

## Fairfax Recreation and Community Services

### ORGANIZATION:

This department is comprised of the following personnel who are all part-time hourly staff:

- 1 Recreation and Community Service (RCS) Manager (.5 FTE)
  - 1 Communications and Marketing (C&M) Specialist (.5 FTE)
  - 1 Events & Volunteers (E&V) Coordinator (.5 FTE)
- = 1.5 FTE hourly/ part-time employees.

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

The RCS Manager oversees the department including classes, Pavilion rentals and programs, park projects, and youth and senior recreational programs/activities. The C&M Specialist works on Town-wide communication and marketing efforts including website maintenance and development, maintains the Town's Facebook page, Nextdoor posts, monthly Town newsletter, electronic agenda postings, and the Volunteers and Age Friendly Fairfax newsletters. The E&V Coordinator focuses on coordinating Town events/activities and supporting the Parks and Recreation Commission (PARC) and Volunteer Board activities.

As a department we produce a **Town of Fairfax** seasonal guide twice a year that showcases all our events, services and programs, including our Partnerships.

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

## 2018-19 ACCOMPLISHMENTS:

- Published two Town of Fairfax Recreation catalogs
- Continued successful Partnership programs with Flying Dutchman Gymnastics, CYO, Futsal groups, among others.
- Expanded and enhanced class offering for all age groups
- Continued Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continued summer camps; Spanish Camp & Camp Fairfax program – for school aged youth and middle school Counselor in Training students
- Expanded Senior programming and added additional yoga classes, Qi Gong and Heartsongs singing group.
- Continued to provide support for trails programs via the Fairfax Volunteers
- Worked with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continued to recruit more volunteers
- Sponsored 2<sup>nd</sup> annual Art walk with Artist-in-Residents Stephanie Mohan and Georgia Gibbs
- Expanded Artist-in-Residence Collaborative by appointing 3rd artist who will work towards boosting visibility of arts in Fairfax.
- Sponsored and hosted a variety of events that benefit the citizens of Fairfax, such as, town-wide picnic, holiday wreath-making/caroling/potluck, annual Spring egg hunt, Volunteer Appreciation ceremony, and Passover Community Seder, to name a few.
- Spearheaded fundraising efforts for Peri Park Playground Renovation and recruited and secured designer, architect and volunteers for the project.

***\*Significant to this year's accomplishments is the Marketing Manager's role which expanded its scope by working with Proud City to implement a modern, ADA compliant, searchable website for the Town. This work included: Creating all information Architecture and management of our photo archive to create a modern user friendly website. Pulled all external websites – Police, Volunteers, Recreation, Open Space, Building and Planning and Fairfax Craft Faire-- optimizing the design and flow of each one, as well as, built extensive archives for TC, PC, B&P Major Projects and FOSC. Brought all updates in house—posting of meetings and agendas, etc. RCS department now encompass oversight of the communication strategy for the entire town and its departments, including website management, all printed materials, email promotion and newsletters.***

## **FY 2019-20 GOALS AND OBJECTIVES:**

- Publish two Town of Fairfax Recreation catalogs reaching all Fairfax households
- Continue and expand successful Partnership programs and increase revenue for the town
- Enhance class offering for all age groups
- Continue Holiday Craft Faire fundraising event with Sustainable Fairfax
- Continue summer camp programming including Spanish Camp and Camp Fairfax program – school aged youth and middle school Counselor in Training students
- Maintain Senior programming and attend Age Friendly Fairfax meetings
- Apply for \$100,000 in grant funding from the American Association of Retired People; funds will be used to improve sidewalks, provide more Age Friendly benches, purchase stationary outdoor fitness equipment, and install chess tables in the park
- Continue to provide support for trails programs via the Fairfax Volunteers
- Work with Ross Valley Fire Department to provide chipper service to residents in the neighborhoods as part of wildfire safety prevention
- Continue to recruit more volunteers
- Continue to support the Artist in Residence Collaborative – research grant opportunities through Marin Arts and promote Fairfax arts programming
- Continue to sponsor and host a variety of events that benefit the citizens of Fairfax, such as, town-wide picnic, holiday wreath-making/caroling/potluck, annual Spring egg hunt, Volunteer Appreciation ceremony, and Passover Community Seder, to name a few.
- Educate residents on disaster preparedness
- Implement Phase II of Peri Park renovations project



# Town of Fairfax

## 2019-20 Operating Budget

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

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
411 REGULAR PT SALARIES	18,812	19,643	18,052	20,685	20,658
491 HEALTH/LIFE INS					
415 ACCRUED LEAVE CASHOUT			750	1,708	750
492 WORKERS COMP	275	672	729	729	819
493 RETIREMENT	1,860	2,019	1,955	2,224	2,382
494 MEDICARE	255	258	241	272	286
495 FICA/PTS			-	-	-
496 PERS UAL/SIDEFUND	2,884	2,471	2,793	3,158	3,237
<b>SUBTOTAL PERSONNEL</b>	<b>24,085</b>	<b>25,063</b>	<b>24,520</b>	<b>28,776</b>	<b>28,132</b>

### OPERATING EXPENSES

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
711 OFFICE EQUIP MAINT.	-	-	150	-	150
801 WATER	-	-	200	-	200
804 TELEPHONE	292	281	700	312	700
811 POSTAGE	553	466	400	384	400
813 OFFICE SUPPLIES	784	103	500	1,108	500
842 SPECIAL DEPT SUPPLIES	4,832	4,283	5,700	6,566	5,000
<b>SUBTOTAL OPERATING</b>	<b>6,461</b>	<b>5,133</b>	<b>7,650</b>	<b>8,370</b>	<b>6,950</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>30,545</b>	<b>30,196</b>	<b>32,170</b>	<b>37,146</b>	<b>35,082</b>
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### Allocation of Positions:

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



# Town of Fairfax

## 2019-20 Operating Budget

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

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	SEE NOTE	13,919	14,198	18,052	13,580	17,693
411 REGULAR PT SALARIES		18,812	19,643	15,055	19,162	18,622
415 ACCRUED LEAVE CASHOUT					-	750
491 HEALTH INSURANCE		3,244	3,304	4,086	3,899	3,537
492 WORKERS COMP		513	1,252	1,337	1,337	1,416
493 RETIREMENT		3,200	3,478	3,586	3,530	4,188
494 MEDICARE		449	456	441	441	495
496 PERS UAL/SIDEFUND		5,464	4,683	5,294	5,994	6,134
<b>SUBTOTAL PERSONNEL</b>		<b>45,600</b>	<b>47,014</b>	<b>47,851</b>	<b>47,943</b>	<b>52,836</b>

### OPERATING EXPENSES

804 TELEPHONE				-		
811 POSTAGE			200		200	
813 OFFICE SUPPLIES	154	24	120	24	120	
821 OUTSIDE SERVICES						
878 FAIRFAX ARTS & CULTURE COLLAB		2,203	7,000	6,226	7,000	
881 SPECIAL SERVICES	SEE NOTE	8,198	6,614	1,200	5,372	1,200
<b>SUBTOTAL OPERATING</b>		<b>8,352</b>	<b>8,841</b>	<b>8,520</b>	<b>11,622</b>	<b>8,520</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>53,952</b>	<b>55,855</b>	<b>56,371</b>	<b>59,565</b>	<b>61,356</b>
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### Allocation of Positions:

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

<b>Total Full Time Equivalent Employees</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
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NOTES: This department was formerly 217

	FY17	FY18
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#### 878 Fairfax Arts & Culture Collaborative

- Artist in Residence	400	3,000
- Fairfax Theater Co	3,350	3,500
- Art Collaboration Activities		400

#### 881 Easter egg hunt

English Tea	400	400
Holiday Events	2,500	400

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



# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 621 RECREATION CLASSES/ACTIVITIES

### ACTIVITY DESCRIPTION

Fairfax Recreation and Community Services Department (formerly FOCAS and Volunteers) is a department formed in 2011 (after the split from San Anselmo) that brings together and better coordinates the resources of town staff who all focus on community services, classes, recreational activities, and events. Fairfax Recreation and Community Services's (RCS) mission is to improve community services and activities for youth, adults, and senior as well as enhance utilization of our buildings and parks within our budgetary resources.

