

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 Manger
- 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 PEPRA 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- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information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 Adopted
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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	-
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

TOTAL DEPARTMENT APPROPRIATION

237,399	266,136	312,328	312,031	329,717
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Allocation of Positions:

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

Total Full Time Equivalent Employees

1.50	1.50	1.70	1.70	1.70
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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 16 cannabis meetings/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 commenced 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 (second reading before Council)
 - Conducted hearings, made recommendations to Town Council on Accessory Dwelling Unit ordinance revisions
 - American Planning Association National Conference (training)
- Housing
 - Victory Village 54-unit affordable senior housing complex
 - Approved Final Subdivision Map
 - Created new public trail access
 - Approved building and other construction-related permits
 - Managing construction project (ongoing)
 - Adoption of Accessory Dwelling Unit Ordinance
 - Analysis of State regulations (ongoing)
- Marinda Heights subdivision of Wall Property
 - Project application materials deemed complete
 - New project website containing overview, submittals, correspondence
 - Environmental Impact Report Request for (consultant) Proposals pending
- Zoning Map updates and corrections
- Digitization and GIS georeferencing Town General Plan thematic maps (ongoing)
- Permits and Zoning Enforcement (FY '19 to date)
 - 20 Use Permits, 12 Variances, 2 excavation permits, 3 Encroachment Permits, 15 Accessory Dwelling Units, 4 Design Review Permits, 4 HRD Permits, 1 Ridgeline Scenic Corridor permit and 2 Sign Permits completed (total 63 discretionary permits, total fees \$59,500)
 - 421 construction permits, \$26,092,215 (17,000,000 Victory) in valuation
 - 98 Residential Resale Inspection reports (totaling \$33,211.00 in fees)
 - 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 and inclusionary), historic preservation. Objective Development Standards
- Zoning Code amendments including Non-conforming,
- Respond to State housing and other regulations

Activity/Description	Est. Year End FY17-18	Est. Year End FY18-19	Est. FY19-20
Planning Permits Processed	69	69	65
Building Permits Processed	440	463	440
Resale Inspections	94	108	95
Building Inspections	2,200	2,200	2,200
Violations Processed	30	35	35
Administrative Citations	5	5	5
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5-8/day); 1,750 (approx. 5-8/day)	1,800 1,800	1,800 1,800
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 4,000 (15+/day)	2,700 4,000	2,700 4,000
<u>Emails for service: (not inter-office / junk mail)</u> Planning Staff Building Staff	2,400 (9/day) 900 (3-4/day)	2,400 900	2,400 900



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, 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 planning consultant and sub-consultants assisting in the General Plan-related work programs 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 Adopted
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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.	SEE NOTE	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
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Allocation of Positions:

PLANNING DIRECTOR	1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	1.00	1.00	1.00	1.00	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
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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 Adopted
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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	2,991	2,991	3,500	4,567	3,500
731 BLDG-GROUNDS MAINT.	1,757	1,757	2,000	2,282	2,000
802 POWER	441	441	500	471	500
804 TELEPHONE	1,866	1,866	1,500	1,795	1,500
811 POSTAGE	619	619	500	854	500
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	870	870	1,200	1,378	1,200
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES	22,781	22,781	65,000	35,000	65,000
822 PROFESSIONAL SERVICES	6,789	6,789	5,000	4,059	5,000
851 CLOTHING				-	
861 BUS.MEET/CONF.	845	845	1,000	685	1,000
862 DUES & SUBSCRIPTIONS	818	818	500	525	500
SUBTOTAL OPERATING	39,777	39,777	80,700	51,616	81,021

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
- Update the Town's Emergency Operation Plan (EOP)



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 Adopted
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PERSONNEL

		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
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	SEE NOTE	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
POLICE LIEUTENANT	-	-	-	-	1.00
SERGEANT	3.00	3.00	3.00	3.00	2.00
DETECTIVE / JUVENILE OFFICER	1.00	-	-	1.00	-
CORPORAL	2.00	3.00	3.00	2.00	2.00
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	16.00
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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
	496 The adopted budget "PER/sidefund" amount used an outdated estimate. The projected FY18-19 amount reflects the actual contribution.
	497 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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Projected	Adopted

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	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	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	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	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 (DC) was created by resolution and was activated as a result of the 2005/06 flood. The Council reconvenes the DC as needed. 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 Adopted
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PERSONNEL

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

OPERATING EXPENSES

804 TELEPHONE			-		
811 POSTAGE			-		
813 OFFICE SUPPLIES		100	-	100	
821 OUTSIDE SERVICES	SEE NOTE 4,508	5,279	10,000	8,279	12,000
842 SPECIAL DEPT SUPPLIES	SEE NOTE 647	2,153	1,000	2,500	1,000
881 SPECIAL SERVICES	SEE NOTE 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
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Allocation of Positions:

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

- 821 Marin County Sheriff OES (\$4,751), County Disaster Coordinator (\$2,500) & disaster preparedness materials
- 842 Update data equipment in EOC
- 881 Agility Insurance Recovery \$3,600/yr. In event Town facilities become inoperable due to disaster, insurance provider will bring in trailer with equipment (e.g, computers) for Town Hall to get up and running again.

