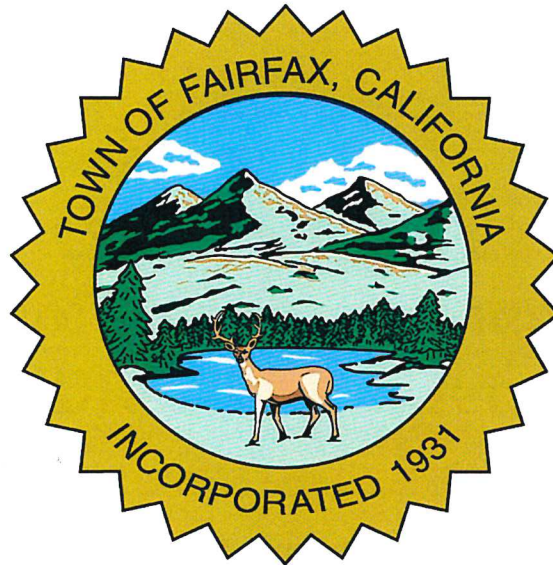


TOWN OF FAIRFAX

2019 - 2020 Operating and Capital Improvement DRAFT Budget



MAYOR
Barbara Coler

VICE MAYOR
Renée Goddard

COUNCIL MEMBERS
Bruce Ackerman
Peter Lacques
John Reed

**DRAFT BUDGET
FY 2019-2020
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Town of Fairfax

2019-20 Operating Budget



FUND SUMMARY

5/8/19 12:28 PM

GENERAL FUNDS

- 01 General Fund
- 02 Dry Period Fund
- 03 Equipment Replacement Fund
- 04 Building & Planning Fund
- 05 Building Improvement Fund
- 06 Retirement Fund
- 08 Office Equip Replacement Fund

TOTAL

SPECIAL REVENUE FUNDS

- 07 Special Police Fund
- 12 Fairfax Festival Fund
- 20 Measure J - Municipal Svs Tax Fund
- 21 Gas Tax Fund
- 22 Measure A - Transportation
- 23 Measure A - Parks

TOTAL SPECIAL REVENUE FUNDS

DEBT SERVICE FUNDS

- 43-45 Measure K - Debt Service
- 48 Lease Agreement

TOTAL DEBT SERVICE FUNDS

CAPITAL PROJECTS- CIP is being developed for the workshop

- 51 Capital Projects - Grants
- 52 Disaster Fund
- 53 Capital Projects - Town

TOTAL CAPITAL PROJECTS FUNDS

FIDUCIARY FUNDS

- 73 Open Space

TOTAL FIDUCIARY FUNDS

TOTALS

ALL FUNDS FY19 PROJECTED

ALL FUNDS FY20 BUDGET

| | Audit Bal 30-Jun-18 | FY 2018-19 Revenues | FY 2018-19 Approp | FY 2018-19 Transfers | Proj Balance 30-Jun-19 | FY 18/19 ACTIVITY | Balance 30-Jun-19 | FY 2019-20 Revenues | FY 2019-20 Approp | FY 2019-20 Transfers | Proj Balance 30-Jun-20 | FY 19/20 ACTIVITY |
|---|------------------------|------------------------|----------------------|-------------------------|---------------------------|----------------------|----------------------|------------------------|----------------------|-------------------------|---------------------------|----------------------|
| DRAFT AUD | | | | | | | | | | | | |
| 01 General Fund | 2,490,289 | 7,426,223 | (9,700,798) | 1,779,539 | 1,995,253 | (495,036) | 1,995,253 | 7,345,300 | (10,481,584) | 3,167,562 | 2,026,531 | 31,278 |
| 02 Dry Period Fund | 1,000,000 | - | - | - | 1,000,000 | - | 1,000,000 | - | - | - | 1,000,000 | - |
| 03 Equipment Replacement Fund | 44,219 | - | (63,689) | 430,000 | 410,531 | 366,311 | 410,531 | - | (56,803) | - | 353,727 | (56,803) |
| 04 Building & Planning Fund | 255,320 | 448,098 | - | (610,000) | 93,418 | (161,902) | 93,418 | 609,500 | - | (610,000) | 92,918 | (500) |
| 05 Building Improvement Fund | - | - | - | 40,000 | 40,000 | 40,000 | 40,000 | - | - | 25,000 | 65,000 | 25,000 |
| 06 Retirement Fund | 239,653 | 1,617,055 | - | (1,500,000) | 356,709 | 117,055 | 356,709 | 1,631,100 | (0) | (1,725,000) | 262,809 | (93,900) |
| 08 Office Equip Replacement Fund | 131,651 | - | (10,051) | 35,000 | 156,600 | 24,949 | 156,600 | - | (118,000) | 35,000 | 73,600 | (83,000) |
| Total General Funds | 4,161,133 | 9,491,376 | (9,774,538) | 174,539 | 4,052,510 | (108,622) | 4,052,510 | 9,585,900 | (10,656,387) | 892,562 | 3,874,585 | (177,925) |
| | | | | | 41.5% | | | | | | 36.4% | |
| SPECIAL REVENUE FUNDS | | | | | | | | | | | | |
| 07 Special Police Fund | (21,583) | 167,020 | - | (100,000) | 45,437 | 67,020 | 45,437 | 100,000 | - | (130,000) | 15,437 | (30,000) |
| 12 Fairfax Festival Fund | (6,879) | 40,284 | (26,000) | - | 7,405 | 14,284 | 7,405 | 41,000 | (31,700) | (5,000) | 11,705 | 4,300 |
| 20 Measure J - Municipal Svs Tax Fund | (8,304) | 713,600 | - | (700,000) | 5,296 | 13,600 | 5,296 | 713,600 | - | (710,000) | 8,896 | 3,600 |
| 21 Gas Tax Fund | (12,252) | 287,565 | - | (275,313) | 0 | 12,252 | 0 | 329,562 | - | (329,562) | 0 | - |
| 22 Measure A - Transportation | 273,416 | 91,360 | - | (91,360) | 273,416 | - | 273,416 | - | - | - | 273,416 | - |
| 23 Measure A - Parks | 151,173 | 61,645 | - | - | 212,818 | 61,645 | 212,818 | - | - | - | 212,818 | - |
| Total Special Revenue Funds | 375,571 | 1,361,474 | (26,000) | (1,166,673) | 544,372 | 168,801 | 544,372 | 1,184,162 | (31,700) | (1,174,562) | 522,272 | (22,100) |
| DEBT SERVICE FUNDS | | | | | | | | | | | | |
| 43-45 Measure K - Debt Service | 905,671 | 472,632 | (535,105) | - | 843,198 | (62,473) | 843,198 | 493,769 | (550,714) | - | 786,253 | (56,945) |
| 48 Lease Agreement | - | 466,842 | (466,842) | - | - | - | - | 481,182 | (481,182) | - | - | - |
| Total Debt Service Funds | 905,671 | 939,474 | (1,001,947) | - | 843,198 | (62,473) | 843,198 | 974,951 | (1,031,896) | - | 786,253 | (56,945) |
| CAPITAL PROJECTS- CIP is being developed for the workshop | | | | | | | | | | | | |
| 51 Capital Projects - Grants | 877,785 | 535,182 | (693,301) | 399,360 | 1,119,026 | 241,241 | 1,119,026 | 1,055,460 | (1,413,460) | 193,000 | 954,026 | #VALUE! |
| 52 Disaster Fund | (492,444) | 42,064 | (71,394) | 521,774 | 0 | 492,444 | 0 | - | - | - | 0 | (165,000) |
| 53 Capital Projects - Town | (125,757) | 464,255 | (331,288) | 67,000 | 74,210 | 199,967 | 74,210 | 560,000 | - | 85,000 | 719,210 | 645,000 |
| Total Capital Projects Funds | 259,584 | 1,041,501 | (1,095,983) | 988,134 | 1,193,236 | 933,653 | 1,193,236 | 1,615,460 | (1,413,460) | 278,000 | 1,673,236 | 480,000 |
| FIDUCIARY FUNDS | | | | | | | | | | | | |
| 73 Open Space | 33,460 | 1,854 | (755) | 4,000 | 38,559 | 5,099 | 38,559 | 2,000 | (4,000) | 4,000 | 40,559 | 2,000 |
| Total Fiduciary Funds | 33,460 | 1,854 | (755) | 4,000 | 38,559 | 5,099 | 38,559 | 2,000 | (4,000) | 4,000 | 40,559 | 2,000 |
| TOTALS | 5,735,418 | 12,835,680 | (11,899,222) | - | 6,671,876 | 936,458 | 6,671,876 | 13,362,473 | (13,137,443) | - | 6,896,906 | 225,031 |
| | 834,310 | | | | | | | | 1.1041 | | | |

Town of Fairfax

2019-20 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS

FY 2016-17
Actual

FY 2017-18
Actual

FY 2018-19
Adopted

FY 2018-19
Projected

FY 2019-20
DRAFT

TRANSFERS TO:

| | | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | - | (0) | - | - | - |
| 01 General Fund | 2,673,076 | 2,981,773 | 2,962,100 | 2,877,313 | 3,258,562 |
| 02 Dry Period Fund | - | - | - | - | - |
| 03 Equipment Replacement | 50,000 | 60,404 | 430,000 | 430,000 | - |
| 05 Communications Fund | 6,000 | 6,000 | 40,000 | 40,000 | 25,000 |
| 08 Office Equipment Replacement | 25,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| 11 Recreation | - | - | - | - | - |
| 23 Measure A - Parks | - | - | - | - | - |
| 49 CIP - Emergency Watershed | - | - | - | - | - |
| 50 CIP - Fairfax Creek Restoration | - | - | - | - | - |
| 51 CIP - Grants | 220,891 | 260,717 | 359,360 | 399,360 | 193,000 |
| 52 CIP - Storm | - | - | - | - | - |
| 53 CIP - Town | 40,000 | 50,000 | 67,000 | 67,000 | 85,000 |
| 54 Pavilion Restoration | - | - | - | - | - |
| 55 Measure K | - | - | - | - | - |
| 73 Open Space | 9,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| | 3,023,967 | 3,397,894 | 3,897,460 | 3,852,673 | 3,600,562 |

TRANSFERS FROM:

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| 01 General Fund | 85,000 | 145,404 | 536,000 | 1,097,774 | 91,000 |
| 02 Dry Period Fund | - | - | - | - | - |
| 04 Building & Planning | 470,000 | 610,000 | 610,000 | 610,000 | 610,000 |
| 05 Communications Fund | - | 10,404 | - | - | - |
| 06 Retirement Fund | 1,300,000 | 1,400,000 | 1,500,000 | 1,500,000 | 1,725,000 |
| 07 Special Police Services | 100,000 | 199,621 | 100,000 | 100,000 | 130,000 |
| 12 Fairfax Festival | 5,000 | - | 5,000 | - | 5,000 |
| 20 Measure J - Municipal Services Tax | 741,600 | 741,500 | 722,100 | 700,000 | 710,000 |
| 21 Gas Tax | 159,476 | 195,748 | 333,000 | 275,313 | 329,562 |
| 22 Measure A - Transportation | 157,891 | 95,217 | 91,360 | 91,360 | - |
| 23 Measure A - Parks | 5,000 | - | - | - | - |
| 41-45 Debt Service | - | - | - | - | - |
| 51 CIP - Grants | - | - | - | - | - |
| 52 CIP - Storm | - | - | - | (521,774) | - |
| 53 CIP - Town | - | - | - | - | - |
| 54 Pavilion Restoration | - | - | - | - | - |
| 55 Measure K | - | - | - | - | - |
| | 3,023,967 | 3,397,894 | 3,897,460 | 3,852,673 | 3,600,562 |