### DEPARTMENT SUMMARY

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

411 REGULAR PT SALARIES  
 415 ACCRUED LEAVE CASHOUT  
 491 HEALTH/LIFE INS  
 492 WORKERS COMP.  
 493 RETIREMENT  
 494 MEDICARE  
 495 FICA/PTS

49,343	56,705	70,135	79,886	95,198
		3,000	4,399	3,000
799	2,371	2,464	2,464	3,719
				6,718
707	822	1,017	1,159	1,333
1,850	2,119	2,104	3,088	3,362

### SUBTOTAL PERSONNEL

52,699 62,017 78,720 90,996 113,331

### OPERATING EXPENSES

804 TELEPHONE  
 821 OUTSIDE SERVICES  
 822 PROFESSIONAL SERVICES  
 842 SPECIAL DEPT SUPPLIES  
 843 SENIOR PROGRAMS  
 861 MEETING/CONF & TRAVEL  
 881 SPECIAL SERVICES  
 890 MISCELLANEOUS

SEE NOTE

SEE NOTE

2,578	2,519	2,500	2,429	840
15,995	11,247	15,000	10,771	10,000
941	209	600	234	-
1,228	2,016	3,000	5,494	3,000
6,287	9,175	15,000	12,000	15,000
		200	-	200
7,455	7,876	8,000	4,420	9,000
-	641	800	538	800

### SUBTOTAL OPERATING

34,484 33,682 45,100 35,886 38,840

### TOTAL DEPARTMENT APPROPRIATION

87,182 95,699 123,820 126,882 152,171

### Allocation of Positions:

Recreation & Comm Services Manager (2)

1.00 1.00 1.13 1.00 1.13

### Total Full Time Equivalent Employees

1.00 1.00 1.13 1.00 1.13

### NOTES:

821 Includes class instructors for newborn, toddlers, and school aged/teens.

Instructors are compensated based on a 70/30 split of class revenues

Classes are held at Womens Club, Pavilion, and Community Center - Senior class at Bennett House

Recreation program costs are offset by participant fees charged in 01-090-904 & fundraising  
 01-090-790

843 In FY17, Town is expanding senior programs to include yoga & dance

Senior programs are free to participants with priority to Fairfax residents. Subsidised by Measure J.

FY20 \$5,000 increase to include classes in QiGong and Tai Chi



# Town of Fairfax

## 2019-20 Operating Budget

FUND 01 GENERAL FUND  
ACTIVITY 622 SUMMER CAMPS

### ACTIVITY DESCRIPTION

Camp Fairfax is a summer camp for children 5-10 years old offered thru RCS going on it's 11th year  
In Summer 2016 Town programming added Spanish Camp for bilingual families.children 5-8 years old

### DEPARTMENT SUMMARY

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

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


### SUBTOTAL PERSONNEL

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### OPERATING EXPENSES

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

SEE NOTE

12,590	14,424	12,000	3,600	12,500
1,114	449	400	564	600
1,599	2,429	2,000	2,389	2,000
-	-		-	

### SUBTOTAL OPERATING

15,303 17,302 19,700 6,553 15,100

### TOTAL DEPARTMENT APPROPRIATION

15,303 17,302 19,700 6,553 15,100

### Allocation of Positions:

Total Full Time Equivalent Employees

0.00

0.00

### NOTES:

821 Expenses are offset by tuition fees & community grants  
- Camp Fairfax Staffing - Camp Director, 3 Counselors  
- Spanish Camp Staffing - 1 teacher & volunteer assistant

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

- Camp Fairfax (25 campers for 3 weeks @ \$280/wk)	21,000
- Spanish Camp (8 campers for one week x \$285)	2,280

23,280





# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 625 RENTAL FACILITIES

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	10,927	11,689	12,508	12,978	14,326
421 TEMP LABOR				-	
415 ACCRUED LEAVE CASHOUT				-	
461 OVERTIME	683	96		337	
491 HEALTH INSURANCE	5,603	5,787	6,304	5,935	6,209
492 WORKERS COMP.	182	445	513	513	555
493 RETIREMENT	700	808	909	939	1,013
494 MEDICARE	139	146	169	177	194
611 ALLOWANCES	-	75	199	75	106
<b>SUBTOTAL PERSONNEL</b>	<b>18,234</b>	<b>19,045</b>	<b>20,602</b>	<b>20,954</b>	<b>22,404</b>

### OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	15,304	16,504	21,596	25,269	22,102
801 WATER	1,226	1,437	800	1,423	800
802 POWER	1,823	1,891	16,500	2,106	16,500
803 SANITARY	-	-	-	-	-
804 TELEPHONE	453	419	400	581	400
821 OUTSIDE SERVICES	920	723	500		500
822 PROFESSIONAL SERVICES SEE NOTE	4,901	4,450	9,000	9,300	9,000
841 SMALL TOOLS				-	
842 SPECIAL DEPT SUPPLIES SEE NOTE	7,923	2,728	6,000	2,061	6,000
851 UNIFORM	106	106	106	106	106
<b>SUBTOTAL OPERATING</b>	<b>32,655</b>	<b>28,259</b>	<b>54,902</b>	<b>40,846</b>	<b>55,408</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>50,890</b>	<b>47,304</b>	<b>75,504</b>	<b>61,800</b>	<b>77,812</b>
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### Allocation of Positions:

MAINT. WORKER I			0.25	0.25	0.25
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<b>Total Full Time Equivalent Employees</b>	<b>0.50</b>	<b>0.50</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
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### NOTES:

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



# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 715 NON DEPARTMENTAL

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

491	HEALTH INSURANCE				-	
491	RETIREE HEALTH BENEFITS	SEE NOTE	59,406	57,423	71,461	68,062
492	WORKERS COMP.					72,146
493	RETIREMENT		(105)	-	100,000	100,000
495	FICA/PTS					-
<b>SUBTOTAL PERSONNEL</b>			<b>59,301</b>	<b>57,423</b>	<b>171,461</b>	<b>168,062</b>
						<b>72,146</b>

### OPERATING EXPENSES

821	OUTSIDE SERVICES		2,481			
822	PROFESSIONAL SERVICES	SEE NOTE	207,642	203,269	255,762	195,019
842	SPECIAL DEPT SUPPLIES		1,473	1,094	4,000	1,116
871	LIAB & PROP INSURANCE		181,599	153,804	157,860	152,287
881	SPECIAL SERVICES	SEE NOTE	24,362	20,641	20,000	5,749
890	MISCELLANEOUS		1,320	1,483	1,000	1,276
891	CLAIMS - WC / SETTLEMENTS	SEE NOTE	136,217	132,650	150,000	157,531
895	COUNTY LOANS	SEE NOTE	-	-	103,500	103,385
896	CERTB/OPEB		120,000	120,000	100,000	100,000
<b>SUBTOTAL OPERATING</b>			<b>675,094</b>	<b>632,942</b>	<b>792,122</b>	<b>716,363</b>
						<b>906,880</b>

TOTAL DEPARTMENT APPROPRIATION	734,394	690,365	963,583	884,425	979,026
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### Allocation of Positions:

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

	FY17	FY18	FY19 BUD	FY19 PROJ	FY20 BUD
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,221	2,284	2,500	2,395	-
COALITION CONNECTION (RVSD)	2,500	2,500	2,500	-	-
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,831	5,663	9,000	5,655	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	17,600	19,200	22,000	15,630	16,716
COUNTYWIDE HOMELESS PROGRAM	11,781	11,781	11,181	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE	310	440	500	-	500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,413	4,841	5,000	4,962	5,000
MANDATORY MEDIATION				-	3,500
MARIN COUNTY TAX COLLECTOR (LAFCO)	5,399	4,964	8,000	5,669	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	10,000	10,000	3,000	30,500
MARIN GENERAL SERVICES (ANIMAL CONT, MMAP ETC)	90,695	85,470	94,381	94,381	98,674
MARIN IT, INC (IT MAINT & EQUIP)	14,454	13,465	27,000	11,534	27,000
R3 CONSULTING (SOLID WASTE RATE REVIEW)	13,660	9,000	9,000	18,336	15,000
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)	14,571	15,706	20,000	10,726	20,000
WEBSITE SUPPORT SERVICES (NOW PROUD CITY)	11,700	11,700	11,700	4,875	7,000
OTHER	2,507	6,355	23,000	6,074	22,329
	<b>207,642</b>	<b>203,368</b>	<b>255,762</b>	<b>195,019</b>	<b>275,000</b>

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

881 Chipper services - \$60,000 for chipper & pickup services

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

891 Allocation for Worker's Comp claims and settlements

895 TRAN (Tax and Revenue Anticipation Notes) interest & fees; County Loan \$500,000 Feb 2018 (See appendix)



# Town of Fairfax

## 2019-20 Operating Budget

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

### ACTIVITY DESCRIPTION

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

### DEPARTMENT SUMMARY

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

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

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

#### SUBTOTAL PERSONNEL

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#### OPERATING EXPENSES

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

SEE NOTE  
 SEE NOTE

-	-	500	-	500
1,187	2,290	3,000	975	3,000
31,084	32,168	36,000	25,000	36,000
4,002	6,374	5,500	10,677	5,500
-	-		-	

#### SUBTOTAL OPERATING

36,273 40,833 45,000 36,652 45,000

#### SUBTOTAL APPROPRIATION

36,273 40,833 45,000 36,652 45,000

#### ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.

(34,949)	(40,315)	(45,000)	(38,978)	(45,000)
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#### TOTAL DEPARTMENT APPROPRIATION

1,324 518 - (2,326) -

#### Allocation of Positions:

MAINT. LEADWORKER

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#### Total Full Time Equivalent Employees

#### ALLOCATION OF BUILDING MAINTENANCE

#### TO DEPARTMENTS:

211 TOWN MANAGER  
 221 TOWN CLERK  
 241 FINANCE  
 311 PLANNING  
 321 BUILDING INSP  
 411 POLICE  
 510 PUBLIC WORKS ADM  
 511 STREET MAINT/PW  
 625 RENTAL - W/C PAVILION

FY 19	JANITOR	OTHER	FY 120
2,294	1,280	988	2,245
2,285	1,285	984	2,265
2,285	1,285	984	2,265
2,411	1,285	1,038	2,355
2,276	1,285	980	2,283
11,569	6,400	4,982	11,375
134		58	71
150		65	39
21,596	12,800	9,301	22,102
45,000	25,620	19,380	45,000

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



# Town of Fairfax

## 2018-19 Operating Budget

**FUND 02 DRY PERIOD**  
**DEPT 715 MISCELLANEOUS**

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

<b>FUND SUMMARY</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2018-19 Projected</b>	<b>FY 2019-20 DRAFT</b>
<b>BEGINNING FUND BAL</b>	1,000,000	1,000,000		1,000,000	1,000,000
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
				-	
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	-	-	-	-	-
<b>NET DEPARTMENT ACTIVITY</b>	-	-	-	-	-
<b>ENDING FUND BAL</b>	1,000,000	1,000,000		1,000,000	1,000,000
<b>COMPONENTS OF FUND BALANCE:</b>					

### NOTES:

#### CALCULATION OF GENERAL FUND RESERVE BALANCE

General Funds Appropriations		10,656,387	100.0%
02 Dry Period Reserve	Undesignated	1,000,000	9.4%
01 General Fund	Undesignated	2,026,531	19.0%
03 Equipment Replacement	Designated	353,727	3.3%
04 Building & Planning Fees	Designated	92,918	0.9%
05 Building Reserve	Designated	65,000	0.6%
06 Retirement	Designated	262,809	2.5%
08 Office Equipment	Designated	73,600	0.7%
<b>Total General Fund Reserves</b>		<b>3,874,585</b>	<b>36.4%</b>
	Designated	848,054	8.0%
	Undesignated	3,026,531	28.4%
Designated means identified for future, specific use			



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 03 FIELD EQUIP REPLACEMENT**  
**DEPT 923 EQUIP REPLACEMENT**

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

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

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

<b>FUND SUMMARY</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2018-19 Projected</b>	<b>FY 2019-20 DRAFT</b>
<b>BEGINNING FUND BAL</b>	67,635	47,689		44,219	410,531
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS	-	-			
090 901 SALE OF ASSETS					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
903 920 SOLAR PANEL LEASE	16,600	16,600	16,600	16,600	16,600
903 996 INTEREST				-	
923 921 FIELD EQUIPMENT SEE NOTE	53,346	47,274	47,089	47,089	40,203
923 STORM WATER POLLUTION REQ	-	-		-	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>69,946</b>	<b>63,874</b>	<b>63,689</b>	<b>63,689</b>	<b>56,803</b>
<b>TRANSFERS</b>					
100 910 CAPITAL LEASE FINANCING					
100 TSFR FROM FUND 05				-	
100 931 TSFR FROM 01-GEN FUND SEE NOTE	50,000	60,404	430,000	430,000	
<b>SUBTOTAL TRANSFER</b>	<b>50,000</b>	<b>60,404</b>	<b>40,000</b>	<b>430,000</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(19,946)</b>	<b>(3,470)</b>	<b>(27,200)</b>	<b>366,311</b>	<b>(56,803)</b>
<b>ENDING FUND BAL</b>	47,689	44,219		410,531	353,727

### COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION IMPROV. REQ BY STATE	40,000
VEHICLE REPLACEMENT RESERVE	324,131
UNDESIGNATED	(10,404)

<b>NOTES:</b>	<b>ORIGINAL</b>	<b>LAST PMT</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
996 <b>FY09</b> SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 <b>FIELD EQUIPMENT</b>						
COMMUNICATIONS			7,785			
MOBILE COMPUTING						
BODY CAMERAS						
<b>VEHICLE LEASE/PURCHASES</b>						
<b>FY13</b> FORD CHARGER	43,241	02/01/16				
<b>FY14</b> FORDS (2) & TAURUS	110,643	01/01/17	30,103			-
<b>FY17</b> POLICE CAR & (6) MDC	83,514	08/01/19	22,600	22,600	22,600	15,714
<b>FY18</b> POLICE CAR (2)	93,657	02/19/21		24,489	24,489	24,489
<b>TOTAL</b>			<b>77,088</b>	<b>63,689</b>	<b>63,689</b>	<b>56,803</b>
931 VEHICLE REPLACEMENT RESERVE TO REPLACE VEHICLES SUBJECT TO ENVIRONMENTAL LEGISLATION AND POLICE VEHICLES						



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 04 BUILDING & PLANNING**  
**DEPT 715 MISCELLANEOUS**

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

### FUND SUMMARY

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
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#### BEGINNING FUND BAL

3,632	2,265		255,320	93,418
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#### REVENUES