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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

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

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 including ADA curb ramps, sidewalks, and bus shelter on Broadway.
- Repaved Mono Avenue (alley) from Bolinas Rd. to Pacheco Ave.
- Repaired retaining wall for ballfield trail
- Repaved Scenic Rd from Shapiro to Bay including pipe culvert replacement
- Repaired Forrest Terrace steps
- Renovated Women's Club bathroom
- Repaved Ridge Rd potholes
- Installed LED light shields on street lights
- 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
- Reconstructed portions of Frustuck Rd.

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 and maintenance projects as identified in the CIP budget such as portions of upper Scenic Road and the “curve: at Scenic and Redwood
- Replace portions of downtown sidewalk and install new ADA curb ramps along Bolinas Road, Broadway Ave, and Sir Francis Drake Blvd.
- Paint streetlight poles in downtown
- Paint Town Hall flag pole
- Rebuild bus shelter in the Parkade
- 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
- If awarded AARP grant, install exercise equipment and furniture in parks and benches throughout downtown.



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.

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES		81,771	83,750	97,962	87,891	67,851
411 REG PART-TIME SALARIES	SEE NOTES			30,000	30,000	52,750
415 ACCRUED LEAVE CASHOUT		2,640	3,486	2,549		2,626
421 TEMP EMPLOYEES	SEE NOTES				-	
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	SEE NOTES	24,682	32,526	45,000	45,000	45,000
822 PROFESSIONAL SERVICES	SEE NOTES	3,945	3,180	21,500	15,000	21,500
823 STORMWATER POLLUTION	SEE NOTES	25,572	29,320	33,000	27,361	33,000
842 SPECIAL DEPT SUPPLIES			550	1,000	604	1,000
890 MISCELLANEOUS	SEE NOTES			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
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Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	0.30	0.30	0.30	0.30	0.30
CONSULTING ENGINEER/PROJECT MANAGER (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
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NOTES:

- 411 Consulting engineer/project management services (PT) to assist with capital projects
- 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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
Actual	Actual	Adopted	Projected	Adopted

PERSONNEL

401	REGULAR SALARIES		128,115	124,766	160,892	115,588	163,803
NEW 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	SEE NOTE			(1,000)	-	(1,000)
611	ALLOWANCES			675	799	4,050	956
SUBTOTAL PERSONNEL			202,670	195,508	254,904	212,013	263,110

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	SEE NOTE	48,931	57,431	45,000	80,000	60,000
841	SMALL TOOLS			215	-	318	-
842	SPECIAL DEPT SUPPLIES	SEE NOTE	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

TOTAL DEPARTMENT APPROPRIATION

		318,974	326,106	399,578	362,681	422,605
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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 replaced all residential cobrahead lights with LED streetlights.
The energy savings from the new LED fixtures will finance the replacement lights under the PG&E financing program
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 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 802 POWER SEE NOTE
- 821 OUTSIDE SERVICES SEE NOTE
- 822 PROFESSIONAL SERVICES 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 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

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

SUBTOTAL OPERATING

114,481 - - - -

TOTAL DEPARTMENT APPROPRIATION

114,481 - - - -

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

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

Fairfax Recreation and Community Services

ORGANIZATION:

This department is comprised of the following personnel 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.

In FY19-20, the Department has been re-organized to reflect the delivery of services and activities. The RCS Manager will oversee 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 2nd 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.
- Created a new Town website to make more modern and user-friendly, ADA compliant, and searchable. This work included: working with Proud City (website vendor) to create new pages and information for all departments, establishing file and photo archives, and structuring website to allow staff to post meetings and agendas and make revisions to the website in-house.

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

FUND **01 GENERAL FUND**
ACTIVITY **616 COMMUNITY SERVICES**

ACTIVITY DESCRIPTION

Formerly "Volunteers for Fairfax", program is designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. The Volunteer Board activities such as creek cleanup for flood prevention, trail marking & maintenance, brush clearing for fire prevention and community service, annual town-wide picnic, and the holiday caroling & wreath making event are funded under this division.

DEPARTMENT SUMMARY

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

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
SUBTOTAL PERSONNEL	24,085	25,063	24,520	28,776	28,132

OPERATING EXPENSES

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
SUBTOTAL OPERATING	6,461	5,133	7,650	8,370	6,950

TOTAL DEPARTMENT APPROPRIATION

30,545	30,196	32,170	37,146	35,082
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Allocation of Positions:

Events and Volunteer Coordinator	0.30	0.30	0.30	0.30	0.30
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Total Full Time Equivalent Employees

0.30	0.30	0.30	0.30	0.30
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NOTES: This department was formerly 216

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 Corordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES	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
SUBTOTAL PERSONNEL	45,600	47,014	47,851	47,943	52,836

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION

	53,952	55,855	56,371	59,565	61,356
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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

Total Full Time Equivalent Employees

	0.55	0.55	0.55	0.55	0.55
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NOTES: This department was formerly 217

	FY17	FY18	FY19		FY20
878 Fairfax Arts & Culture Collaborative					
- Artist in Residence	400	3,000	3,000		3,000
- Fairfax Theater Co	3,350	3,500	3,500		3,500
- Art Collaboration Activities		400	500		500
881 Easter egg hunt	400	400	400		400
English Tea	2,500	400	400		400
Holiday Events		400	400		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. Town-wide communication activities such as website management and development and electronic newsletters are funded within this division.