Town of Fairfax

2019-20 Operating Budget

FUND SUMMARY

5/7/19 6:42 PM

APPROPRIATIONS - ALL FUNDS

GENERAL FUNDS

| | | | | | | | |
|-------------------------------------|------------------|----------------|------------------|----------------|----------------|----------------|-------------------|
| 01 General Fund | 1,122,855 | 797,228 | 6,175,947 | 803,269 | 603,259 | 979,026 | 10,481,584 |
| 02 Dry Period Fund | - | - | - | - | - | - | - |
| 03 Equipment Replacement Fund | - | - | 40,203 | - | - | 16,600 | 56,803 |
| 04 Building & Planning Fund | - | - | - | - | - | - | - |
| 05 Communication Equip Replace Fund | - | - | - | - | - | - | - |
| 06 Retirement Fund | - | - | - | - | - | - | - |
| 08 Office Equip Replacement Fund | 118,000 | - | - | - | - | - | 118,000 |
| Total General Funds | 1,240,855 | 797,228 | 6,216,150 | 803,269 | 603,259 | 995,626 | 10,656,387 |

SPECIAL REVENUE FUNDS

| | | | | | | | |
|---------------------------------------|----------|----------|----------|----------|---------------|----------|---------------|
| 07 Special Police Fund | - | - | - | - | - | - | - |
| 12 Fairfax Festival Fund | - | - | - | - | 31,700 | - | 31,700 |
| 20 Measure J - Municipal Svs Tax Fund | - | - | - | - | - | - | - |
| 21 Gas Tax Fund | - | - | - | - | - | - | - |
| 22 Measure A - Transportation | - | - | - | - | - | - | - |
| 23 Measure A - Parks | - | - | - | - | - | - | - |
| Total Special Revenue Funds | - | - | - | - | 31,700 | - | 31,700 |

DEBT SERVICE FUNDS

| | | | | | | | |
|---------------------------------|----------|----------|----------|----------------|----------|----------|----------------|
| 43-45 Measure K - Debt Service | - | - | - | 550,714 | - | - | 550,714 |
| 48 Lease Agreement | - | - | - | - | - | 481,182 | 481,182 |
| Total Debt Service Funds | - | - | - | 550,714 | - | - | 550,714 |

CAPITAL PROJECTS

| | | | | | | | |
|-------------------------------------|----------|----------|----------|------------------|----------|----------|------------------|
| 51 Capital Projects - Grants | - | - | - | 1,413,460 | - | - | 1,413,460 |
| 52 Disaster Fund | - | - | - | - | - | - | - |
| 53 Capital Projects - Town | - | - | - | 645,000 | - | - | 645,000 |
| Total Capital Projects Funds | - | - | - | 2,058,460 | - | - | 2,058,460 |

FIDUCIARY FUNDS

| | | | | | | | |
|------------------------------|----------|----------|----------|----------|--------------|----------|--------------|
| 73 Open Space | - | - | - | - | 4,000 | - | 4,000 |
| Total Fiduciary Funds | - | - | - | - | 4,000 | - | 4,000 |

TOTAL APPROPRIATIONS - ALL FUNDS

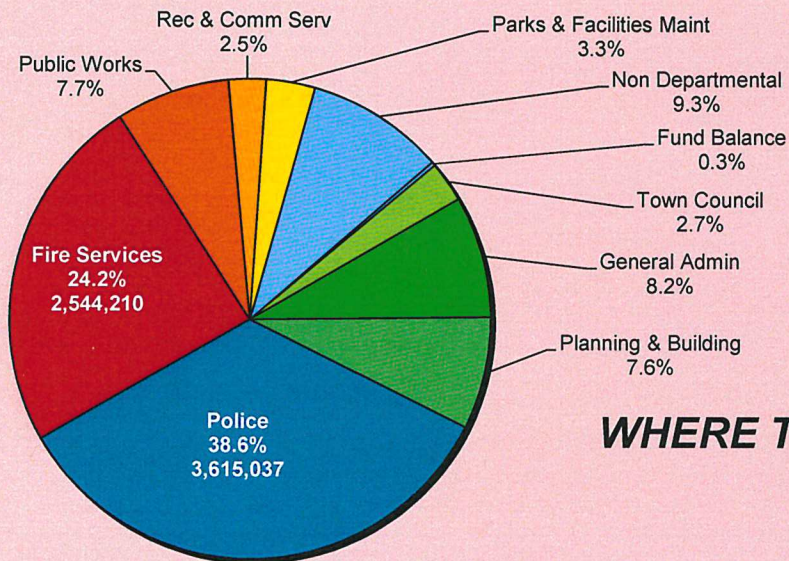
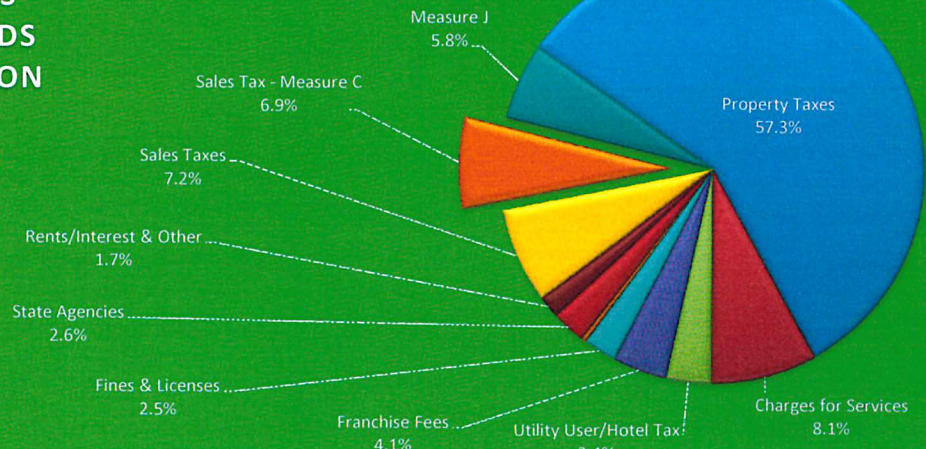
| | | | | | | | |
|--|-------|------|-------|-------|------|-------|--------|
| Percent of Total Appropriations (with CIP) | 9.0% | 5.8% | 45.1% | 24.8% | 4.6% | 10.7% | 100.0% |
| Percent of Total Appropriations (NO CIP) | 10.6% | 6.8% | 53.0% | 29.1% | 5.5% | 12.6% | 85.1% |



GENERAL FUND AT A GLANCE

WHERE THE MONEY COMES FROM...

**SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$9.8 MILLION**

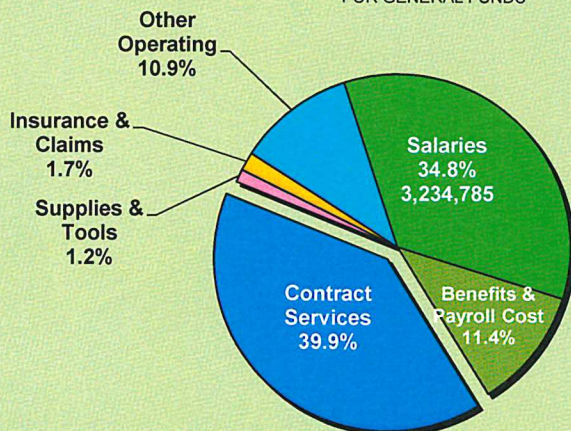


WHERE THE MONEY GOES TO...

**USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$9.8 MILLION**

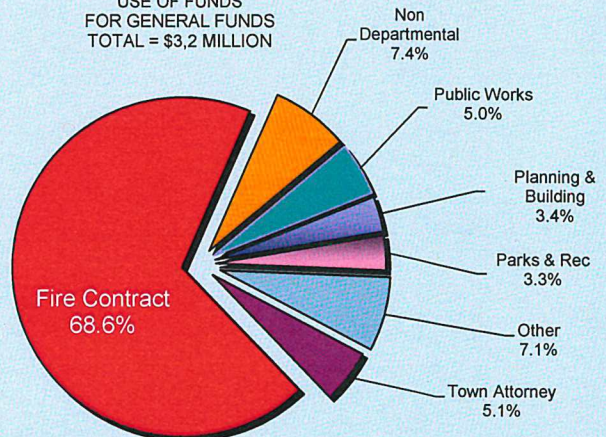
EXPENDITURES BY CATEGORY

USE OF FUNDS
FOR GENERAL FUNDS



CONTRACT SERVICES

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





Town of Fairfax

2019-20 Operating Budget

FUND
01 GENERAL FUND
DEPT

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

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

| FUND SUMMARY | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|---------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------------|
|---------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------------|

BEGINNING FUND BAL

| | | | | |
|-----------|-----------|--|-----------|-----------|
| 1,396,476 | 1,708,512 | | 2,490,289 | 1,995,253 |
|-----------|-----------|--|-----------|-----------|

REVENUES

| | | | | | |
|------------------------------|-----------|-----------|-----------|-----------|-----------|
| PROPERTY TAXES | 3,819,912 | 4,043,677 | 4,265,964 | 4,465,988 | 4,369,900 |
| SALES TAXES | 1,207,125 | 1,379,663 | 1,437,594 | 1,505,889 | 1,480,300 |
| USER FEES (UUT/TOT) | 387,517 | 392,269 | 360,000 | 378,698 | 361,000 |
| FRANCHISE FEES | 383,858 | 398,411 | 392,000 | 403,326 | 430,000 |
| FINES & LICENSES | 265,913 | 255,076 | 254,000 | 261,191 | 262,000 |
| RENTS & INTEREST | 57,134 | 65,101 | 66,300 | 141,970 | 151,300 |
| REVENUES FROM OTHER AGENCIES | 46,859 | 63,851 | 48,812 | 61,218 | 50,700 |
| CHARGES FOR CURRENT SERVICES | 179,347 | 193,143 | 216,630 | 207,943 | 240,100 |

SUBTOTAL REVENUES

6,347,665 6,791,192 7,041,300 7,426,223 7,345,300

APPROPRIATIONS

| | | | | | |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|
| 100 TOWN COUNCIL | 283,044 | 366,925 | 281,880 | 352,399 | 287,598 |
| 200 GENERAL ADMINISTRATION | 617,035 | 689,198 | 798,695 | 787,221 | 835,257 |
| 300 DEVELOPMENT SERVICES | 606,143 | 621,228 | 773,500 | 703,612 | 797,228 |
| 400 PUBLIC SAFETY | 5,231,982 | 5,274,680 | 5,780,028 | 5,735,979 | 6,175,947 |
| 500 PUBLIC WORKS | 706,726 | 634,409 | 774,593 | 705,910 | 803,269 |
| 600 RECREATION & COMMUNITY SERVICES | 186,984 | 199,052 | 232,061 | 230,146 | 263,709 |
| 600 PARKS & FACILITY MAINTENANCE | 257,398 | 262,739 | 330,015 | 301,107 | 339,550 |
| 700 NON DEPARTMENTAL | 734,394 | 690,365 | 963,583 | 884,425 | 979,026 |