030 311 BUILDING PERMITS	151,637	224,355	195,000	148,839	195,000
030 312 GENERAL PLAN MAINTENANCE FEES	4,742	8,092	6,500	6,095	6,500
030 313 TECHNOLOGY IMPROVEMENT FEES	7,536	10,847	9,000	8,691	9,000
030 314 ENCROACHMENT FEES	-	-	-	-	-
030 315 HOUSING INSPECTIONS	29,285	30,838	30,000	28,619	30,000
030 317 SEISMIC FEES	(195)	3,148	-	5,488	-
030 318 PLAN RETENTION	4,478	624	1,000	1,460	1,000
030 319 STREET OPENING	42,008	118,901	80,000	47,320	80,000
030 320 ROAD IMPACT FEES	128,388	209,930	150,000	127,270	150,000
030 321 INFRASTRUCTURE IMPROV FEES	7,536	11,083	8,000	8,714	8,000
030 904 MISCELLANEOUS SEE NOTE			-	5,489	-
030 904 COUNTY - OTHER	-	-		-	
<b>TOTAL PERMITS AND FEES</b>	<b>375,416</b>	<b>617,819</b>	<b>479,500</b>	<b>387,985</b>	<b>479,500</b>
080 801 ZONING & FILING FEES	66,180	135,311	80,000	24,155	80,000
080 805 BUILDING PLAN CHECK FEES	23,344	78,232	25,000	28,843	25,000
080 806 ENGINEERING PLAN CHECKS	3,693	32,217	25,000	7,116	25,000
<b>TOTAL CURRENT CHARGES</b>	<b>93,217</b>	<b>245,760</b>	<b>130,000</b>	<b>60,114</b>	<b>130,000</b>
<b>SUBTOTAL REVENUES</b>	<b>468,633</b>	<b>863,579</b>	<b>504,100</b>	<b>448,098</b>	<b>609,500</b>

#### APPROPRIATIONS

			-	
			-	
			-	

#### SUBTOTAL APPROPRIATIONS

- - - - -

#### TRANSFERS

725 971 TSFR TO 01-GENERAL FUND

(470,000)	(610,000)	(610,000)	(610,000)	(610,000)
(470,000)	(610,000)	(610,000)	(610,000)	(610,000)

#### SUBTOTAL TRANSFER

#### NET DEPARTMENT ACTIVITY

(1,367)	253,579	(105,900)	(161,902)	(500)
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#### ENDING FUND BAL

2,265	255,844		93,418	92,918
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#### COMPONENTS OF FUND BALANCE:

UNRESERVED	(9,676)	243,903	51,477	977
RESERVE - PLANNING DEPOSITS	11,941	11,941	41,941	11,941
MARINDA HEIGHTS				50,000
VICTORY VILLAGE				30,000

#### NOTES:

Reserves are for economic downturns and deposits from developers.

Victory Village reimbursement agreement defers \$200,000 of revenues for five years



# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 05 BUILDING IMPROVEMENT  
**DEPT** 905 TOWN FACILITY IMPROVEMENT

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

FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
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BEGINNING FUND BAL	6,189	12,189		-	40,000
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### REVENUES

050 502 INVESTMENT EARNINGS

			-	
			-	

SUBTOTAL REVENUES

- - - - -

### APPROPRIATIONS

921 FIELD EQUIPMENT SEE NOTE

	7,785	6,000		
			-	
			-	

SUBTOTAL APPROPRIATIONS

- 7,785 6,000 - -

### TRANSFERS

725 971 TSFR TO 03-EQUIPMENT REPLACEMENT

100 931 TSFR FROM 01-GENERAL FUND

SUBTOTAL TRANSFER

	(10,404)			
6,000	6,000	40,000	40,000	25,000
6,000	(4,404)	40,000	40,000	25,000

NET DEPARTMENT ACTIVITY

6,000 (12,189) 34,000 40,000 25,000

ENDING FUND BAL

12,189	0		40,000	65,000
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### COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT  
 UNDESIGNATED

65,000  
 -

### NOTES:



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 06 RETIREMENT**  
**DEPT 715 MISCELLANEOUS**

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

FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
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<b>BEGINNING FUND BAL</b>	76,886	177,485		239,653	356,709
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### REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,354,225	1,411,165	1,460,000	1,565,375	1,575,000
010 102 PROPERTY TAX - CURRENT UNSEC	9,759	10,201	16,200	-	16,200
010 103 PROPERTY TAX - PRIOR YEARS	509	200	400	7,223	400
010 110 SUPPLEMENTAL PROPERTY TAX	24,946	28,052	29,500	41,449	29,500
050 607 SECURED HOPTR	11,160	12,604	10,000	3,007	10,000
<b>SUBTOTAL REVENUES</b>	<b>1,400,599</b>	<b>1,462,222</b>	<b>1,516,100</b>	<b>1,617,055</b>	<b>1,631,100</b>
		4.40%	3.68%	10.59%	0.87%

incr (decr)

### TRANSFERS

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

<b>NET DEPARTMENT ACTIVITY</b>	<b>100,599</b>	<b>62,222</b>	<b>16,100</b>	<b>117,055</b>	<b>(93,900)</b>
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<b>ENDING FUND BAL</b>	<b>177,485</b>	<b>239,707</b>		<b>356,709</b>	<b>262,809</b>
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### Retirement Costs - Recap by Department

			ONE-TIME PAY	RETI PAY	ER PERS	TOTAL	
111	Town Council		0.29%	877	1,372	924	3,174
211	Town Manager		1.06%	3,269	5,113	14,195	22,577
221	Town Clerk		0.00%	-	-	7,381	7,381
231	Personnel		0.00%	-	-	4,121	4,121
241	Finance		0.86%	2,658	4,157	17,655	24,470
311	Planning & Building Services		6.50%	19,989	31,259	29,298	80,547
321	Building Inspection & Permits		2.55%	7,842	12,263	12,399	32,503
411	Police		81.79%	251,653	393,535	268,967	914,156
510	Public Works Administration		1.07%	3,296	5,154	9,726	18,176
511	Street Maintenance		3.02%	9,304	14,549	17,309	41,162
611	Park Maintenance		1.68%	5,157	8,064	10,637	23,858
616	Community Services		0.41%	1,262	1,974	2,382	5,619
617	Recreation - Events		0.78%	2,393	3,741	4,188	10,322
621	Recreation - Class/Activities					6,718	6,718
625	Rental - Womens Club		0.00%	-	-	1,013	1,013
	Subtotal Retirement		100.00%	307,700	481,182	406,915	1,195,797
412	Ross Fire *	SEE NOTE		150,696	99,337	311,910	561,943
	Total Retirement			458,396	580,519	718,825	1,757,740

### NOTES:

Ross Fire Contribution calculated from Town share of JPA costs



# Town of Fairfax

## 2019-20 Operating Budget

**FUND**            **07 SPECIAL POLICE**  
**DEPT**           **715 MISCELLANEOUS**

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

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
BEGINNING FUND BAL		30,020	94,725		(21,583)	45,437
<u>REVENUES</u>						
070 733 COPS GRANT		164,705	104,896	100,000	167,020	100,000
SUBTOTAL REVENUES		164,705	104,896	100,000	167,020	100,000
<u>APPROPRIATIONS</u>						
741 842 SPECIAL DEPT SUPPLIES						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
<u>TRANSFERS</u>						
725 971 TSFR TO 01-GENERAL FUND		(100,000)	(199,621)	(100,000)	(100,000)	(130,000)
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		(100,000)	(199,621)	(100,000)	(100,000)	(130,000)
NET DEPARTMENT ACTIVITY		64,705	(94,725)	-	67,020	(30,000)
ENDING FUND BAL		94,725	0		45,437	15,437
COMPONENTS OF FUND BALANCE:						

NOTES:



# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 08 OFFICE EQUIP REPLACEMENT  
**DEPT** 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
<b>BEGINNING FUND BAL</b>		76,886	88,316		131,651	156,600
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
822 PROFESSIONAL SERVICES		716	605		1,459	
911 OFFICE EQUIPMENT SEE NOTE		12,854	15,832	18,000	8,591	18,000
912 FINANCIAL SOFTWARE						100,000
<b>SUBTOTAL APPROPRIATIONS</b>		13,570	16,437	18,000	10,051	118,000
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		25,000	35,000	35,000	35,000	35,000
<b>SUBTOTAL TRANSFER</b>		25,000	35,000	35,000	35,000	35,000
<b>NET DEPARTMENT ACTIVITY</b>		11,430	18,563	17,000	24,949	(83,000)
<b>ENDING FUND BAL</b>		88,316	106,879		156,600	73,600
<b>COMPONENTS OF FUND BALANCE:</b>						
DESIGNATED FOR FINANCIAL SOFTWARE		40,000	60,000		70,000	
COMPUTER/SOFTWARE		11,247	40,000		40,000	40,000
UNDESIGNATED			6,879		46,600	33,600

### NOTES:

911 Copier leases /Docstar license	15,000
Computer/Software replace	3,000
822 Copier service contract & charges	
912 Tyler Incode Saas Financial Software	100,000



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 12 FAIRFAX FESTIVAL**  
**DEPT 622 FAIRFAX FESTIVAL**

The Fairfax Festival fund is a special revenue fund which raises funds to support the production of the annual festival. The Fairfax Festival reimburses all Police and Public Works overtime associated with Festival activities. In 2020, the festival is June 13 & 14.