DEPARTMENT SUMMARY

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

411 REGULAR PT SALARIES	49,343	56,705	70,135	79,886	95,198
415 ACCRUED LEAVE CASHOUT			3,000	4,399	3,000
491 HEALTH/LIFE INS					
492 WORKERS COMP.	799	2,371	2,464	2,464	3,719
493 RETIREMENT					6,718
494 MEDICARE	707	822	1,017	1,159	1,333
495 FICA/PTS	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	2,578	2,519	2,500	2,429	840
821 OUTSIDE SERVICES	15,995	11,247	15,000	10,771	10,000
822 PROFESSIONAL SERVICES	941	209	600	234	-
842 SPECIAL DEPT SUPPLIES	1,228	2,016	3,000	5,494	3,000
843 SENIOR PROGRAMS	6,287	9,175	15,000	12,000	15,000
861 MEETING/CONF & TRAVEL			200	-	200
881 SPECIAL SERVICES	7,455	7,876	8,000	4,420	9,000
890 MISCELLANEOUS	-	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	1.00	1.00	1.13	1.00	0.63
Marketing and Communication Specialist					0.50

Total Full Time Equivalent Employees

1.00 1.00 1.13 1.00 1.13

NOTES:

- 821 Includes class/program 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 Senior programs are free to participants with priority to Fairfax residents. Subsidized by Measure J.



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 Adopted
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PERSONNEL

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE

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 Adopted
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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
SUBTOTAL PERSONNEL	18,234	19,045	20,602	20,954	22,404

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	4,901	4,450	9,000	9,300	9,000
841 SMALL TOOLS				-	
842 SPECIAL DEPT SUPPLIES	7,923	2,728	6,000	2,061	6,000
851 UNIFORM	106	106	106	106	106
SUBTOTAL OPERATING	32,655	28,259	54,902	40,846	55,408

TOTAL DEPARTMENT APPROPRIATION

50,890	47,304	75,504	61,800	77,812
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Allocation of Positions:

MAINT. WORKER I			0.25	0.25	0.25
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Total Full Time Equivalent Employees

0.50	0.50	0.25	0.25	0.25
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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 Adopted
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PERSONNEL

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

OPERATING EXPENSES

821 OUTSIDE SERVICES	2,481				
822 PROFESSIONAL SERVICES	207,642	203,269	255,762	195,019	275,000
842 SPECIAL DEPT SUPPLIES	1,473	1,094	4,000	1,116	4,000
871 LIAB & PROP INSURANCE	181,599	153,804	157,860	152,287	179,995
881 SPECIAL SERVICES	24,362	20,641	20,000	5,749	90,000
890 MISCELLANEOUS	1,320	1,483	1,000	1,276	1,000
891 CLAIMS - WC / SETTLEMENTS	136,217	132,650	150,000	157,531	160,000
895 COUNTY LOANS	-	-	103,500	103,385	106,885
896 CERTB/OPEB	120,000	120,000	100,000	100,000	120,000
SUBTOTAL OPERATING	675,094	632,942	792,122	716,363	936,880

TOTAL DEPARTMENT APPROPRIATION

734,394 690,365 963,583 884,425 1,009,026

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

	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 (Humane Society, General, Mediation)	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
	207,642	203,368	255,762	195,019	275,000

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

Chipper services - \$90,000 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 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 Adopted
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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	-	-	-	-
SUBTOTAL PERSONNEL	-	-	-	-

OPERATING EXPENSES

803 SANITARY/DUMP				
821 OUTSIDE SERVICES	1,187	2,290	3,000	975
822 PROFESSIONAL SERVICES	31,084	32,168	36,000	25,000
842 SPECIAL DEPT SUPPLIES	4,002	6,374	5,500	10,677
851 CLOTHING	-	-	-	-
SUBTOTAL OPERATING	36,273	40,833	45,000	36,652

SEE NOTE
SEE NOTE

SUBTOTAL APPROPRIATION

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

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(34,949)	(40,315)	(45,000)	(38,978)
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TOTAL DEPARTMENT APPROPRIATION

	1,324	518	-	(2,326)
TOTAL DEPARTMENT APPROPRIATION	1,324	518	-	(2,326)

Allocation of Positions:

MAINT. LEADWORKER -

Total Full Time Equivalent Employees

ALLOCATION OF BUILDING MAINTENANCE

TO DEPARTMENTS:

	FY 19	JANITOR	OTHER	FY 120
211 TOWN MANAGER	2,294	1,280	988	2,245
221 TOWN CLERK	2,285	1,285	984	2,265
241 FINANCE	2,285	1,285	984	2,265
311 PLANNING	2,411	1,285	1,038	2,355
321 BUILDING INSP	2,276	1,285	980	2,283
411 POLICE	11,569	6,400	4,982	11,375
510 PUBLIC WORKS ADM	134		58	71
511 STREET MAINT/PW	150		65	39
625 RENTAL - W/C PAVILION	21,596	12,800	9,301	22,102
	45,000	25,620	19,380	45,000

NOTES:

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



Town of Fairfax

2018-19 Operating Budget

FUND 02 DRY PERIOD
DEPT 715 MISCELLANEOUS

The Dry Period fund is a reserve account of the General Fund used to provide for emergencies or economic downturns. Town policy (Resolution 11-9 adopted 3/2/11) is to maintain a 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. Use of this fund requires Town Council approval.

