Town of Fairfax Recreation catalogs
- Continued successful Partnership programs
- Expanded and enhance class offering for all age groups
- Continued Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continued Camp Fairfax program – school aged youth and middle school Counselor in Training students
- Continued Spanish camp and art camp for school aged children
- Expanded Senior programming and added additional yoga class and dance class
- Assisted in implementation of Age Friendly Fairfax Community Assessment & Action Plan. Supported Age Friendly Fairfax with posters, publications, and a monthly newsletter.
- Continued to provide support for trails programs via the Fairfax Volunteers
- Worked with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continued to recruit more volunteers
- Continued Fairfax Art and Culture Collaborative in an effort to expand art programming; meet on monthly basis.
- Maintained rotating public art exhibit at the parkade
- Sponsored town-wide picnic
- Sponsored holiday wreath-making/caroling/potluck
- Sponsored annual Spring egg hunt
- Maintained volunteer website for the Volunteer Board.
- Continued managing database for volunteer contacts in the community & sending out monthly electronic newsletters for the Volunteer Board
- Sponsored 1st annual Art walk with Artist-in-Resident Stephanie Mohan and Fairfax Volunteer member, Georgia Gibbs
- Hosted Town Boards & Commission's social mixer
- Hosted Passover Community Seder
- Installed water fountain in honor of Patrick Troup outside of the Women's Club through family donation
- Planted new plants in front of Community Center in honor of Ray McCann
- Hosted photography salon with AIR
- Co-hosted Refugee art show with Love Without Borders
- Produced, disseminated and collected Peri Park Renovation Survey for community input for 2018-19 project

FY 2018-19 GOALS AND OBJECTIVES:

- Publish two Town of Fairfax Recreation catalogs reaching all Fairfax households
- Continue successful Partnership programs
- Enhance class offering for all age groups
- Continue Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continue Camp Fairfax program – school aged youth and middle school Counselor in Training students
- Continue Spanish Camp program and added handwork camp program to summer camps.
- Hired new Camp Director and instructors for specialty camps
- Expand Senior programming by adding Qi Gong and Heartsong Singing Group. Create a brochure/booklet about Age Friendly Fairfax and the programs offered.
- Continue to provide support for trails programs via the Fairfax Volunteers
- Work with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continue to recruit more volunteers
- Expand arts program by reformatting the Artist-in-Residence program to expand participation to up to three artists to make a 2-3 year rotating collaborative residency. Program will include: art walk, Faces of Fairfax campaign, and an increase of public art, artist events and classes.
- Continue to sponsor town-wide picnic
- Educate residents on disaster preparedness
- Continue to offer holiday wreath-making/caroling/potluck event
- Continue to host Spring egg hunt
- Implement Phase I of Peri Park renovations project



Town of Fairfax

2018-19 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	616 COMMUNITY SERVICES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

411 REGULAR PT SALARIES	SEE NOTE	18,539	18,812	16,443	16,443	18,052
491 HEALTH INSURANCE						750
492 WORKERS COMP		580	275	672	672	729
493 RETIREMENT		1,946	1,860	1,690	1,690	1,955
494 MEDICARE		248	255	219	219	241
495 FICA/PTS				-	-	-
496 PERS UAL/SIDEFUND		2,375	2,884	2,716	2,716	2,793
SUBTOTAL PERSONNEL		23,688	24,085	21,739	21,739	24,521

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.		369	-	150	-	150
801 WATER	SEE NOTE	260	-	200	-	200
804 TELEPHONE		261	292	700	234	700
811 POSTAGE		1,065	553	400	343	400
813 OFFICE SUPPLIES		106	784	500	115	500
842 SPECIAL DEPT SUPPLIES	SEE NOTE	3,252	4,832	4,000	4,000	5,700
SUBTOTAL OPERATING		5,313	6,461	5,950	4,693	7,650

TOTAL DEPARTMENT APPROPRIATION	29,001	30,545	27,689	26,432	32,171
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Allocation of Positions:

Recreation & Comm Services Manager	0.30	0.30	0.30	0.30	0.30
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Total Full Time Equivalent Employees	0.30	0.30	0.30	0.30	0.30
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NOTES:	This department was formerly 216
	411 One half of part-time Community Resources Coord
	801 Water for Community Garden
	842 Includes additional \$500 for volunteer public outreach to other Boards & Commissions and \$1,200 for the food pantry; Volunteer recognition exp; website & electronic outreach



Town of Fairfax

2018-19 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **617 RECREATION EVENTS**

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	17,724	13,919	14,198	14,198	18,052
411 REGULAR PT SALARIES		15,285	18,812	16,443	16,443	15,055
491 HEALTH INSURANCE		3,060	3,244	3,417	3,417	4,086
492 WORKERS COMP		1,106	513	1,252	1,252	1,337
493 RETIREMENT		3,499	3,200	3,149	3,149	3,586
494 MEDICARE		449	449	408	408	441
496 PERS UAL/SIDEFUND		4,500	5,464	5,147	5,147	5,294
SUBTOTAL PERSONNEL		45,623	45,600	44,013	44,013	47,852

OPERATING EXPENSES

804 TELEPHONE				-		
811 POSTAGE			200	200	200	
813 OFFICE SUPPLIES		93	154	120	120	
821 OUTSIDE CONSULTING SVS				-		
878 FAIRFAX ARTS & CULTURE COLLAB				6,900	4,356	7,000
881 SPECIAL SERVICES	SEE NOTE	7,119	8,198	1,200	3,699	1,200
SUBTOTAL OPERATING		7,212	8,352	8,420	8,375	8,520

TOTAL DEPARTMENT APPROPRIATION **52,835** **53,952** **52,433** **52,388** **56,372**

Allocation of Positions:

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

Total Full Time Equivalent Employees **0.55** **0.55** **0.55** **0.55** **0.55**

NOTES:	FY18	FY19
This department was formerly 217		
878 Fairfax Arts & Culture Collaborative		
- Artist in Residence (up to 3)	400	3,000
- Fairfax Theater Co	3,350	3,500
- Art Collaboration Activities		500
881 Easter egg hunt	400	400
English Tea	2,500	400
Holiday Events		400
Recreation program costs are offset by participant fees charged in 01-080-903		



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 621 RECREATION CLASSES/ACTIVITIES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

411 REGULAR PT SALARIES	42,914	49,343	54,009	54,009	70,135
491 HEALTH INSURANCE					3,000
492 WORKERS COMP.	1,735	799	2,371	2,371	2,464
494 MEDICARE	615	707	783	783	1,017
495 FICA/PTS	1,609	1,850	2,025	2,025	2,104
SUBTOTAL PERSONNEL	46,873	52,699	59,188	59,188	78,720

OPERATING EXPENSES

804 TELEPHONE	1,734	2,578	840	2,301	2,500
821 OUTSIDE SERVICES	25,182	15,995	25,000	15,013	15,000
822 PROFESSIONAL SERVICES	675	941	600	1,800	600
842 SPECIAL DEPT SUPPLIES	2,349	1,228	3,000	15,601	3,000
843 SENIOR PROGRAMS	4,990	6,287	10,000	10,000	15,000
861 MEETING/CONF & TRAVEL			200	-	200
881 SPECIAL SERVICES	6,616	7,455	8,000	8,000	8,000
890 MISCELLANEOUS	875	-	500	294	800
SUBTOTAL OPERATING	42,421	34,484	48,140	53,008	45,100

TOTAL DEPARTMENT APPROPRIATION

89,294 87,182 107,328 112,197 123,820

Allocation of Positions:

Recreation & Comm Services Manager (2) **1.00 1.00 1.00 1.00 1.13**

Total Full Time Equivalent Employees

1.00 1.00 1.00 1.00 1.13

NOTES:

- 821 Includes class instructors for newborn to adults including music, playgroup, other, Instructors are compensated based on a 70/30 split of class revenues
Classes are held at Womens Club, Pavilion, and Community Center - Senior class at Bennett House
Previously included \$5,000 Town match to Grant from Age Friendly Taskforce
Recreation program costs are offset by participant fees charged in 01-090-904
- 843 In FY17, Town is expanding senior programs to include yoga & dance
Senior programs are free to participants with priority to Fairfax residents. Subsidised by Measure J.
FY19 \$5,000 increase to include claases in QiGong and Tai Chi



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 622 SUMMER CAMPS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 821 OUTSIDE SERVICES
- 822 PROFESSIONAL SERVICES
- 842 SPECIAL DEPT SUPPLIES
- 890 MISCELLANEOUS

SEE NOTE

2,511	12,590	17,000	14,424	12,000
5,523	1,114	1,000	400	400
1,375	1,599	1,600	2,284	2,000
-	-	100	-	

SUBTOTAL OPERATING

9,409 15,303 19,700 17,108 14,400

TOTAL DEPARTMENT APPROPRIATION

9,409 15,303 19,700 17,108 14,400

Allocation of Positions:

Total Full Time Equivalent Employees

0.00

0.00

NOTES:

821 Expenses are offset by tuition fees & community grants

- Camp Fairfax Staffing - Camp Director, 2 councilors & 1 Jr Councilor
- Spanish Camp Staffing - 1 teacher & assistant
- Handywork Camp Staffing - 1 art teacher

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

- Camp Fairfax (25 campers for 3 weeks @ \$230/wk) 18,000
- Spanish Camp (8 campers for one week x \$285) 2,280
- Handywork Camp (10 campers for one week @ \$285) 2,850

23,130





Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 625 RENTAL FACILITIES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

401 REGULAR SALARIES	5,827	10,927	10,724	10,724	12,508
421 TEMP LABOR				-	
415 ACCRUED LEAVE CASHOUT				-	
461 OVERTIME	37	683		-	
491 HEALTH INSURANCE	2,923	5,603	6,488	6,488	6,304
492 WORKERS COMP.	422	182	445	445	513
493 RETIREMENT	392	700	741	741	909
494 MEDICARE	70	139	145	145	169
611 ALLOWANCES	-	-		-	199
SUBTOTAL PERSONNEL	9,671	18,234	18,544	18,544	20,602

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	18,726	15,304	17,925	17,074	21,596	
801 WATER	1,028	1,226	800	1,314	800	
802 POWER	1,262	1,823	16,500	1,735	16,500	
803 SANITARY	-	-	-	-	-	
804 TELEPHONE	361	453	400	404	400	
821 OUTSIDE SERVICES	420	920	500	965	500	
822 PROFESSIONAL SERVICES	SEE NOTE	9,022	4,901	9,000	5,933	9,000
841 SMALL TOOLS				-		
842 SPECIAL DEPT SUPPLIES	SEE NOTE	4,861	7,923	6,000	3,001	6,000
851 UNIFORM	106	106	106	142	106	
SUBTOTAL OPERATING	35,786	32,655	51,231	30,568	54,902	

TOTAL DEPARTMENT APPROPRIATION

45,457 50,890 69,775 49,111 75,504

Allocation of Positions:

MAINT. WORKER I 0.25 0.25 0.25

Total Full Time Equivalent Employees

0.50 0.50 0.25 0.25 0.25

NOTES:

- 822 Includes alarm, pest control. Janitor moved to 731 (alloc from 911)
- 842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.
Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2018-19 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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PERSONNEL

491 HEALTH INSURANCE				-	
491 RETIREE HEALTH BENEFITS	41,699	59,406	67,416	67,416	71,461
492 WORKERS COMP.		4,325		-	
493 RETIREMENT		(105)	200,000	200,000	100,000
495 FICA/PTS				-	
SUBTOTAL PERSONNEL	41,699	63,626	267,416	267,416	171,461