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		5,544	3,105		(6,879)	7,405
<b>REVENUES</b>						
090 882 FESTIVAL REVENUE		42,366	44,493		4,284	
090 823 SPONSORS			2,500	3,000	3,000	3,000
090 824 VENDORS/BOOTH			(1,048)	30,000	30,000	35,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000	3,000	3,000
070 699 OTHER						
SUBTOTAL REVENUES		42,366	45,945	36,000	40,284	41,000
<b>APPROPRIATIONS</b>						
497 OVERTIME REIMB	SEE NOTE			5,000		5,000
814 ADVERTISING		5,154	4,292	2,500	2,500	2,500
815 PRINTING	SEE NOTE	1,239	344	300	300	300
821 OUTSIDE SERVICES	SEE NOTE	19,045	19,184	2,500	2,500	2,500
822 PROFESSIONAL SERVICES		3,798	4,000	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER		13,200	16,881	4,000	4,000	4,000
890 MISCELLANEOUS		7,118	8,824	9,700	9,700	10,400
SUBTOTAL APPROPRIATIONS		49,555	53,524	31,000	26,000	31,700
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND		(5,000)	-	(5,000)		(5,000)
100 931 TSFR FROM 01-GENERAL FUND		9,750				
SUBTOTAL TRANSFER		4,750	-	(5,000)	-	(5,000)
NET DEPARTMENT ACTIVITY		(2,439)	(7,579)	-	14,284	4,300
ENDING FUND BAL		3,105	(4,474)		7,405	11,705

### NOTES:

825 Shirts, food & drinks

497 Reimburse Town for Police & Public Works overtime

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

815 Posters/Tee shirts

821 Music

Performers

Website



# Town of Fairfax

## 2019-20 Operating Budget

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

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

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

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

Programs are overseen by a citizen committee.

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
<b>BEGINNING FUND BAL</b>		68,560	41,536		(8,304)	5,296
<b>REVENUES</b>						
010 120 \$125 SPECIAL MUNI SERV TAX		714,576	704,255	713,600	713,600	713,600
<b>SUBTOTAL REVENUES</b>		<b>714,576</b>	<b>704,255</b>	<b>713,600</b>	<b>713,600</b>	<b>713,600</b>
<b>APPROPRIATIONS</b>						
715 996 DEBT SERVICE					-	
<b>SUBTOTAL APPROPRIATIONS</b>		-	-	-	-	-
<b>TRANSFERS</b>						
725 951 TSFR TO FUND 51 - CIP GRANTS		(63,000)	(81,500)	(60,000)	(60,000)	(60,000)
725 953 TSFR TO FUND 53 - CIP TOWN		(40,000)	(50,000)	(40,000)	(40,000)	(40,000)
725 971 TSFR TO FUND 01 - GENERAL FUND		(638,600)	(610,000)	(622,100)	(600,000)	(610,000)
<b>SUBTOTAL TRANSFER</b>		<b>(741,600)</b>	<b>(741,500)</b>	<b>(722,100)</b>	<b>(700,000)</b>	<b>(710,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(27,024)</b>	<b>(37,245)</b>	<b>(8,500)</b>	<b>13,600</b>	<b>3,600</b>
<b>ENDING FUND BAL</b>		41,536	4,291		5,296	8,896
<b>ALLOCATION OF REVENUES:</b>						
44% POLICE SERVICES		360,600	310,000		315,000	310,000
37% FIRE SERVICES		250,000	262,000		262,000	262,000
5% YOUTH & SENIOR PROGRAMS		28,000	38,000		38,000	38,000
6% PUBLIC WORKS IMPROVEMENTS		40,000	50,000		40,000	40,000
8% MATCHING FUNDS FOR GRANTS		63,000	81,500		60,000	60,000
<b>TOTAL</b>		<b>741,600</b>	<b>741,500</b>		<b>715,000</b>	<b>710,000</b>
		-	-		15,000	-

**DESIGNATION OF FUND BALANCE:**

### NOTES:

Measure J funds are transferred and spent from other funds



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 21 GAS TAX**  
**DEPT 715 MISCELLANEOUS**

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

### FUND SUMMARY

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
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#### BEGINNING FUND BAL

10,063	0	(12,252)	0
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#### REVENUES

060 604 Gas Tax - Section 2106		32,734	32,787	33,629	33,334	33,160
060 605 Gas Tax - Section 2107		53,009	59,592	54,080	55,378	55,038
060 606 Gas Tax - Section 2107.5		2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105		41,810	34,963	43,588	42,165	41,913
060 609 Gas Tax - Loan Repayment	SEE NOTE			8,607	8,496	8,496
060 610 Gas Tax - Road Main & Rehab	SEE NOTE		28,316	125,724	119,467	124,700
060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE	19,860	38,090	58,044	26,725	64,255

#### TOTAL REVENUES

149,413	195,748	325,672	287,565	329,562
---------	---------	---------	---------	---------

SEE NOTE 1

#### APPROPRIATIONS


#### SUBTOTAL

- - - - -

#### TRANSFERS

725 951 TSFR TO FUND 51 - CIP GRANTS		(44,000)	(208,000)	(208,000)	(133,000)
725 953 TSFR TO FUND 53 - CIP TOWN			-	-	(18,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(159,476)	(151,748)	(125,000)	(67,313)	(178,562)
<b>SUBTOTAL</b>	<b>(159,476)</b>	<b>(195,748)</b>	<b>(333,000)</b>	<b>(275,313)</b>	<b>(329,562)</b>

#### NET DEPARTMENT ACTIVITY

(10,063)	-	12,252	-
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#### ENDING FUND BAL

0	0	0	0
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#### NOTES:

##### NOTE 1

Revenue projections provided by California Transportation Commission for SB 1



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 22 MEASURE A - TRANSPORTATION**  
**DEPT 715 MISCELLANEOUS**

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

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
BEGINNING FUND BAL		-	-		273,416	273,416
<b>REVENUES</b>						
060 920 MEASURE A&B FUNDS		206,215	290,550	-	91,360	
SUBTOTAL REVENUES		206,215	290,550	-	91,360	-
<b>APPROPRIATIONS</b>						
715 893 VARIOUS						
SUBTOTAL APPROPRIATIONS				-		-
<b>TRANSFERS</b>						
725 951 TSFR TO FUND 51 - CIP GRANTS		(157,891)	(95,217)	(91,360)	(91,360)	-
725 953 TSFR TO FUND 53 - CIP TOWN						
725 971 TSFR TO FUND 01 - GENERAL FUND						
SUBTOTAL TRANSFER		(157,891)	(95,217)	(91,360)	(91,360)	-
NET DEPARTMENT ACTIVITY			195,333	-	-	-
ENDING FUND BAL			195,333		273,416	273,416