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

COMPONENTS OF FUND BALANCE:

NOTES:				
CALCULATION OF GENERAL FUND RESERVE BALANCE				
General Funds Appropriations			10,712,863	100.0%
<u>Fund #</u>	<u>Description</u>			<u>% of GF Approp.</u>
02	Dry Period Reserve	Undesignated	1,000,000	9.3%
01	General Fund	Undesignated	2,117,665	19.8%
03	Equipment Replacement	Designated	302,652	2.8%
04	Building & Planning Fees	Designated	92,918	0.9%
05	Building Reserve	Designated	45,000	0.4%
06	Retirement	Designated	262,809	2.5%
08	Office Equipment	Designated	38,600	0.4%
Total General Fund Reserves			3,859,643	36.0%
Designated			741,978	6.9%
Undesignated			3,117,665	29.1%
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.

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

BEGINNING FUND BAL	67,635	47,689		44,219	364,477
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REVENUES

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

APPROPRIATIONS

903 920 SOLAR PANEL LEASE SEE NOTE	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	93,143	45,225
923 STORM WATER POLLUTION REQ	-	-		-	
SUBTOTAL APPROPRIATIONS	69,946	63,874	63,689	109,743	61,825

TRANSFERS

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	
SUBTOTAL TRANSFER	50,000	60,404	40,000	430,000	-

NET DEPARTMENT ACTIVITY	(19,946)	(3,470)	(27,200)	320,257	(61,825)
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ENDING FUND BAL	47,689	44,219		364,477	302,652
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COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION IMPROV. REQ BY STATE	60,000
VEHICLE REPLACEMENT RESERVE	242,652

NOTES:	ORIGINAL	LAST PMT	FY17	FY18	FY19	FY20
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 FIELD EQUIPMENT						
RADIOS			7,785			5,000
MOBILE COMPUTING						
BODY CAMERAS						
VEHICLE LEASE/PURCHASES		4/4/2019			46,155	
FY13 FORD CHARGER	43,241	02/01/16				
FY14 FORDS (2) & TAURUS	110,643	01/01/17	30,103			-
FY17 POLICE CAR & (6) MDC	83,514	08/01/19	22,600	22,600	22,578	15,736
FY18 POLICE CAR (2)	93,657	02/19/21		24,489	24,410	24,489
TOTAL			77,088	63,689	109,743	61,825
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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Projected	Adopted

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			-	5,489	-
030 904 COUNTY - OTHER	-	-		-	
TOTAL PERMITS AND FEES	375,416	617,819	479,500	387,985	479,500
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
TOTAL CURRENT CHARGES	93,217	245,760	130,000	60,114	130,000
SUBTOTAL REVENUES	468,633	863,579	504,100	448,098	609,500

APPROPRIATIONS

				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

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

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, Community Center and the Women's Club.

FUND SUMMARY		FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		6,189	12,189		-	40,000
REVENUES						
050 502 INVESTMENT EARNINGS					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
924 921 FIELD EQUIPMENT			7,785	6,000		
905 932 ENERGY IMPROVEMENTS	SEE NOTE				-	20,000
SUBTOTAL APPROPRIATIONS		-	7,785	6,000	-	20,000
TRANSFERS						
725 971 TSFR TO 03-EQUIPMENT REPLACEMENT			(10,404)			
100 931 TSFR FROM 01-GENERAL FUND		6,000	6,000	40,000	40,000	25,000
SUBTOTAL TRANSFER		6,000	(4,404)	40,000	40,000	25,000
NET DEPARTMENT ACTIVITY		6,000	(12,189)	34,000	40,000	5,000
ENDING FUND BAL		12,189	0		40,000	45,000

COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT	45,000
UNDESIGNATED	-

NOTES:
932 Based on Energy audit recommendations to reduce green house gases



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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	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
SUBTOTAL REVENUES	1,400,599	1,462,222	1,516,100	1,617,055	1,631,100
		incr (decr)	4.40%	3.68%	10.59%
				0.87%	

TRANSFERS

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

NET DEPARTMENT ACTIVITY	100,599	62,222	16,100	117,055	(93,900)
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ENDING FUND BAL	177,485	239,707		356,709	262,809
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Retirement Costs - Recap by Department		FY20			FY20
		UAL PAYMT	REFI PMT	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

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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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL	30,020	94,725		(21,583)	45,437
REVENUES					
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
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
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

