

## **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 15<sup>th</sup> & 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
<b>SUBTOTAL PERSONNEL</b>		<b>2,576,581</b>	<b>2,833,183</b>	<b>2,844,424</b>	<b>2,788,245</b>	<b>3,021,882</b>

### 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

<b>Total Full Time Equivalent Employees</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>16.00</b>	<b>16.00</b>
---	--------------	--------------	--------------	--------------	--------------

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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 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
<b>SUBTOTAL OPERATING</b>			<b>316,018</b>	<b>273,767</b>	<b>303,607</b>	<b>313,365</b>	<b>316,530</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>2,892,599</b>	<b>3,106,950</b>	<b>3,148,031</b>	<b>3,101,610</b>	<b>3,338,412</b>	<b>5,509</b>
---------------------------------------	------------------	------------------	------------------	------------------	------------------	--------------

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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

### 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
--------------------------------------	------	------	------	------	------

### 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](http://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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
<b>SUBTOTAL PERSONNEL</b>	<b>108,388</b>	<b>114,407</b>	<b>172,887</b>	<b>114,087</b>	<b>169,974</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>77,257</b>	<b>55,605</b>	<b>102,154</b>	<b>73,023</b>	<b>107,042</b>

TOTAL DEPARTMENT APPROPRIATION	185,645	170,012	275,041	187,110	277,016
--------------------------------	---------	---------	---------	---------	---------

### 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
--------------------------------------	------	------	------	------	------

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

### PERSONNEL

NEW 401	REGULAR SALARIES	133,616	128,115	142,773	142,773	160,892
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
<b>SUBTOTAL PERSONNEL</b>		<b>202,872</b>	<b>202,670</b>	<b>231,687</b>	<b>205,024</b>	<b>254,903</b>

### OPERATING EXPENSES

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

### TOTAL DEPARTMENT APPROPRIATION

<b>304,083</b>	<b>318,974</b>	<b>361,701</b>	<b>340,620</b>	<b>399,578</b>
----------------	----------------	----------------	----------------	----------------

### 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

<b>2.00</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>
-------------	-------------	-------------	-------------	-------------

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** 512 STREET LIGHTING

### ACTIVITY DESCRIPTION

Provides for the ongoing operation, PG&E payments, and maintenance of street lights & traffic signals through outside contractual services. The Marin General Services Authority has a countywide master contract for street light maintenance, but each community pays for its direct maintenance costs.

The Town anticipates retrofitting all cobrahead lights in Town with LED streetlights.

The energy savings from the new LED fixtures will finance the replacement lights.

The Town will also save in maintenance costs.

### DEPARTMENT SUMMARY

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

### PERSONNEL

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


### SUBTOTAL PERSONNEL

- - - - -

### OPERATING EXPENSES

802 POWER  
 821 OUTSIDE SERVICES  
 822 PROFESSIONAL SERVICES

SEE NOTE  
 SEE NOTE

59,189	63,683	50,000	52,495	50,000
24,454	25,797	35,000	31,146	35,000
2,639	13,779	700	12,345	13,000

### SUBTOTAL OPERATING

86,282 103,259 85,700 95,987 98,000

### TOTAL DEPARTMENT APPROPRIATION

86,282 103,259 85,700 95,987 98,000

### Allocation of Positions:

MAINT. LEADWORKER  
 SENIOR MAINTENANCE WORKER

### Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:	802 Street lighting and signal charges by PG&E
	821 Contract with MGSA and DC Electric to provide maintenance of light poles for traffic signal maintenance costs, respectively.
	Basic agreement: Streetlights (\$10,000), traffic (\$9,000)
	822 Additional costs to repair traffic signals and crosswalk systems



# 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
<b>SUBTOTAL PERSONNEL</b>		<b>115,441</b>	<b>148,333</b>	<b>161,742</b>	<b>134,362</b>	<b>178,573</b>

### 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	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>		<b>35,336</b>	<b>56,851</b>	<b>55,938</b>	<b>68,522</b>	<b>75,938</b>

SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

150,778	205,184	217,680	202,884	254,510
---------	---------	---------	---------	---------

### 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
------	------	------	------	------

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 1<sup>st</sup> 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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>616 COMMUNITY SERVICES</b>

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### PERSONNEL

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

SEE NOTE

18,539	18,812	16,443	16,443	18,052
				750
580	275	672	672	729
1,946	1,860	1,690	1,690	1,955
248	255	219	219	241
		-	-	-
2,375	2,884	2,716	2,716	2,793
<b>23,688</b>	<b>24,085</b>	<b>21,739</b>	<b>21,739</b>	<b>24,521</b>

### SUBTOTAL PERSONNEL

### OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

369	-	150	-	150
260	-	200	-	200
261	292	700	234	700
1,065	553	400	343	400
106	784	500	115	500
3,252	4,832	4,000	4,000	5,700
<b>5,313</b>	<b>6,461</b>	<b>5,950</b>	<b>4,693</b>	<b>7,650</b>

### SUBTOTAL OPERATING

### TOTAL DEPARTMENT APPROPRIATION

<b>29,001</b>	<b>30,545</b>	<b>27,689</b>	<b>26,432</b>	<b>32,171</b>
---------------	---------------	---------------	---------------	---------------

### Allocation of Positions:

Recreation & Comm Services Manager	0.30	0.30	0.30	0.30	0.30
------------------------------------	------	------	------	------	------

### Total Full Time Equivalent Employees

0.30	0.30	0.30	0.30	0.30
------	------	------	------	------

NOTES: This department was formerly 216  
411 One half of part-time Community Resources Coord  
801 Water for Community Garden  
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 Coordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

### DEPARTMENT SUMMARY

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

### PERSONNEL

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
401 REGULAR SALARIES	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
<b>SUBTOTAL PERSONNEL</b>	<b>45,623</b>	<b>45,600</b>	<b>44,013</b>	<b>44,013</b>	<b>47,852</b>

SEE NOTE

### OPERATING EXPENSES

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
804 TELEPHONE				-	
811 POSTAGE			200	200	200
813 OFFICE SUPPLIES	93	154	120	120	120
821 OUTSIDE CONSULTING SVS				-	
878 FAIRFAX ARTS & CULTURE COLLAB			6,900	4,356	7,000
881 SPECIAL SERVICES	7,119	8,198	1,200	3,699	1,200
<b>SUBTOTAL OPERATING</b>	<b>7,212</b>	<b>8,352</b>	<b>8,420</b>	<b>8,375</b>	<b>8,520</b>

SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

<b>52,835</b>	<b>53,952</b>	<b>52,433</b>	<b>52,388</b>	<b>56,372</b>
---------------	---------------	---------------	---------------	---------------

### 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

<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
-------------	-------------	-------------	-------------	-------------

NOTES: This department was formerly 217

	FY18	FY19
<b>878 Fairfax Arts &amp; Culture Collaborative</b>		
- Artist in Residence (up to 3)	400	3,000
- Fairfax Theater Co	3,350	3,500
- Art Collaboration Activities		500
<b>881 Easter egg hunt</b>	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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>621 RECREATION CLASSES/ACTIVITIES</b>

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
<b>SUBTOTAL PERSONNEL</b>	<b>46,873</b>	<b>52,699</b>	<b>59,188</b>	<b>59,188</b>	<b>78,720</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>42,421</b>	<b>34,484</b>	<b>48,140</b>	<b>53,008</b>	<b>45,100</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>89,294</b>	<b>87,182</b>	<b>107,328</b>	<b>112,197</b>	<b>123,820</b>
---------------	---------------	----------------	----------------	----------------

### Allocation of Positions:

Recreation & Comm Services Manager (2)	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.13</b>
--	-------------	-------------	-------------	-------------	-------------

### Total Full Time Equivalent Employees

<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.13</b>
-------------	-------------	-------------	-------------	-------------

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
- Handiwork 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### 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
<b>SUBTOTAL PERSONNEL</b>	<b>9,671</b>	<b>18,234</b>	<b>18,544</b>	<b>18,544</b>	<b>20,602</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>35,786</b>	<b>32,655</b>	<b>51,231</b>	<b>30,568</b>	<b>54,902</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>45,457</b>	<b>50,890</b>	<b>69,775</b>	<b>49,111</b>	<b>75,504</b>
---------------------------------------	---------------	---------------	---------------	---------------	---------------

### Allocation of Positions:

MAINT. WORKER I			0.25	0.25	0.25
-----------------	--	--	------	------	------

<b>Total Full Time Equivalent Employees</b>	<b>0.50</b>	<b>0.50</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
---	-------------	-------------	-------------	-------------	-------------

### 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
----------------------	----------------------	-----------------------	-------------------------	-----------------------

### PERSONNEL

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

### OPERATING EXPENSES

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

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>604,806</b>	<b>738,719</b>	<b>1,052,500</b>	<b>957,845</b>	<b>963,583</b>

### Allocation of Positions:

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

<b>Total Full Time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
---	-------------	-------------	-------------	-------------	-------------

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
	<b>202,081</b>	<b>202,081</b>	<b>241,957</b>	<b>241,957</b>	<b>255,762</b>

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** 01 GENERAL FUND  
**ACTIVITY** 911 BUILDING MAINTENANCE

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

### PERSONNEL

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

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

### SUBTOTAL PERSONNEL

- - - - -

### OPERATING EXPENSES

803 SANITARY/DUMP  
 821 OUTSIDE SERVICES  
 822 PROFESSIONAL SERVICES  
 842 SPECIAL DEPT SUPPLIES  
 851 CLOTHING

SEE NOTE  
 SEE NOTE

-	-	500	-	500
620	1,187	2,000	3,053	3,000
42,009	31,084	32,000	32,000	36,000
9,547	4,002	5,000	4,084	5,500
-	-		-	

### SUBTOTAL OPERATING

52,176 36,273 39,500 39,138 45,000

### SUBTOTAL APPROPRIATION

52,176 36,273 39,500 39,138 45,000

### ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.

(51,659)	(34,949)	(39,500)	(32,828)	(45,000)
----------	----------	----------	----------	----------

### TOTAL DEPARTMENT APPROPRIATION

517 1,324 - 6,309 -

### Allocation of Positions:

MAINT. LEADWORKER

-

### Total Full Time Equivalent Employees

### ALLOCATION OF BUILDING MAINTENANCE

#### TO DEPARTMENTS:

	FY 18	JANITOR	OTHER	FY 19
211 TOWN MANAGER	2,114	1,280	1,037	2,294
221 TOWN CLERK	2,046	1,285	1,004	2,285
241 FINANCE	2,046	1,285	1,004	2,285
311 PLANNING	2,230	1,285	1,094	2,411
321 BUILDING INSP	1,984	1,285	973	2,276
411 POLICE	10,551	6,400	5,177	11,569
510 PUBLIC WORKS ADM	246		121	134
511 STREET MAINT/PW	359		176	150
625 RENTAL - W/C PAVILION	17,925	12,800	8,794	21,596
	39,500	25,620	19,380	45,000

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



# 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
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
				-	
SUBTOTAL REVENUES	-	-	-	-	-
<b>APPROPRIATIONS</b>					
				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
<b>TRANSFERS</b>					
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.

<b>FUND SUMMARY</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2017-18 Projected</b>	<b>FY 2018-19 Adopted</b>
---------------------	------------------------------	------------------------------	-------------------------------	---------------------------------	-------------------------------

<b>BEGINNING FUND BAL</b>	60,133	70,605		47,689	44,405
---------------------------	--------	--------	--	--------	--------

### REVENUES

050 502 INVESTMENT EARNINGS	-	-			
090 901 SALE OF ASSETS					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-

### 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	-	-		-	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>57,828</b>	<b>69,946</b>	<b>67,200</b>	<b>63,689</b>	<b>63,689</b>

### 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
<b>SUBTOTAL TRANSFER</b>	<b>68,300</b>	<b>50,000</b>	<b>40,000</b>	<b>60,404</b>	<b>430,000</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>10,472</b>	<b>(19,946)</b>	<b>(27,200)</b>	<b>(3,285)</b>	<b>366,311</b>
--------------------------------	---------------	-----------------	-----------------	----------------	----------------

<b>ENDING FUND BAL</b>	<b>70,605</b>	<b>50,659</b>		<b>44,405</b>	<b>410,716</b>
------------------------	---------------	---------------	--	---------------	----------------

### COMPONENTS OF FUND BALANCE:

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

<b>NOTES:</b>	<b>ORIGINAL</b>	<b>LAST PMT</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
<b>921 FIELD EQUIPMENT</b>						
COMMUNICATIONS				7,785		
MOBILE COMPUTING						
BODY CAMERAS						
<b>VEHICLE LEASE/PURCHASES</b>						
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
<b>TOTAL</b>			<b>58,428</b>	<b>77,088</b>	<b>63,689</b>	<b>63,689</b>
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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
----------------------	----------------------	-----------------------	-------------------------	-----------------------