OPERATING EXPENSES

821 OUTSIDE SERVICES	2,916	2,481		478	
822 PROFESSIONAL SERVICES	202,081	207,642	241,957	241,957	255,762
842 SPECIAL DEPT SUPPLIES	1,949	1,473	4,000	1,001	4,000
871 LIAB & PROP INSURANCE	121,594	181,599	144,627	153,706	157,860
881 SPECIAL SERVICES	18,989	24,362	20,000	25,358	20,000
890 MISCELLANEOUS	1,400	1,320	1,000	1,303	1,000
891 CLAIMS - WC / SETTLEMENTS	94,178	136,217	150,000	146,627	150,000
895 COUNTY LOANS	-	-	103,500	-	103,500
896 CERTB/OPEB	120,000	120,000	120,000	120,000	100,000
SUBTOTAL OPERATING	563,106	675,094	785,084	690,429	792,122

TOTAL DEPARTMENT APPROPRIATION

604,806 738,719 1,052,500 957,845 963,583

Allocation of Positions:

ADMINISTRATIVE ASSISTANT II **1.00 1.00 - - -**

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

	FY16	FY17	FY18 BUD	FY18 PROJ	FY19 BUD
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)	2,221	2,221	2,400	2,400	2,500
CMCM (WEBCAST)	3,975	3,975	9,000	9,000	9,000
COUNTY HOMELESS PROGRAMS			11,181	11,181	11,181
COUNTY OF MARIN MIDAS ACCOUNT	12,800	12,800	20,000	20,000	22,000
FAIRFAX CHAMBER OF COMMERCE	210	210	300	300	500
WEBSITE SUPPORT SERVICES	8,775	8,775	11,700	11,700	11,700
LEAGUE OF CALIFORNIA CITIES	4,413	4,413	4,800	4,800	5,000
MGSA (ANIMAL CONTROL)	90,695	90,695	76,200	76,200	94,381
MARIN COUNTY TAX COLLECTOR (LAFCO)	5,249	5,249	7,235	7,235	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	10,000	10,000	10,000	10,000
MARIN IT, INC	12,033	12,033	27,000	27,000	27,000
RV HEALTHY COMMUNITY COLLABORATION	2,500	2,500	2,500	2,500	2,500
SOLID WASTE RATE STUDY	13,660	13,660	15,000	15,000	9,000
SUSTAINABLE FAIRFAX	8,466	8,466	20,000	20,000	20,000
OTHER	27,084	27,084	24,641	24,641	23,000
	202,081	202,081	241,957	241,957	255,762

491 includes CalPERS PEMHCA payments and OPEB retiree payments for medical premiums

493 Prepayment for unfunded retirement liability

881 Chipper services - \$20,000 for services (approx. 6-8 days)

Portion of costs may be offset by grant from FireSafe Marin. MSS franchise agreement provides \$10,000/yr

891 Allocation for Worker's Comp claims and settlements

895 Repayment of County Loan \$500,000 for capital projects Feb 2018 (See appendix)



Town of Fairfax

2018-19 Operating Budget

FUND 02 DRY PERIOD
DEPT 715 MISCELLANEOUS

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

Below is a more detailed analysis of all General Fund Reserves which includes the Dry Period Fund. The budget message contains a more detailed description of this new budget feature (see pg. v.). The Dry Period fund is an undesignated fund which means it is not reserved for a specific use such as vehicle replacement.

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL	-	1,000,000		1,000,000	1,000,000
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	-	-
ENDING FUND BAL	1,000,000	1,000,000		1,000,000	1,000,000

COMPONENTS OF FUND BALANCE:

NOTES:				
CALCULATION OF GENERAL FUND RESERVE BALANCE				
General Funds Appropriations		10,021,145	100.0%	
02 Dry Period Reserve	Undesignated	1,000,000	10.0%	
01 General Fund	Undesignated	1,772,102	17.7%	
03 Equipment Replacement	Designated	410,716	4.1%	
04 Building & Planning Fees	Designated	137,167	1.4%	
05 Building Reserve	Designated	40,000	0.4%	
06 Retirement	Restricted	265,725	2.7%	
08 Office Equipment	Designated	154,493	1.5%	
Total General Fund Reserves		3,780,204	37.7%	
	Restricted	265,725	2.7%	
	Designated	742,376	7.4%	
	Undesignated	2,772,103	27.7%	
Designated means identified for future, specific use				



Town of Fairfax

2018-19 Operating Budget

FUND 03 FIELD EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

In FY19, Fund 05 - Communications Equip Replacement has been rolled into this fund

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

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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BEGINNING FUND BAL	60,133	70,605		47,689	44,405
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REVENUES

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

APPROPRIATIONS

903 920 SOLAR PANEL LEASE	16,000	16,600	16,600	16,600	16,600
903 996 INTEREST				-	
923 921 FIELD EQUIPMENT SEE NOTE	41,828	53,346	50,600	47,089	47,089
923 STORM WATER POLLUTION REQ	-	-		-	
SUBTOTAL APPROPRIATIONS	57,828	69,946	67,200	63,689	63,689

TRANSFERS

100 910 CAPITAL LEASE FINANCING					
100 TSFR FROM FUND 05				10,404	
100 931 TSFR FROM 01-GEN FUND SEE NOTE	68,300	50,000	40,000	50,000	430,000
SUBTOTAL TRANSFER	68,300	50,000	40,000	60,404	430,000

NET DEPARTMENT ACTIVITY	10,472	(19,946)	(27,200)	(3,285)	366,311
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ENDING FUND BAL	70,605	50,659		44,405	410,716
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COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION IMPROV. REQ BY STATE	40,000
VEHICLE REPLACEMENT RESERVE	350,000
UNDESIGNATED	20,716

NOTES:	ORIGINAL	LAST PMT	FY16	FY17	FY18	FY19
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 FIELD EQUIPMENT						
COMMUNICATIONS				7,785		
MOBILE COMPUTING						
BODY CAMERAS						
VEHICLE LEASE/PURCHASES						
FY13 FORD CHARGER	43,241	02/01/16	11,725			
FY14 FORDS (2) & TAURUS	110,643	01/01/17	30,103	30,103		-
FY17 POLICE CAR & (6) MDC	83,514	08/01/19		22,600	22,600	22,600
FY18 POLICE CAR (2)	93,657	02/19/21			24,489	24,489
TOTAL			58,428	77,088	63,689	63,689
931 Vehicle replacement reserve to replace vehicles subject to environmental legislation and police vehicles						



Town of Fairfax

2018-19 Operating Budget

FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	19,335	3,632		2,264	137,667
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REVENUES

030 311 BUILDING PERMITS	170,067	151,637	160,000	176,880	195,000
030 312 GENERAL PLAN MAINTENANCE FEES	6,151	4,742	5,400	6,246	6,500
030 313 TECHNOLOGY IMPROVEMENT FEES	8,768	7,536	8,000	8,842	9,000
030 314 ENCROACHMENT FEES	-	-	-	-	-
030 315 HOUSING INSPECTIONS	38,002	29,285	36,700	20,917	30,000
030 317 SEISMIC FEES	(284)	(195)	-	3,054	-
030 318 PLAN RETENTION	222	4,478	6,000	416	1,000
030 319 STREET OPENING	35,752	42,008	45,000	116,016	80,000
030 320 ROAD IMPACT FEES	130,548	128,388	135,000	175,903	150,000
030 321 INFRASTRUCTURE IMPROV FEES	8,779	7,536	8,000	9,141	8,000
030 904 MISCELLANEOUS	-	-	-	-	-
030 904 COUNTY - OTHER	-	-	-	-	-
TOTAL PERMITS AND FEES	398,005	375,416	404,100	517,415	479,500
080 801 ZONING & FILING FEES	88,421	66,180	50,000	119,522	80,000
080 805 BUILDING PLAN CHECK FEES	29,986	23,344	25,000	61,037	25,000
080 806 ENGINEERING PLAN CHECKS	2,884	3,693	25,000	47,428	25,000
TOTAL CURRENT CHARGES	121,291	93,217	100,000	227,987	130,000
SUBTOTAL REVENUES	519,296	468,633	504,100	745,402	609,500

APPROPRIATIONS

				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND	(535,000)	(470,000)	(520,000)	(610,000)	(610,000)
SUBTOTAL TRANSFER	(535,000)	(470,000)	(520,000)	(610,000)	(610,000)

NET DEPARTMENT ACTIVITY	(15,704)	(1,367)	(15,900)	135,402	(500)
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ENDING FUND BAL	SEE NOTE	3,632	2,264	137,667	137,167
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COMPONENTS OF FUND BALANCE:

007817 RESERVE - PLANNING DEPOSITS	11,941	11,941		41,941	11,941
UNRESERVED	(8,309)	(9,677)		95,726	125,226

NOTES: Reserves are for economic downturns.



Town of Fairfax

2018-19 Operating Budget

FUND 05 BUILDING IMPROVEMENT
DEPT 905 TOWN FACILITY IMPROVEMENT

Formerly the Communication Equipment Replacement fund, which has been consolidated with Fund 05-Field Equipment. The Building Improvement Fund is a component of the General Fund used to provide financing for major improvements to Town Facilities including Town Hall, Police Department, Fire Department, Youth Center and the Women's Club.

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	189	6,189		4,404	-
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REVENUES

050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-

APPROPRIATIONS

921 FIELD EQUIPMENT	SEE NOTE	7,785	6,000		
SUBTOTAL APPROPRIATIONS		7,785	6,000	-	-

TRANSFERS

725 971 TSFR TO 03-EQUIPMENT REPLACEMENT				(10,404)	
100 931 TSFR FROM 01-GENERAL FUND	6,000	6,000	6,000	6,000	40,000
SUBTOTAL TRANSFER	6,000	6,000	6,000	(4,404)	40,000

NET DEPARTMENT ACTIVITY	6,000	(1,785)	-	(4,404)	40,000
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ENDING FUND BAL	6,189	4,404		-	40,000
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COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT	40,000
UNDESIGNATED	-

NOTES:



Town of Fairfax

2018-19 Operating Budget

FUND 06 RETIREMENT
DEPT 715 MISCELLANEOUS

The Retirement Fund is the repository for retirement funds collected from the Pension Obligation Parcel Tax. The Pension Obligation Tax of \$.091 per \$100 of Assessed Valuation was established in the 1960's. Proceeds are transferred as needed to the General Fund to offset retirement expenses. The Town participates in the California Public Employee Retirement System (PERS) and has two plans: Safety, for sworn Police and Fire and Miscellaneous for those working over half time. To address rising pension costs, the Town adopted a second lower tier for employees hired after July 1, 2009. In 2012, The state created a third lower tier (PEPRA) for employees hired after January 1, 2013. As of FY14, Town employees contribute their full employee share of pension ranging from 6.5% to 9% of salary. As of FY18, Tier 1 Safety employees are contributing (3% of 9%) of employer share of cost

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	5,911	76,833		177,432	249,625
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,270,274	1,354,225	1,300,000	1,417,444	1,460,000
010 102 PROPERTY TAX - CURRENT UNSEC	8,682	9,759	18,700	16,139	16,200
010 103 PROPERTY TAX - PRIOR YEARS	451	509	1,000	364	400
010 110 SUPPLEMENTAL PROPERTY TAX	30,355	24,946	34,500	28,048	29,500
050 607 SECURED HOPTR	11,160	11,160	10,700	10,199	10,000
SUBTOTAL REVENUES	1,320,922	1,400,599	1,364,900	1,472,193	1,516,100

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND	(1,250,000)	(1,300,000)	(1,400,000)	(1,400,000)	(1,500,000)
SUBTOTAL TRANSFER	(1,250,000)	(1,300,000)	(1,400,000)	(1,400,000)	(1,500,000)