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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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL	76,886	88,316		131,651	156,600
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
822 PROFESSIONAL SERVICES SEE NOTE	716	605		1,459	
911 OFFICE EQUIPMENT SEE NOTE	12,854	15,832	18,000	8,591	18,000
912 FINANCIAL SOFTWARE SEE NOTE					100,000
SUBTOTAL APPROPRIATIONS	13,570	16,437	18,000	10,051	118,000
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	25,000	35,000	35,000	35,000	
SUBTOTAL TRANSFER	25,000	35,000	35,000	35,000	-
NET DEPARTMENT ACTIVITY	11,430	18,563	17,000	24,949	(118,000)
ENDING FUND BAL	88,316	106,879		156,600	38,600
COMPONENTS OF FUND BALANCE:					
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	(1,400)

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 12 FAIRFAX FESTIVAL
DEPT 623 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 Adopted
BEGINNING FUND BAL		5,544	3,105		(6,879)	7,405
REVENUES						
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
APPROPRIATIONS						
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
TRANSFERS						
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 Adopted
BEGINNING FUND BAL	68,560	41,536		(8,304)	5,296
REVENUES					
010 120 \$125 SPECIAL MUNI SERV TAX	714,576	704,255	713,600	713,600	713,600
SUBTOTAL REVENUES	714,576	704,255	713,600	713,600	713,600
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
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)
SUBTOTAL TRANSFER	(741,600)	(741,500)	(722,100)	(700,000)	(710,000)
NET DEPARTMENT ACTIVITY	(27,024)	(37,245)	(8,500)	13,600	3,600
ENDING FUND BAL	41,536	4,291		5,296	8,896
ALLOCATION OF REVENUES:					
44% POLICE SERVICES	360,600	310,000	322,100	300,000	310,000
37% FIRE SERVICES	250,000	262,000	262,000	262,000	262,000
5% YOUTH & SENIOR PROGRAMS	28,000	38,000	38,000	38,000	38,000
6% PUBLIC WORKS IMPROVEMENTS	40,000	50,000	40,000	40,000	40,000
8% MATCHING FUNDS FOR GRANTS	63,000	81,500	60,000	60,000	60,000
TOTAL	741,600	741,500	722,100	700,000	710,000

DESIGNATION OF FUND BALANCE:

NOTES:
Measure J funds are transferred and spent from other funds



Town of Fairfax

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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 Adopted
BEGINNING FUND BAL	10,063	0		(12,252)	7,313
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			8,607	8,496	8,496
060 610 Gas Tax - Road Main & Rehab		28,316	125,724	119,467	124,700
060 611 Gas Tax - Section 2103 (Prop 42)	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)	
725 953 TSFR TO FUND 53 - CIP TOWN			-	-	(18,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(159,476)	(151,748)	(125,000)	(60,000)	(175,000)
SUBTOTAL	(159,476)	(195,748)	(333,000)	(268,000)	(193,000)
NET DEPARTMENT ACTIVITY	(10,063)	-		19,565	136,562
ENDING FUND BAL	0	0		7,313	143,875

NOTES:

NOTE 1 Revenue projections provided by California Transportation Commission for SB 1



Town of Fairfax

2019-20 Operating Budget

FUND 22 MEASURE A/AA- TRANSPORTATION
 DEPT 715 MISCELLANEOUS

Measure A/AA transportation funds are generated from a 20 year 1/2 cent sales tax passed in Nov. 2004 and 2018. The Transportation Authority of Marin (TAM) administers the tax. TAM 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 Adopted
BEGINNING FUND BAL	-	-		273,416	221,360
REVENUES					
060 920 MEASURE A&B FUNDS	206,215	290,550	-	91,360	171,779
SUBTOTAL REVENUES	206,215	290,550	-	91,360	171,779
APPROPRIATIONS					
715 893 VARIOUS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(157,891)	(95,217)	(81,360)	(143,416)	(253,139)
725 953 TSFR TO FUND 53 - CIP TOWN					
725 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER	(157,891)	(95,217)	(81,360)	(143,416)	(253,139)
NET DEPARTMENT ACTIVITY		195,333	-	(52,056)	(81,360)
ENDING FUND BAL		195,333		221,360	140,000

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Proposed
MEASURE A TRANSPORTATION - APPROPRIATIONS					
51 810 SS&R SELECTED ROADS (Napa/Dominga)					-
51 813 SS&R SCENIC RD					140,000
51 814 MOUNTAIN VIEW RD REPAVING	157,891				
51 812 TAMALPAIS REPAVEMENT		95,217			
51 816 CANYON RD STABILIZATION			81,360	-	81,360
53 887 STREET RESURFACING & REPAIR					31,779
	157,891	95,217	81,360	-	253,139
	-	-	-	(143,416)	-

NOTES:

Funds are transferred to Capital Improvement funds for expenditure

The Council also allocated \$85,745 in Measure A funds to the Parkade project in FY15-16.

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



Town of Fairfax

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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	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		74,097	166,776		151,173	111,796
REVENUES						
060 920 MEASURE A FUNDS		83,884	59,157	61,436	61,645	62,935
SUBTOTAL REVENUES		83,884	59,157	61,436	61,645	62,935
APPROPRIATIONS						
715 893 VARIOUS		6,205	30,431		19,332	
SUBTOTAL APPROPRIATIONS		6,205	30,431	-	19,332	-
TRANSFERS						
100 941 TSFR FROM FUND 51 - CIP GRANTS		20,000	-	-	-	-
725 951 TSFR TO FUND 51 - CIP GRANT				(161,000)	(81,690)	(21,463)
725 972 TSFR TO FUND 73 - OPEN SPACE		(5,000)				
SUBTOTAL TRANSFER		15,000	-	(161,000)	(81,690)	(21,463)
NET DEPARTMENT ACTIVITY		92,679	28,726	(99,564)	(39,377)	41,472
ENDING FUND BAL		166,776	195,502		111,796	153,268
MEASURE A PARKS - APPROPRIATIONS		FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20
		ADOPTED	ADOPTED	ADOPTED		PROPOSED
51-820	RENOVATION OF WOMENS CLUB	10,000	25,000	25,000	8,537	21,463
51-841	OUTDOOR FURNITURE			4,000		4,000
51-841	VEGETATION MANAGEMENT			5,000	5,000	
51-841	REPAIR OF PARK EQUIPMENT		29,000	49,000		80,000
51-841	TRAIL REPAIR & IMPROVEMENT	15,000	30,000	20,000	17,000	23,000
51-841	RENOVATION OF CLAUS CIRCLE PARK	7,000				
51-841	PAVILION LED LIGHT REPLACEMENT	6,000	6,000	8,000		12,600
51-841	PERI PARK PUMP TRACK	6,000	10,000	10,000		
73-673	PARKLAND ACQUISITION	10,000	30,000	40,000		53,000
73-673	PARKLAND RESTORATION		-	-		
		54,000	130,000	161,000	30,537	194,063

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.

See Appendix for Measure A Parks annual workplan



Town of Fairfax

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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 .0250 per \$100 of Assessed valuation, down .9.1% from .0275 assessed in FY19.

FUND SUMMARY		FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		897,906	974,490		905,671	843,198
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	455,397	421,308	508,858	450,613	427,431
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
SUBTOTAL REVENUES		473,087	435,277	532,458	472,632	451,031
APPROPRIATIONS						
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
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
		184,392	196,458	193,104	193,104	200,419
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
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
		193,943	207,271	207,843	207,843	216,363
FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL		98,000	105,000	105,000	107,000
716 996	INTEREST	17,780	24,990	22,859	22,859	20,633
		17,780	122,990	127,859	127,859	127,633
821	CONTRACT SERVICES		2,700	2,700	2,700	2,700
871	INSURANCE & FEES	390	2,705	3,600	3,600	3,600
SUBTOTAL APPROPRIATIONS		396,504	532,124	535,105	535,105	550,714
NET DEPARTMENT ACTIVITY		76,584	(96,846)		(62,473)	(99,683)
ENDING FUND BAL		974,490	877,643		843,198	743,515

NOTES:		Original	Balance	Final	
		Issue	6/30/2019	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 (FFA)	\$ 2,231,000	\$ 1,285,000	8/1/2025	
Fund 45	General Obligation Refunding Bonds Series 2012 (FFA)	\$ 2,880,000	\$ 1,990,000	8/1/2027	
Fund 46	General Obligation Bonds Series 2016 (FFA)	\$ 1,239,000	\$ 1,036,000	8/1/2027	
821 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 Unfunded Accrued 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 UAL for both Miscellaneous and Safety employees. The lease was put out through a placement agent to competitive bid to institutional buyers and the successful proposal gave a rate of interest for the 20 year lease of 5.40%, taxable (because the proceeds benefit private parties). In comparison to what the Town was projected to pay to CalPERS, the Town will receive a Net Present Value Savings of 17.32%, or a total of \$653,340. The annual savings for each of the first 5 years will be approximately \$78,000, and annual savings in the following 16 years will range between \$28,207 and \$52,463 for a total of \$1,023,550 in savings. Payments began June, 2017.

FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
BEGINNING FUND BAL	-	1,284		-	-
REVENUES					
INTERDEPARTMENTAL CHARGES	198,113	452,909	466,842	466,842	481,182
SUBTOTAL REVENUES	198,113	452,909	466,842	466,842	481,182
APPROPRIATIONS					
716 994 DEBT ISSUE/ADMIN	(1,284)	(10)			
716 997 LEASE PAYMENT	198,113	452,909	466,842	466,842	481,182
SUBTOTAL APPROPRIATIONS	196,829	452,899	466,842	466,842	481,182
TRANSFERS					
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER					
NET DEPARTMENT ACTIVITY	1,284	10	-	-	-
ENDING FUND BAL	1,284	1,294		-	-

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
UAL/Side Fund charge to departments	

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
648,827		481,182

NOTES:

Allocation based on prior year Side Fund expense percentage



Town of Fairfax

2019-20 Operating Budget

FUND 51 CIP - GRANTS

DEPT CAPITAL PROJECTS

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

FUND SUMMARY		FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		405,026	679,603		877,785	927,514
REVENUES						
070 695 COUNTY		-	500,000	55,000	-	-
70 864 STATE PARK BOND REVENUE		-	-	81,360	-	200,000
070 711 FEDERAL/STATE GRANT REVENUE		-	20,522		-	15,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		395,601	256,343	760,300	299,388	634,074
070 704 RECYCLING GRANT			-		-	
070 600 FED/STATE FINANCING			-	121,200	-	54,437
070 699 OTHER		108,330	-	37,600	-	148,376
SUBTOTAL REVENUES		503,931	776,865	1,055,460	299,388	1,051,887
APPROPRIATIONS						
821 OUTSIDE SERVICES		35,696	10,820	95,000	7,869	42,000
825 ENVIRONMENTAL & PERMITS		-	-	55,100	-	10,464
826 ENGINEERING & DESIGN		405,022	364,598	834,000	315,512	848,423
827 CONSTRUCTION		9,528	413,284	429,360	124,384	599,360
OTHER		0			-	23,000
SUBTOTAL APPROPRIATIONS		450,246	788,702	1,413,460	447,765	1,523,247
TRANSFERS						
100 931 TSFR FROM FUND 01 - GENERAL FUND		-	0	-	0	-
100 941 TSFR FROM FUND 20 - MEASURE J		63,000	81,500	60,000	60,000	60,000
100 942 TSFR FROM FUND 21 - GAS TAX		-	44,000	208,000	208,000	-
100 956 TSFR FROM FUND 22 - MEAS A TRANS		157,891	95,217	81,360	143,416	253,139
100 957 TSFR FROM FUND 23 - MEAS A PARK		-	-	161,000	81,690	21,463
725 971 TSFR TO FUND 01 - GENERAL FUND						
725 976 TSFR TO FUND 23 - MEAS A PARK			-	-	-	-
725 953 TSFR TO FUND 53 - CIP TOWN					(335,000)	
SUBTOTAL TRANSFER		220,891	260,717	510,360	198,106	438,139
NET DEPARTMENT ACTIVITY		274,577	248,880	121,562	49,729	(33,221)
ENDING FUND BAL		679,603	928,483		927,514	894,293

ALLOCATION OF APPROPRIATIONS:

51- 810 ST RESURF & REPAIR - SELECTED SFD		-	44,000	70,000	-	100,000
51- 812 ST RESURF & REPAIR - TAMALPAIS RD			489		-	COMPLETED
51- 813 ST RESURF & REPAIR - SCENIC RD	NEW			208,000	97,199	140,000
51- 814 ST RESURF & REPAIR - MTN VIEW RD		9,664	13,411		-	COMPLETED
51- 816 ST RESURF & REPAIR - CANYON RD STABLE			4,876	81,360	4,625	81,360
51- 820 WOMENS CLUB REHABILITATION		3,107	-	50,000	9,246	25,000
51- 821 PAVILION FLOOR/KITCHEN		COMPLETED			-	
51- 841 MISC PARK & TRAIL IMPROVEMENTS		6,422	60,410	60,000	25,808	83,000
51- 843 AZALEA AVENUE BRIDGE		147,206	136,999	430,000	128,563	185,571
51- 856 MEADOW WAY BRIDGE		160,019	134,900	212,500	107,021	321,551
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE		43,807	45,711	52,600	10,412	138,395
51- 872 PAVILION ROOF		COMPLETED	-		-	
51- 873 CREEK ROAD BRIDGE		45,176	27,856	184,000	29,655	168,370
51- 875 BIKE SPINE CLASS 1 BIKE LANE		34,198	310,233		-	COMPLETED
51- 909 PAVILION SEISMIC RETROFIT		648	9,819	65,000	35,235	280,000
Totals		450,246	788,702	1,413,460	447,765	1,523,247



Town of Fairfax

2019-20 Operating Budget

FUND 52 CIP - STORM RECOVERY
DEPT CAPITAL PROJECTS

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

FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
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BEGINNING FUND BAL	(0)	(0)		(492,444)	(0)
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REVENUES

070 600 FEDERAL/STATE GRANT REVENUE		30,425	270,000	-	245,000
070 695 COUNTY			190,000	-	
070 720 FEMA		162,282	50,000	-	
OES		57,429	121,177	42,064	
SUBTOTAL REVENUES	-	250,136	631,177	42,064	245,000

APPROPRIATIONS

821 OUTSIDE SERVICES		23,532	200,000	21,507	DETAIL
822 PROFESSIONAL SERVICES		4,779		-	IN NOTES
825 ENVIRONMENTAL & PERMITS				-	
826 ENGINEERING & DESIGN		28,143		6,455	
827 CONSTRUCTION		696,621	145,000	42,003	
828 CONSTRUCTION ENGINEERING				-	
699 OTHER				1,430	
SUBTOTAL APPROPRIATIONS	-	753,076	345,000	71,394	65,000

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND				521,774	(180,000)
100 941 TSFR FROM FUND 20 - MEASURE J			-		-
100 941 TSFR FROM FUND 51 - CIP TOWN					
SUBTOTAL TRANSFER	-	-	-	521,774	(180,000)