SUBTOTAL APPROPRIATIONS

8,623,705 8,738,595 9,934,355 9,700,798 10,481,584

TRANSFERS

| | | | | | |
|--------------------------------|-----------|-----------|-----------|-------------|-----------|
| TRANSFERS TO 01-GENERAL FUND | 2,673,076 | 2,981,773 | 2,962,100 | 2,877,313 | 3,258,562 |
| TRANSFERS FROM 01-GENERAL FUND | (85,000) | (145,404) | (536,000) | (1,097,774) | (91,000) |

SUBTOTAL TRANSFER

2,588,076 2,836,369 2,426,100 1,779,539 3,167,562

NET DEPARTMENT ACTIVITY

312,036 888,966 (466,955) (495,036) 31,278

ENDING FUND BAL

| | | | | |
|-----------|-----------|--|-----------|-----------|
| 1,708,512 | 2,597,478 | | 1,995,253 | 2,026,531 |
|-----------|-----------|--|-----------|-----------|

COMPONENTS OF FUND BALANCE:

Undesignated 1,708,512 2,597,478 1,995,253 2,026,531

NOTES:



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

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

| REVENUE DETAIL | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|---|----------------------|----------------------|-----------------------|-------------------------|---------------------|
| 01-010-101 Property Taxes - Secured | 2,441,810 | 2,585,223 | 2,774,000 | 2,847,450 | 2,860,000 |
| 01-010-102 Property Taxes - Unsecured | 47,806 | 48,713 | 51,624 | 48,713 | 52,400 |
| 01-010-103 Property Taxes - Prior | 1,911 | 2,531 | 3,000 | 6,632 | 3,000 |
| 01-010-104 Real Estate Transfer Tax | 50,857 | 52,521 | 45,000 | 50,122 | 45,000 |
| 01-010-110 Supplemental Property Taxes | 62,759 | 71,772 | 60,000 | 116,298 | 70,000 |
| 01-010-112 ERAF Excess Distribution | 452,975 | 481,912 | 502,826 | 561,455 | 510,000 |
| 01-010-117 Property Tax In-Lieu of VLF ("VLF Swap") | 707,904 | 747,241 | 775,513 | 781,600 | 775,500 |
| 01-060-113 Storm Run-Off Fee | 53,890 | 53,765 | 54,000 | 53,718 | 54,000 |
| Total Property Taxes | 3,819,912 | 4,043,677 | 4,265,964 | 4,465,988 | 4,369,900 |
| 01-010-105 In-Lieu Sales Tax ("Triple Flip") | - | - | - | - | - |
| 01-010-106 Sales Tax ("Bradley Burns") | 639,115 | 657,332 | 693,000 | 724,361 | 693,000 |
| 01-010-111 1/2 cent Sales Tax - Prop. 172 | 58,579 | 50,059 | 63,594 | 68,388 | 63,300 |
| 01-010-118 1/2 cent Sales Tax - Measure D | 509,431 | 672,272 | - | - | - |
| 01-010-118 3/4 cent Sales Tax - Measure C | - | - | 681,000 | 713,140 | 724,000 |
| Total Sales Taxes | 1,207,125 | 1,379,663 | 1,437,594 | 1,505,889 | 1,480,300 |
| 01-010-108 Utility Users Tax - Telecom | 83,641 | 92,454 | 100,000 | 84,652 | 100,000 |
| 01-010-109 Utility Users Tax - Energy | 283,277 | 280,873 | 240,000 | 273,736 | 240,000 |
| 01-010-114 Hotel Users Tax | 20,599 | 18,942 | 20,000 | 20,310 | 21,000 |
| Total User Taxes | 387,517 | 392,269 | 360,000 | 378,698 | 361,000 |
| 01-020-201 Garbage | 181,322 | 187,383 | 187,000 | 195,351 | 225,000 |
| 01-020-202 Gas & Electric | 65,326 | 74,134 | 75,000 | 75,000 | 75,000 |
| 01-020-203 Cable | 137,210 | 136,893 | 130,000 | 132,975 | 130,000 |
| Total Franchise Fees | 383,858 | 398,411 | 392,000 | 403,326 | 430,000 |
| 01 - GENERAL FUND TAXES & FEES | 5,798,412 | 6,214,020 | 6,455,558 | 6,753,901 | 6,641,200 |

NOTES:

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

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

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

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

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

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



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

| REVENUE DETAIL | | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|--------------------------------|---|----------------------|----------------------|-----------------------|-------------------------|---------------------|
| 01-030-301 | Business Licenses | 128,698 | 139,686 | 130,000 | 131,595 | 132,000 |
| 01-040-401 | Vehicle Code Fines | 24,765 | 30,860 | 24,000 | 30,651 | 30,000 |
| 01-040-402 | Parking & Other Fines | 112,450 | 84,530 | 100,000 | 98,945 | 100,000 |
| | Total Fines & Licenses | 265,913 | 255,076 | 254,000 | 261,191 | 262,000 |
| 01-050-501 | Rents - Women's Club and Other | 18,891 | 10,166 | 13,000 | 13,000 | 13,000 |
| 01-050-504 | Rents - Pavilion weddings etc | 4,050 | 0 | 6,000 | 6,000 | 6,000 |
| 01-050-506 | Rents - Pavilion - Other | 8,890 | 150 | 5,000 | 3,010 | 5,000 |
| 01-050-507 | Janitor.Maint fees | 1,425 | 900 | 1,000 | 1,650 | 1,000 |
| | Total Rental & Maintenance Fees | 33,256 | 11,216 | 25,000 | 23,660 | 25,000 |
| 01-050-500 | Interest Earnings - Bank | 1,295 | 0 | 1,300 | 760 | 1,300 |
| 01-050-502 | Interest Earnings - LAIF | 22,583 | 53,886 | 40,000 | 117,550 | 125,000 |
| | Total Investment Earnings | 23,878 | 53,886 | 41,300 | 118,310 | 126,300 |
| 01-060-602 | Motor Vehicle License Fees | 3,333 | 0 | 3,500 | 3,500 | 3,500 |
| 01-060-607 | Homeowner's Property Tax Rebates (HOPTR) | 13,043 | 12,985 | 12,812 | 12,544 | 13,000 |
| 01-060-614 | State Aid | 1,023 | 11,915 | - | 10,788 | - |
| 01-060-615 | Police Training Reimbursement (POST) | 4,035 | 8,756 | 5,300 | 10,589 | 7,000 |
| 01-060-619 | SB90 - State Manadated Claims | - | - | - | 0 | - |
| 01-060-699 | Other & Miscellaneous Revenues & WC | 13,259 | 18,030 | 15,000 | 6,631 | 15,000 |
| 01-070-702 | Environmental Grants | 12,166 | 12,166 | 12,200 | 17,166 | 12,200 |
| | Total Revenues From Other Agencies | 46,859 | 63,851 | 48,812 | 61,218 | 50,700 |
| 01-080-802 | Sale Of Maps & Publications/Copies | 1,673 | 1,788 | 1,500 | 1,653 | 1,500 |
| 01-080-803 | Special Police Services (includes booking fees) | 16,335 | 11,456 | 15,000 | 9,583 | 10,000 |
| 01-080-804 | Police Dispatch Services | 54,000 | 76,000 | 85,000 | 85,000 | 93,000 |
| 01-080-814 | Miscellaneous - General | 14,533 | 13,615 | 10,000 | 14,200 | 10,000 |
| 01-080-903 | General Recreation | 3,456 | 945 | 3,000 | 2,190 | 3,000 |
| 01-090-508 | Recreation Rentals | 9,150 | 11,460 | 15,000 | 7,425 | 8,000 |
| 01-090-790 | Recreation Fundraising | 10,851 | 5,475 | 9,000 | 6,310 | 25,000 |
| 01-090-822 | Recreation Summer Camp Fees | 18,470 | 21,094 | 23,130 | 17,363 | 26,000 |
| 01-090-904 | Recreation Classes & Partnerships | 50,879 | 51,312 | 55,000 | 64,219 | 63,600 |
| | Total Charges For Current Services | 179,347 | 193,143 | 216,630 | 207,943 | 240,100 |
| 01 - GENERAL FUND TAXES & FEES | | 5,798,412 | 6,214,020 | 6,455,558 | 6,753,901 | 6,641,200 |
| 01 - GENERAL FUND TOTAL | | 6,347,665 | 6,791,192 | 7,041,300 | 7,426,223 | 7,345,300 |

105.5%

104.3%

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

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

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



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

| APPROPRIATIONS SUMMARY | | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|--|-----------------------------------|----------------------|----------------------|-----------------------|-------------------------|---------------------|
| 111 | Town Council | 27,839 | 26,595 | 32,080 | 24,853 | 32,035 |
| 112 | Town Treasurer | 4,009 | 4,102 | 4,800 | 4,535 | 4,926 |
| 116 | Independent Auditor | 27,789 | 65,762 | 55,000 | 53,011 | 60,638 |
| 121 | Town Attorney | 223,407 | 270,465 | 190,000 | 270,000 | 190,000 |
| Total Town Council | | 283,044 | 366,925 | 281,880 | 352,399 | 287,598 |
| 211 | Town Manager | 179,746 | 192,209 | 191,330 | 198,457 | 205,461 |
| 221 | Town Clerk | 128,309 | 149,935 | 213,290 | 204,937 | 176,836 |
| 222 | Elections | 8,788 | 21,954 | 5,000 | - | 45,000 |
| 231 | Personnel | 62,793 | 58,964 | 76,747 | 71,796 | 78,242 |
| 241 | Finance | 237,399 | 266,136 | 312,328 | 312,031 | 329,717 |
| Total General Administration | | 617,035 | 689,198 | 798,695 | 787,221 | 835,257 |
| 311 | Planning | 417,311 | 432,396 | 528,351 | 490,110 | 544,068 |
| 321 | Building Inspection & Permits | 188,832 | 188,832 | 245,150 | 213,502 | 253,160 |
| Total Development Services | | 606,143 | 621,228 | 773,500 | 703,612 | 797,228 |
| 411 | Police | 3,106,950 | 3,017,286 | 3,338,412 | 3,302,559 | 3,615,037 |
| 418 | Disaster Preparedness | 8,755 | 10,732 | 14,700 | 14,379 | 16,700 |
| 421 | Ross Valley Fire Service | 2,116,277 | 2,246,662 | 2,426,916 | 2,419,041 | 2,544,210 |
| Total Public Safety | | 5,231,982 | 5,274,680 | 5,780,028 | 5,735,979 | 6,175,947 |
| 510 | Public Works Administration | 170,012 | 188,671 | 277,015 | 245,229 | 270,665 |
| 511 | Street Maintenance | 318,974 | 326,106 | 399,578 | 362,681 | 422,605 |
| 512 | Street Lighting & Traffic Signals | 103,259 | 119,633 | 98,000 | 98,000 | 110,000 |
| 513 | Storm Damage FEMA | 114,481 | - | - | - | - |
| Total Public Works | | 706,726 | 634,409 | 774,593 | 705,910 | 803,269 |
| 616 | Community Services | 30,545 | 30,196 | 32,170 | 37,146 | 35,082 |
| 617 | Recreation | 53,952 | 55,855 | 56,371 | 59,565 | 61,356 |
| 621 | Fairfax Recreation | 87,182 | 95,699 | 123,820 | 126,882 | 152,171 |
| 622 | Summer Camps | 15,303 | 17,302 | 19,700 | 6,553 | 15,100 |
| Total Recreation & Community Services | | 186,984 | 199,052 | 232,061 | 230,146 | 263,709 |
| 611 | Park Maintenance | 205,184 | 214,917 | 254,511 | 241,633 | 261,737 |
| 625 | Rental Facilities-WC & Ballfield | 50,890 | 47,304 | 75,504 | 61,800 | 77,812 |
| 911 | Building Maintenance | 1,324 | 518 | - | (2,326) | - |
| Total Parks & Facility Maintenance | | 257,398 | 262,739 | 330,015 | 301,107 | 339,550 |
| 715 | Non Departmental | 734,394 | 690,365 | 963,583 | 884,425 | 979,026 |
| TOTAL GENERAL FUND APPROPRIATIONS | | 8,623,705 | 8,738,595 | 9,934,355 | 9,700,798 | 10,481,584 |