NET DEPARTMENT ACTIVITY	70,922	100,599	(35,100)	72,193	16,100
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ENDING FUND BAL	76,833	177,432		249,625	265,725
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Retirement Costs - Recap by Department

		FY18 UAL PAYMT	FY18 REFI PMT	FY19 ER PERS	FY19 TOTAL
111 Town Council	0.29%	610	1,331	1,237	3,179
211 Town Manager	1.06%	2,274	4,960	12,945	20,179
221 Town Clerk	0.00%	-	-	7,221	7,221
231 Personnel	0.00%	-	-	3,856	3,856
241 Finance	0.86%	1,849	4,033	16,698	22,580
311 Planning & Building Services	6.50%	13,902	30,328	28,037	72,267
321 Building Inspection & Permits	2.55%	5,454	11,897	10,795	28,146
411 Police	81.79%	175,020	381,807	227,517	784,345
510 Public Works Administration	1.07%	2,292	5,001	8,712	16,005
511 Street Maintenance	3.02%	6,471	14,115	15,465	36,051
611 Park Maintenance	1.68%	3,587	7,824	9,596	21,007
616 Community Services	0.41%	878	1,915	1,825	4,618
617 Recreation	0.78%	1,664	3,630	3,456	8,750
625 Rental - Womens Club	0.00%	-	-	909	909
Subtotal Retirement	100.00%	214,000	466,842	348,269	1,029,111
412 Ross Fire *	SEE NOTE	150,696	99,337	311,910	561,943
Total Retirement		364,696	566,179	660,179	1,591,054

NOTES:

Ross Fire Contribution calculated from Town share of JPA costs



Town of Fairfax

2018-19 Operating Budget

FUND 07 SPECIAL POLICE
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL	41,083	50,020		94,725	0
REVENUES					
070 733 COPS GRANT	128,937	164,705	100,000	126,479	100,000
SUBTOTAL REVENUES	128,937	164,705	100,000	126,479	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(120,000)	(120,000)	(100,000)	(221,204)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(120,000)	(120,000)	(100,000)	(221,204)	(100,000)
NET DEPARTMENT ACTIVITY	8,937	44,705	-	(94,725)	-
ENDING FUND BAL	50,020	94,725		0	0
COMPONENTS OF FUND BALANCE:					

NOTES:



Town of Fairfax

2018-19 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL	55,931	101,965		113,395	137,493
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
822 PROFESSIONAL SERVICES	804	716		605	
911 OFFICE EQUIPMENT SEE NOTE	8,161	12,854	18,000	10,297	18,000
SUBTOTAL APPROPRIATIONS	8,965	13,570	18,000	10,902	18,000
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	55,000	25,000	35,000	35,000	35,000
SUBTOTAL TRANSFER	55,000	25,000	35,000	35,000	35,000
NET DEPARTMENT ACTIVITY	46,035	11,430	17,000	24,098	17,000
ENDING FUND BAL	101,965	113,395		137,493	154,493
COMPONENTS OF FUND BALANCE:					
DESIGNATED FOR FINANCIAL SOFTWARE	40,000	60,000		70,000	100,000
COMPUTER/SOFTWARE	11,247	40,000		40,000	40,000
UNDESIGNATED		13,395		27,493	14,493

NOTES:

911 Copier lease (\$8,000/yr) and new records retention system to replaced outdated, non-vendor supported system	15,000
Computer/Software replace	3,000
822 Copier service contract & charges	



Town of Fairfax

2018-19 Operating Budget

FUND 12 FAIRFAX FESTIVAL
DEPT 622 FAIRFAX FESTIVAL

The Fairfax Festival fund is a special revenue fund which raises funds to support the production of the annual festival. The Fairfax Festival reimburses all Police and Public Works overtime associated with Festival activities. In 2015, the festival is June 9 & 10.

FUND SUMMARY		FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		15,676	2,439		-	0
REVENUES						
090 882 FESTIVAL REVENUE		38,890	42,366		45,983	
090 823 SPONSORS				3,000		3,000
090 824 VENDORS/BOOTH				30,000		30,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000		3,000
070 699 OTHER					1,117	
SUBTOTAL REVENUES		38,890	42,366	36,000	47,100	36,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE			5,000		5,000
814 ADVERTISING		2,638	5,154	2,500	2,600	2,500
815 PRINTING	SEE NOTE	533	1,239	300	500	300
821 OUTSIDE SERVICES	SEE NOTE	15,771	19,045	2,500	20,000	2,500
822 PROFESSIONAL SERVICES		7,097	3,798	7,000	4,000	7,000
882 FAIRFAX FESTIVAL - OTHER		16,048	13,200	4,000	13,000	4,000
890 MISCELLANEOUS		5,041	7,118	10,400	7,000	9,700
SUBTOTAL APPROPRIATIONS		47,127	49,555	31,700	47,100	31,000
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		(5,000)	(5,000)	(5,000)		(5,000)
100 931 TSFR FROM 01-GENERAL FUND			9,750			
SUBTOTAL TRANSFER		(5,000)	4,750	(5,000)	-	(5,000)
NET DEPARTMENT ACTIVITY		(13,237)	(2,439)	(700)	0	-
ENDING FUND BAL		2,439	0		0	0

NOTES:

- 825 Shirts, food & drinks
- 497 Reimburse Town for Police & Public Works overtime
Actual overtime expenses in 2011 were 1,089 for Public Works and \$4,500 for Police
- 815 Posters/Tee shirts
- 821 Music
Performers
Website



Town of Fairfax

2018-19 Operating Budget

FUND **20 MEASURE J - MUNICIPAL SERVICES**
DEPT **715 MISCELLANEOUS**

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

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

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

Programs are overseen by a citizen committee.

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL	53,084	68,560		41,536	13,636
REVENUES					
010 120 \$125 SPECIAL MUNI SERV TAX	714,576	714,576	713,600	713,600	713,600
SUBTOTAL REVENUES	714,576	714,576	713,600	713,600	713,600
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(117,000)	(63,000)	(81,500)	(81,500)	(60,000)
725 953 TSFR TO FUND 53 - CIP TOWN	(20,000)	(40,000)	(50,000)	(50,000)	(40,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(562,100)	(638,600)	(622,100)	(610,000)	(622,100)
SUBTOTAL TRANSFER	(699,100)	(741,600)	(753,600)	(741,500)	(722,100)
NET DEPARTMENT ACTIVITY	15,476	(27,024)	(40,000)	(27,900)	(8,500)
ENDING FUND BAL	68,560	41,536		13,636	5,136
ALLOCATION OF REVENUES:					
45% POLICE SERVICES	312,100	360,600		322,100	322,100
36% FIRE SERVICES	250,000	250,000		262,000	262,000
5% YOUTH & SENIOR PROGRAMS	-	28,000		38,000	38,000
6% PUBLIC WORKS IMPROVEMENTS	20,000	40,000		50,000	40,000
8% MATCHING FUNDS FOR GRANTS	117,000	63,000		81,500	60,000
TOTAL	699,100	741,600		753,600	722,100
	-	-		12,100	-

DESIGNATION OF FUND BALANCE:

NOTES:
Measure J funds are transferred and spent from other funds
\$60,000 allocated to pedestrian trail improvements and \$40,000 for sidewalk repair



Town of Fairfax

2018-19 Operating Budget

FUND 21 GAS TAX
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
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BEGINNING FUND BAL	51,080	10,063		-	7,685
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REVENUES

060 604 Gas Tax - Section 2106	34,095	32,734	30,921	33,812	33,629
060 605 Gas Tax - Section 2107	55,811	53,009	55,871	54,080	54,080
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	42,861	41,810	43,249	43,860	43,588
060 609 Gas Tax - Loan Repayment			8,514	8,607	8,607
060 610 Gas Tax - Road Main & Rehab			42,910	43,179	125,724
060 611 Gas Tax - Section 2103 (Prop 42)	39,216	19,860	29,792	30,147	58,044

TOTAL REVENUES	173,983	149,413	213,257	215,685	325,672
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SEE NOTE 1

APPROPRIATIONS

SUBTOTAL	-	-	-	-	-
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TRANSFERS

725 951 TSFR TO FUND 51 - CIP GRANTS	(30,000)	-	(44,000)	(44,000)	(208,000)
725 953 TSFR TO FUND 53 - CIP TOWN			-	-	-
725 971 TSFR TO FUND 01 - GENERAL FUND	(185,000)	(159,476)	(164,000)	(164,000)	(125,000)

SUBTOTAL	(215,000)	(159,476)	(208,000)	(208,000)	(333,000)
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NET DEPARTMENT ACTIVITY	(41,017)	(10,063)		7,685	(7,328)
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ENDING FUND BAL	10,063	(0)		7,685	357
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NOTES:

NOTE 1

Revenue projections provided by California Transportation Commission for SB 1



Town of Fairfax
2018-19 Operating Budget

FUND 22 MEASURE A - TRANSPORTATION
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		-		48,324	177,045
REVENUES					
060 920 MEASURE A&B FUNDS	85,745	206,215	95,217	223,937	
SUBTOTAL REVENUES	85,745	206,215	95,217	223,937	-
APPROPRIATIONS					
715 893 VARIOUS					
SUBTOTAL APPROPRIATIONS			-		-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(85,745)	(157,891)	(253,103)	(95,217)	(91,360)
725 953 TSFR TO FUND 53 - CIP TOWN					
725 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER	(85,745)	(157,891)	(253,103)	(95,217)	(91,360)
NET DEPARTMENT ACTIVITY		48,324	-	128,720	(91,360)
ENDING FUND BAL		48,324		177,045	85,685

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Budget
MEASURE A TRANSPORTATION - APPROPRIATIONS					
53 894 PARKADE IMPR	85,745				10,000
51 814 MOUNTAIN VIEW RD REPAVING		157,891	157,891		
51 812 TAMALPAIS REPAVEMENT			95,217	95,217	
51 816 CANYON RD STABILIZATION					81,360
	85,745	157,891	253,108	95,217	91,360

NOTES:
Funds are transferred to Capital Improvement funds for expenditure



Town of Fairfax

2018-19 Operating Budget

FUND 23 MEASURE A - PARKS
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES						
BEGINNING FUND BAL		(11,205)	(312)		68,572	98,663
REVENUES						
060 920 MEASURE A FUNDS		55,000	83,884	60,091	60,091	61,436
SUBTOTAL REVENUES		55,000	83,884	60,091	60,091	61,436
APPROPRIATIONS						
715 893 VARIOUS			10,000		30,000	161,000
SUBTOTAL APPROPRIATIONS		-	10,000	-	30,000	161,000
TRANSFERS						
100 941 TSFR FROM FUND 51 - CIP GRANTS		18,893	-	-	-	-
725 951 TSFR TO FUND 51 - CIP GRANT		(58,000)	-	(25,000)	-	-
725 972 TSFR TO FUND 73 - OPEN SPACE		(5,000)	(5,000)			
SUBTOTAL TRANSFER		(44,107)	(5,000)	(25,000)	-	-
NET DEPARTMENT ACTIVITY		10,893	68,884	35,091	30,091	(99,564)
ENDING FUND BAL		(312)	68,572		98,663	(901)

MEASURE A PARKS - APPROPRIATIONS		see note	FY 2015-16 ADOPTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED	FY 2017-18 PROPOSED
51 820	RENOVATION OF WOMENS CLUB STAGE		10,000	10,000	25,000	25,000
51 841	OUTDOOR FURNITURE IN BOLINAS PARK (e.g., picnic tables)					4,000
51 841	VEGETATION MANAGEMENT					5,000
51 841	REPAIR OF PARK EQUIPMENT		21,500		29,000	49,000
51 841	TRAIL REPAIR & IMPROVEMENT		50,000	15,000	30,000	20,000
51 841	RENOVATION OF CLAUS CIRCLE PARK		12,500	7,000	-	-
51 841	PAVILION LED LIGHT & H2O HEATER REPLACEMENT			6,000	6,000	8,436
51 841	PERI PARK PUMP TRACK			6,000	10,000	10,000
73 673 931	PARKLAND ACQUISITION		10,000	10,000	30,000	40,000
73 673	PARKLAND RESTORATION		5,000		-	-
			109,000	54,000	130,000	161,436

NOTES:

The County requires that Measure A funds be spent from within a single fund and not transferred to different funds for expenditure on a project. For example, the funds allocated to open space/parkland acquisition cannot be transferred to the Open Space Fund. The funds must remain in Fund 23 until expended. Monies not spent in FY17-18 will need to be reallocated /carried to the next fiscal year. As a result, there are currently \$30,000 allocated to open space / parkland activity which includes funding from the prior three years. The estimated amount to be received in FY18-19 is \$61,436 and \$100,000 to be carried-over from FY17-18. The trail improvement project spent all its FY17-18 funds and has no carry-over.