#### BEGINNING FUND BAL

19,335	3,632		2,264	137,667
--------	-------	--	-------	---------

#### 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	-	-	-	-	-
<b>TOTAL PERMITS AND FEES</b>	<b>398,005</b>	<b>375,416</b>	<b>404,100</b>	<b>517,415</b>	<b>479,500</b>
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
<b>TOTAL CURRENT CHARGES</b>	<b>121,291</b>	<b>93,217</b>	<b>100,000</b>	<b>227,987</b>	<b>130,000</b>
<b>SUBTOTAL REVENUES</b>	<b>519,296</b>	<b>468,633</b>	<b>504,100</b>	<b>745,402</b>	<b>609,500</b>

#### APPROPRIATIONS

#### SUBTOTAL APPROPRIATIONS

			-	
			-	
			-	

#### TRANSFERS

725 971 TSFR TO 01-GENERAL FUND

#### SUBTOTAL TRANSFER

(535,000)	(470,000)	(520,000)	(610,000)	(610,000)
(535,000)	(470,000)	(520,000)	(610,000)	(610,000)

#### NET DEPARTMENT ACTIVITY

(15,704)	(1,367)	(15,900)	135,402	(500)
----------	---------	----------	---------	-------

#### ENDING FUND BAL

SEE NOTE

3,632	2,264		137,667	137,167
-------	-------	--	---------	---------

#### 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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
--------------	----------------------	----------------------	-----------------------	-------------------------	-----------------------

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

### 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

100 931 TSFR FROM 01-GENERAL FUND

SUBTOTAL TRANSFER

			(10,404)	
6,000	6,000	6,000	6,000	40,000
6,000	6,000	6,000	(4,404)	40,000

NET DEPARTMENT ACTIVITY

6,000 (1,785) - (4,404) 40,000

ENDING FUND BAL

6,189	4,404		-	40,000
-------	-------	--	---	--------

COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT  
 UNDESIGNATED

40,000  
 -

### 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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
--------------	----------------------	----------------------	-----------------------	-------------------------	-----------------------

### BEGINNING FUND BAL

5,911	76,833	177,432	249,625
-------	--------	---------	---------

### 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
<b>SUBTOTAL REVENUES</b>	<b>1,320,922</b>	<b>1,400,599</b>	<b>1,364,900</b>	<b>1,472,193</b>	<b>1,516,100</b>

### TRANSFERS

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

### NET DEPARTMENT ACTIVITY

70,922	100,599	(35,100)	72,193	16,100
--------	---------	----------	--------	--------

### ENDING FUND BAL

76,833	177,432	249,625	265,725
--------	---------	---------	---------

### 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
<u>REVENUES</u>						
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
<u>APPROPRIATIONS</u>						
741 842 SPECIAL DEPT SUPPLIES						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
<u>TRANSFERS</u>						
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
<b>BEGINNING FUND BAL</b>		55,931	101,965		113,395	137,493
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
822 PROFESSIONAL SERVICES		804	716		605	
911 OFFICE EQUIPMENT SEE NOTE		8,161	12,854	18,000	10,297	18,000
<b>SUBTOTAL APPROPRIATIONS</b>		8,965	13,570	18,000	10,902	18,000
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		55,000	25,000	35,000	35,000	35,000
<b>SUBTOTAL TRANSFER</b>		55,000	25,000	35,000	35,000	35,000
<b>NET DEPARTMENT ACTIVITY</b>		46,035	11,430	17,000	24,098	17,000
<b>ENDING FUND BAL</b>		101,965	113,395		137,493	154,493
<b>COMPONENTS OF FUND BALANCE:</b>						
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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL		15,676	2,439		-	0
<b>REVENUES</b>						
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	
<b>SUBTOTAL REVENUES</b>		<b>38,890</b>	<b>42,366</b>	<b>36,000</b>	<b>47,100</b>	<b>36,000</b>
<b>APPROPRIATIONS</b>						
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
<b>SUBTOTAL APPROPRIATIONS</b>		<b>47,127</b>	<b>49,555</b>	<b>31,700</b>	<b>47,100</b>	<b>31,000</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND		(5,000)	(5,000)	(5,000)		(5,000)
100 931 TSFR FROM 01-GENERAL FUND			9,750			
<b>SUBTOTAL TRANSFER</b>		<b>(5,000)</b>	<b>4,750</b>	<b>(5,000)</b>	<b>-</b>	<b>(5,000)</b>
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.