NET DEPARTMENT ACTIVITY	-	(502,939)	-	492,444	-
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ENDING FUND BAL	(0)	(502,939)		(0)	(0)
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ALLOCATION OF APPROPRIATIONS:

52- 530 WOMENS CLUB/PERI PARK SLIDE REPAIR		8,496		-	
52- 532 REPAIR/REPLACE PICNIC TABLES				-	
52- 534 HEADWALL SCOUR (6 Bridge Ct)		7,776	200,000	7,347	40,000
52- 536 355 FOREST AVE REPAIR (FHWA project)		364,928		6,455	
52- 538 92 MADRONE RD		126,031		6,426	
52- 540 300 TAMPALPAIS		205,447		35,577	
52- 542 173 TAMALPAIS RD		2,008	75,000	-	
52- 544 35 BERRY TRAIL		7,962		405	5,000
52- 546 EMERGENCY PROTECTIVE MEASURES	-			-	
52- 548 SCENIC DR POT HOLE REPAIR		9,263		-	
52- 550 CREST AVE POT HOLE REPAIR		15,438		-	
52- 552 DEBRIS/TREE REMOVAL/CLEAN UP				-	
52- 554 46 CANYON RD	-	5,728	70,000	-	20,000
52- 556 STORMS JAN/FEB 2019				15,184	
Totals	-	753,076	345,000	71,394	65,000

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



Town of Fairfax

2019-20 Operating Budget

FUND 53 CIP - TOWN
DEPT CAPITAL PROJECTS

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

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

BEGINNING FUND BAL	145,992	106,391		(125,757)	409,210
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REVENUES

070 695 COUNTY			283,255	283,255	99,000
060 920 MEASURE A TAM TRANSP TAX	-	-	95,745	-	-
070 711 FEDERAL/STATE GRANT REVENUE			152,000	152,000	-
070 699 OTHER SEE NOTE	2,784	49,370	29,000	29,000	80,000
SUBTOTAL REVENUES	2,784	49,370	560,000	464,255	179,000

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	40,000	-	10,000
825 ENVIRONMENTAL & PERMITS	-	-	60,000	-	-
826 ENGINEERING & DESIGN	50,797	14,587	280,000	14,587	25,000
827 CONSTRUCTION	31,588	262,731	265,000	262,731	330,000
828 CONSTRUCTION ENGINEERING	-	-		-	
814 OTHER					
SUBTOTAL APPROPRIATIONS	82,386	331,518	690,000	331,288	365,000

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND	-	-	27,000	27,000	5,000
100 941 TSFR FROM FUND 20 - MEASURE J	40,000	50,000	40,000	40,000	40,000
100 942 TSFR FROM FUND 21 - GAS TAX	-	-	-	-	18,000
100 949 TSFR FROM FUND 51 - CIP GRANTS				335,000	
SUBTOTAL TRANSFER	40,000	50,000	67,000	402,000	63,000

NET DEPARTMENT ACTIVITY

(39,601)	(232,148)	(63,000)	534,967	(123,000)
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ENDING FUND BAL

106,391	(125,757)		409,210	286,210
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ALLOCATION OF APPROPRIATIONS:

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	4,343	4,000	40,000	14,033	40,000
53- 830 DOWNTOWN IMPROVEMENTS		16,900	90,000		125,000
53- 887 STREET RESURFACING/REPAIR	59,192	281,031	200,000		200,000
53- 894 PARKADE IMPROVEMENTS	18,850	29,587	360,000	317,255	-
Totals	82,386	331,518	690,000	331,288	365,000

NOTES:

699 IN-KIND CONTRIBUTION (STAFF TIME)



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 Adopted
BEGINNING FUND BAL	15,692	24,023		33,460	38,559
REVENUES					
070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	(8)	1,976	2,000	1,854	2,000
070 923 COUNTY MEASURE A PARK					
SUBTOTAL REVENUES	(8)	1,976	2,000	1,854	2,000
APPROPRIATIONS					
COMMITTEE					
811 POSTAGE			2,000		2,000
812 REPRODUCTION			-		-
815 PRINTING			-		-
879 FUNDRAISING COST		980	2,000	755	2,000
890 MISCELLANEOUS	661	560			-
931 BLDGS & LAND					
SUBTOTAL APPROPRIATIONS	661	1,540	4,000	755	4,000
TRANSFERS					
100 931 TSFR FROM GENERAL FUND	4,000	4,000	4,000	4,000	4,000
100 TSFR FROM FUND 23 - MEAS A PARK	5,000			-	
100 699 LOAN FROM GENERAL FUND					
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

ALLOCATION OF FUND BALANCE:

			-	-
			-	-
Designated for Capital Acquisition	300	300	10,000	10,000
Undesignated Balance	23,723	28,159	28,559	30,559
	<u>24,023</u>	<u>28,459</u>	<u>38,559</u>	<u>40,559</u>

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
Skyranch (contribution)	2014	60,000

NOTES: The pervious policy has been that whatever is not spent during the fiscal year is then allocated to the FOSC fund balance and another \$4,000 is budgeted for the next year. The new policy is that the Town will replenish the funds used each year, but the unused funds will no longer roll into the FOSC fund balance.