See Appendix for Measure A Parks annual workplan



Town of Fairfax

2018-19 Operating Budget

FUND 43-46 DEBT SERVICE MEASURE K

DEPT 716 DEBT SERVICE

The Measure K Debt service fund exists to handle the debt payments on the Measure K General Obligation bonds issued between FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Borrowed funds were spent from the Fund 54 Measure K capital Improvement fund. Revenues are raised property taxes designated for debt service at a rate adopted by council annually sufficient to pay principal and interest on the bond issues. The 2000 series bonds were refinanced in 2008 which provided \$158,050 of additional project funds. The 2002 series bonds were refunded in 2012 which provided \$193,726 of additional capital for Measure K street purposes. The Town refunded the 2006 issue in May, 2016 reducing debt service(interest) costs to ratepayers (See Fund 46). The rate charged to ratepayers will be _____ per \$100 of Assessed valuation, from .02892 charged in FY18.

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	890,106	817,911		977,460	951,752
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	534,765	534,765	483,400	487,692	508,858
010 102 PROPERTY TAX - CURRENT UNSEC	3,740	3,740	7,600	-	7,600
010 103 PROPERTY TAX - PRIOR YEARS	218	218	400	165	400
010 110 SUPPLEMENTAL PROPERTY TAX	13,107	13,107	12,100	15,889	12,100
050 607 SECURED HOPTR	6,725	6,725	3,500	-	3,500
SUBTOTAL REVENUES	558,554	558,554	507,000	503,746	532,458

APPROPRIATIONS

FUND 43 - 2006 GENERAL OBLIGATION BONDS

716 995 PRINCIPAL	150,000		-		-
716 996 INTEREST	107,475		-		-
SUBTOTAL	257,475	-	-	-	-

FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS

716 995 PRINCIPAL	86,900	97,100	123,000	123,000	132,000
716 996 INTEREST	92,628	87,292	66,204	73,458	61,104
SUBTOTAL	179,528	184,392	189,204	196,458	193,104

FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS

716 995 PRINCIPAL	117,400	126,600	140,300	140,300	148,700
716 996 INTEREST	70,942	67,343	63,406	63,406	59,143
SUBTOTAL	188,342	193,943	203,706	203,706	207,843

FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS

716 995 PRINCIPAL			98,000	98,000	105,000
716 996 INTEREST		17,780	24,990	24,990	22,859
SUBTOTAL	-	17,780	122,990	122,990	127,859

821 CONTRACT SERVICES	2,700		2,700	2,700	2,700
871 INSURANCE & FEES	2,705	2,891	3,600	3,600	3,600
SUBTOTAL APPROPRIATIONS	630,750	399,005	522,200	529,454	535,105

NET DEPARTMENT ACTIVITY (72,195) 159,549 (25,708) (2,647)

ENDING FUND BAL	817,911	977,460		951,752	949,105
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NOTES:	Original Issue	Balance 6/30/2017	Final Payment	
Fund 43 General Obligation Bonds Series 2006 (Refunded 2016)	\$ 1,765,000	\$ -	5/11/2016	Defeased
Fund 44 General Obligation Refunding Bonds Series 2008	\$ 2,231,000	\$ 1,540,000	8/1/2025	
Fund 45 General Obligation Refunding Bonds Series 2012	\$ 2,880,000	\$ 2,309,900	8/1/2027	
Fund 46 General Obligation Bonds Series 2016	\$ 1,239,000	\$ 1,239,000	8/1/2027	
Note 1 Disclosure & dissemination compliance services (Urban Futures)				



Town of Fairfax

2018-19 Operating Budget

FUND 48 LEASE AGREEMENT
DEPT 716 DEBT SERVICE

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

FUND SUMMARY		FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL					1,284	1,294
REVENUES						
INTERDEPARTMENTAL CHARGES			198,113	452,909	452,909	466,842
SUBTOTAL REVENUES			198,113	452,909	452,909	466,842
APPROPRIATIONS						
716 994 DEBT ISSUE/ADMIN			(1,284)		(10)	
716 995 PRINCIPAL			113,000	254,000	254,000	282,000
716 996 INTEREST			85,113	198,909	198,909	184,842
SUBTOTAL APPROPRIATIONS			196,829	452,909	452,899	466,842
TRANSFERS						
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER				-	-	-
NET DEPARTMENT ACTIVITY			1,284	-	10	-
ENDING FUND BAL			1,284		1,294	1,294

ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)

PRIOR

01 - 111 Town Council	1,850	0.29%	1,331
01 - 211 Town Manager	6,894	1.06%	4,960
01 - 241 Finance	5,605	0.86%	4,033
01 - 311 Planning & Building Services	42,150	6.50%	30,328
01 - 321 Building Inspection & Permits	16,535	2.55%	11,897
01 - 411 Police	530,644	81.79%	381,807
01 - 510 Public Works Administration	6,950	1.07%	5,001
01 - 511 Street Maintenance	19,618	3.02%	14,115
01 - 611 Park Maintenance	10,874	1.68%	7,824
01 - 616 Volunteers for Fairfax	2,662	0.41%	1,915
01 - 617 Recreation	5,045	0.78%	3,630
UAL/Side Fund charge to departments	648,827		466,842

NOTES:
 Allocation based on prior year Side Fund expense percentage



Town of Fairfax

2018-19 Operating Budget

FUND 51 CIP - GRANTS

DEPT CAPITAL PROJECTS

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

FUND SUMMARY		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL			247,484		441,273	543,871
REVENUES						
070 695 COUNTY		-	-	35,000	151,200	55,000
060 920 MEASURE A PARK & TRANSP		-	-	378,217	68,063	81,360
070 711 FEDERAL/STATE GRANT REVENUE		-	-	157,891	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		651,532	395,601	597,000	295,397	760,300
070 704 RECYCLING GRANT					-	-
070 600 FED/STATE FINANCING				275,000	20,522	121,200
070 699 OTHER		108,330	108,330	86,671	-	37,600
SUBTOTAL REVENUES		759,862	503,931	1,529,779	535,182	1,055,460
APPROPRIATIONS						
821 OUTSIDE SERVICES		58,137	35,696	47,000	1,358	95,000
825 ENVIRONMENTAL & PERMITS		664	-	53,500	-	55,100
826 ENGINEERING & DESIGN		558,507	405,022	710,891	283,699	834,000
827 CONSTRUCTION		83,624	9,528	757,326	394,414	429,360
OTHER		43,298	(3,106)	30,000	13,830	-
SUBTOTAL APPROPRIATIONS		744,230	447,139	1,598,717	693,301	1,413,460
TRANSFERS						
100 931 TSFR FROM FUND 01 - GENERAL FUND				40,000	40,000	-
100 941 TSFR FROM FUND 20 - MEASURE J		117,000	63,000	81,500	81,500	60,000
100 942 TSFR FROM FUND 21 - GAS TAX		30,000	-	44,000	44,000	208,000
100 956 TSFR FROM FUND 22 - MEAS A TRANS		85,745	157,891	253,103	95,217	91,360
100 957 TSFR FROM FUND 23 - MEAS A PARK		58,000	-	25,000	-	-
725 971 TSFR TO FUND 01 - GENERAL FUND						
725 976 TSFR TO FUND 23 - MEAS A PARK		(18,893)		-	-	-
725 953 TSFR TO FUND 53 - CIP TOWN		(40,000)				
SUBTOTAL TRANSFER		231,852	220,891	190,500	260,717	359,360
NET DEPARTMENT ACTIVITY		247,484	277,683	121,562	102,598	1,360
ENDING FUND BAL		247,484	525,167		543,871	545,231

ALLOCATION OF APPROPRIATIONS:

51- 810 ST RESURF & REPAIR - SELECTED SFD		-	100,000	44,000	70,000	
51- 812 ST RESURF & REPAIR - TAMALPAIS RD			115,217	489	COMPLETED	
51- 813 ST RESURF & REPAIR - SCENIC RD	NEW				208,000	
51- 814 ST RESURF & REPAIR - MTN VIEW RD		9,664	165,000	-	COMPLETED	
51- 816 ST RESURF & REPAIR - CANYON RD STABLE			75,000	75,000	81,360	
51- 820 WOMENS CLUB REHABILITATION		14,091	-	25,000	50,000	
51- 821 PAVILION FLOOR/KITCHEN		1,787	COMPLETED	-	-	
51- 841 MISC PARK & TRAIL IMPROVEMENTS		37,863	6,422	60,000	41,540	
51- 843 AZALEA AVENUE BRIDGE		18,141	147,206	227,000	70,628	
51- 856 MEADOW WAY BRIDGE		316,378	160,019	225,000	94,117	
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE		69,757	43,807	119,500	38,831	
51- 872 PAVILION ROOF		41,883	COMPLETED	-	-	
51- 873 CREEK ROAD BRIDGE		191,337	45,176	126,000	18,463	
51- 875 BIKE SPINE CLASS 1 BIKE LANE		52,572	34,198	323,000	310,233	
51- 909 PAVILION SEISMIC RETROFIT		420	648	38,000	-	
Totals		744,230	447,139	1,598,717	693,301	1,413,460



Town of Fairfax

2018-19 Operating Budget

FUND 52 CIP - STORM RECOVERY
DEPT CAPITAL PROJECTS

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

FUND SUMMARY	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	-	-		-	(286,177)
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REVENUES

070 600 FEDERAL/STATE GRANT REVENUE			492,750	-	270,000
070 695 COUNTY			64,062	440,217	190,000
FEMA			123,188	114,507	50,000
OES			207,000	30,000	121,177
SUBTOTAL REVENUES	-	-	887,000	584,724	631,177

APPROPRIATIONS

821 OUTSIDE SERVICES					DETAIL
822 PROFESSIONAL SERVICES					IN NOTES
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION			887,000		
828 CONSTRUCTION ENGINEERING					
699 OTHER					
SUBTOTAL APPROPRIATIONS	-	-	887,000	870,901	345,000

TRANSFERS

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

NET DEPARTMENT ACTIVITY

	-	-	-	(286,177)	286,177
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ENDING FUND BAL

	-	-	0	(286,177)	0
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ALLOCATION OF APPROPRIATIONS:

52- 530 WOMENS CLUB/PERI PARK SLIDE REPAIR			5,000	8,496	
52- 532 REPAIR/REPLACE PICNIC TABLES			10,000	5,000	
52- 534 HEADWALL SCOUR (6 Bridge Ct)			200,000	7,776	200,000
52- 536 355 FOREST AVE REPAIR (FHWA project)			230,000	370,615	
52- 538 92 MADRONE RD			85,000	122,089	
52- 540 300 TAMPALPAIS			85,000	204,006	
52- 542 173 TAMALPAIS RD			15,000	-	75,000
52- 544 35 BERRY TRAIL			5,000	5,800	
52- 546 EMERGENCY PROTECTIVE MEASURES	-	-	40,000	61,896	
52- 548 SCENIC DR POT HOLE REPAIR			12,000	9,263	
52- 550 CREST AVE POT HOLE REPAIR			20,000	15,438	
52- 552 DEBRIS/TREE REMOVAL/CLEAN UP			110,000	59,573	
52- 554 46 CANYON RD	-	-	70,000	949	70,000
Totals	-	-	887,000	870,901	345,000

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

TOWN OF FAIRFAX

FY2018-19 TO FY2022-23

ADOPTED Five Year Capital Improvement Program



MAYOR

Peter Lacques

VICE MAYOR

Barbara Coler

COUNCIL MEMBERS

Bruce Ackerman

Renée Goddard

John Reed

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2016/17

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

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2017/18

Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	FUNDING SOURCE 2017/18				County	
							Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing		
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	25,000	-	-	-	25,000	-	-	-	-	-
51-875	BIKE SPINE CLASS I BIKE LANE	Design & Const	323,000	-	283,000	-	-	40,000	-	-	-	-
51-856	MEADOW WAY BRIDGE	Design & Const	225,000	191,000	34,000	-	-	-	-	-	-	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	119,500	98,000	-	21,500	-	-	-	-	-	-
51-873	CREEK ROAD BRIDGE	Design & Const	126,000	116,000	10,000	-	-	-	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	Design & Const	38,000	-	-	-	-	38,000	-	-	-	-
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	60,000	-	60,000	-	-	-	-	-	-	-
51-843	AZALEA AVENUE BRIDGE	Design & Const	227,000	192,000	-	-	-	-	-	-	-	35,000
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	Design & Const	100,000	-	100,000	-	-	-	-	-	-	-
51-812	STREET RESURFACING & REPAIR TAMALPIAS RD	Design & Const	115,217	-	115,217	-	-	-	-	-	-	-
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	Design & Const	165,000	-	157,891	-	-	7,109	-	-	-	-
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	75,000	-	-	-	-	-	-	75,000	-	-
52-ALL	DISASTER REPAIRS	Design & Const	887,000	822,938	-	-	-	15,062	-	-	-	49,000
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	35,000	-	35,000	-	-	-	-	-	-	-
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	50,000	-	-	-	-	50,000	-	-	-	-
53-887	STREET RESURFACING & REPAIR	Annual Program	249,370	-	-	-	-	49,370	-	-	200,000	-
53-894	PARKADE IMPROVEMENTS	Design & Const	64,000	18,000	20,000	-	-	-	-	-	26,000	-
TOTALS			\$ 2,884,087	\$ 1,437,938	\$ 44,000	\$ 136,500	\$ 656,108	\$ 25,000	\$ 199,541	\$ 301,000	\$ 84,000	

TOWN OF FAIRFAX
CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2018/19

Account No.	PROJECT	Project Phase	Estimated Total Project Costs FY19	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	FUNDING SOURCE 2018/19					County Loan & Grant
							Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing	County Loan & Grant	
51-810	STREET RESURFACING & REPAIR SELECTED STREET LOCATIONS	Design & Const	70,000			-						70,000
51-813	STREET RESURFACING & REPAIR SCENIC RD	Design & Const	208,000		208,000							
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	81,360				81,360					
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	50,000					25,000		25,000		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	60,000			60,000						
51-843	AZALEA AVENUE BRIDGE	Design & Const	430,000	400,000								30,000
51-856	MEADOW WAY BRIDGE	Design & Const	212,500	184,500								28,000
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	52,600	37,600								15,000
51-873	CREEK ROAD BRIDGE	Design & Const	184,000	175,800								8,200
51-909	PAVILION SEISMIC RETROFIT	Design & Const	65,000									
52-ALL	DISASTER REPAIRS	Design & Const	345,000	345,000								
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000			30,000				10,000		
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	130,000			10,000				120,000		
53-887	STREET RESURFACING & REPAIR	Annual Program	200,000							29,000		171,000
53-894	PARKADE IMPROVEMENTS	Design & Const	360,000	152,000						95,745		112,255
	TOTALS		\$ 2,488,460	\$ 1,294,900	\$ 208,000	\$ 100,000	\$ 177,105	\$ 25,000	\$ 249,000	\$ -	\$ -	\$ 434,455

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No.	PROJECT	TOTAL ESTIMATED COST	Fed/State Funding	Gas Tax	Meas J Match Grant Funds	Meas A&B TAM	Meas A Parks	County	Gen Fund (Meas C) Transfers & Other	State & County Financing	Other
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	115,000			-	-			-	115,000	-
51-813	STREET RESURFACING & REPAIR SCENIC RD	208,000		208,000	-						
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	81,360				81,360					
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	50,000			-		25,000		25,000		
51-841	MISC PARK & TRAIL IMPROVEMENTS	394,000			336,000	58,000					
51-843	AZALEA AVENUE BRIDGE	3,552,000	3,492,000		-			60,000			-
51-856	MEADOW WAY BRIDGE	4,266,500	4,161,500	34,000	10,000					61,000	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	832,100	701,600		35,500				20,000	75,000	
51-873	CREEK ROAD BRIDGE	1,395,000	1,359,800	10,000	12,000					13,200	-
51-909	PAVILION SEISMIC RETROFIT	695,379	473,930		-				221,449		-
52-ALL	DISASTER REPAIRS	1,215,901	1,215,901								
53-804	SIDEWALK REPLACE & REPAIR	200,000		80,000	70,000				50,000		
53-830	DOWNTOWN IMPROVEMENTS	310,000			50,000				260,000		-
53-887	STREET RESURFACING & REPAIR	600,370			-	380,000				171,000	49,370
53-894	PARKADE IMPROVEMENTS	645,000	300,000	122,000	-	95,745			15,000	112,255	
	TOTALS	\$ 14,560,610	\$ 11,704,731	\$ 454,000	\$ 513,500	\$ 615,105	\$ 25,000	\$ 60,000	\$ 591,449	\$ 547,455	\$ 49,370

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No.	PROJECT	TOTAL PROJECT COSTS	PRIOR YEARS	ADOPTED FY 18/19	ESTIMATED FY 19/20	ESTIMATED FY 20/21	ESTIMATED FY 21/22	ESTIMATED FY 22/23
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	115,000	45,000	70,000				
51-812	STREET RESURFACING & REPAIR TAMALPIAS RD	115,217	115,217	-				
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	208,000		208,000				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	81,360		81,360				
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	50,000	-	50,000	-	-	-	-
51-841	MISC PARK & TRAIL IMPROVEMENTS	394,000	94,000	60,000	60,000	60,000	60,000	60,000
51-843	AZALEA AVENUE BRIDGE	3,552,000	222,000	430,000	400,000	1,250,000	1,250,000	-
51-856	MEADOW WAY BRIDGE	4,266,500	279,000	212,500	175,000	1,800,000	1,800,000	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	832,100	259,500	52,600	520,000	-	-	-
51-873	CREEK ROAD BRIDGE	1,395,000	306,000	184,000	905,000	-	-	-
51-875	BIKE SPINE CLASS I BIKE LANE	323,000	323,000	-	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	695,379	30,379	65,000	100,000	500,000	-	-
52-ALL	DISASTER REPAIRS	1,215,901	870,901	345,000				
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	200,000	-	40,000	40,000	40,000	40,000	40,000
53-830	DOWNTOWN IMPROVEMENTS	310,000	-	130,000	45,000	45,000	45,000	45,000
53-887	STREET RESURFACING & REPAIR	600,370	20,370	200,000	95,000	95,000	95,000	95,000
53-894	PARKADE IMPROVEMENTS	645,000	15,000	360,000	270,000	-	-	-
	TOTALS	\$ 14,998,827	\$ 2,580,367	\$ 2,488,460	\$ 2,610,000	\$ 3,790,000	\$ 3,290,000	\$ 240,000



Town of Fairfax

2018-19 Capital Budget

CAPITAL IMPROVEMENTS

2018/19 PROJECT SUMMARY

TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	TOTAL FY 2018/19
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	81,360	-	95,745	177,105
070 711 FEDERAL/STATE GRANT REVENUE	-	345,000	152,000	497,000
070 699 FEDERAL BPMP	37,600	-	-	37,600
070 864 STATE PARK BOND REVENUE	-	-	-	-
070 695 COUNTY MEASURE A PARK	55,000	-	-	55,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	760,300	-	-	760,300
COUNTY FINANCING LOAN	121,200	-	283,255	404,455
OTHER	-	-	29,000	29,000
TO BE DETERMINED	-	-	-	-
SUBTOTAL REVENUES	1,055,460	345,000	560,000	1,960,460

APPROPRIATIONS

821 OUTSIDE SERVICES	95,000	-	40,000	135,000
825 ENVIRONMENTAL & PERMITS	55,100	-	60,000	115,100
826 ENGINEERING & DESIGN	834,000	-	280,000	1,114,000
827 CONSTRUCTION	429,360	345,000	350,000	1,124,360
828 CONSTRUCTION ENGINEERING	-	-	-	-
OTHER	-	-	-	-
SUBTOTAL APPROPRIATIONS	1,413,460	345,000	730,000	2,488,460

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	90,000	-	130,000	220,000
100 941 TSFR FUND 20 - MEASURE J	60,000	-	40,000	100,000
100 942 TSFR FUND 21 - GAS TAX	208,000	-	-	208,000
100 942 TSFR FUND 22 - MEASURE A TRANS	-	-	-	-
100 951 TSFR FUND 23 - MEASURE A PARKS	-	-	-	-
SUBTOTAL TRANSFER	358,000	-	170,000	528,000

NET DEPARTMENT ACTIVITY

- - - -

NOTES:



Town of Fairfax

2018-19 Operating Budget

CAPITAL IMPROVEMENTS

PROJECT SUMMARY - ALL YEARS	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	TOTAL PROJECT
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	139,360	-	475,745	615,105
070 699 FEDERAL/STATE GRANT REVENUE	473,930	1,215,901	300,000	1,989,831
070 699 FEDERAL BPMP	701,600	-	-	701,600
070 864 STATE PARK BOND REVENUE	-	-	-	-
070 695 COUNTY MEASURE A PARK	85,000	-	-	85,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	9,013,300	-	-	9,013,300
COUNTY FINANCING LOAN	264,200	-	283,255	547,455
OTHER	-	-	49,370	49,370
TO BE DETERMINED	-	-	-	-
SUBT	2,086,802	1,215,901	1,108,370	13,001,661

APPROPRIATIONS

821 OUTSIDE SERVICES	120,000	-	75,000	195,000
825 ENVIRONMENTAL & PERMITS	127,600	-	60,000	187,600
826 ENGINEERING & DESIGN	2,538,379	-	590,000	3,128,379
827 CONSTRUCTION	8,803,360	1,215,901	1,030,370	11,049,631
828 CONSTRUCTION ENGINEERING	-	-	-	-
OTHER	-	-	-	-
SUBTOTAL APPROPRIATIONS	11,589,339	1,215,901	1,755,370	14,560,610

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	266,449	-	325,000	591,449
100 941 TSFR FUND 20 - MEASURE J	393,500	-	120,000	513,500
100 942 TSFR FUND 21 - GAS TAX	252,000	-	202,000	454,000
100 942 TSFR FUND 22 - MEASURE A TRANS	-	-	-	-
100 951 TSFR FUND 23 - MEASURE A PARKS	-	-	-	-
SUBTOTAL TRANSFER	911,949	-	647,000	1,558,949

NET DEPARTMENT ACTIVITY

- - - -

NOTES:



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-810 STREET RESURFACING & REPAIR SELECTED STREETS

Repair selected areas of streets including Bolinas Red, Dominga, and Mono Ave to leverage the repaving of portions of these roads by utility agencies (IE Ross Valley Sewer Dist & PG&E). Also includes repairs to portions of Sir Francis Drake.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 695 COUNTY MEASURE A PARK	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
COUNTY FINANCING LOAN	115,000	45,000	70,000	-	-	-
OTHER	-	-	-	-	-	-
SEE NOTE	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-
SUBTOTAL REVENUES	115,000	45,000	70,000	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	5,000	-	5,000	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	110,000	45,000	65,000	-	-	-
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	115,000	45,000	70,000	-	-	-

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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NOTES: Financing is the County Loan



Town of Fairfax
2018-19 Capital Budget

**PROJECT 51-812 STREET RESURFACING & REPAIR
TAMALPAIS RD**

DONE

Reconstruction of Tamalpais Road from Mountain View to Scenic Rd

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

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

APPROPRIATIONS

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

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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NOTES:

REV PG&E funds received FEB 2016 (\$52,301); TAM FY17-18 Measure A funds
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Town of Fairfax
2018-19 Capital Budget

NEW

**PROJECT 51-813 STREET RESURFACING & REPAIR
SCENIC RD**

Repave Scenic between Shapiro Rd & Bay Rd; Tamalpais to Upper Scenic Rd

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

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

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	25,000	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	183,000	-	-	-	-	-
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	208,000	-	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE J	-	-	-	-	-	-
100 942 TSFR FUND 21 - GAS TAX	208,000	-	-	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
SUBTOTAL TRANSFER	208,000	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES: SB1 GAS TAX



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-816 STREET RESURFACING & REPAIR CANYON RD STABILIZATION

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS						
070 699 FEDERAL/STATE GRANT REVENUE						
070 699 FEDERAL BPMP						
070 864 STATE PARK BOND REVENUE						
070 695 COUNTY MEASURE A PARK						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)						
COUNTY FINANCING LOAN						
OTHER						
SEE NOTE						
TO BE DETERMINED						
SUBTOTAL REVENUES		81,360				

APPROPRIATIONS

821 OUTSIDE SERVICES						
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN	10,000					
827 CONSTRUCTION	71,360					
828 CONSTRUCTION ENGINEERING						
OTHER						
SUBTOTAL APPROPRIATIONS		81,360				

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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NOTES:

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Town of Fairfax

2018-19 Capital Budget

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

Improvements to the Women's Club: 1) Installing a lift for the stage to make the stage accessible; 2) Paint interior of Women's Club; 3) Improve lighting; and; 4) replace roof

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	25,000	25,000				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN	-					
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	25,000	25,000				

APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	50,000	50,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	50,000	50,000				

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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NOTES:

Carry over from FY17 \$25,000 in Measure A park funds
\$25,000 Measure C funds for Capital Improvements (roof repairs)



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

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

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES								
060 920 MEASURE A/B TAM PROCEEDS	58,000	58,000	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-	-	-
070 695 COUNTY MEASURE A PARK	-	-	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-	-	-
COUNTY FINANCING LOAN	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-	-	-
SUBTOTAL REVENUES	58,000	58,000	-	-	-	-	-	-

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

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

NET DEPARTMENT ACTIVITY	-	-	-	-	-	-	-	-
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NOTES:

See FUND 23 for detail on the use per adopted Measure A workplan
 Measure A Parks adds an additional \$20,000 for trail improvements



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-843 AZALEA AVENUE BRIDGE

The Azalea Avenue Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by CalTrans. The total project costs and funding includes construction and design costs. Phase I design will include preliminary environmental assessments, community outreach, conceptual design, and cost estimates. Phase II is engineering design. Overall Ph I&II would be complete in 18-24 months. The project is 100% funded by State and Federal grants with the exception of CEQA costs. The County of Marin will cover up to \$60,000 of the Town's CEQA and other out-of-pocket expenses.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
-						
-						
-						
60,000	30,000	30,000				
3,492,000	192,000	400,000	400,000	1,250,000	1,250,000	
-						
-						
3,552,000	222,000	430,000	400,000	1,250,000	1,250,000	

REVENUES

060 920 MEASURE AVB TAM PROCEEDS	
070 699 FEDERAL/STATE GRANT REVENUE	
070 699 FEDERAL BPMP	
070 864 STATE PARK BOND REVENUE	
070 695 COUNTY	30,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP) COUNTY FINANCING LOAN	400,000
OTHER	
TO BE DETERMINED	
SUBTOTAL REVENUES	430,000

APPROPRIATIONS

821 OUTSIDE SERVICES	
825 ENVIRONMENTAL & PERMITS	30,000
826 ENGINEERING & DESIGN	400,000
827 CONSTRUCTION	
828 CONSTRUCTION ENGINEERING	1,250,000
OTHER	
SUBTOTAL APPROPRIATIONS	1,250,000

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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

NOTES: Engineering & design costs include NEPA, Environmental & permits is for CEQA costs



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-856 MEADOW WAY BRIDGE

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-		-				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	4,161,500	235,000	184,500	142,000	1,800,000	1,800,000	
COUNTY FINANCING LOAN	61,000		28,000	33,000			
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	4,222,500	235,000	212,500	175,000	1,800,000	1,800,000	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	21,500	9,000	12,500	-			
826 ENGINEERING & DESIGN	645,000	270,000	200,000	175,000			
827 CONSTRUCTION	3,600,000				1,800,000	1,800,000	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	4,266,500	279,000	212,500	175,000	1,800,000	1,800,000	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	10,000	10,000					
100 942 TSFR FUND 21 - GAS TAX	34,000	34,000					
100 951 TSFR FUND 23 - MEASURE A PARKS	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	44,000	44,000	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES: Engineering & design costs include NEPA, Environmental & permits is for CEQA costs



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	701,600	204,000	460,000	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 695 COUNTY MEASURE A PARK	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
COUNTY FINANCING LOAN	75,000	-	60,000	-	-	-
OTHER	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-
SUBTOTAL REVENUES	776,600	204,000	520,000	52,600	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	32,900	28,500	-	-	-	-
826 ENGINEERING & DESIGN	279,200	231,000	48,200	-	-	-
827 CONSTRUCTION	520,000	-	520,000	-	-	-
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	832,100	259,500	520,000	52,600	-	-

TRANSFERS

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

NET DEPARTMENT ACTIVITY

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NOTES: Engineering & design costs include NEPA, Environmental & permits is for CEQA costs



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-873 CREEK ROAD BRIDGE

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

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-							
070 699 FEDERAL/STATE GRANT REVENUE	-							
070 699 FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	-							
070 695 COUNTY MEASURE A PARK	-							
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	1,359,800	284,000	175,800	900,000	-	-	-	-
COUNTY FINANCING LOAN	13,200		8,200	5,000				
OTHER	-							
TO BE DETERMINED	-							
SUBTOTAL REVENUES	1,373,000	284,000	184,000	905,000	-	-	-	-

see note

APPROPRIATIONS

821 OUTSIDE SERVICES	-							
825 ENVIRONMENTAL & PERMITS	13,200		8,200	5,000				
826 ENGINEERING & DESIGN	481,800	306,000	175,800					
827 CONSTRUCTION	900,000			900,000				
828 CONSTRUCTION ENGINEERING	-							
OTHER	-							
SUBTOTAL APPROPRIATIONS	1,395,000	306,000	184,000	905,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	-							
100 941 TSFR FUND 20 - MEASURE J	12,000	12,000						
100 942 TSFR FUND 21 - GAS TAX	10,000	10,000						
100 951 TSFR FUND 23 - MEASURE A PARKS	-							
100 951 TSFR FUND 55 - MEASURE K	-							
SUBTOTAL TRANSFER	22,000	22,000	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES: Engineering & design costs include NEPA, Environmental & permits is for CEQA costs



Town of Fairfax

2018-19 Capital Budget

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

DONE

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

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

APPROPRIATIONS

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

TRANSFERS

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

NET PROJECT ACTIVITY

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



Town of Fairfax

2018-19 Capital Budget

PROJECT 51-909 PAVILION SEISMIC RETROFIT

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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060 920 MEASURE AVB TAM PROCEEDS						
070 699 FEDERAL/STATE GRANT REVENUE	23,930	-	75,000	375,000		
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN	-					
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	23,930	-	75,000	375,000	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES		65,000		25,000		
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN	30,379		100,000	475,000		
827 CONSTRUCTION	475,000					
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	30,379	65,000	100,000	500,000	-	-

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)		65,000	25,000	125,000		
100 941 TSFR FUND 20 - MEASURE J	6,449					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FUND 23 - MEASURE A PARKS	-					
100 951 TSFR FUND 55 - MEAS K	-					
SUBTOTAL TRANSFER	6,449	65,000	25,000	125,000	-	-

NET DEPARTMENT ACTIVITY SEE NOTE - - - - -

NOTES: In FY17-18, Programmatic agreement approved to allow for soil testing and conceptual foundation design;

FY 18-19, funds for issuing RFP for design services; additional consulting services for archeological services.

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



Town of Fairfax

2018-19 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

This project is for annual sidewalk repair /replacement & tree trimming and funding for sidewalk grant program.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	200,000	40,000	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	200,000	40,000	40,000	40,000	40,000	40,000

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	50,000	10,000	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE J	70,000	30,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	80,000	-	20,000	20,000	20,000	20,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
SUBTOTAL TRANSFER	200,000	40,000	40,000	40,000	40,000	40,000

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES: 827 - \$15,000 for misc sidewalk replacement & repair. \$25,000 for sidewalk & replacement grant program- \$750 match plus building fees



Town of Fairfax

2018-19 Capital Budget

PROJECT 53-830 DOWNTOWN SIDEWALK IMPROVEMENTS

This project is for sidewalk repair & replacement in the downtown area which includes Sir Francis Drake and Broadway from Pacheco to Bank St. and Bolinas Rd. to Park.

PROJECT SUMMARY		PRIOR YEARS	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
ESTIMATED	TOTAL	ACTUAL	BUDGET	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-	-
827 CONSTRUCTION	310,000	-	130,000	45,000	45,000	45,000	45,000
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	310,000	-	130,000	45,000	45,000	45,000	45,000

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	260,000	-	120,000	35,000	35,000	35,000	35,000
100 941 TSFR FUND 20 - MEASURE J	50,000	-	10,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	-	-	-	-	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-	-
SUBTOTAL TRANSFER	310,000	-	130,000	45,000	45,000	45,000	45,000

NET DEPARTMENT ACTIVITY

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NOTES:

827 Downtown sidewalks
Financing: County Loan



Town of Fairfax

2018-19 Capital Budget

PROJECT 53-887 STREET RESURFACING & REPAIR

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE AVB TAM PROCEEDS		-	95,000	95,000	95,000	95,000
070 699 FEDERAL/STATE GRANT REVENUE						
070 699 FEDERAL BPMP						
070 864 STATE PARK BOND REVENUE						
070 695 COUNTY MEASURE A PARK						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)						
COUNTY FINANCING LOAN		171,000				
SEE NOTE						
OTHER	20,370	29,000				
TO BE DETERMINED						
SUBTOTAL REVENUES	20,370	200,000	95,000	95,000	95,000	95,000

APPROPRIATIONS

821 OUTSIDE SERVICES			5,000	5,000	5,000	5,000
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN		20,000	10,000	10,000	10,000	10,000
SEE NOTE						
827 CONSTRUCTION	20,370	180,000	80,000	80,000	80,000	80,000
828 CONSTRUCTION ENGINEERING						
OTHER						
SUBTOTAL APPROPRIATIONS	20,370	200,000	95,000	95,000	95,000	95,000

TRANSFERS

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

NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	-	-	-	-	-	-
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NOTES:

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



Town of Fairfax

2018-19 Capital Budget

PROJECT 53-894 PARKADE IMPROVEMENTS

Funds for this project will be used to make sidewalk, parking, landscaping and ADA improvements in the Parkade

Funding is provided by a OBAG grant with required matching of \$100,000

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2018-19 BUDGET	FY 2019-20 ESTIMATED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	95,745		95,745			
070 699 FEDERAL/STATE GRANT REVENUE	300,000		152,000	148,000		
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN	112,255		112,255			
OTHER	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	508,000		360,000	148,000		

APPROPRIATIONS

821 OUTSIDE SERVICES	55,000	15,000	40,000			
825 ENVIRONMENTAL & PERMITS	60,000		60,000			
826 ENGINEERING & DESIGN	530,000		260,000	270,000		
827 CONSTRUCTION	-					
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	645,000	15,000	360,000	270,000		

TRANSFERS

100 941 TSFR FUND 01 - GEN FUND (Meas C)	15,000	15,000				
100 941 TSFR FUND 20 - MEASURE J	-					
100 942 TSFR FUND 21 - GAS TAX	122,000			122,000		
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	137,000	15,000		122,000		

NET DEPARTMENT ACTIVITY

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NOTES: The matching requirement is \$100,000 for a total project cost of \$400,000 not including contingencies
 Measure A TAM is from FY15-16 and \$10,000 from FY18-19.

TOWN OF FAIRFAX

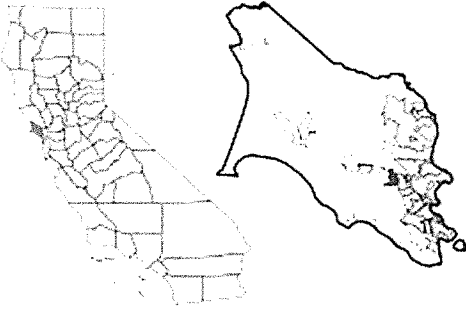
2018 - 2019 Operating and Capital Improvement ADOPTED Budget



Appendices

Page	Description
A-1	Town of Fairfax Demographics
A-2	Town of Fairfax Organizational Chart
A-3	Salary Schedule
A-4	Allocation of Positions
A-5	Financing loan from County
A-6	Healthcare Rates
A-7	Measure A Workplan
A-8	Street Maintenance Projects

Town of Fairfax, California



Demographics

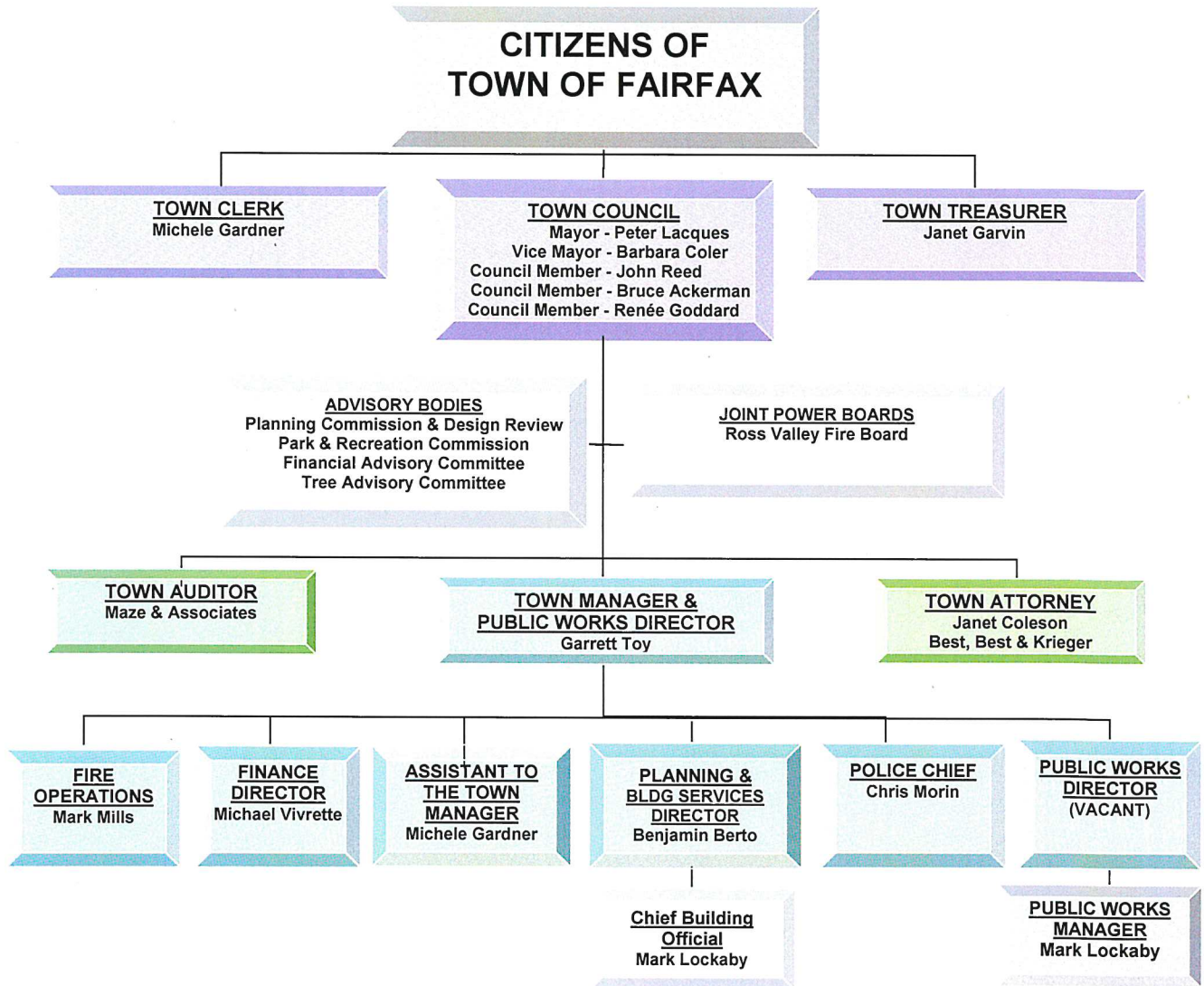
Area	2.204 sq mi (5.707 km ²)
Elevation	115 ft (35 m)
Population (1/1/17)	7,571
(1/1/16)	7,560
Registered Voters (10/24/16)	5,626

Census

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

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

ORGANIZATIONAL CHART & PRINCIPAL OFFICIALS 2018



FIRE

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

FINANCE

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

TOWN MANAGER & TOWN CLERK

Human Resources
Records Management/
Elections
Risk Management
Recreation/FOCAS

COMMUNITY DEVELOPMENT

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

POLICE

Patrol
Investigation
Dispatch
Alarm Program
Neighborhood Services
Traffic Safety

PUBLIC WORKS

Streets
Storm Drainage
Water Wastewater
Municipal Services

5/16/2017

TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2018/19

TO BE UPDATED
AFTER MOU

AS OF 7/1/17

FULL TIME EMPLOYEES:

		FTE	UNIT
TOWN MANAGER	note 1	1.00	CONTR
ASST TO THE TOWN MANAGER		1.00	MGMT
PLANNING & BUILDING DIRECTOR		1.00	MGMT
FINANCE DIRECTOR		1.00	MGMT
PUBLIC WORKS DIRECTOR		-	MGMT
CHIEF BLDG OFFICIAL/PW MGR		1.00	MGMT
ASSISTANT PLANNER		-	
ASSOCIATE PLANNER		-	MGMT
SENIOR PLANNER		-	MGMT
PRINCIPAL PLANNER		1.00	MGMT
MANAGEMENT ANALYST		-	MGMT
DEPUTY TOWN CLERK		-	MGMT
POLICE CHIEF	note 1	1.00	CONTR
POLICE LIEUTENANT		1.00	POA
POLICE SERGEANT		2.00	POA
POLICE CORPORAL		2.00	POA
POLICE OFFICER		5.00	POA
POLICE SERVICES TECH/CSO		1.00	POA
POLICE DISPATCHER		4.00	POA
MAINTENANCE WORKER I		1.00	SEIU
MAINTENANCE WORKER II		-	SEIU
MAINTENANCE WORKER III		1.00	SEIU
SR MAINTENANCE WORKER		2.00	SEIU
ADMINISTRATIVE ASSISTANT		-	SEIU
ADMINISTRATIVE ASSISTANT II		1.00	SEIU

MONTHLY	
LOW	HIGH
15,555	15,555
6,664	7,715
9,155	10,598
9,155	10,598
8,976	10,390
8,230	9,527
5,344	6,186
5,851	6,773
7,034	8,143
7,822	9,055
5,817	6,734
4,926	5,988
12,434	12,434
6,827	8,713
5,954	7,599
5,671	7,237
4,433	5,657
4,433	5,657
3,557	4,540
3,737	4,769
3,959	5,053
4,439	5,665
3,663	4,675
3,745	4,779

ANNUAL	
LOW	HIGH
186,660	186,660
79,969	92,574
109,862	127,179
109,862	127,179
107,708	124,685
98,758	114,325
64,125	74,233
70,209	81,275
84,410	97,716
93,861	108,656
69,800	80,802
59,114	71,853
149,208	149,208
81,921	104,554
71,452	91,192
68,049	86,850
53,191	67,887
53,191	67,887
42,682	54,474
44,838	57,226
47,511	60,638
53,265	67,981
43,958	56,103
44,937	57,352

TOTAL FULL TIME (FTE) 27.00

PART TIME EMPLOYEES:

ADMIN ASSISTANT	-
OFFICE ASSISTANT	0.10
PLANNING TECH/INTERN	0.10
POLICE CADET (2)	0.25
PT ACCOUNTANT (2)	0.80
PT DISPATCHER (4)	1.00
REC & COMM SERV MANAGER (3)	1.60
RESERVE POLICE OFFICER	0.25
ASSISTANT PLANNER	0.50
ZONING TECH	-

HOURLY	
LOW	HIGH
	30.00
15.00	15.05
15.00	25.00
16.50	17.50
	42.83
32.64	37.47
	32.47
	41.75
	20.83
25.00	25.50

TOTAL PART TIME (FTE) 4.60

TOTAL FTE 31.60

NOTE: Does not include paid elected positions

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

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

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

note 1 - Contract employee

TOWN OF FAIRFAX
FOR FISCAL YEAR 2018/19
SALARY SCHEDULE

AS OF 7/1/18

FTE	UNIT	211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
1.00	CONTR	0.60		0.10					0.30							
1.00	MGMT	1.00														
1.00	MGMT		1.00													
1.00	MGMT			0.10	0.90											
-	MGMT															
1.00	MGMT					0.75			0.25							
-	MGMT															
-	MGMT															
1.00	MGMT					1.00										
-	MGMT															
-	MGMT															
1.00	CONTR							1.00								
1.00	POA							1.00								
2.00	POA							2.00								
2.00	POA							2.00								
5.00	POA							5.00								
1.00	POA							1.00								
4.00	POA							4.00								
1.00	SEIU								0.25	0.50					0.25	
-	SEIU															
1.00	SEIU								1.00							
2.00	SEIU								1.00	1.00						
-	SEIU															
1.00	SEIU	0.25				0.25	0.25					0.25				

TOTAL FULL TIME (FTE) 0.85 1.00 0.20 0.90 2.25 1.00 16.00 0.55 2.25 1.50 - 0.25 - 0.25 -

PART TIME EMPLOYEES:

-	ADMIN ASSISTANT															
0.10	OFFICE ASSISTANT		0.10													
0.10	PLANNING TECH/INTERN		0.10													
0.25	POLICE CADET (2)						0.25									
0.80	PT ACCOUNTANT (2)		0.10	0.70												
1.00	PT DISPATCHER (4)							1.00								
1.60	REC & COMM SERV MANAGER (3)													1.60		
0.25	RESERVE POLICE OFFICER							0.25								
0.50	ASSISTANT PLANNER		0.50													
-	ZONING TECH															

TOTAL PART TIME (FTE) 4.60

TOTAL FTE 0.85 1.00 0.30 1.70 2.85 1.00 17.50 0.55 2.25 1.50 - 0.25 1.60 0.25 -

TOWN OF FAIRFAX
 FOR FISCAL YEAR 2018/19

2/1/18 - COUNTY OF MARIN - CAPITAL IMPROVEMENT LOAN

Note #	Issue Date	Due Date		Principal	Interest	Total Payment
Note 1	2/1/2018	2/1/2019	3.5%	\$ 100,000	\$ 3,385	\$ 103,385
Note 2	2/1/2018	2/1/2020	3.5%	100,000	7,000	107,000
Note 3	2/1/2018	2/1/2021	3.5%	100,000	10,500	110,500
Note 4	2/1/2018	2/1/2022	3.5% - 3.75%	100,000	14,250	114,250
Note 5	2/1/2018	2/1/2023	3.5% - 4.0%	100,000	18,250	118,250
TOTAL PAYMENTS:				\$ 500,000	\$ 53,385	\$ 553,385

Account No:	PROJECT DESCRIPTION	County Loan
51-810	STREET RESURFACING & REPAIR SELECTED STREET LOCATIONS	70,000
51-856	MEADOW WAY BRIDGE	28,000
51-871	BRIDGE PREVENTIVE MAINT PROG -SPRUCE, MARIN CANYON BRIDGES	15,000
51-873	CREEK ROAD BRIDGE	8,200
53-887	STREET RESURFACING & REPAIR	171,000
53-894	PARKADE IMPROVEMENTS	112,255
	TOTALS	<u>\$ 404,455</u>

Note: Balance of funding used for FEMA projects.

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES
2010 TO 2018

	2010	2011	2012	2013	2014	2015	2016	2017	INCR	2018	INCR 9 YR	avg year
KAISER (HMO)												
1	532.56	568.99	610.44	668.63	742.72	714.45	746.47	733.39	6.3%	779.86	46.4%	5.2%
2	1,065.12	1,137.96	1,220.88	1,337.26	1,485.44	1,428.90	1,492.94	1,466.78	6.3%	1,559.72	46.4%	5.2%
3+ (BENCHMARK)	1,384.66	1,479.37	1,587.14	1,738.44	1,931.07	1,857.57	1,940.82	1,906.81	6.3%	2,027.64	46.4%	5.2%
PERS CHOICE (PPO)												
1	508.74	563.40	574.15	667.03	690.77	700.84	798.36	830.30	-3.6%	800.27	57.3%	6.4%
2	1,017.48	1,126.80	1,148.30	1,334.06	1,381.54	1,401.68	1,596.72	1,660.60	-3.6%	1,600.54	57.3%	6.4%
3+	1,322.72	1,464.84	1,492.79	1,734.28	1,796.00	1,822.18	2,075.74	2,158.78	-3.6%	2,080.70	57.3%	6.4%
BLUE SHIELD ACCESS + (HMO)												
1	577.33	675.51	711.10	784.63	836.59	928.87	1,016.18	1,024.85	-13.3%	889.02	54.0%	6.0%
2	1,154.66	1,351.02	1,422.20	1,569.26	1,673.18	1,857.74	2,032.36	2,049.70	-13.3%	1,778.04	54.0%	6.0%
3+	1,501.06	1,756.33	1,848.86	2,040.04	2,175.13	2,415.06	2,642.07	2,664.61	-13.3%	2,311.45	54.0%	6.0%
PERS SELECT (PPO)												
1	474.93	492.68	487.39	487.20	661.52	690.43	730.07	736.27	-2.5%	717.50	51.1%	5.7%
2	949.86	985.36	974.78	974.40	1,323.04	1,380.86	1,460.14	1,472.54	-2.5%	1,435.00	51.1%	5.7%
3+	1,234.82	1,280.97	1,267.21	1,266.72	1,719.95	1,795.12	1,898.18	1,914.30	-2.5%	1,865.50	51.1%	5.7%
PORAC (ASSOC)												
1	484.00	527.00	556.00	581.00	634.00	675.00	699.00	699.00	5.0%	734.00	51.7%	5.7%
2	906.00	987.00	1,041.00	1,088.00	1,186.00	1,292.00	1,399.00	1,467.00	5.0%	1,540.00	70.0%	7.8%
3+	1,151.00	1,254.00	1,323.00	1,382.00	1,507.00	1,642.00	1,789.00	1,876.00	5.0%	1,970.00	71.2%	7.9%
PERSCARE (PPO)												
1	868.17	893.95	1,029.23	1,083.11	720.04	775.08	889.27	932.39	-5.4%	882.45	1.6%	0.2%
2	1,736.34	1,787.90	2,058.46	2,166.22	1,440.08	1,550.16	1,778.54	1,864.78	-5.4%	1,764.90	1.6%	0.2%
3+	2,257.24	2,324.27	2,676.00	2,816.09	1,872.10	2,015.21	2,312.10	2,424.21	-5.4%	2,294.37	1.6%	0.2%

MEASURE A WORKPLAN

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

DESCRIPTION:

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

Each year the Town’s Measure A Advisory Committee (members listed below) meets to recommend allocations for the upcoming year. For FY18-19, the County estimates Fairfax will receive approximately \$61,436 in Measure A sales tax revenue. We estimate the Town will have approximately \$100,000 in carry-over funding for projects. At its May 25th budget workshop, the Town Council reviewed the recommendations of the Measure A Advisory Committee which are as follows:

MEASURE A PARK FUNDS ALLOCATION COMMITTEE

Recommended Allocations for FY18-19

5/21/2018

Project/Program	Proposed Carryover FY17-18	Proposed Allocation FY18-19	Proposed Total FY18-19
Parkland/Open Space Acquisition	\$ 30,000	\$ 10,000	\$ 40,000
Maint/Repair Ped Trail Improvements *	\$ -	\$ 20,000	\$ 20,000
Replace Pavilion Lighting & Hot Water Heater	\$ 6,000	\$ 2,436	\$ 8,436
Construction of Bicycle Pump Track	\$ 10,000	\$ -	\$ 10,000
Women's Club Improv. (stage, roof, lighting)	\$ 25,000	\$ -	\$ 25,000
Replace Peri Park Equipment	\$ 29,000	\$ 20,000	\$ 49,000
Vegetation management (various locations)	\$ -	\$ 5,000	\$ 5,000
Age-friendly Bolinas Park furniture (e.g., picnic tables)	\$ -	\$ 4,000	\$ 4,000
Total	\$ 100,000	\$ 61,436.00	\$ 161,436

*no carry-over funds because all \$30,000 allocated for FY17-18 was spent

Estimated

The Committee recommended that funds unspent for projects in previous years continue to be carried over to FY18-19 for those projects. The County requires the work plan to include both carryover funds and new funds. Should a project be delayed/canceled or priorities changed, the Council can reallocate funds at any time by amending its work plan and submitting it to the County for approval.

The Measure A Advisory Committee consists of:

- Vice-Mayor Barbara Coler and Councilmember Renee Goddard
- Fairfax Open Space representatives: Chance Cutrano, Jack Judkins
- Fairfax Parks and Rec Commission representative: Monty Stephens
- Fairfax Volunteer Board representative: Marcia Custer

PAVEMENT MANAGEMENT PLAN

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

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

Scenarios - Sections Selected for Treatment

Interest: 3.00% Inflation: 3.00% Printed: 02/03/2017
 Scenario: P-TAP 17 - SCENARIO 04 - EAB 3 - \$200,000

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	Last Insp	Insp	PCI	Last	Surf	FC	Type	PCI	Cost	Rating	Treatment	Year		Budget	PM
																			2017	2018		
CRESCENT CIRCLE	OAK TREE LANE	DEAD END	CRESCE	10	331	29	9,599	7/26/2016	65	R	AC/AC	73	20,095	MICROSURFACING		\$5,333			2021	2021	\$200,000	10%
DOMINGA AVENUE	BRIDGE COURT	NAPA AVENUE	DOMING	20	472	20	9,440	7/26/2016	69	C	AC/AC	76	25,544	MICROSURFACING		\$5,245					\$200,000	10%
GLEN DRIVE	SIR FRANCIS DRAKE BOULEVARD	1260' NORTH OF SFD BLVD	GLENDR	10	1,260	35	44,100	7/26/2016	64	C	AC/AC	71	23,772	MICROSURFACING		\$24,500						
KENT AVENUE	BELMONT AVENUE	SIR FRANCIS DRAKE BLVD	KENTAV	10	481	24	11,544	7/27/2016	64	R	AC	73	20,239	MICROSURFACING		\$6,414						
MANZANITA ROAD	991 FRM WRENDEN FRUSTRUCK INT	FRUSTUCK AVENUE	MANZAR	20	594	14	8,316	7/27/2016	69	R	AC/AC	76	21,333	MICROSURFACING		\$4,620						
NAPA AVENUE	PACHECO AVENUE	DOMINGA AVENUE	NAPAAV	10	300	20	6,000	7/26/2016	69	R	AC/AC	76	19,037	MICROSURFACING		\$3,334						
OAK TREE LANE	SIR FRANCIS DRAKE BOULEVARD	DEAD END	OAKTRE	10	494	29	14,326	7/26/2016	67	R	AC/AC	75	21,008	MICROSURFACING		\$7,959						
OLEMA ROAD	SIR FRANCIS DRAKE BOULEVARD	MARIN ROAD	OLEMAR	10	1,050	24	25,200	7/26/2016	67	C	AC	75	19,442	MICROSURFACING		\$14,000						
SIR FRANCIS DRAKE BOULEVARD	SAN MIGUEL COURT	OAK TREE LANE	SIRFRA	50	870	35	30,450	7/27/2016	68	A	AC	76	30,168	MICROSURFACING		\$16,917						
Treatment Total																\$88,322						
SCENIC ROAD	ACACIA ROAD	TAMALPIAS ROAD	SCENIC	10	625	24	15,000	7/26/2016	63	A	AC	100	19,069	THICK AC OLRUBBERIZED ASPHALT		\$53,334						
Treatment Total																\$53,334						
VANNI LN	RIDGEWAY AV	CHESTER AV	VANNI	10	760	14	10,640	7/26/2016	62	R	AC	100	12,310	MILL AND THIN OVERLAY		\$37,832						
Treatment Total																\$37,832						
Year 2017 Area Total																184,615						
Year 2017 Total																\$179,488						