		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2019-20 DRAFT
<b>MEASURE A TRANSPORTATION - APPROPRIATIONS</b>					
51 814 MOUNTAIN VIEW RD REPAVING		157,891			
51 812 TAMALPAIS REPAVEMENT			95,217		
51 816 CANYON RD STABILIZATION				81,360	81,360
53 894 PARKADE IMPR				10,000	10,000
		157,891	95,217	91,360	91,360
		-	-	-	-

### NOTES:

Funds are transferred to Capital Improvement funds for expenditure

Measure A expenses will be charged directly to Measure A funds and transferred to CIP



# Town of Fairfax

## 2019-20 Operating Budget

**FUND** 23 MEASURE A - PARKS  
**DEPT** 715 MISCELLANEOUS

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

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
<b>BEGINNING FUND BAL</b>		74,097	146,776		151,173	212,818
<b>REVENUES</b>						
060 920 MEASURE A FUNDS		83,884	59,157	61,436	61,645	
<b>SUBTOTAL REVENUES</b>		<b>83,884</b>	<b>59,157</b>	<b>61,436</b>	<b>61,645</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
715 893 VARIOUS		6,205	30,431	161,000		
<b>SUBTOTAL APPROPRIATIONS</b>		<b>6,205</b>	<b>30,431</b>	<b>161,000</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 51 - CIP GRANTS			-	-	-	-
725 951 TSFR TO FUND 51 - CIP GRANT						
725 972 TSFR TO FUND 73 - OPEN SPACE		(5,000)				
<b>SUBTOTAL TRANSFER</b>		<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>72,679</b>	<b>28,726</b>	<b>(99,564)</b>	<b>61,645</b>	<b>-</b>
<b>ENDING FUND BAL</b>		<b>146,776</b>	<b>175,502</b>		<b>212,818</b>	<b>212,818</b>
<b>MEASURE A PARKS - APPROPRIATIONS</b>						
51-820	RENOVATION OF WOMENS CLUB STAGE	10,000	25,000	25,000		
51-841	OUTDOOR FURNITURE			4,000		
51-841	VEGETATION MANAGEMENT			5,000		
51-841	REPAIR OF PARK EQUIPMENT		29,000	49,000		
51-841	TRAIL REPAIR & IMPROVEMENT	15,000	30,000	20,000		
51-841	RENOVATION OF CLAUS CIRCLE PARK	7,000				
51-841	PAVILION LED LIGHT REPLACEMENT	6,000	6,000	8,000		
51-841	PERI PARK PUMP TRACK	6,000	10,000	10,000		
73-673	PARKLAND ACQUISITION	10,000	30,000	40,000		
73-673	PARKLAND RESTORATION		-	-		
		<b>54,000</b>	<b>130,000</b>	<b>161,000</b>	<b>-</b>	<b>-</b>

### NOTES:

The County requires that Measure A funds be spent from within a single fund and not transferred to different funds for expenditure on a project. For example, the funds allocated to open space/parkland acquisition cannot be transferred to the Open Space Fund. The funds must remain in Fund 23 until expended. Monies not spent in FY17-18 will need to be reallocated /carried to the next fiscal year. As a result, there are currently \$30,000 allocated to open space / parkland activity which includes funding from the prior three years.

See Appendix for Measure A Parks annual workplan



# Town of Fairfax

## 2019-20 Operating Budget

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

The Measure K Debt service fund exists to handle the debt payments on the Measure K General Obligation bonds issued between FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Borrowed funds were spent from the Fund 54 Measure K capital Improvement fund. Revenues are raised property taxes designated for debt service at a rate adopted by council annually sufficient to pay principal and interest on the bond issues. The 2000 series bonds were refinanced in 2008 which provided \$158,050 of additional project funds. The 2002 series bonds were refunded in 2012 which provided \$193,726 of additional capital for Measure K street purposes. The Town refunded the 2006 issue in May, 2016 reducing debt service(interest) costs to ratepayers (See Fund 46). The rate charged to ratepayers will be .02625 per \$100 of Assessed valuation, down from .0275 charged in FY19.

FUND SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
<b>BEGINNING FUND BAL</b>		897,906	974,490		905,671	843,198
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	455,397	421,308	508,858	450,613	470,169
010 102	PROPERTY TAX - CURRENT UNSEC	4,202	503	7,600	-	7,600
010 103	PROPERTY TAX - PRIOR YEARS	221	91	400	3,170	400
010 110	SUPPLEMENTAL PROPERTY TAX	9,424	9,808	12,100	15,815	12,100
050 607	SECURED HOPTR	3,843	3,568	3,500	3,035	3,500
<b>SUBTOTAL REVENUES</b>		<b>473,087</b>	<b>435,277</b>	<b>532,458</b>	<b>472,632</b>	<b>493,769</b>
<b>APPROPRIATIONS</b>						
<b>FUND 43 - 2006 GENERAL OBLIGATION BONDS</b>						
716 995	PRINCIPAL			-		-
716 996	INTEREST			-		-
<b>SEE NOTE</b>						
<b>FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	97,100	123,000	132,000	132,000	145,000
716 996	INTEREST	87,292	73,458	61,104	61,104	55,419
		<b>184,392</b>	<b>196,458</b>	<b>193,104</b>	<b>193,104</b>	<b>200,419</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	126,600	143,865	148,700	148,700	161,800
716 996	INTEREST	67,343	63,406	59,143	59,143	54,563
		<b>193,943</b>	<b>207,271</b>	<b>207,843</b>	<b>207,843</b>	<b>216,363</b>
<b>FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL		98,000	105,000	105,000	107,000
716 996	INTEREST	17,780	24,990	22,859	22,859	20,633
		<b>17,780</b>	<b>122,990</b>	<b>127,859</b>	<b>127,859</b>	<b>127,633</b>
821	CONTRACT SERVICES		2,700	2,700	2,700	2,700
871	INSURANCE & FEES	390	2,705	3,600	3,600	3,600
<b>SUBTOTAL APPROPRIATIONS</b>		<b>396,504</b>	<b>532,124</b>	<b>535,105</b>	<b>535,105</b>	<b>550,714</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>76,584</b>	<b>(96,846)</b>		<b>(62,473)</b>	<b>(56,945)</b>
<b>ENDING FUND BAL</b>		<b>974,490</b>	<b>877,643</b>		<b>843,198</b>	<b>786,253</b>

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



# Town of Fairfax

## 2019-20 Operating Budget

**FUND 48 LEASE AGREEMENT**  
**DEPT 716 DEBT SERVICE**

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

<b>FUND SUMMARY</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2018-19 Projected</b>	<b>FY 2019-20 DRAFT</b>
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<b>BEGINNING FUND BAL</b>	-	1,284		-	-
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### REVENUES

INTERDEPARTMENTAL CHARGES	198,113	452,909	466,842	466,842	481,182
<b>SUBTOTAL REVENUES</b>	<b>198,113</b>	<b>452,909</b>	<b>466,842</b>	<b>466,842</b>	<b>481,182</b>

### APPROPRIATIONS

716 994 DEBT ISSUE/ADMIN	(1,284)	(10)			
716 995 PRINCIPAL	113,000	254,000	282,000	282,000	312,000
716 996 INTEREST	85,113	198,909	184,842	184,842	169,182
<b>SUBTOTAL APPROPRIATIONS</b>	<b>196,829</b>	<b>452,899</b>	<b>466,842</b>	<b>466,842</b>	<b>481,182</b>

### TRANSFERS

100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>					

<b>NET DEPARTMENT ACTIVITY</b>	<b>1,284</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>ENDING FUND BAL</b>	<b>1,284</b>	<b>1,294</b>	<b>-</b>	<b>-</b>	<b>-</b>
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### **ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)**

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

### **PRIOR**

1,850	0.29%	1,372
6,894	1.06%	5,113
5,605	0.86%	4,157
42,150	6.50%	31,259
16,535	2.55%	12,263
530,644	81.79%	393,535
6,950	1.07%	5,154
19,618	3.02%	14,549
10,874	1.68%	8,064
2,662	0.41%	1,974
5,045	0.78%	3,741

UAL/Side Fund charge to departments 648,827 481,182

### **NOTES:**

Allocation based on prior year Side Fund expense percentage



# Town of Fairfax

## 2019-20 Operating Budget

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

The Open Space Fund was established in June 2004. It is a fiduciary type fund whose activities are managed by the Open Space Committee.

FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 DRAFT
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<b>BEGINNING FUND BAL</b>	15,692	24,023		33,460	38,559
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### REVENUES

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

SEE NOTE

(8)	1,976	2,000	1,854	2,000

### SUBTOTAL REVENUES

(8) 1,976 2,000 1,854 2,000

### APPROPRIATIONS COMMITTEE

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

SEE NOTE

		2,000		2,000
		-		-
		-		-
	980	2,000	755	2,000
661	560			-

### SUBTOTAL APPROPRIATIONS

661 1,540 4,000 755 4,000

### TRANSFERS

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

4,000	4,000	4,000	4,000	4,000
5,000			-	

### SUBTOTAL TRANSFER

9,000 4,000 4,000 4,000 4,000

### NET DEPARTMENT ACTIVITY

8,331 4,436 2,000 5,099 2,000

### ENDING FUND BAL

24,023	28,459		38,559	40,559
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### ALLOCATION OF FUND BALANCE:

Designated for Skyranth Property  
 Designated for Parkland Restoration  
 Designated for Capital Acquisition  
 Undesignated Balance

SEE NOTE 1  
 SEE NOTE 2

			5,000	5,000
			5,000	5,000
300	300		10,000	10,000
23,723	28,159		18,559	20,559
24,023	28,459		38,559	40,559

### Property Acquisitions

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

### NOTES:

# TOWN OF FAIRFAX

## 2019 - 2020 Operating and Capital Improvement DRAFT Budget



## Appendices

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

# Town of Fairfax, California

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## Demographics

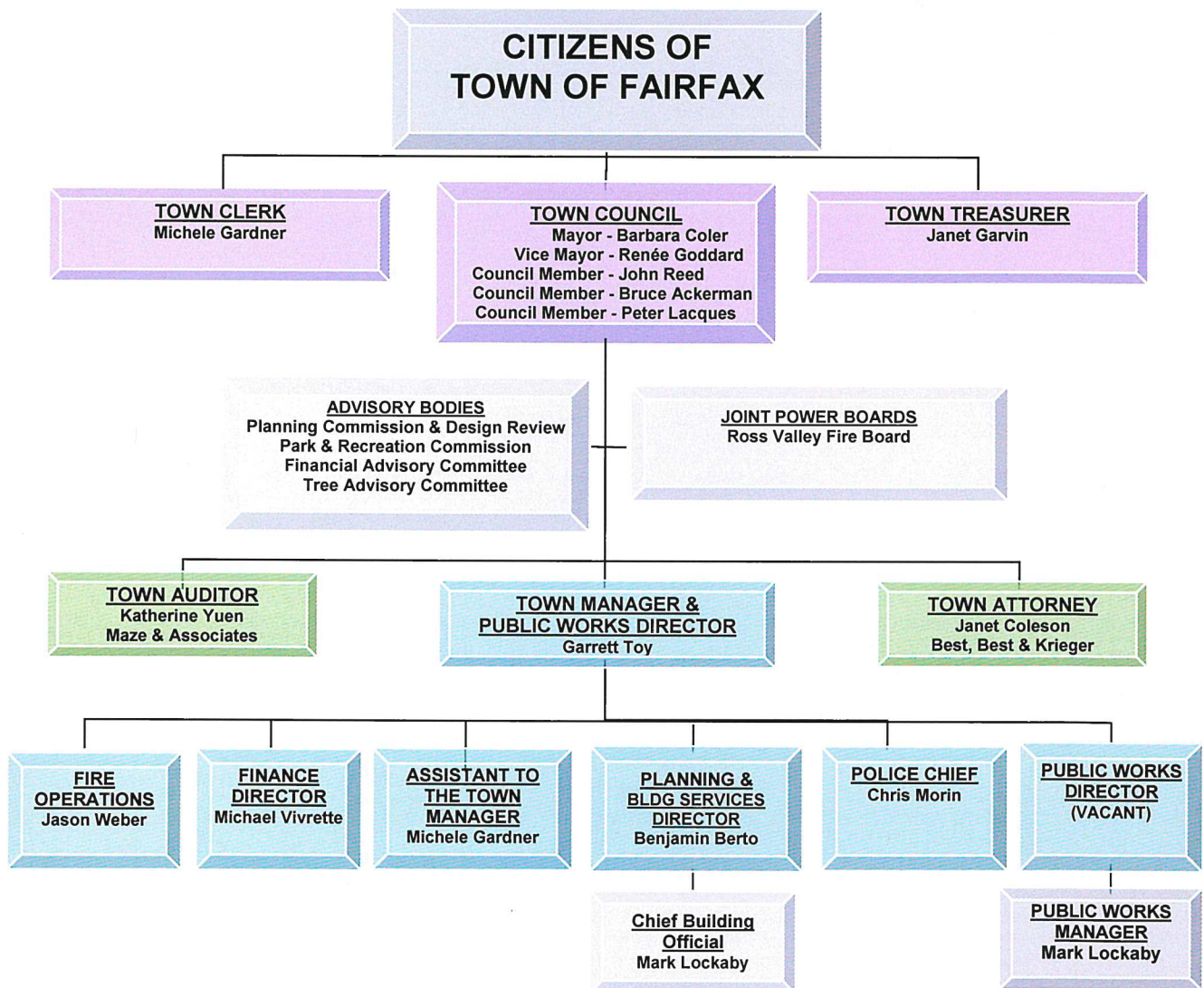
<b>Incorporated</b>	March 2, 1931
<b>Area</b>	2,204 sq mi (5.707 km <sup>2</sup> )
<b>Elevation</b>	115 ft (35m)
<b>Population</b> (1/1/18) (1/1/17)	7,534 7,533
<b>Registered Voters</b> (03/31/19 )	5,670

## Census

<b>Census Year</b>	<b>2010</b>	<b>2000</b>
<b>Population</b>	7,441	7,319
<b>Households</b>	3,585	3,306
<b>Average Household Size</b>	2.20	2.20
<b>Number of Families</b>	1,875	1,811
<b>Average Family Size</b>	2.77	2.76
<b>Household Median Income</b>	\$88,929	\$58,465
<b>Median Age</b>	45.9	42.0

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

# ORGANIZATIONAL CHART & PRINCIPAL OFFICIALS 2019



## FIRE

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

## FINANCE

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

## TOWN MANAGER & TOWN CLERK

Human Resources  
Records Management/  
Elections  
Risk Management  
Recreation/FOCAS

## COMMUNITY DEVELOPMENT

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

## POLICE

Patrol  
Investigation  
Dispatch  
Alarm Program  
Neighborhood Services  
Traffic Safety