<b>FUND SUMMARY</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>

### 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
--------------	----------------------	----------------------	-----------------------	-------------------------	-----------------------

### BEGINNING FUND BAL

51,080	10,063	-	7,685
--------	--------	---	-------

### 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	SEE NOTE		8,514	8,607	8,607
060 610 Gas Tax - Road Main & Rehab	SEE NOTE		42,910	43,179	125,724
060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE		29,792	30,147	58,044

### TOTAL REVENUES

173,983 149,413 213,257 215,685 325,672

SEE NOTE 1

### APPROPRIATIONS


### SUBTOTAL

### 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)

### NET DEPARTMENT ACTIVITY

(41,017)	(10,063)	7,685	(7,328)
----------	----------	-------	---------

### ENDING FUND BAL

10,063	(0)	7,685	357
--------	-----	-------	-----

### 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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL		PRIOR YEAR ACTIVITY FOR ILLUSTRATIVE PURPOSES				
			-		48,324	177,045
<b>REVENUES</b>						
060 920 MEASURE A&B FUNDS		85,745	206,215	95,217	223,937	
SUBTOTAL REVENUES		85,745	206,215	95,217	223,937	-
<b>APPROPRIATIONS</b>						
715 893 VARIOUS						
SUBTOTAL APPROPRIATIONS				-		-
<b>TRANSFERS</b>						
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

### MEASURE A TRANSPORTATION - APPROPRIATIONS

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Budget
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
<b>BEGINNING FUND BAL</b>		(11,205)	(312)		68,572	98,663
<b>REVENUES</b>						
060 920 MEASURE A FUNDS		55,000	83,884	60,091	60,091	61,436
<b>SUBTOTAL REVENUES</b>		<b>55,000</b>	<b>83,884</b>	<b>60,091</b>	<b>60,091</b>	<b>61,436</b>
<b>APPROPRIATIONS</b>						
715 893 VARIOUS			10,000		30,000	161,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>-</b>	<b>10,000</b>	<b>-</b>	<b>30,000</b>	<b>161,000</b>
<b>TRANSFERS</b>						
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)			
<b>SUBTOTAL TRANSFER</b>		<b>(44,107)</b>	<b>(5,000)</b>	<b>(25,000)</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>10,893</b>	<b>68,884</b>	<b>35,091</b>	<b>30,091</b>	<b>(99,564)</b>
<b>ENDING FUND BAL</b>		<b>(312)</b>	<b>68,572</b>		<b>98,663</b>	<b>(901)</b>

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		-	-
			<b>109,000</b>	<b>54,000</b>	<b>130,000</b>	<b>161,436</b>

### 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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
<b>BEGINNING FUND BAL</b>		890,106	817,911		977,460	951,752
<b>REVENUES</b>						
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
<b>SUBTOTAL REVENUES</b>		<b>558,554</b>	<b>558,554</b>	<b>507,000</b>	<b>503,746</b>	<b>532,458</b>
<b>APPROPRIATIONS</b>						
<b>FUND 43 - 2006 GENERAL OBLIGATION BONDS</b>						
716 995	PRINCIPAL	150,000		-		-
716 996	INTEREST	107,475		-		-
		<b>257,475</b>	-	-	-	-
<b>FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS</b>						
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
		<b>179,528</b>	<b>184,392</b>	<b>189,204</b>	<b>196,458</b>	<b>193,104</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
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
		<b>188,342</b>	<b>193,943</b>	<b>203,706</b>	<b>203,706</b>	<b>207,843</b>
<b>FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL			98,000	98,000	105,000
716 996	INTEREST		17,780	24,990	24,990	22,859
		-	<b>17,780</b>	<b>122,990</b>	<b>122,990</b>	<b>127,859</b>
821	CONTRACT SERVICES	2,700		2,700	2,700	2,700
871	INSURANCE & FEES	2,705	2,891	3,600	3,600	3,600
<b>SUBTOTAL APPROPRIATIONS</b>		<b>630,750</b>	<b>399,005</b>	<b>522,200</b>	<b>529,454</b>	<b>535,105</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(72,195)</b>	<b>159,549</b>		<b>(25,708)</b>	<b>(2,647)</b>
<b>ENDING FUND BAL</b>		817,911	977,460		951,752	949,105

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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
BEGINNING FUND BAL					1,284	1,294
<b>REVENUES</b>						
INTERDEPARTMENTAL CHARGES			198,113	452,909	452,909	466,842
SUBTOTAL REVENUES			198,113	452,909	452,909	466,842
<b>APPROPRIATIONS</b>						
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
<b>TRANSFERS</b>						
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
<b>BEGINNING FUND BAL</b>			247,484		441,273	543,871
<b>REVENUES</b>						
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
<b>SUBTOTAL REVENUES</b>		<b>759,862</b>	<b>503,931</b>	<b>1,529,779</b>	<b>535,182</b>	<b>1,055,460</b>
<b>APPROPRIATIONS</b>						
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	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>744,230</b>	<b>447,139</b>	<b>1,598,717</b>	<b>693,301</b>	<b>1,413,460</b>
<b>TRANSFERS</b>						
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)				
<b>SUBTOTAL TRANSFER</b>		<b>231,852</b>	<b>220,891</b>	<b>190,500</b>	<b>260,717</b>	<b>359,360</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>247,484</b>	<b>277,683</b>	<b>121,562</b>	<b>102,598</b>	<b>1,360</b>
<b>ENDING FUND BAL</b>		<b>247,484</b>	<b>525,167</b>		<b>543,871</b>	<b>545,231</b>

#### 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					COMPLETED
51- 816 ST RESURF & REPAIR - CANYON RD STABLE		9,664	165,000	-	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	41,540	60,000
51- 843 AZALEA AVENUE BRIDGE		18,141	147,206	70,628	430,000
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	-
<b>Totals</b>		<b>744,230</b>	<b>447,139</b>	<b>1,598,717</b>	<b>693,301</b>
					<b>1,413,460</b>



# 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 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
--------------	----------------------	----------------------	-----------------------	-------------------------	-----------------------

### BEGINNING FUND BAL

-	-	-	(286,177)
---	---	---	-----------

### REVENUES

070 600 FEDERAL/STATE GRANT REVENUE  
 070 695 COUNTY  
     FEMA  
     OES  
**SUBTOTAL REVENUES**

		492,750	-	270,000
		64,062	440,217	190,000
		123,188	114,507	50,000
		207,000	30,000	121,177
-	-	887,000	584,724	631,177

### APPROPRIATIONS

821 OUTSIDE SERVICES  
 822 PROFESSIONAL SERVICES  
 825 ENVIRONMENTAL & PERMITS  
 826 ENGINEERING & DESIGN  
 827 CONSTRUCTION  
 828 CONSTRUCTION ENGINEERING  
 699 OTHER  
**SUBTOTAL APPROPRIATIONS**

				DETAIL
				IN NOTES
		887,000		
-	-	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
---	---	---	-----------	---------

### ENDING FUND BAL

-	-	0	(286,177)	0
---	---	---	-----------	---

### 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
<b>Totals</b>	-	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

## 2018-19 Operating Budget

**FUND** 53 CIP - TOWN  
**DEPT** CAPITAL PROJECTS

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

FUND SUMMARY	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Projected	FY 2018-19 Adopted
<b>BEGINNING FUND BAL</b>	170,523	146,992		106,391	211,698
<b>REVENUES</b>					
070 695 COUNTY			276,000	283,255	283,255
060 920 MEASURE A TAM TRANSP TAX	-	-	-	-	95,745
070 711 FEDERAL/STATE GRANT REVENUE			18,000	-	152,000
070 699 OTHER SEE NOTE		2,784	49,370	49,370	29,000
<b>SUBTOTAL REVENUES</b>	-	2,784	343,370	332,625	560,000
<b>APPROPRIATIONS</b>					
821 OUTSIDE SERVICES	-	-	24,370	-	40,000
825 ENVIRONMENTAL & PERMITS	-	-	-	-	60,000
826 ENGINEERING & DESIGN	19,921	50,797	64,000	14,587	280,000
827 CONSTRUCTION	112,056	31,588	310,000	262,731	350,000
828 CONSTRUCTION ENGINEERING	-	-	-	-	
814 OTHER			-		
<b>SUBTOTAL APPROPRIATIONS</b>	131,977	82,386	398,370	277,318	690,000
<b>TRANSFERS</b>					
100 931 TSFR FROM FUND 01 - GENERAL FUND	48,446	-	-	-	27,000
100 941 TSFR FROM FUND 20 - MEASURE J	20,000	40,000	50,000	50,000	40,000
100 942 TSFR FROM FUND 21 - GAS TAX	-	-	-	-	-
100 949 TSFR FROM FUND 51 - CIP GRANTS	40,000		-	-	
<b>SUBTOTAL TRANSFER</b>	108,446	40,000	50,000	50,000	67,000
<b>NET DEPARTMENT ACTIVITY</b>	(23,531)	(39,601)	(5,000)	105,307	(63,000)
<b>ENDING FUND BAL</b>	146,992	107,391		211,698	148,698

### ALLOCATION OF APPROPRIATIONS:

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	23,051	4,343	35,000	4,000	40,000
53- 819 MANZANITA ROAD SLIDE REPAIR	79,717	COMPLETED		-	
53- 830 DOWNTOWN IMPROVEMENTS			50,000	-	90,000
53- 887 STREET RESURFACING/REPAIR	29,159	59,192	249,370	258,731	200,000
53- 894 PARKADE IMPROVEMENTS	50	18,850	64,000	14,587	360,000
<b>Totals</b>	131,977	82,386	398,370	277,318	690,000

### NOTES:

699 IN-KIND CONTRIBUTION (STAFF TIME)



# Town of Fairfax

## 2018-19 Operating Budget

**FUND 73 OPEN SPACE**  
**DEPT 673 OPEN SPACE**

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

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

<b>BEGINNING FUND BAL</b>	21,057	15,692		29,024	32,413
---------------------------	--------	--------	--	--------	--------

### REVENUES

070 815 COUNTY OPEN SPACE GRANT  
 070 816 DONATIONS  
 070 923 COUNTY MEASURE A PARK

SEE NOTE

4,789	(8)	2,000	604	2,000
<b>4,789</b>	<b>(8)</b>	<b>2,000</b>	<b>604</b>	<b>2,000</b>

### SUBTOTAL REVENUES

### APPROPRIATIONS COMMITTEE

811 POSTAGE  
 812 REPRODUCTION  
 815 PRINTING  
 879 FUNDRAISING COST  
 890 MISCELLANEOUS  
 931 BLDGS & LAND

SEE NOTE

80		2,000		2,000
		-		-
		-		-
114		2,000	855	2,000
960	661		360	-
10,000				
<b>11,154</b>	<b>661</b>	<b>4,000</b>	<b>1,215</b>	<b>4,000</b>

### SUBTOTAL APPROPRIATIONS

### TRANSFERS

100 931 TSFR FROM GENERAL FUND  
 100 TSFR FROM FUND 23 - MEAS A PARK  
 100 699 LOAN FROM GENERAL FUND

SEE NOTE

SEE NOTE

(4,000)	4,000	4,000	4,000	4,000
5,000	5,000		-	
<b>1,000</b>	<b>9,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>

### SUBTOTAL TRANSFER

<b>NET DEPARTMENT ACTIVITY</b>	<b>(5,365)</b>	<b>8,331</b>	<b>2,000</b>	<b>3,389</b>	<b>2,000</b>
--------------------------------	----------------	--------------	--------------	--------------	--------------

<b>ENDING FUND BAL</b>	15,692	24,024		32,413	34,413
------------------------	--------	--------	--	--------	--------

### ALLOCATION OF FUND BALANCE:

Designated for Sky ranch Property			-	-
Designated for Parkland Restoration			-	-
Designated for Capital Acquisition	300	300	10,000	10,000
Undesignated Balance	15,392	23,724	22,413	24,413
	<b>21,057</b>	<b>24,024</b>	<b>32,413</b>	<b>34,413</b>

### Property Acquisitions

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

### NOTES:

The Town has allocated \$40,000 in County Measure A park funds for parkland/open space purchases. However, the County requires the funds to be held in the separate account until they are expended, thus, the funds cannot be transferred to the Open Space Fund. The Measure A monies are held in Fund 23 (pg 67).