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

| APPROPRIATIONS by Object | | Salaries & Wages | Benefits & Payroll Cost | Retirement & Sidefund | Contract Services | Supplies & Tools | Other Operating | FY 2019-20 DRAFT |
|--|-----------------------------------|------------------|-------------------------|-----------------------|-------------------|------------------|------------------|-------------------|
| 111 | Town Council | 18,000 | 888 | 3,247 | 2,200 | 100 | 7,600 | 32,035 |
| 112 | Town Treasurer | 3,600 | 336 | 135 | - | 100 | 755 | 4,926 |
| 116 | Independent Auditor | - | - | - | 60,638 | - | - | 60,638 |
| 121 | Town Attorney | - | - | - | 190,000 | - | - | 190,000 |
| Total Town Council | | 21,600 | 1,224 | 3,382 | 252,838 | 200 | 8,355 | 287,598 |
| 211 | Town Manager | 135,627 | 34,746 | 21,693 | 500 | 700 | 12,195 | 205,461 |
| 221 | Town Clerk | 106,381 | 32,435 | 8,455 | 25,000 | 100 | 4,465 | 176,836 |
| 222 | Elections | - | - | - | 45,000 | - | - | 45,000 |
| 231 | Personnel | 43,690 | 7,901 | 4,005 | 20,100 | 600 | 1,946 | 78,242 |
| 241 | Finance | 187,822 | 36,360 | 24,470 | 55,000 | 1,700 | 24,365 | 329,717 |
| Total General Administration | | 473,520 | 111,442 | 58,623 | 145,600 | 3,100 | 42,972 | 835,257 |
| 311 | Planning | 303,763 | 79,454 | 80,547 | 55,000 | 4,000 | 21,305 | 544,068 |
| 321 | Building Inspection & Permits | 107,506 | 32,131 | 32,503 | 70,000 | 1,200 | 9,821 | 253,160 |
| Total Development Services | | 411,269 | 111,585 | 113,049 | 125,000 | 5,200 | 31,126 | 797,228 |
| 411 | Police | 1,743,358 | 619,422 | 914,156 | 55,461 | 16,000 | 266,640 | 3,615,037 |
| 418 | Disaster Preparedness | - | - | - | - | 100 | 16,600 | 16,700 |
| 421 | Ross Valley Fire Service | - | - | - | 2,544,210 | - | - | 2,544,210 |
| Total Public Safety | | 1,743,358 | 619,422 | 914,156 | 2,599,671 | 16,100 | 283,240 | 6,175,947 |
| 510 | Public Works Administration | 120,601 | 24,846 | 18,176 | 66,500 | 1,308 | 39,234 | 270,665 |
| 511 | Street Maintenance | 179,628 | 42,320 | 41,162 | 60,000 | 45,500 | 53,995 | 422,605 |
| 512 | Street Lighting & Traffic Signals | - | - | - | 60,000 | - | 50,000 | 110,000 |
| 513 | Pollution Prevention | - | - | - | - | - | - | - |
| Total Public Works | | 300,229 | 67,166 | 59,338 | 186,500 | 46,808 | 143,229 | 803,269 |
| 616 | Community Services | 20,658 | 1,855 | 5,619 | - | 5,500 | 1,450 | 35,082 |
| 617 | Recreation | 36,315 | 6,198 | 10,322 | 7,000 | 120 | 1,400 | 61,356 |
| 621 | Fairfax Recreation | 95,198 | 18,132 | - | 19,000 | 3,000 | 16,840 | 152,171 |
| 622 | Summer Camps | - | - | - | 13,100 | 2,000 | - | 15,100 |
| Total Recreation & Community Services | | 152,172 | 26,186 | 15,941 | 39,100 | 10,620 | 19,690 | 263,709 |
| 611 | Park Maintenance | 118,312 | 43,630 | 23,858 | 35,000 | 16,000 | 24,938 | 261,737 |
| 625 | Rental Facilities-WC & Ballfield | 14,326 | 7,065 | 1,013 | 9,500 | 6,000 | 39,908 | 77,812 |
| 911 | Building Maintenance | - | - | - | 39,000 | 5,500 | (44,500) | - |
| Total Parks & Facility Maintenance | | 132,638 | 50,694 | 24,871 | 83,500 | 27,500 | 20,346 | 339,550 |
| 715 | Non Departmental | - | 72,146 | - | 275,000 | 4,000 | 627,880 | 979,026 |
| TOTAL GENERAL FUND APPROPRIATIONS | | 3,234,785 | 1,059,864 | 1,189,361 | 3,707,209 | 113,528 | 1,176,837 | 10,481,584 |
| | | 30.9% | 10.1% | 11.3% | 35.4% | 1.1% | 11.2% | 100.0% |



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

| | | | | |
|--------|--------|--------|--------|--------|
| | | | | |
| | | | | |
| | | | | |
| 18,000 | 18,041 | 18,000 | 18,000 | 18,000 |
| 312 | 747 | 753 | 753 | 712 |
| 1,158 | 1,107 | 1,237 | 1,035 | 924 |
| 238 | 240 | 249 | 241 | 249 |
| 2,004 | 1,718 | 1,941 | 2,212 | 2,249 |

SUBTOTAL PERSONNEL

| | | | | |
|--------|--------|--------|--------|--------|
| 21,712 | 21,854 | 22,180 | 22,241 | 22,135 |
|--------|--------|--------|--------|--------|

OPERATING EXPENSES

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

SEE NOTE
 SEE NOTE
 SEE NOTE

| | | | | |
|-------|-------|-------|-------|-------|
| - | - | 100 | - | 100 |
| | - | 100 | - | 100 |
| 1,931 | 2,002 | 2,200 | | 2,200 |
| 325 | 616 | 500 | 375 | 500 |
| 3,871 | 2,124 | 6,000 | 2,237 | 6,000 |
| - | - | 500 | - | 500 |
| - | - | 500 | - | 500 |

SUBTOTAL OPERATING

| | | | | |
|-------|-------|-------|-------|-------|
| 6,127 | 4,742 | 9,900 | 2,612 | 9,900 |
|-------|-------|-------|-------|-------|

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|--------|--------|--------|--------|--------|
| 27,839 | 26,595 | 32,080 | 24,853 | 32,035 |
|--------|--------|--------|--------|--------|

Allocation of Positions:

Councilmembers

| | | | | |
|------|------|------|------|------|
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
|------|------|------|------|------|

Total Full Time Equivalent Employees

| | | | | |
|------|------|------|------|------|
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
|------|------|------|------|------|

NOTES: 822 State Lobbyist - Calif League of Cities \$ 1,321
 861 LOCC - New Councilmember orientation / MCCMC events
 890 Climate Action Committee (CAC) budget



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| | | | - | |
| | | | - | |
| | | | - | |
| 3,600 | 3,600 | 3,600 | 3,600 | 3,600 |
| | | | - | |
| | | | - | |
| 67 | 160 | 158 | 158 | 149 |
| 135 | 135 | | 135 | 135 |
| 52 | 52 | 52 | 52 | 52 |
| | | 135 | 135 | 135 |
| 3,854 | 3,947 | 3,945 | 4,080 | 4,071 |

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

| | | | | |
|------------|------------|------------|------------|------------|
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | 100 | - | 100 |
| | | | - | |
| | | | - | |
| | | | - | |
| | | 600 | 300 | 600 |
| 155 | 155 | 155 | 155 | 155 |
| 155 | 155 | 855 | 455 | 855 |

SUBTOTAL OPERATING

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|-------|-------|-------|-------|-------|
| 4,009 | 4,102 | 4,800 | 4,535 | 4,926 |
|-------|-------|-------|-------|-------|

Allocation of Positions:

TOWN TREASURER

| | | | | |
|------|------|------|------|------|
| 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
|------|------|------|------|------|

Total Full Time Equivalent Employees

| | | | | |
|------|------|------|------|------|
| 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
|------|------|------|------|------|

NOTES:



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

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|--|--|--|--|--|
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| | | | | |

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
SEE NOTE

| | | | | |
|--------|--------|--------|--------|--------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 3,900 | 3,810 | 10,064 | 7,900 | 10,567 |
| 23,889 | 61,952 | 47,686 | 45,111 | 50,070 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SUBTOTAL OPERATING

27,789 65,762 57,750 53,011 60,638

TOTAL DEPARTMENT APPROPRIATION

27,789 65,762 55,000 53,011 60,638

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

| | | | | |
|--|--|--|---|--|
| | | | - | |
| | | | - | |
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| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

| | | | | |
|---------|---------|---------|---------|---------|
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| 223,407 | 270,465 | 190,000 | 270,000 | 190,000 |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

SUBTOTAL OPERATING

223,407 270,465 190,000 270,000 190,000

TOTAL DEPARTMENT APPROPRIATION

223,407 270,465 190,000 270,000 190,000

Allocation of Positions:

| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|--------------------------------------|------|------|------|------|------|
| Total Full Time Equivalent Employees | | | | | |

NOTES:

821 contract Town Attorney fees



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | 121,969 | 125,096 | 126,194 | 131,417 | 135,627 |
| 415 ACCRUED LEAVE CASHOUT | 4,223 | 4,223 | 2,154 | | 2,307 |
| 421 TEMP EMPLOYEES | - | - | | - | |
| 491 HEALTH INSURANCE | 19,468 | 21,039 | 19,299 | 21,308 | 20,293 |
| 492 WORKERS COMP | 2,179 | 5,398 | 5,398 | 5,557 | 5,410 |
| 493 RETIREMENT | 11,184 | 12,236 | 11,646 | 13,520 | 14,195 |
| 494 MEDICARE | 1,697 | 1,746 | 1,762 | 1,767 | 1,891 |
| 495 FICA/PTS | | | 720 | | |
| 496 PERS UAL/SIDEFUND | 2,883 | 5,038 | 7,033 | 8,173 | 8,382 |
| 611 ALLOWANCES | 3,816 | 3,816 | 3,960 | 3,816 | 3,960 |
| SUBTOTAL PERSONNEL | 167,418 | 178,593 | 178,166 | 185,558 | 192,066 |

OPERATING EXPENSES

| | | | | | |
|------------------------------|---------------|---------------|---------------|---------------|---------------|
| 636 OFFICE EQUIP REPLACEMENT | - | - | 500 | - | 500 |
| 711 OFFICE EQUIP MAINT. | | | 100 | - | 100 |
| 731 BLDG-GROUNDS MAINT. | 1,914 | 2,246 | 2,114 | 2,293 | 2,245 |
| 801 WATER | 487 | 516 | 450 | 610 | 450 |
| 802 POWER | 883 | 900 | 800 | 943 | 800 |
| 804 TELEPHONE | 2,219 | 1,602 | 1,500 | 2,123 | 1,500 |
| 811 POSTAGE | 516 | 286 | 400 | 638 | 400 |
| 813 OFFICE SUPPLIES | 1,185 | 933 | 700 | 810 | 700 |
| 821 OUTSIDE SERVICES | | | - | - | - |
| 822 PROFESSIONAL SERVICES | 212 | 180 | 1,000 | 196 | 500 |
| 861 BUS.MEET/CONF. | 2,015 | 5,232 | 3,400 | 3,162 | 4,000 |
| 862 DUES & SUBSCRIPTIONS | 2,897 | 1,721 | 2,200 | 2,124 | 2,200 |
| 871 LIAB & PROP INSURANCE | - | - | | | |
| 881 SPECIAL SERVICES | - | - | - | - | - |
| SUBTOTAL OPERATING | 12,328 | 13,616 | 13,164 | 12,899 | 13,395 |

SEE NOTE
SEE #715

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|---------|---------|---------|---------|---------|
| 179,746 | 192,209 | 191,330 | 198,457 | 205,461 |
|---------|---------|---------|---------|---------|

Allocation of Positions:

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

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

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

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

Accomplishments for 2018-19

- Administered the November 2018 election for the Ross Valley Paramedic Authority tax measure
- Processed one initiative petition
- Coordinated the online and print updates to the Town Code
- Coordinated audio-visual technology improvements in the Women's Club
- Facilitated the redesign and launch of new Town website
- Implemented the tobacco retailer licensing program
- Evaluated and selected new document management software

TOWN CLERK/ELECTIONS

Goals for 2018-19

- Continue to improve new Town website to enhance community engagement
- Implement new document management software to continue efforts to automate records retention program
- Conduct the November 2019 general election
- Provide a high level of service to the community, staff, and Council, in addition to completing projects and assignments



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | | |
|----------------------------|----------|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | | 77,869 | 86,730 | 104,525 | 100,592 | 88,549 |
| 411 REG PART-TIME SALARIES | SEE NOTE | - | - | 15,825 | 48,305 | 15,825 |
| 415 ACCRUED LEAVE CASHOUT | | - | 3,183 | 2,010 | | 2,007 |
| 491 HEALTH INSURANCE | | 25,257 | 24,507 | 27,939 | 26,461 | 27,575 |
| 492 WORKERS COMP | | 1,354 | 3,582 | 4,379 | 4,379 | 4,130 |
| 493 RETIREMENT | | 4,994 | 6,053 | 7,221 | 8,455 | 7,381 |
| 494 MEDICARE | | 1,054 | 1,195 | 1,446 | 1,842 | 1,444 |
| 496 PERS UAL/SIDEFUND | | 4 | 10 | - | - | - |
| 611 ALLOWANCES | | 360 | 360 | 360 | 360 | 360 |
| SUBTOTAL PERSONNEL | | 110,891 | 125,619 | 163,705 | 190,394 | 147,271 |

OPERATING EXPENSES

| | | | | | | |
|------------------------------|----------|---------------|---------------|---------------|---------------|---------------|
| 636 OFFICE EQUIP REPLACEMENT | | 1,829 | 2,177 | 2,285 | 2,283 | 2,265 |
| 731 BLDG-GROUNDS MAINT. | | | | | - | |
| 801 WATER | | | | | | |
| 804 TELEPHONE | | 808 | 634 | 500 | 992 | 500 |
| 811 POSTAGE | | 421 | 286 | 500 | 616 | 500 |
| 813 OFFICE SUPPLIES | | 657 | 532 | 500 | 630 | 500 |
| 814 LEGAL ADS | | 697 | 338 | 400 | 302 | 400 |
| 821 OUTSIDE SERVICES | SEE NOTE | 1,230 | 360 | 20,000 | 3,565 | 5,000 |
| 822 PROFESSIONAL SERVICES | SEE NOTE | 11,287 | 19,571 | 25,000 | 5,572 | 20,000 |
| 842 SPECIAL DEPT SUPPLIES | | 168 | 60 | 100 | 94 | 100 |
| 861 BUS.MEET/CONF. | | 321 | 109 | 100 | 399 | 100 |
| 862 DUES & SUBSCRIPTIONS | | - | 250 | 200 | 90 | 200 |
| SUBTOTAL OPERATING | | 17,418 | 24,316 | 49,585 | 14,543 | 29,565 |

| | | | | | |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| TOTAL DEPARTMENT APPROPRIATION | 128,309 | 149,935 | 213,290 | 204,937 | 176,836 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|

Allocation of Positions:

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

| | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Total Full Time Equivalent Employees | 1.00 | 1.00 | 1.06 | 1.06 | 1.31 |
|---|-------------|-------------|-------------|-------------|-------------|

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

Local regular elections for Town offices (5 councilmembers, 1 treasurer, and 1 clerk) have been held every two years (to stagger the terms) in November of odd-numbered years pursuant to the Town Code. The Town consolidates its local elections with the County of Marin, with costs shared by all of the local agencies, school districts, and special districts. The cost has been between \$1.75 and \$3.00 per voter, but could increase to between \$4.00 and \$9.00 per registered voter with the passage of SB415 and Town Ordinance 807. Fairfax has approximately 5,500 registered voters.

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

| | | | | |
|-------|--------|-------|---|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 2,895 | | | | |
| | | | | |
| | | | - | |
| | | | | |
| 5,893 | 21,954 | 5,000 | | 45,000 |
| | | | | |
| | | | | |
| | | | | |
| - | - | | - | |

SUBTOTAL OPERATING

8,788 21,954 5,000 - 45,000

TOTAL DEPARTMENT APPROPRIATION

8,788 21,954 5,000 - 45,000

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK

- - - - -
 - - - - -

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

822 New state law SB 415 requires local agencies, school districts, and special districts to move the date of their local elections to even-numbered years by November 2022 in order to increase voter participation. The Town adopted Ordinance 807 to move elections to even years by holding its regularly scheduled elections in 2017 and 2019 for 3-year terms, so that the next election will fall in November 2020. Other local agencies have instead extended current terms and moved their regularly scheduled 2019 election to November 2020. The result is the cost for the remaining Marin agencies consolidating elections in 2019 is expected to increase significantly.



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| 401 REGULAR SALARIES | 30,354 | 31,076 | 32,639 | 32,613 | 33,451 |
| 411 REG PART-TIME SALARIES | 7,480 | 7,783 | 8,909 | 9,070 | 9,342 |
| 415 ACCRUED LEAVE CASHOUT | 939 | 704 | 628 | 636 | 897 |
| 421 TEMP EMPLOYEES | - | - | | - | |
| 461 OVERTIME | | | | - | |
| 491 HEALTH INSURANCE | 460 | 468 | 5,510 | 482 | 5,209 |
| 492 WORKERS COMP | 691 | 1,700 | 1,754 | 1,754 | 1,704 |
| 493 RETIREMENT | 3,326 | 3,594 | 3,856 | 4,005 | 4,121 |
| 494 MEDICARE | 520 | 531 | 575 | 567 | 596 |
| 495 FICA/PTS | | | 240 | | 240 |
| 496 PERS UAL/SIDEFUND | - | - | | - | |
| 611 ALLOWANCES | 72 | 72 | 36 | 72 | 36 |
| SUBTOTAL PERSONNEL | 43,843 | 45,928 | 54,147 | 49,199 | 55,596 |

46

OPERATING EXPENSES

| | | | | |
|------------------------------|---------------|---------------|---------------|---------------|
| 636 OFFICE EQUIP REPLACEMENT | | | - | |
| 711 OFFICE EQUIP MAINT. | | | - | |
| 731 BLDG-GROUNDS MAINT. | | | - | |
| 801 WATER | | | - | |
| 804 TELEPHONE | | | - | |
| 811 POSTAGE | | | - | |
| 813 OFFICE SUPPLIES | | | - | |
| 814 LEGAL ADS | 1,061 | - | 500 | 687 |
| 815 PRINTING | | | - | |
| 821 OUTSIDE SERVICES | 17,398 | 11,955 | 20,000 | 20,852 |
| 822 PROFESSIONAL SERVICES | | | 100 | 100 |
| 842 SPECIAL DEPT SUPPLIES | 490 | 581 | 600 | 483 |
| 861 BUS.MEET/CONF. | | 500 | 1,000 | 575 |
| 862 DUES & SUBSCRIPTIONS | | | 400 | - |
| 890 MISCELLANEOUS | | | - | |
| SUBTOTAL OPERATING | 18,949 | 13,036 | 22,600 | 22,597 |

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|--------|--------|--------|--------|--------|
| 62,793 | 58,964 | 76,747 | 71,796 | 78,242 |
|--------|--------|--------|--------|--------|

Allocation of Positions:

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

Total Full Time Equivalent Employees

| | | | | |
|------|------|------|------|------|
| 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
|------|------|------|------|------|

NOTES:

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT

2018-19 ACCOMPLISHMENTS:

- Increased financial security of Town
 1. Budget reserve over 30% - Midyear savings projected to add \$400k
 2. LAIF balance \$4.4m+ (was \$10,971 on June 30, 2011)
 3. Lowered interest cost on Long Term Debt
 1. Refinanced PERS side-fund and pre-2103 UAL
 2. Low interest loan from County (\$500K/5 yr)
- Chose new financial software; contract in preparation
- Conducted fee study to update Town fees, working across all departments and with Town Manager
- Stabilized unfunded pension liability by establishing a pension trust (Section 155), administered through Public Agency Retirement Services (PARS)
- Established a Retiree Health Savings Plan for full-time Town employees hired after July 1, 2013 who are members of one of the CalPERS PEPPRA membership plans and therefore do not receive post-employment medical benefits.
 1. Revised MOUs with employee groups to control OPEB expenses by eliminating retiree health benefits for employees hired after July 1, 2013.
- Prepaid ½ year of Unfunded Accrued Liability to CalPERS (Jan.-June 2019)
- Working with the Town Manager, reviewed and revised liability insurance and licensing procedures for the annual Fairfax Festival

FINANCE DEPARTMENT

FY 2019-20 GOALS AND OBJECTIVES:

- Implementation of Tyler Incode accounting software program to replace current BDS accounting software, integrating cash receipts, business license, payroll and fixed assets. Process is estimated to last six months.
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Implement Fee Study to update Master Fee Schedule
- Continue update of personnel rules with Town Manager.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams
- Work with Building & Planning Department to implement systems for building deposits and revenue tracking



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 241 FINANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | 111,116 | 113,339 | 119,039 | 118,942 | 140,047 |
| 411 REG PART-TIME SALARIES | 36,522 | 37,997 | 44,543 | 44,282 | 45,874 |
| 415 ACCRUED LEAVE CASHOUT | 2,116 | - | 2,289 | 5,723 | 3,608 |
| 421 TEMP EMPLOYEES | 5,084 | 2,934 | 18,523 | 1,863 | 1,900 |
| 491 HEALTH INSURANCE | 22,312 | 22,585 | 23,249 | 23,457 | 21,750 |
| 492 WORKERS COMP | 3,048 | 7,442 | 7,551 | 7,551 | 7,408 |
| 493 RETIREMENT | 13,074 | 19,801 | 16,698 | 21,294 | 17,655 |
| 494 MEDICARE | 2,102 | 2,073 | 2,494 | 2,303 | 2,590 |
| 495 FICA/PTS | 38 | 41 | 651 | 59 | 680 |
| 496 PERS UAL/SIDEFUND | 1,722 | 3,923 | 5,882 | 6,638 | 6,815 |
| 611 ALLOWANCES | 324 | 324 | 324 | 324 | 324 |
| SUBTOTAL PERSONNEL | 197,457 | 210,458 | 241,243 | 232,436 | 248,652 |

OPERATING EXPENSES

| | | | | | |
|------------------------------|----------|---------------|---------------|---------------|---------------|
| 636 OFFICE EQUIP REPLACEMENT | SEE NOTE | | 20,000 | 15,000 | 15,000 |
| 711 OFFICE EQUIP MAINT. | | | 300 | | 300 |
| 731 BLDG-GROUNDS MAINT. | | 1,829 | 2,177 | 2,285 | 2,265 |
| 804 TELEPHONE | | 808 | 634 | 1,000 | 810 |
| 811 POSTAGE | | 502 | 286 | 800 | 616 |
| 813 OFFICE SUPPLIES | | 1,113 | 1,490 | 1,700 | 1,308 |
| 815 PRINTING | | 159 | 26 | 500 | 500 |
| 821 OUTSIDE SERVICES | SEE NOTE | 8,008 | 10,573 | 15,000 | 8,139 |
| 822 PROFESSIONAL SERVICES | SEE NOTE | 26,624 | 39,706 | 25,000 | 50,575 |
| 861 BUS.MEET/CONF. | | 546 | 563 | 500 | 530 |
| 862 DUES & SUBSCRIPTIONS | | 175 | 110 | 1,000 | 220 |
| 890 MISCELLANEOUS | | 178 | 113 | 3,000 | 114 |
| SUBTOTAL OPERATING | | 39,941 | 55,678 | 71,085 | 79,595 |

| | 237,399 | 266,136 | 312,328 | 312,031 | 329,717 |
|--|---------|---------|---------|---------|---------|
|--|---------|---------|---------|---------|---------|

Allocation of Positions:

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

| | 1.50 | 1.50 | 1.70 | 1.70 | 1.70 |
|--|------|------|------|------|------|
|--|------|------|------|------|------|

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

Planning & Building Services

2018-2019 Accomplishments

- **Cannabis:**
 - Conducted 14 cannabis meetings or workshops to date
 - Developed with legal and admin draft new cannabis regulations
 - Planning Commission review of draft regulations completed, Town Council discussion of draft regulations commencing in May
- **Planning Commission:**
 - Hearings and recommendations to Council on Planned Development District code amendments (subsequently adopted)
 - Conducted hearing, made recommendations to Town Council on zoning tree permit amendments (subsequently adopted)
 - Held tree review training session w/Town Arborist
 - Conducted hearings, made recommendations to Town Council on maximum house size ordinance (currently before Council)
 - Conducted hearings, made recommendations to Town Council on Accessory Dwelling Unit ordinance revisions
 - American Planning Association National Conference (training)
- **Housing**
 - Victory Village 53-unit affordable senior housing complex
 - Approval of Final Subdivision Map
 - Created new public trail access
 - Building and other construction permits approved
 - Ongoing construction project management
- **Marinda Heights subdivision of Wall Property**
 - Project deemed complete
 - New project website containing overview, submittals, official correspondence
 - Environmental Impact Report (EIR) Request for (consultant) Proposals pending

- Zoning Map updates and corrections
- Digitization and GIS georeferencing Town General Plan thematic maps (ongoing)
 - Adoption of Accessory Dwelling Unit Ordinance
 - Analysis of State regulations (ongoing)
- Permits and Zoning Enforcement (2018)
 - 14 Use Permits, 9 Variances, 0 excavation permits, 1 Encroachment Permits, 9 Accessory Dwelling Units, 1 Design Review application, 2 HRD permits, 1 Ridgeline Scenic Corridor permit and 2 Sign Permits completed (total 39 discretionary permits, total fees \$35,800)
 - 421 construction permits, \$26,092,215 (17,000,000 Victory) in valuation
 - 98 Residential Resale Inspection reports (totaling \$33,211.00 in fees to the Town)
 - 40 Planning, 8 Construction Code enforcement complaints
 - 25-35 planning requests for information per day.

2019-2020 Goals

- Update Work Program
- Process EIR for Marinda Heights Subdivision of Wall Property
- Develop programs on: affordable housing (including ADU's), historic preservation. Objective Development Standards
- Zoning Code amendments including Non-conforming,
- Respond to State housing and other regulations



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

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

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | | |
|----------------------------|----------|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | | 171,259 | 242,525 | 260,323 | 265,300 | 268,763 |
| 411 REG PART-TIME SALARIES | SEE NOTE | 24,404 | 31,620 | 31,077 | 8,425 | 30,000 |
| 415 ACCRUED LEAVE CASHOUT | | 2,340 | 4,138 | 7,976 | 14,217 | 9,716 |
| 421 TEMP EMPLOYEES | | 40,839 | 2,811 | 5,000 | | 5,000 |
| 491 HEALTH INSURANCE | | 36,585 | 46,966 | 53,618 | 49,461 | 51,679 |
| 492 WORKERS COMP. | | 4,319 | 11,518 | 12,287 | 12,287 | 11,959 |
| 493 RETIREMENT | | 16,726 | 24,448 | 28,037 | 28,202 | 29,298 |
| 494 MEDICARE | | 2,677 | 3,627 | 4,057 | 3,599 | 4,181 |
| 495 FICA/PTS | | 812 | 1,278 | 1,165 | 223 | 1,199 |
| 496 PERS UAL/SIDEFUND | | 45,655 | 39,116 | 44,230 | 50,029 | 51,248 |
| 611 ALLOWANCES | | 513 | 705 | 720 | 735 | 720 |
| SUBTOTAL PERSONNEL | | 346,128 | 408,753 | 448,490 | 432,478 | 463,764 |

OPERATING EXPENSES

| | | | | | | |
|---------------------------|----------|---------------|---------------|---------------|---------------|---------------|
| 731 BLDG-GROUNDS MAINT. | | 2,050 | 2,373 | 2,411 | 1,406 | 2,355 |
| 802 POWER | | 441 | 450 | 450 | 471 | 450 |
| 804 TELEPHONE | | 1,866 | 1,360 | 1,500 | 1,795 | 1,500 |
| 811 POSTAGE | | 651 | 480 | 1,500 | 843 | 1,500 |
| 812 REPRODUCTION | | 822 | 274 | 1,000 | 274 | 1,000 |
| 813 OFFICE SUPPLIES | | 1,295 | 2,674 | 2,000 | 2,703 | 2,000 |
| 814 LEGAL ADS | SEE NOTE | 364 | 118 | 1,500 | 572 | 1,500 |
| 815 PRINTING | | 1,805 | 140 | 2,000 | 66 | 2,000 |
| 821 OUTSIDE SERVICES | SEE NOTE | 55,044 | 5,887 | 50,000 | 40,000 | 50,000 |
| 822 PROFESSIONAL SERVICES | SEE NOTE | 6,065 | 4,509 | 5,000 | 4,472 | 5,000 |
| 842 SPECIAL DEPT SUPPLIES | | 537 | 783 | 2,000 | 244 | 2,000 |
| 861 BUS.MEET/CONF. | | 242 | 4,596 | 5,000 | 4,687 | 5,500 |
| 862 DUES & SUBSCRIPTIONS | | - | - | 5,500 | 99 | 5,500 |
| SUBTOTAL OPERATING | | 71,183 | 23,643 | 79,861 | 57,632 | 80,305 |

| | | | | | |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| TOTAL DEPARTMENT APPROPRIATION | 417,311 | 432,396 | 528,351 | 490,110 | 544,068 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|

Allocation of Positions:

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

NOTES:

- 411 Planning Commission minutes / Zoning Tech & Intern
- 814 GP & zone changes updates
- 821 Outside services for GP studies & implementation
- 822 Televis Planning Commission meetings \$ 3,300
- 861 Marin Maps (\$3,000) and MCEP fees (\$2,500)



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | 97,157 | 97,157 | 104,228 | 104,137 | 107,506 |
| 415 ACCRUED LEAVE CASHOUT | 1,585 | 1,585 | 4,287 | | 4,416 |
| 421 TEMP EMPLOYEES | | | | - | |
| 461 OVERTIME | - | - | - | - | |
| 491 HEALTH INSURANCE | 19,991 | 19,991 | 21,669 | 20,827 | 21,663 |
| 492 WORKERS COMP. | 1,688 | 1,688 | 4,398 | 4,398 | 4,284 |
| 493 RETIREMENT | 9,141 | 9,141 | 10,795 | 11,235 | 12,399 |
| 494 MEDICARE | 1,313 | 1,313 | 1,452 | 1,391 | 1,498 |
| 496 PERS UAL/SIDEFUND | 17,910 | 17,910 | 17,351 | 19,628 | 20,104 |
| 611 ALLOWANCES | 270 | 270 | 270 | 270 | 270 |
| SUBTOTAL PERSONNEL | 149,055 | 149,055 | 164,450 | 161,886 | 172,139 |

OPERATING EXPENSES

| | | | | | |
|---------------------------|----------|---------------|---------------|---------------|---------------|
| 711 OFFICE EQUIP MAINT. | | | | - | 321 |
| 722 VEHICLE MAINTENANCE | SEE NOTE | 2,991 | 2,991 | 3,500 | 4,567 |
| 731 BLDG-GROUNDS MAINT. | | 1,757 | 1,757 | 2,000 | 2,282 |
| 802 POWER | | 441 | 441 | 500 | 471 |
| 804 TELEPHONE | | 1,866 | 1,866 | 1,500 | 1,795 |
| 811 POSTAGE | | 619 | 619 | 500 | 854 |
| 812 REPRODUCTION | | - | - | - | - |
| 813 OFFICE SUPPLIES | | 870 | 870 | 1,200 | 1,378 |
| 815 PRINTING | | - | - | - | - |
| 821 OUTSIDE SERVICES | SEE NOTE | 22,781 | 22,781 | 65,000 | 35,000 |
| 822 PROFESSIONAL SERVICES | SEE NOTE | 6,789 | 6,789 | 5,000 | 4,059 |
| 851 CLOTHING | | | | | - |
| 861 BUS.MEET/CONF. | SEE NOTE | 845 | 845 | 1,000 | 685 |
| 862 DUES & SUBSCRIPTIONS | SEE NOTE | 818 | 818 | 500 | 525 |
| SUBTOTAL OPERATING | | 39,777 | 39,777 | 80,700 | 51,616 |

| | | | | | |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| TOTAL DEPARTMENT APPROPRIATION | 188,832 | 188,832 | 245,150 | 213,502 | 253,160 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|

Allocation of Positions:

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

| | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Total Full Time Equivalent Employees | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
|---|-------------|-------------|-------------|-------------|-------------|

NOTES:

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

POLICE BUDGET MESSAGE

ORGANIZATION:

The department is comprised of the following personnel/Classifications

- 1 Police Chief
- 1 Lieutenant
- 2 sergeants
- 2 corporal
- 5 patrol officers
- 1 Frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 0 reserve police officers (part time /hourly as needed)
- 4 reserve dispatcher (part time/hourly as needed)
- 1 part time Police Services Technician
- 1 part time Police cadet

Total: 16 full time employees (FTE's)

6 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.

2018–2019 ACCOMPLISHMENTS

- Implemented TEXT to 911 through state funding (a cellular caller can communicate with 911 dispatcher via text messaging)
- Implemented RAPID SOS through state funding (pinpoints a cellular 911 callers location)
- Implemented a Lieutenant Classification into organization from within existing personnel allotment
- Negotiated Updated Body Worn Cameras program to latest technology at no additional cost.
- Completed POST mandated bi annual training for all personnel
- Successful recruitment of two new Officers and one Police Service Technician
- Promoted two Police Officers to Police Corporal.
- Participated in numerous enforcement projects, bicycle stings, pedestrian stings, directed traffic details, undercover operations to combat targeted crimes
- Attended numerous town and community meeting throughout the County.
- Completed Fairfax Police Policy Manual update
- Completed 2018 Records Purge

2019-2020 GOALS AND OBJECTIVES:

- Modify employee schedules to allow for carpooling to Fairfax. (reduced emissions, traffic and cost savings to employees)
- Continue the updating of the POST Mandated Field Training Officer Program (several year project)
- Increased/targeted Traffic Operations: DUI / Speeding / Stop Signs / Bicycle and Pedestrian safety
- Undercover theft operations (burglaries and bicycle theft)
- Teen alcohol and Tobacco enforcement operations (including shoulder tap operations)
- Continue and Increase Social Media Presence (Nextdoor, Twitter, Facebook, Instagram)
- Increase Vehicle Abatement Program on public and private property
- Conduct yearly Policy Manual review and update



Town of Fairfax

2019-20 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 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | | |
|---------------------------|----------|------------------|------------------|------------------|------------------|------------------|
| 401 REGULAR SALARIES | SEE NOTE | 350,478 | 350,268 | 369,987 | 332,376 | 382,175 |
| 402 SAFETY SALARIES | SEE NOTE | 991,660 | 1,095,867 | 1,236,679 | 1,147,185 | 1,288,183 |
| 415 ACCRUED LEAVE PAYOUT | | 44,060 | 7,379 | 3,000 | 41,652 | 50,000 |
| 421 TEMP EMPLOYEES | | 94,641 | 66,654 | 65,000 | 85,479 | 73,000 |
| 461 OVERTIME | | 166,712 | 150,450 | 160,000 | 161,553 | 168,000 |
| 481 HOLIDAY PAY | | 70,489 | 76,697 | 84,165 | 78,203 | 83,779 |
| 491 HEALTH INSURANCE | | 214,417 | 215,899 | 236,393 | 206,375 | 225,221 |
| 492 WORKERS COMP. | | 28,111 | 68,089 | 73,598 | 73,598 | 73,598 |
| 493 RETIREMENT | | 180,298 | 201,802 | 231,681 | 228,451 | 268,967 |
| 494 MEDICARE | | 22,534 | 23,164 | 26,594 | 24,766 | 27,824 |
| 495 FICA/PTS | | 1,413 | 1,534 | - | 930 | - |
| 496 PERS UAL/SIDEFUND | | 667,136 | 475,584 | 546,185 | 629,666 | 645,188 |
| 497 OVERTIME REIMB | SEE NOTE | - | - | (15,000) | | (15,000) |
| 611 ALLOWANCES | | 1,235 | 4,010 | 3,600 | 5,310 | 6,000 |
| SUBTOTAL PERSONNEL | | 2,833,183 | 2,737,396 | 3,021,882 | 3,015,544 | 3,276,936 |

Allocation of Positions:

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

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

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

OPERATING EXPENSES

| | | | | | | | |
|---------------------------|----------------------------|----------|----------------|----------------|----------------|----------------|----------------|
| 631 | COMM EQUIP REPLACE | | - | 142 | 7,000 | - | 7,000 |
| 711 | OFFICE EQUIP MAINTENANCE | | 20 | - | 1,500 | 757 | 1,500 |
| 712 | COMPUTER EQUIP MAINTENANCE | SEE NOTE | 24,102 | 21,959 | 29,000 | 29,443 | 32,000 |
| 721 | FIELD EQUIP MAINTENANCE | | 2,169 | 259 | 1,000 | 259 | 1,000 |
| 722 | VEHICLE MAINTENANCE | | 20,553 | 24,280 | 20,000 | 19,923 | 24,000 |
| 723 | COMMUNICATION EQUIP MAINT | | 3,142 | 2,499 | 3,000 | 2,475 | 3,000 |
| 725 | MERA DEBT SERVICE | SEE NOTE | 37,823 | 38,310 | 38,355 | 38,340 | 38,261 |
| 726 | MERA MEMBERSHIP FEE | | 30,698 | 31,276 | 31,414 | 31,414 | 32,379 |
| 731 | BLDG-GROUNDS MAINTENANCE | | 15,113 | 13,747 | 26,000 | 14,220 | 26,000 |
| 801 | WATER | | 1,970 | 1,746 | 1,900 | 1,784 | 1,900 |
| 802 | POWER | | 1,766 | 1,801 | 2,000 | 1,885 | 2,000 |
| 804 | TELEPHONE | | 16,736 | 18,489 | 17,000 | 18,170 | 22,000 |
| 806 | FUEL | | 16,470 | 18,112 | 18,000 | 17,149 | 18,000 |
| 811 | POSTAGE | | 1,693 | 1,346 | 2,000 | 1,024 | 2,000 |
| 812 | REPRODUCTION | | 1,802 | 2,936 | 2,500 | 3,918 | 4,000 |
| 813 | OFFICE SUPPLIES | | 1,705 | 817 | 1,300 | 1,240 | 3,000 |
| 815 | PRINTING | | 3,451 | 2,439 | 3,000 | 3,018 | 4,000 |
| 822 | PROFESSIONAL SERVICES | SEE NOTE | 38,082 | 44,571 | 55,461 | 38,716 | 55,461 |
| 841 | SMALL TOOLS | | 211 | 219 | 500 | 351 | 500 |
| 842 | SPECIAL DEPT SUPPLIES | | 9,679 | 12,295 | 12,500 | 20,809 | 12,500 |
| 851 | UNIFORM | | 18,070 | 16,096 | 19,200 | 21,293 | 19,200 |
| 861 | BUS.MEET/CONF. | | 1,606 | 929 | 500 | 802 | 1,000 |
| 862 | DUES & SUBSCRIPTIONS | SEE NOTE | 10,347 | 10,814 | 11,400 | 10,562 | 11,400 |
| 871 | LIAB & PROP INSURANCE | | - | - | - | - | - |
| 883 | P.O.S.T. | | 15,930 | 13,291 | 9,000 | 9,104 | 13,000 |
| 889 | BOOKING FEES | | 630 | 1,519 | 3,000 | 359 | 3,000 |
| SUBTOTAL OPERATING | | | 273,767 | 279,890 | 316,530 | 287,015 | 338,101 |

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| TOTAL DEPARTMENT APPROPRIATION | 3,106,950 | 3,017,286 | 3,338,412 | 3,302,559 | 3,615,037 |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|

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

2019-20 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 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

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

| | | | | |
|-------|-------|--------|-------|--------|
| | | | - | |
| | | | - | |
| | | 100 | - | 100 |
| 4,508 | 5,279 | 10,000 | 8,279 | 12,000 |
| 647 | 2,153 | 1,000 | 2,500 | 1,000 |
| 3,600 | 3,300 | 3,600 | 3,600 | 3,600 |

SUBTOTAL OPERATING

8,755 10,732 14,700 14,379 16,700

TOTAL DEPARTMENT APPROPRIATION

8,755 10,732 14,700 14,379 16,700

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

842 Update data equipment in EOC
 821 Marin County Sheriff OES (\$7,000) & 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

In FY18-19, the JPA contacted with Marin County Fire to provide the Fire Chief functions under contract with the JPA for a five year term. San Anselmo currently provides the financial services to the JPA under a service agreement.

FY2019-20 BUDGET:

The Ross Valley Fire Department operating budget for FY 2019-20 is approximately \$11.2M. The budget is primarily funded through member contributions (approx. \$10.2M), outside revenues in the form of contracts for service provided to County of Marin (approx. \$211,000), fees for service related to plan checks and inspections of (\$289,000), and reimbursement by Ross Valley Paramedic Authority (\$290,000) for costs associated with paramedic services.

Overall, the Town's contribution to the JPA will increase by approximately \$105,000 or 4.5% from \$2,239,000 to \$2,444,000. The Fire budget also includes \$100,000 for additional fire prevention and inspection services for Fairfax residents beyond the current RVFD service level as well as costs for the Town's vegetation management program. These two costs are not included in the Town's annual contribution to the JPA.

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



Town of Fairfax

2019-20 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 23.9% 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 2016-17 | FY 2017-18 | FY 2018-19 | FY 2018-19 | FY 2019-20 |
|------------|------------|------------|------------|------------|
| Actual | Actual | Adopted | Projected | DRAFT |

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 OPEB LIAB
 725 MERA DEBT SERVICE
 730 INSPECTION/PREVENTION
 731 BUILDINGS & GROUNDS MAINT
 881 RVFS CONTRACT

SEE NOTE

| | | | | |
|-----------|-----------|-----------|-----------|-----------|
| 302,763 | 249,633 | 193,370 | 193,370 | 246,887 |
| | | 69,900 | | 72,696 |
| 57,384 | 118,422 | 120,006 | 201,546 | 53,806 |
| | | 11,640 | - | 11,612 |
| | | 75,000 | 75,000 | 100,000 |
| 5,987 | 12,801 | 15,000 | 8,293 | - |
| 1,750,143 | 1,865,806 | 1,942,000 | 1,940,832 | 2,059,209 |

SUBTOTAL OPERATING

2,116,277 2,246,662 2,426,916 2,419,041 2,544,210

TOTAL DEPARTMENT APPROPRIATION

2,116,277 2,246,662 2,426,916 2,419,041 2,544,210

125,169
5.2%

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:

| | FY16 | FY17 | FY18 | FY19 | Incr (Decr) | FY20 BUD |
|---------------------------------|-----------|-----------|-----------|-----------|-------------|-----------|
| - Contribution | 1,657,214 | 1,750,142 | 1,866,116 | 1,942,000 | 117,209 | 2,059,209 |
| - Side Fund | 177,604 | 183,573 | 99,337 | (3,115) | 3,115 | - |
| - Retirement Unfunded Liability | 98,495 | 119,190 | 150,696 | 196,485 | 50,402 | 246,887 |
| - Apparatus Replacement | 31,199 | - | 46,600 | 69,900 | 2,796 | 72,696 |
| - OPEB Prior Liability | 46,960 | 46,960 | 60,194 | 120,006 | (66,200) | 53,806 |
| - Mera Bond | 11,619 | 10,424 | 11,628 | 11,640 | (28) | 11,612 |
| Total | 2,023,091 | 2,110,289 | 2,234,571 | 2,336,916 | 107,294 | 2,444,210 |
| % Change | 7.54% | 4.31% | 5.89% | 4.58% | | 4.59% |

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 2018-19 ACCOMPLISHMENTS:

Capital Improvements

- Completed Parkade reconstruction project & Mono Ave
- Repaired retaining wall for ballfield trail
- Repaved Scenic Rd from Shapiro to Bay including pipe culvert replacement
- Started repair of Forrest Terrace steps
- Renovated Women's Club bathroom renovation
- Repaved Ridge Rd potholes
- Installed LED light shields
- Began preliminary design for the Pavilion Seismic Retrofit project
- Retained part-time project manager to assist with capital projects
- Exploring design options for culvert located at approximately 6 Bridge Court

Storm Damage Repair

- Secured Forrest Ave reimbursement when funding comes available
- Appealed to FEMA for Peri Park slide
- Started design for Scenic/Ridge retaining wall
- Awarded bid for reconstruction of a portion of Frustuck
- Started design for Canyon road repair/creek embankment projects (approx. locations 145 and 6 Canyon road)

PUBLIC WORKS ADMINISTRATION

FY 2019-20 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 CIP budget
- Complete improvements to the Women's Club regarding lighting 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
- Install additional traffic safety improvements



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| 401 REGULAR SALARIES | 81,771 | 83,750 | 97,962 | 87,891 | 67,851 |
| NEW 411 REG PART-TIME SALARIES [PT PW DIR] | | | 30,000 | 30,000 | 52,750 |
| 415 ACCRUED LEAVE CASHOUT | 2,640 | 3,486 | 2,549 | | 2,626 |
| 421 TEMP EMPLOYEES | | | | - | |
| 491 HEALTH INSURANCE | 13,908 | 14,063 | 14,559 | 14,373 | 14,420 |
| 492 WORKERS COMP. | 2,009 | 5,811 | 5,494 | 5,494 | 4,880 |
| 493 RETIREMENT | 7,519 | 8,297 | 8,712 | 9,116 | 9,726 |
| 494 MEDICARE | 1,124 | 1,167 | 1,814 | 1,173 | 1,706 |
| 495 FICA/PTS | | | 1,500 | - | 1,125 |
| 496 PERS UAL/SIDEFUND | 5,237 | 5,775 | 7,293 | 8,245 | 8,450 |
| 611 ALLOWANCES | 198 | 198 | 90 | 198 | 90 |
| SUBTOTAL PERSONNEL | 114,407 | 122,547 | 169,973 | 156,490 | 163,623 |

OPERATING EXPENSES

| | | | | | |
|------------------------------|---------------|---------------|----------------|---------------|----------------|
| 711 OFFICE EQUIP MAINTENANCE | | | 100 | - | 100 |
| 731 BLDG-GROUNDS MAINTENANCE | 1,049 | 262 | 134 | 134 | 134 |
| 804 TELEPHONE | | | 500 | - | 500 |
| 811 POSTAGE | 357 | 286 | 400 | 616 | 400 |
| 813 OFFICE SUPPLIES | | | 308 | - | 308 |
| 815 PRINTING | | | 100 | - | 100 |
| 821 OUTSIDE SERVICES | 24,682 | 32,526 | 45,000 | 45,000 | 45,000 |
| 822 PROFESSIONAL SERVICES | 3,945 | 3,180 | 21,500 | 15,000 | 21,500 |
| 823 STORMWATER POLLUTION | 25,572 | 29,320 | 33,000 | 27,361 | 33,000 |
| 842 SPECIAL DEPT SUPPLIES | | 550 | 1,000 | 604 | 1,000 |
| 890 MISCELLANEOUS | | | 5,000 | 24 | 5,000 |
| SUBTOTAL OPERATING | 55,605 | 66,123 | 107,042 | 88,739 | 107,042 |

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|---------|---------|---------|---------|---------|
| 170,012 | 188,671 | 277,015 | 245,229 | 270,665 |
|---------|---------|---------|---------|---------|

Allocation of Positions:

| | | | | | |
|------------------------------------|------|------|------|------|------|
| TOWN MANAGER/PUBLIC WORKS DIRECTOR | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| CONSULTING PW DIRECTOR PT | | 0.42 | 0.42 | 0.42 | 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 | 0.97 | 0.97 | 0.97 | 0.97 |
|------|------|------|------|------|

NOTES: 402 Consulting Public Works Dir project management services (PT) 2/3 time
 821 Consulting PW Project Mgr, Outside Eng services; MTC-PTAP (\$3,000), 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

STREET MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

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

Total = 2.5 FTE

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

ACCOMPLISHMENTS/GOALS

See DPW Administration narrative



Town of Fairfax

2019-20 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 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | | |
|---------|------------------------------------|----------------|----------------|----------------|----------------|----------------|
| NEW 401 | REGULAR SALARIES | 128,115 | 124,766 | 160,892 | 115,588 | 163,803 |
| 411 | REG PART-TIME SALARIES [PT PW DIR] | | | 15,000 | 15,000 | 15,825 |
| 421 | TEMP. EMPLOYEES | | | | - | |
| 461 | OVERTIME | 6,248 | 602 | | 2,910 | |
| 491 | HEALTH INSURANCE | 30,407 | 30,414 | 32,479 | 31,014 | 32,097 |
| 492 | WORKERS COMP. | 2,691 | 6,540 | 7,213 | 7,213 | 6,941 |
| 493 | RETIREMENT | 12,059 | 12,529 | 15,465 | 11,330 | 17,309 |
| 494 | MEDICARE | 1,900 | 1,774 | 2,382 | 1,642 | 2,426 |
| 495 | FICA/PTS | | | 1,088 | - | 900 |
| 496 | PERS UAL/SIDEFUND | 21,250 | 18,208 | 20,586 | 23,266 | 23,853 |
| 497 | OVERTIME REIMBURSABLE | | | (1,000) | - | (1,000) |
| 611 | ALLOWANCES | | 675 | 799 | 4,050 | 956 |
| | SUBTOTAL PERSONNEL | 202,670 | 195,508 | 254,904 | 212,013 | 263,110 |

SEE NOTE

OPERATING EXPENSES

| | | | | | | |
|-----|---------------------------|----------------|----------------|----------------|----------------|----------------|
| 641 | EQUIPMENT RENTAL | | | 500 | - | 500 |
| 721 | FIELD EQUIP MAINTENANCE | | | 500 | - | 500 |
| 722 | VEHICLE MAINTENANCE | 12,762 | 4,081 | 14,000 | 4,522 | 14,000 |
| 723 | COMMUNICATION EQUIP MAINT | | | 500 | - | 500 |
| 725 | MERA DEBT SERVICE | 9,387 | 8,871 | 8,874 | 8,890 | 9,000 |
| 726 | MERA MEMBERSHIP FEE | 7,103 | 7,237 | 7,269 | 7,269 | 7,500 |
| 731 | BLDG-GROUNDS MAINTENANCE | 508 | 604 | 150 | 458 | 39 |
| 802 | POWER | | | 1,500 | - | 1,500 |
| 803 | DUMP FEES | | | 300 | - | 300 |
| 804 | TELEPHONE | 1,208 | 1,212 | 1,000 | 1,327 | 1,000 |
| 806 | FUEL | 13,458 | 14,625 | 18,000 | 13,873 | 18,000 |
| 813 | OFFICE SUPPLIES | - | 219 | 500 | 19 | 500 |
| 821 | OUTSIDE SERVICES | 48,931 | 57,431 | 45,000 | 80,000 | 60,000 |
| 841 | SMALL TOOLS | | 215 | - | 318 | - |
| 842 | SPECIAL DEPT SUPPLIES | 21,991 | 35,148 | 45,000 | 33,036 | 45,000 |
| 851 | UNIFORM | 956 | 956 | 1,381 | 956 | 956 |
| 861 | TRAVEL/TOLLS | | | 200 | - | 200 |
| | SUBTOTAL OPERATING | 116,304 | 130,598 | 144,674 | 150,668 | 159,495 |

SEE NOTE

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

318,974 326,106 399,578 362,681 422,605

Allocation of Positions:

| | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| CONSULTING PW DIRECTOR PT | 0.125 | 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 | 1.00 |
| MAINT. WORKER II | - | - | - | - | - |
| MAINT. WORKER I | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Total Full Time Equivalent Employees | 2.38 | 2.38 | 2.38 | 2.38 | 2.38 |

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

Maint Worker I - 50% of full-time worker + part-timer

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

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 512 STREET LIGHTING

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

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SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

802 POWER
 821 OUTSIDE SERVICES
 822 PROFESSIONAL SERVICES

SEE NOTE
 SEE NOTE

| | | | | |
|--------|--------|--------|--------|--------|
| 63,683 | 63,049 | 50,000 | 39,970 | 50,000 |
| 25,797 | 30,026 | 35,000 | 35,000 | 40,000 |
| 13,779 | 26,558 | 13,000 | 23,030 | 20,000 |

SUBTOTAL OPERATING

103,259 119,633 98,000 98,000 110,000

TOTAL DEPARTMENT APPROPRIATION

103,259 119,633 98,000 98,000 110,000

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, traffic
 822 Additional costs to repair traffic signals and crosswalk systems



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

DEPARTMENT SUMMARY

| FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

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

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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:

PARKS MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .25 Maintenance Worker I

Total = 1.25 FTE

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

ACCOMPLISHMENTS/GOALS

See the DPW administration narrative



Town of Fairfax

2019-20 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 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Adopted | FY 2018-19 Projected | FY 2019-20 DRAFT |
|----------------------|----------------------|-----------------------|-------------------------|---------------------|
|----------------------|----------------------|-----------------------|-------------------------|---------------------|

PERSONNEL

| | | | | | | |
|---------------------------|------------------------------------|----------------|----------------|----------------|----------------|----------------|
| NEW 401 | REGULAR SALARIES | 87,849 | 87,933 | 100,996 | 97,251 | 102,487 |
| 411 | REG PART-TIME SALARIES [PT PW DIR] | | | 15,825 | 15,000 | 15,825 |
| 415 | ACCRUED LEAVE CASHOUT | | | | - | |
| 461 | OVERTIME | 5,211 | 511 | | 674 | |
| 491 | HEALTH INSURANCE | 32,752 | 34,075 | 36,726 | 34,851 | 36,247 |
| 492 | WORKERS COMP. | 1,787 | 4,324 | 4,804 | 4,804 | 4,581 |
| 493 | RETIREMENT | 7,710 | 8,306 | 9,596 | 9,617 | 10,637 |
| 494 | MEDICARE | 1,245 | 1,199 | 1,587 | 1,368 | 1,601 |
| 495 | FICA/PTS | | | 750 | - | 563 |
| 496 | PERS SIDEFUND | 11,779 | 10,096 | 7,591 | 12,918 | 13,221 |
| 611 | ALLOWANCES | | 450 | 698 | 900 | 638 |
| SUBTOTAL PERSONNEL | | 148,333 | 146,894 | 178,573 | 177,383 | 185,800 |

OPERATING EXPENSES

| | | | | | | |
|---------------------------|-----------------------|---------------|---------------|---------------|---------------|---------------|
| 641 | EQUIPMENT RENTAL | | | 500 | - | 500 |
| 721 | FIELD EQUIP MAINT. | | | 500 | - | 500 |
| 722 | VEHICLE MAINTENANCE | | | 1,000 | - | 1,000 |
| 801 | WATER | 13,939 | 22,765 | 20,000 | 25,095 | 20,000 |
| 802 | POWER | 1,757 | 1,540 | 2,300 | 1,623 | 2,300 |
| 821 | OUTSIDE SERVICES | 26,259 | 29,220 | 35,000 | 25,000 | 35,000 |
| 841 | SMALL TOOLS | - | 44 | 1,000 | 78 | 1,000 |
| 842 | SPECIAL DEPT SUPPLIES | 14,259 | 13,817 | 15,000 | 11,816 | 15,000 |
| 851 | UNIFORM | 638 | 638 | 638 | 638 | 638 |
| 881 | SPECIAL SERVICES | - | - | - | - | - |
| SUBTOTAL OPERATING | | 56,851 | 68,023 | 75,938 | 64,250 | 75,938 |

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

| | | | | |
|---------|---------|---------|---------|---------|
| 205,184 | 214,917 | 254,511 | 241,633 | 261,737 |
|---------|---------|---------|---------|---------|

Allocation of Positions:

| | | | | | |
|---------------------------|------|------|-------|------|-------|
| CONSULTING PW DIRECTOR PT | 0.13 | 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 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |

SEE NOTE

Total Full Time Equivalent Employees

| | | | | |
|------|------|------|------|------|
| 1.63 | 1.63 | 1.63 | 1.63 | 1.63 |
|------|------|------|------|------|

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