## PUBLIC WORKS

Streets  
Storm Drainage  
Water Wastewater  
Municipal Services

ALLOCATION OF POSITIONS  
FULL TIME EQUIVALENTS (FTE) FOR  
FISCAL YEAR 2019/20

PART TIME EMPLOYEES:																
ADMINISTRATIVE ASST	0.06															
DEPUTY TOWN CLERK	0.25															
OFFICE ASSISTANT	0.10			0.10												
PLANNING INTERN	0.10			0.10												
POLICE CADET (2)	0.25				0.25											
PT ACCOUNTANT (2)	0.80		0.10	0.70												
PT DISPATCHER (4)	1.00				1.00											
CONSULTING PW DIR	0.67					0.42	0.13	0.13								
RECREATION COMM SERV MGR	1.73								0.30	0.30	1.13					
ASSISTANT PLANNER	0.50															
RESERVE POLICE OFFICER (2)	0.25				0.25											
TOTAL PART TIME (FTE)																
	5.71	-	0.31	0.10	0.80	0.60	-	1.50	0.42	0.13	0.13	0.30	0.30	1.13	-	-
TOTAL FTE																
	32.71	0.85	1.31	0.30	1.70	2.85	1.00	17.50	0.97	2.38	1.63	0.30	0.55	1.13	0.25	-

PAGE A-3

**TOWN OF FAIRFAX**  
**SALARY SCHEDULE**  
**FOR FISCAL YEAR 2019/20**

UPDATED

AS OF 7/1/19

**FULL TIME EMPLOYEES:**

		FTE	UNIT	MONTHLY		ANNUAL	
				LOW	HIGH	LOW	HIGH
TOWN MANAGER	note 1	1.00	CONTR	16,663	16,663	199,950	199,950
ASST TO THE TOWN MANAGER		1.00	MGMT	7,513	8,698	90,162	104,374
PLANNING & BUILDING DIRECTOR		1.00	MGMT	9,807	11,353	117,684	136,234
FINANCE DIRECTOR		1.00	MGMT	9,807	11,353	117,684	136,234
PUBLIC WORKS DIRECTOR		-	MGMT	9,807	11,353	117,684	136,234
CHIEF BUILDING OFFICIAL/PW MGR		1.00	MGMT	8,816	10,205	105,789	122,465
ASSISTANT PLANNER		-	MGMT	5,504	6,372	66,049	76,460
ASSOCIATE PLANNER		-	MGMT	6,026	6,976	72,315	83,714
SENIOR PLANNER		-	MGMT	7,535	8,723	90,420	104,673
PRINCIPAL PLANNER		1.00	MGMT	8,379	9,699	100,544	116,392
MANAGEMENT ANALYST		-	MGMT	6,606	7,647	79,269	91,763
DEPUTY TOWN CLERK		-	MGMT	5,379	6,866	64,552	82,386
POLICE CHIEF	note 1	1.00	CONTR	13,587	13,587	163,044	163,044
POLICE LIEUTENANT		1.00	POA	8,998	11,484	107,973	137,804
POLICE SERGEANT		2.00	POA	7,419	9,469	89,031	113,629
POLICE CORPORAL		2.00	POA	6,421	8,195	77,049	98,336
POLICE OFFICER		5.00	POA	6,115	7,804	73,380	93,654
POLICE SERVICES TECH/CSO		1.00	POA	4,945	6,311	59,342	75,737
DISPATCHER		4.00	POA	4,945	6,311	59,342	75,737
MAINTENANCE WORKER I		1.00	SEIU	3,884	4,957	46,609	59,486
MAINTENANCE WORKER II		-	SEIU	4,080	5,208	48,963	62,491
MAINTENANCE WORKER III		1.00	SEIU	4,324	5,518	51,882	66,216
SR MAINTENANCE WORKER		2.00	SEIU	4,847	6,186	58,165	74,235
ADMINISTRATIVE ASSISTANT		-	SEIU	4,000	5,105	48,002	61,264
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	4,089	5,219	49,071	62,629

**TOTAL FULL TIME (FTE)**

**27.00**

**PART TIME EMPLOYEES:**

ADMIN ASST	-
FINANCE OFFICE ASSISTANT	0.10
PLANNING TECH	0.10
POLICE CADET (2)	0.25
PT ACCOUNTANT (2)	0.80
PT DISPATCHER (4)	1.00
REC & COMM SERV MANAGER (3)	1.73
RESERVE POLICE OFFICER (2)	0.25
ASSISTANT PLANNER	0.50
PW DIRECTOR PT	0.67
ZONING TECH	-
WEB DESIGN & MAINT	-

**TOTAL PART TIME (FTE)**

**5.40**

**TOTAL FTE**

**32.40**

HOURLY	
LOW	HIGH
22.19	28.32
15.00	15.25
15.00	30.83
16.50	18.00
	44.11
27.17	36.41
32.47	33.43
	42.88
30.83	35.69
	60.00
25.00	31.75
37.00	38.11

NOTE: Does not include paid elected positions

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

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

note 1 - Employment Agreement

**TOWN OF FAIRFAX**  
DEBT SCHEDULE

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

Note #	Issue Date	Due Date		Principal	Interest	Total Payment
Note 1	2/13/2018	2/1/2019	3.5%	\$ 100,000	\$ 3,385	\$ 103,385
Note 2	2/13/2018	2/1/2020	3.5%	100,000	6,885	106,885
Note 3	2/13/2018	2/1/2021	3.5%	100,000	10,385	110,385
Note 4	2/13/2018	2/1/2022	3.5% - 3.75%	100,000	14,133	114,133
Note 5	2/13/2018	2/1/2023	3.5% - 4.0%	100,000	18,130	118,130
<b>TOTAL PAYMENTS:</b>				<b>\$ 500,000</b>	<b>\$ 52,918</b>	<b>\$ 552,918</b>

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

TABLE F  
TOWN OF FAIRFAX  
HEALTHCARE RATES  
2009 TO 2019

	2009	2014	2018	2019	INCR 1 YR	INCR 5 YR	INCR 10 YR
<b>KAISER (HMO)</b>							
1	508.30	742.72	779.86	768.25	-1.5%	3.4%	51.1%
2	1,016.60	1,485.44	1,559.72	1,536.50	-1.5%	3.4%	51.1%
3+ (BENCHMARK)	1,321.58	1,931.07	2,027.64	1,997.45	-1.5%	3.4%	51.1%
<b>PERS CHOICE (PPO)</b>							
1	482.48	690.77	800.27	1,131.68	41.4%	63.8%	134.6%
2	964.96	1,381.54	1,600.54	2,263.36	41.4%	63.8%	134.6%
3+	1,254.45	1,796.00	2,080.70	2,942.37	41.4%	63.8%	134.6%
<b>BLUE SHIELD ACCESS + (HMO)</b>							
1	560.57	836.59	889.02	970.90	9.2%	16.1%	73.2%
2	1,121.14	1,673.18	1,778.04	1,941.80	9.2%	16.1%	73.2%
3+	1,457.48	2,175.13	2,311.45	2,524.34	9.2%	16.1%	73.2%
<b>PERS SELECT (PPO)</b>							
1	453.16	661.52	717.50	543.19	-24.3%	-17.9%	19.9%
2	906.32	1,323.04	1,435.00	1,086.38	-24.3%	-17.9%	19.9%
3+	1,178.22	1,719.95	1,865.50	1,412.29	-24.3%	-17.9%	19.9%
<b>PORAC (ASSOC)</b>							
1	484.00	634.00	734.00	774.00	5.4%	22.1%	59.9%
2	906.00	1,186.00	1,540.00	1,623.00	5.4%	36.8%	79.1%
3+	1,151.00	1,507.00	1,970.00	2,076.00	5.4%	37.8%	80.4%
<b>PERS CARE (PPO)</b>							
1	749.83	720.04	882.45	1,131.68	28.2%	57.2%	50.9%
2	1,499.66	1,440.08	1,764.90	2,263.36	28.2%	57.2%	50.9%
3+	1,949.56	1,872.10	2,294.37	2,942.37	28.2%	57.2%	50.9%

# MEASURE A WORKPLAN

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

## DESCRIPTION:

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

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

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

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

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

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

The Measure A Advisory Committee consists of:

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

## **PAVEMENT MANAGEMENT PLAN**

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

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

# Scenarios - Sections Selected for Treatment

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

## Year: 2017

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

\*\* - Treatment from Project Selection

Scenarios Criteria: