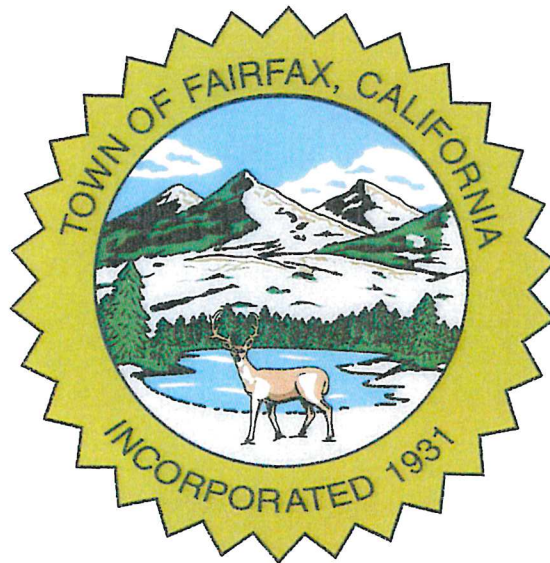


TOWN OF FAIRFAX

2019 - 2020 Operating and Capital Improvement ADOPTED Budget



MAYOR

Barbara Coler

VICE MAYOR

Renée Goddard

COUNCIL MEMBERS

Bruce Ackerman

Peter Lacques

John Reed



TOWN OF FAIRFAX

STAFF REPORT

July 17, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager 
Michael Vivrette, Finance Director

SUBJECT: Adopt Resolution Adopting the Operating and Capital Improvement Budgets for Fiscal Year July 1, 2019 through June 30, 2020 and Providing for the Appropriation of Expenditures in Said Budgets and Repealing All Resolutions in Conflict Herewith

RECOMMENDATION

Adopt the Resolution adopting the Operating and Capital Improvement Budgets for Fiscal Year July 1, 2019 through June 30, 2020 and Providing for the Appropriation of Expenditures in Said Budgets and Repealing All Resolutions in Conflict Herewith

DISCUSSION

On May 10th, the Council conducted a budget workshop to discuss the draft FY19-20 Operating and Capital Improvement budget. On June 5th, the Council conducted the public hearing for the budget.

The overall proposed budget is approximately \$13.7 million (about \$25,000 higher than budget for last year) of which \$10.7 million is allocated for general fund operations, \$2.0 million for the capital improvement program (CIP), and \$1.0 million for special fund expenses/debt service. At year end FY19-20, we anticipate the Town will maintain a healthy operating reserve close to 36% of operating expenses, which is well above the Town's policy to maintain a 25% reserve.

The proposed final budget reflects the Town Council's direction provided at the June 5th public hearing for the budget:

- Town Council, Fund 01-111-890, pg.13: Increased Climate Action Committee budget from \$500 to \$2,000.
- Town Facility Improvements, Fund 05-905-932, pg. 59: Appropriated \$20,000 from building improvement reserves for recommended energy improvements to Town facilities with the goal of reducing greenhouse gas emissions.

With regard to the CIP budget, staff has learned that the Town did not receive the AARP grant. A majority of the grant (\$80,000) was allocated to downtown sidewalk improvements (Fund 53-830). Staff recommends keeping this project in the CIP and will recommend an alternative funding source when the Council considers the contract award for the project.

FISCAL IMPACT

n/a

ATTACHMENTS

- A. Resolution
- B. FY19-20 Budget

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS
FOR FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020 AND PROVIDING FOR THE
APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND
REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH**

WHEREAS, the Town Council of the Town of Fairfax has reviewed the proposed Operating Budget for FY 2019-20 and Capital Improvement Program for FY 2019-20 and has held such public hearings as are necessary prior to adoption of the Final Budget; and

WHEREAS, the Town shall adopt a position classification and compensation plan covering all positions per CalPERS requirements;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax finds as follows:

1. "The Town of Fairfax 2019-20 Operating and Capital Improvement Adopted Budget" presented by the Town Manager is hereby approved and adopted and incorporated herein by reference;
2. That the total General Fund Operating Budget is \$ 10,513,038 and is hereby appropriated for Department expenses as follows:

Town Council	\$ 289,098
General Administration	835,211
Developmental Services	797,288
Public Safety	6,175,947
Public Works	803,269
Recreation & Community Services	263,709
Parks & Facility Maintenance	339,550
Non Departmental	<u>1,009,026</u>

TOTAL OPERATING BUDGET \$ 10,513,038

3. That \$1,267,421 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$ 1,953,247 is hereby appropriated for Capital Improvement Programs (CIP) for Fiscal Year 2019-20.
5. The Salary Schedule for Fiscal Year 2019-20 presented in the budget appendix is adopted as part of the budget approval.
6. The allocation of Measure A funds from the Transportation Authority of Marin as shown in the Fiscal Year 2019-20 CIP is adopted as part of the budget approval.

The foregoing Resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 17th day of July 2019 by the following vote:

AYES:
NOES:
ABSENT:

Attest: _____
Michele Gardner, Town Clerk

BARBARA COLER, Mayor

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FY 2019-2020
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TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
(415) 453-1584 Fax (415) 453-1618

June 5, 2019

Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2019-20

Dear Mayor and Town Council:

I am pleased to present the proposed Fiscal Year 2019-20 Operating and Capital Improvement Budget.¹ The proposed FY19-20 Operating and Capital Improvement budget is approximately \$13.7 million of which \$10.7 million is allocated for general fund operations, \$1.9 million for the capital improvement program (CIP), and \$1.1 million for special fund expenses/debt service.

The proposed budget does draw down General Fund reserves (approx. \$150,000) for one-time expenditures such as the purchase of new financial software (\$100,000) for the Town. However, this was an anticipated expense as the Town has been “saving” for this purchase since FY13-14 (6 years).

For this year’s “Budget Message”, we’ve decided to try a different approach. The message will now serve as a Budget Executive Summary. The Five Year Forecast including Future Challenges and Expenditure and Revenue Detail will be in separate section in the budget. Our hope is that a shorter “Budget Message” will encourage more residents to review the budget and that the Executive Summary will be easier to access and read electronically.

The Executive Summary is broken into seven (7) sections:

- General Fund Expenditures
- General Fund Revenue
- Other Revenue Sources
- General Fund Reserves
- Five Year Capital Improvement Program
- Five Year General Fund Forecast
- Future Financial Challenges

¹ As clarification, this is the Town’s Manager’s message for the proposed budget and, as a result, does not typically reflect the revisions made by the Town Council during the budget approval process. However, this year there was sufficient time to include the Council’s revisions from the workshop into the proposed budget presented at the public hearing.

EXECUTIVE SUMMARY- FY19-20 OPERATING AND CAPITAL BUDGET

The total Fiscal Year 2019-2020 (FY19-20) Operating and Capital budget is approximately \$13.7M of which approximately \$10.7M is allocated for general fund operations including equipment/vehicle purchases, \$1.9M for capital improvement projects (CIP), and \$1.1M for other expenses such as the debt service for Measure K bonds and refinancing of the Town's retirement side fund. While the FY19-20 total operating and capital budget is approximately the same as last year's adopted budget, there are significant differences.

The Proposed FY19-20 operating expense are approximately 5.8% or \$570,000 higher than the adopted FY18-19 budget. Overall, the increased expenses are offset by projected increases in General Fund revenues and transfers. Specifically, General Fund revenues are projected to increase by approximately \$300,000 or 4.3% above the FY18-19 adopted budget. Transfers to the General Fund from other revenue sources are approximately \$275,000 more than the adopted FY18-19 budget.

At year end FY19-20, we anticipate the Town will draw down on GF fund balance by approximately \$118,000 for one-time expenses while maintaining an operating reserve of 36.3% of operating expenses which is well above the Town's policy to maintain a 25% reserve. It should be noted that the Town is projected to begin FY19-20 with \$4 million in General Fund reserves, which is \$200,000 higher than we estimated in the FY18-19 adopted budget.

General Fund Expenditures

The General Fund is the operating fund for all municipalities. While the Town has total of eight (8) General Fund type "accounts", the primary operating fund for the Town is General Fund #01 which contains 98% of the Town's projected expenses. Table A below compares the FY19-20 proposed General Fund 01 (GF) budget to the adopted FY18-19 budget.

Table A

APPROPRIATIONS by Object	Salaries & Wages	Benefits & Payroll Cost	Retirement & Sidefund	Professional Services	Supplies & Tools	Other Operating	FY 2019-20 PROPOSED
FY19-20 PROPOSED GENERAL FUND BUDGET	\$ 3,234,785	\$ 1,059,864	\$ 1,189,361	\$ 3,707,209	\$ 113,528	\$ 1,206,837	\$ 10,511,584
FY18-19 ADOPTED GENERAL FUND BUDGET	\$ 3,126,543	\$ 1,009,906	\$ 1,115,733	\$ 3,509,689	\$ 112,528	\$ 1,065,056	\$ 9,939,456
Variance	\$ 108,242	\$ 49,958	\$ 73,628	\$ 197,520	\$ 1,000	\$ 141,781	\$ 572,128
Variance in %	3.3%	4.7%	6.2%	5.3%	0.9%	11.7%	5.8%

The expenditure increases are summarized as follows:

- Salaries and wages increased by 3.3% which reflects the approved MOU for bargaining groups and the restructuring of the Recreation and Community Services department.
- Benefits & payroll costs increased by 4.7% which is primarily related to increases in health costs.
- Retirement costs increased by 6.2% reflecting the reduction in the CalPERS discount rate and corresponding increase in the contribution rates.

- Professional services increased by 5.3% reflecting significant increases for Fire services related to retirement and health care. Fire services are provided by the Ross Valley Fire Department (RVFD) JPA. The cost for RVFD represents approximately 70% of the professional services budget. Approximately 59% (\$120,000) of the total increase in professional services is for Fire. The \$120,000 also includes an additional \$25,000 for vegetation management activities (e.g., goats, tree contractors). Election costs of \$40,000 are also significantly higher for the last odd-year local election.
- Other Operating expenses increased by 11.7%. Specifically, the Town's contribution for yellow bus services in Ross Valley increased by \$20,000, the Chipper Day budget increased by \$80,000, and increases in insurance and other outside agency costs.
- The proposed budget includes the Council's suggested narrative and budget revisions discussed at the Council's May 10th budget workshop. Specifically, the Council increased the budget for Chipper Days by \$30,000 from \$60,000 to \$90,000.

The \$570,000 does not include \$100,000 for a one-time purchase of new financial software for the Town. This purchase comes from the Office Equipment Replacement Fund (Fund 08) in which the Town has been saving for the software purchase over the past 6 years. The Equipment Replacement Fund (Fund 03) is also not included in the above Table A. Fund 03 is used to pay for vehicle and copier leases. These payments are the same as FY18-19. Please see pg. ix for a more detailed analysis of expenditure increases by department/division.

General Fund Revenues

Overall, the Table below indicates General Fund Revenues are projected to increase by approximately \$300,000 or 4.3% above the FY18-19 adopted budget.

The following are the revenue highlights:

PROJECTED GENERAL FUND REVENUES

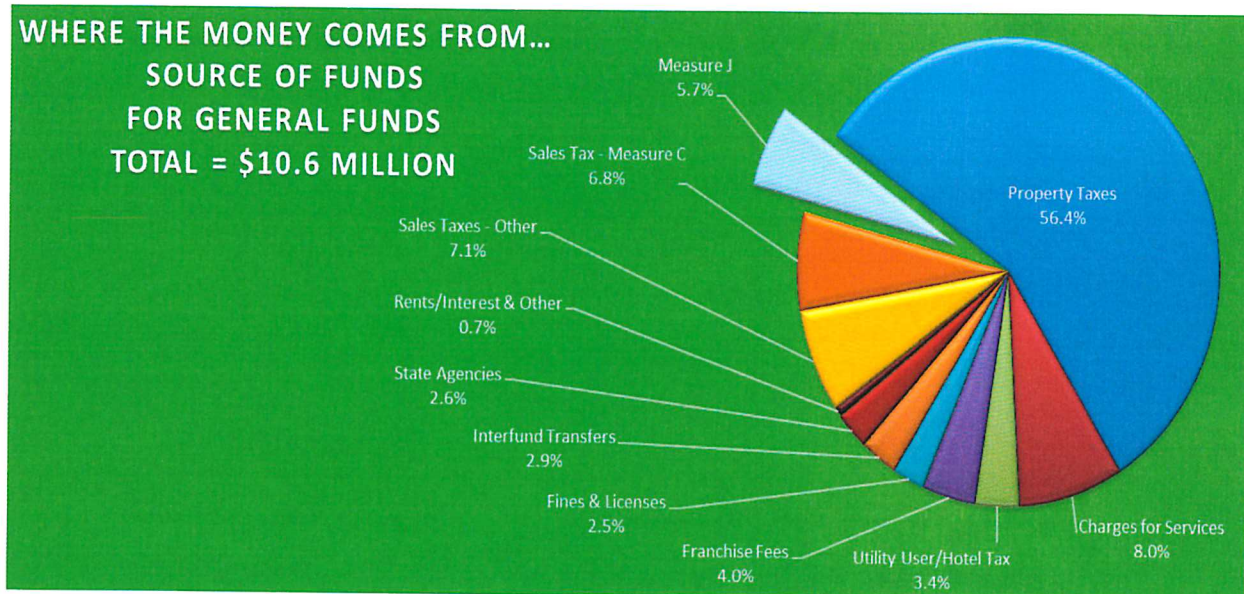
Revenue Detail	Adopted Budget		Proposed Budget		Variance	Var. in %
	FY18-19		FY19-20			
Property Tax	\$ 4,265,964		\$ 4,369,900		\$ 103,936	2.4%
Sales Tax (1%)	\$ 756,594		\$ 756,300		\$ (294)	0.0%
Measure D&C Sales Tax (0.75%)	\$ 681,000		\$ 724,000		\$ 43,000	6.3%
Franchise Fees	\$ 392,000		\$ 430,000		\$ 38,000	9.7%
Utility	\$ 360,000		\$ 361,000		\$ 1,000	0.3%
Other Revenues	\$ 585,742		\$ 704,100		\$ 118,358	20.2%
Total General Fund Revenues	\$ 7,041,300		\$ 7,345,300		\$ 304,000	4.3%

- *Property tax* revenues are projected to increase by approximately 2.4% or \$100,000 compared to the FY18-19 budget. This reflects the fact that most of the property reassessments have been completed and the Town should expect modest increases in the future.
- *Sales tax* is projected to increase by approximately 3% above the FY18-19 adopted budget. The Town's sales tax consultant anticipates no growth in the 1% portion of the tax. However, the add-on ¾ cent sales tax (Measure C) is projected to grow by approximately

6%. The add-on sales tax captures auto sales and on-line purchases.

- The *other revenue* includes business license, interest, fines, and recreation fees. Of the \$118,000, \$85,000 is from increases in the LAIF (local agency investment fund for California) interest rate. In March 2019, LAIF was at 2.55% which is approximately 1% higher than it was one year ago.

The chart below shows that property and sales taxes represent approximately 70% of the Town's total sources of revenue. Measure J represents approximately 6% of total revenue. Please see pg. xi for more detail.



Other Revenue Sources

As stated above, the Town has total of eight (8) General Fund type “accounts.” General Fund (Fund 01) accounts for approximately 70% of the Town's total revenue sources used to offset expenses. There are two other General Fund accounts that generate approximately 20% of the Town's revenues: Building & Planning fees (Fund 04) and Retirement Fund (Fund 06). Planning & Building fees are projected in FY19-20 to be the same as in FY18-19. However, the Retirement Fund will transfer about \$225,000 more to offset operational costs.

The remaining 10% of the Town's General Fund revenues are transfers from Special Funds such as the Police Fund, Measure J, and Gas Tax. Special Funds are restricted funds that can only be used for specific purposes. For example, a portion of Gas Tax funds are used to fund the operations of the Public Works Street Maintenance Division. Special revenue funds will transfer in approximately \$50,000 more to the General Fund in FY19-20 when compared to FY18-19.

General Fund Reserves

At year end FY19-20, we anticipate the Town will draw down on GF fund balance by approximately \$118,000 for one-time expenses while maintaining an operating reserve of 36.3% of operating expenses which is well above the Town's policy to maintain a 25% reserve. It

should be noted that the Town is projected to begin FY19-20 with \$4 million in General Fund reserves, which is \$200,000 higher than we estimated in the FY18-19 adopted budget.

The Table below shows the project breakdown of GF reserve fund balances. “Designated” means the funds are reserved for specific uses by either Council policy or legal funding restriction.

General Funds Appropriations			10,691,363	100.0%
Fund #	Description			% of GF Approp.
02	Dry Period Reserve	Undesignated	1,000,000	9.4%
01	General Fund	Undesignated	2,119,165	19.8%
03	Equipment Replacement	Designated	302,652	2.8%
04	Building & Planning Fees	Designated	92,918	0.9%
05	Building Reserve	Designated	65,000	0.6%
06	Retirement	Designated	262,809	2.5%
08	Office Equipment	Designated	38,600	0.4%
Total General Fund Reserves			3,881,143	36.3%
Designated			761,978	7.1%
Undesignated			3,119,165	29.2%

The reserve designations are characterized as follows:

- The Dry Period reserve is for economic downturns and emergencies such as the damage caused by the 2017 winter storms.
- The General Fund reserve is not specifically designated for any uses.
- Equipment Replacement reserve (Fund 03, pg. 57) is for future vehicle replacement and storm water pollution improvements needed in future years. Current vehicle and solar panel leases are charged to this fund.
- The Building and Planning reserve is for economic downturns which affect fee/permit revenues. The department would be able to tap into the reserves to keep operating at the same staffing level during the downturn.
- Building Improvement reserve (Fund 05, pg. 59) is for needed building improvements in the future such as roof repair.
- Retirement reserve (Fund 06, pg. 60) is the only “Restricted” fund because it can only be used for retirement costs.
- Office Equipment (Fund 08, pg. 62) includes the leases for the Town’s copiers and saves for the replacement of the Town’s computers and servers in the future.

Five-Year Capital Improvement Program (5 Yr. CIP)

The Five-Year CIP allows the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr. CIP. While the total Five-Year CIP budget is approximately \$15,300,000, the budget for FY19-20 is approximately \$1,950,000. The funding comes from a variety of federal, state, local grants such as the Highway Bridge Program, FEMA, sales tax from TAM, gas tax, County loan, Measure C,

Measure J, and Measure A Park money.

The FY19-20 CIP is approximately \$550,000 lower than the previous year's CIP because the Town completed the Forrest Rd. road stabilization and the Parkade Improvement projects. The CIP does carry-over projects from FY18-19 CIP such as general street resurfacing and repair, FEMA, downtown sidewalks, and bridge improvements. The FY19-20 CIP does include funding for street resurfacing/maintenance improvements (approx. \$520,000) at approximately the same level (approx. \$560,000) as the previous year. The slight reduction in funding is for street improvements which reflect the completion of the road repaving project on Scenic Road from Shapiro to Bay.

The proposed CIP does include the repaving portions of upper Scenic Road and continued implementation of projects listed in the Pavement Management Plan (see appendix A-8) The CIP also continues to budget significant funding for pedestrian trail improvements and the replacement of downtown sidewalks. For more information on the Five-Year CIP, please refer to the CIP list on pg. 76.

Five Year General Fund Forecast

The Table below shows projected revenues and expenses over the Five Year Forecast period. The Forecast shows that over the five-year period revenues will match expenditures. The Town's GF reserves are projected to slightly increase over the Forecast period. In FY21-22, the Town will have paid off its CalPERS side fund retirement debt obligations. This will result in a "savings" of approximately \$200,000-\$250,000 in annual principal payments.

Five Year General Fund Forecast

	Proposed FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Total General Funds Appropriation	\$ 10,691,340	\$ 10,950,883	\$ 11,081,823	\$ 11,481,214	\$ 11,723,073
GF Revenue (taxes, fees)	\$ 7,345,300	\$ 7,731,918	\$ 7,922,381	\$ 8,113,999	\$ 8,309,108
Other GF Rev*	\$ 2,335,000	\$ 2,303,375	\$ 2,390,959	\$ 2,420,733	\$ 2,481,252
Net Transfers In to GF**	\$ 893,000	\$ 932,000	\$ 941,000	\$ 950,000	\$ 959,000
Subtotal GF Revenue	\$ 10,573,300	\$ 10,967,293	\$ 11,254,340	\$ 11,484,732	\$ 11,749,360
Net Surplus(Deficit) to GF reserves	\$ (118,040)	\$ 16,410	\$ 172,517	\$ 3,518	\$ 26,286
Ending GF Bal	\$ 3,875,000	\$ 3,891,410	\$ 4,063,927	\$ 4,067,445	\$ 4,093,731
In % of GF Exp	36.2%	35.5%	36.7%	35.4%	34.9%

Please refer to Five Year Forecast (pg. xii) for more detail.

Future Financial Challenges

The renewal of the Special Municipal Tax (Measure J) is one of the greatest challenges facing the Town over the next five-year period. Measure J is a five -year, special municipal services tax of \$195 per dwelling unit and business occupancy. Measure J will expire in June 2020. The Table below shows the budgetary allocations of Measure J over the past five years.

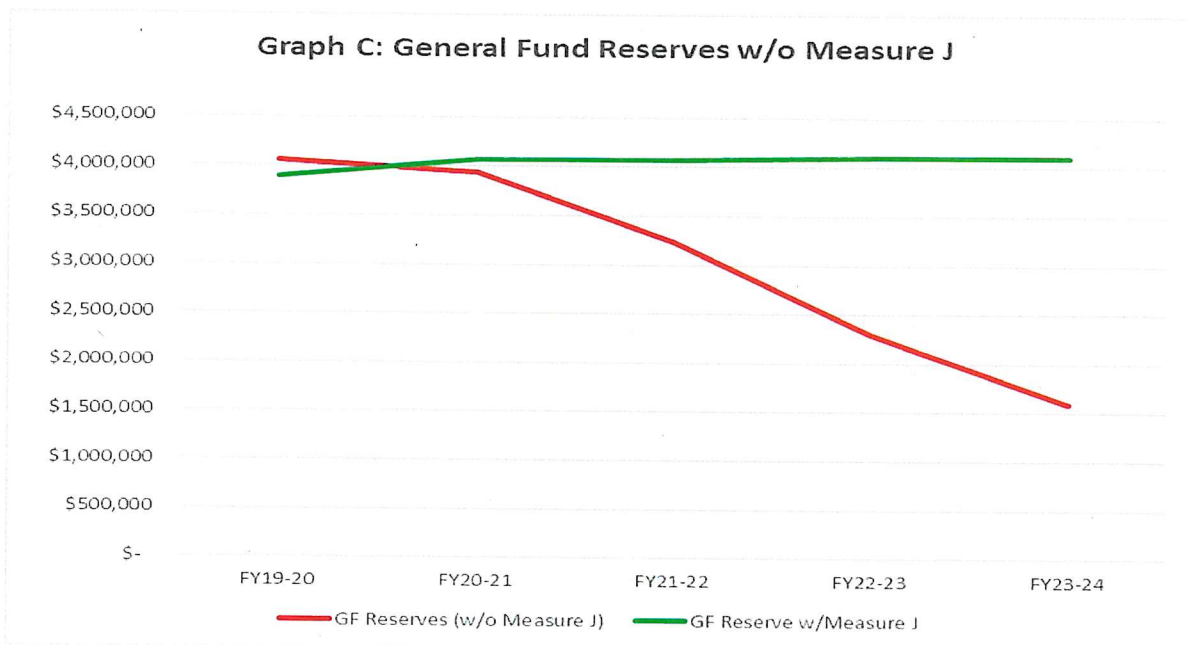
USE OF MEASURE J FUNDS						
Services	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	5yr Total
BUDGETED						
Police	\$ 148,000	\$ 384,099	\$ 360,600	\$ 272,100	\$ 322,100	\$1,486,899
Fire	150,000	150,000	250,000	250,000	262,000	1,062,000
Youth & Senior Programs	25,000	28,000	28,000	38,000	38,000	157,000
Public Works Improvements	69,000	132,000	40,000	100,000	40,000	381,000
Matching funds for grants	68,000	68,000	63,000	81,500	60,000	340,500
Total Budgeted	\$ 460,000	\$ 762,099	\$ 741,600	\$ 741,600	\$ 722,100	\$3,427,399

For FY18-19, over 80% of Measure J revenues are used to fund Police and Fire services. Over the past five years, over 74% of the Measure J funds have been used to fund Police and Fire services.

While the Town's financial position has improved significantly since 2009, the special municipal services tax (Measure J) remains a key financial component of the Town's revenue sources. Measure J provides funding to:

- Keep our local Police Station open 24/7
- Maintain Fire Department services
- Fund Public Works/safety projects such as pedestrian trails and matching grants for capital projects such as street repaving
- Enhance Youth and Senior programs

While the Council has stated it plans to place the renewal on the November 5, 2019 ballot, we can't overstate the need for the community to renew the tax. Without an extension, the Town would face a 6% shortfall in revenues. The below graph shows the impact to General Reserves without a renewal of Measure J and no reduction in current operating expenses. In five years, the Town's reserves would drop from 36% to less than 8% of operating expenses.



Obviously, the Town would make the required corresponding decrease in expenditures prior to FY23-24, but this would, no doubt, have a major adverse impact to service levels. Please refer to the Five Year Forecast (pg. xv) for more detail.

Special Thanks

I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to our Finance staff, mainly Finance Director, Michael Vivrette, for continuing his efforts to refine the budget format with a goal of creating a more transparent and readable budget.

On behalf of Town staff, our continued “thanks” to all the Fairfax residents who supported the Town’s various tax measures in the past and, hopefully, in the future. Staff members continue to wear multiple hats to balance the competing priorities of the Town. I continue to be impressed by our dedicated staff and the pride they take in doing their work. That attitude combined with the efforts of our numerous volunteers allows us to accomplish much more than we could otherwise. That is the essence of the Fairfax way.

This past year the Town completed its largest project in quite a while: the much needed Parkade Improvement Project. This project combined with policy discussions regarding cannabis and 5-G wireless facilities tested the endurance and fortitude of the Council. As to be expected, the Council demonstrated its continued ability to weather the storms and the leadership required to meet these challenges head on. I look forward to working with Council and community to continue our on-going goal of enhancing the quality of life in Fairfax.

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

Respectfully Submitted,



GARRETT TOY
Town Manager

EXPENDITURE AND REVENUE ANALYSIS

This section provides more detail on General Fund expenditures and revenues.

Expenditures

The Table below compares the proposed FY19-20 operating budget to the FY18-19 budget by department/division. Total proposed expenditures are 5.8% higher than in FY18-19.

TABLE- EXPENDITURE COMPARISON

APPROPRIATIONS SUMMARY		FY 2018-19 Adopted	FY 2019-20 Proposed	Variance	Variance In %
Act.	Department/Division				
111	Town Council	32,080	32,035	\$ (45)	-0.1%
112	Town Treasurer	4,800	4,926	\$ 126	2.6%
116	Independent Auditor	57,750	60,638	\$ 2,888	5.0%
121	Town Attorney	190,000	190,000	\$ -	0.0%
	Total Town Council	284,630	287,598	\$ 2,969	1.0%
				\$ -	
211	Town Manager	198,980	205,461	\$ 6,481	3.3%
221	Town Clerk	213,290	176,836	\$ (36,454)	-17.1%
222	Elections	5,000	45,000	\$ 40,000	800.0%
231	Personnel	76,747	78,242	\$ 1,495	1.9%
241	Finance	312,328	329,717	\$ 17,390	5.6%
	Total General Administration	806,345	835,257	\$ 28,912	3.6%
				\$ -	
311	Planning	528,351	544,068	\$ 15,718	3.0%
321	Building Inspection & Permits	245,150	253,160	\$ 8,011	3.3%
	Total Development Services	773,500	797,228	\$ 23,728	3.1%
				\$ -	
411	Police	3,338,412	3,615,037	\$ 276,625	8.3%
412	Special Police Expenses	-	-	\$ -	
418	Disaster Preparedness	14,700	16,700	\$ 2,000	13.6%
421	Ross Valley Fire Service	2,426,916	2,544,210	\$ 117,294	4.8%
	Total Public Safety	5,780,028	6,175,947	\$ 395,919	6.8%
				\$ -	
510	Public Works Administration	277,015	270,665	\$ (6,350)	-2.3%
511	Street Maintenance	399,578	422,605	\$ 23,026	5.8%
512	Street Lighting & Traffic Signals	98,000	110,000	\$ 12,000	12.2%
513	Storm Damage FEMA	-	-	\$ -	
	Total Public Works	774,593	803,269	\$ 28,676	3.7%
				\$ -	
616	Community Services	32,170	35,082	\$ 2,912	9.1%
617	Recreation	56,371	61,356	\$ 4,985	8.8%
621	Fairfax Recreation	123,820	152,171	\$ 28,351	22.9%
622	Summer Camps	14,400	15,100	\$ 700	4.9%
	Total Recreation & Community Services	226,761	263,709	\$ 36,948	16.3%
				\$ -	
611	Park Maintenance	254,511	261,737	\$ 7,227	2.8%
625	Rental Facilities-WC & Ballfield	75,504	77,812	\$ 2,308	3.1%
911	Building Maintenance	-	-	\$ -	0.0%
	Total Parks & Facility Maintenance	330,015	339,550	\$ 9,535	2.9%
				\$ -	
715	Non Departmental	963,583	1,009,026	\$ 45,443	4.7%
	TOTAL GENERAL FUND APPROPRIATIONS	9,939,456	10,511,584	\$ 572,128	5.8%

The following is brief explanation for any increase/decrease of 4.5% or more in the proposed FY19-20 operating budget compared to the FY18-19 budget:

- Independent Auditor (Activity #116, pg. 15 of the budget)- Increase in contractual services.
- Town Manager (#211, pg. 17)- Reflect increases in retirement/UAL costs, medical insurance, and cost of living adjustments.
- Town Clerk (#221, pg. 20)- The reduction reflects the completion of the redesign of the Town's website and moving the costs for website maintenance/management to Recreation and Community Services.
- Elections (#222, pg. 21)- The \$45,000 is the high end of the County of Marin's estimated cost to conduct the local election. Per State Law, municipalities were required to move their local elections to even-numbered years by November 2022 in order to increase voter participation. Most of the Marin agencies chose to extend current terms and moved the November 2019 election to November 2020. The result is the cost for the remaining Marin agencies, such as Fairfax, who choose to keep the November 2019 election will be dramatically higher because there are significantly fewer agencies to share the elections costs with. We anticipate election costs in future even-numbered years will be less than \$10,000.
- Finance (#241, pg. 25) – The majority of the increase is for additional financial reports required by the State and other agencies.
- Police (#411, pg. 32)- Approximately 1/3 of the percentage increase is due to the FY18-19 budget understating the CalPERS UAL contribution. Staff inadvertently used an older estimate for the FY18-19 budget. The remainder of the increase is due to increases in medical premiums, contractual cost of living adjustments, and increases in retirement costs due to the CalPER's reduction in their discount rate.
- Disaster Preparedness (#418, pg. 34) – The budget includes an additional \$2,000 for disaster preparedness materials for a total of \$5,000.
- Fire (#421, pg. 36) – The increase is primarily due to increases in retirement and UAL costs, cost of living adjustments, and Fire Prevention/Inspection costs. The budget allocates \$100,000 for Fire Prevention/Inspection costs of which approximately 50% pays for the town's share of the expanded services provided by Ross Valley Fire and the other 50% is for the Town's own vegetation management activities on its open space properties.
- Street Maintenance (#511, pg. 41) – This reflects an increase, over the past years, in required outside services such as tree contractors and general pavement repair.
- Street Lighting & Traffic Signals (#512, pg. 42)- This reflects the increased cost for services to maintain and repair streetlights and traffic signals.
- Recreation and Community Services (RCS: #616, 617, 621, 622, pg. 49-52) – The budget

increase is due to the restructuring of the department to better reflect responsibilities and provide a more focused delivery of services. In addition, Town-wide communication and marketing efforts have been transferred to RCS from the Town Clerk's Division. Approximately \$25,000 of costs was moved from the Town Clerk's budget to RCS.

- Non-Departmental (#715, pg. 54)- This activity encompasses all those general operating costs that are not assigned to specific departments/divisions such as insurance/claims, animal control services, and retiree health contributions. Items of note are that the Town increased its contributions for the Ross Valley Yellow Bus Service by \$20,500 from \$10,000 to \$30,500 (same as San Anselmo) due to the reallocation of funding by TAM and the County, increased funding for Chipper Days by \$70,000² from \$20,000 to \$90,000.

General Fund Revenues

Overall, Table C below indicates General Fund Revenues are projected to increase by approximately \$300,000 or 4.3% above the FY18-19 adopted budget. While property and sales taxes are projected to increase, the largest percentage increases are in recreation/class fees and LAIF interest rate. Recreation fees reflect increases in contract fees and user participation. In March 2019, LAIF was at 2.55% which is approximately 1% higher than it was one year ago.

TABLE C- PROJECTED GENERAL FUND REVENUES

Revenue Detail	Adopted Budget FY18-19	Proposed Budget FY19-20	Variance	Var. in %
Property Tax	\$ 4,265,964	\$ 4,369,900	\$ 103,936	2.4%
Sales Tax (1%)	\$ 756,594	\$ 756,300	\$ (294)	0.0%
Measure D&C Sales Tax (0.75%)	\$ 681,000	\$ 724,000	\$ 43,000	6.3%
Utility	\$ 360,000	\$ 361,000	\$ 1,000	0.3%
Subtotal Taxes	\$ 6,063,558	\$ 6,211,200	\$ 147,642	2.4%
Other Revenues				
Franchise Fees	\$ 392,000	\$ 430,000	\$ 38,000	9.7%
Business License	\$ 130,000	\$ 132,000	\$ 2,000	1.5%
Fines	\$ 124,000	\$ 130,000	\$ 6,000	4.8%
Rental & Maintenance Fees	\$ 25,000	\$ 25,000	\$ -	0.0%
Revenues from other Agencies	\$ 48,812	\$ 50,700	\$ 1,888	3.9%
Recreation/Class Fees	\$ 105,130	\$ 125,600	\$ 20,470	19.5%
Interest/LAIF	\$ 41,300	\$ 126,300	\$ 85,000	205.8%
Charges for Svc/Other	\$ 111,500	\$ 114,500	\$ 3,000	2.7%
Subtotal Other Rev	\$ 977,742	\$ 1,134,100	\$ 156,358	16.0%
TOTAL GENERAL FUND REVENUE	\$ 7,041,300	\$ 7,345,300	\$ 304,000	4.3%

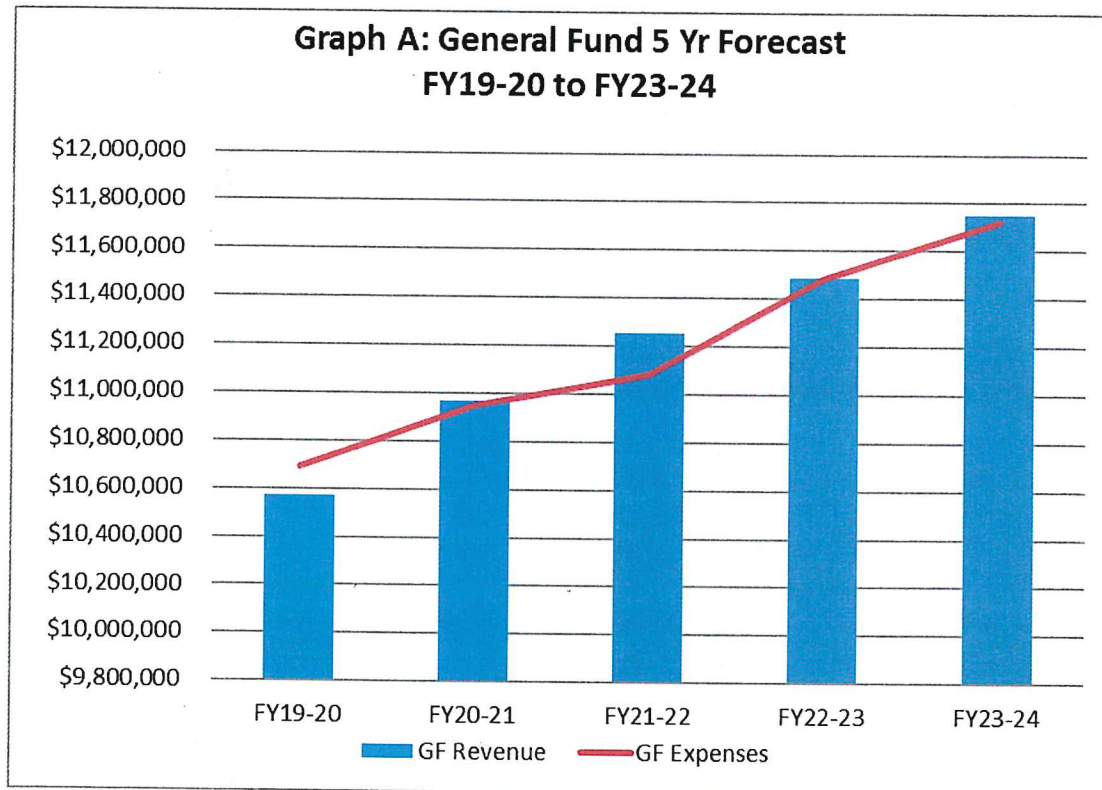
² At its budget workshop, the Council increased the budget for Chipper Days by \$30,000 from the proposed \$60,000 to \$90,000.

- *Property tax* revenues are projected to increase by approximately 2.4% or \$100,000 compared to the FY18-19 budget. This reflects the fact that most of the property reassessments have been completed and the Town should expect modest increases in the future.
- *Sales tax* is projected to increase by approximately 3% above the FY18-19 adopted budget. The Town's sales tax consultant anticipates no growth in the 1% portion of the tax. However, the add-on ¾ cent sales tax (Measure C) is projected to grow by approximately 6%. The add-on sales tax captures auto sales and on-line purchases.
- *Franchise fees* reflect the increase in fees for Marin Sanitary Services
- The *other revenue* includes business license, interest, fines, and recreation fees. Of the \$118,000, \$85,000 is from increases in the LAIF (local agency investment fund for California) interest rate. In March 2019, LAIF was at 2.55% which is approximately 1% higher than it was one year ago.

Property and sales taxes represent approximately 70% of the Town's total sources of revenue. Measure J represents approximately 6% of total revenue.

FIVE YEAR GENERAL FUND FORECAST

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



The Table below shows projected revenues and expenses over the Five Year Forecast period. The Forecast shows that over the five-year period revenues will match expenditures. The Town's GF reserves are projected to slightly increase over the Forecast period. In FY21-22, the Town will have paid off its CalPERS side fund retirement debt obligations. This will result in a "savings" of approximately \$200,000 to 250,000 in annual principal payments.

TABLE A

Five Year General Fund Forecast

	Proposed FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Total General Funds Appropriation	\$ 10,691,340	\$ 10,950,883	\$ 11,081,823	\$ 11,481,214	\$ 11,723,073
GF Revenue (taxes, fees)	\$ 7,345,300	\$ 7,731,918	\$ 7,922,381	\$ 8,113,999	\$ 8,309,108
Other GF Rev*	\$ 2,335,000	\$ 2,303,375	\$ 2,390,959	\$ 2,420,733	\$ 2,481,252
Net Transfers In to GF**	\$ 893,000	\$ 932,000	\$ 941,000	\$ 950,000	\$ 959,000
Subtotal GF Revenue	\$ 10,573,300	\$ 10,967,293	\$ 11,254,340	\$ 11,484,732	\$ 11,749,360
Net Surplus(Deficit) to GF reserves	\$ (118,040)	\$ 16,410	\$ 172,517	\$ 3,518	\$ 26,286
Ending GF Bal	\$ 3,875,000	\$ 3,891,410	\$ 4,063,927	\$ 4,067,445	\$ 4,093,731
In % of GF Exp	36.2%	35.5%	36.7%	35.4%	34.9%

Table A above does indicate the Town will maintain a robust GF reserve balance above 30% by adding incremental to GF reserves each year.

Table B below shows the breakdown of General Fund Revenues. For FY19-20, we are projecting that property taxes will grow by a modest 2.5% per year. This conservation estimate reflects the fact that most properties will have been reassessed from the recession and that property taxes will grow at the maximum statutory increase of 2% per year plus reassessments due to home sales or improvements. Our sales tax consultant projects that sales tax will grow between 3% to 3.5% per year.

For Forecast purposes, most of the other revenues are kept relatively flat. The exceptions are that "Franchise Fees" are increased by 4% per year reflecting modest annual increases in Marin Sanitary Service fees and Recreation/Class Fees are increased by 4% per year which reflects increases in rental and program fees.

TABLE B

GENERAL FUND REVENUE 5 YEAR FORECAST

Revenue Detail	Adopted FY18-19	Proposed FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Property Tax	\$ 4,265,964	\$ 4,369,900	\$ 4,479,148	\$ 4,586,647	\$ 4,696,727	\$ 4,809,448
Sales Tax (1%)	\$ 756,594	\$ 756,300	\$ 787,308	\$ 819,588	\$ 847,454	\$ 873,725
Measure D&C Sales Tax (0.75%)	\$ 681,000	\$ 724,000	\$ 747,892	\$ 769,581	\$ 792,668	\$ 814,863
Utility	\$ 360,000	\$ 361,000	\$ 362,805	\$ 364,619	\$ 366,442	\$ 368,274
Subtotal Taxes	\$ 6,063,558	\$ 6,211,200	\$ 6,377,153	\$ 6,540,435	\$ 6,703,291	\$ 6,866,310
Other Revenues						
Franchise Fees	\$ 392,000	\$ 430,000	\$ 447,200	\$ 465,088	\$ 483,692	\$ 503,039
Business License	\$ 130,000	\$ 132,000	\$ 132,660	\$ 133,323	\$ 133,990	\$ 134,660
Fines	\$ 124,000	\$ 130,000	\$ 132,600	\$ 135,252	\$ 137,957	\$ 140,716
Rental & Maintenance Fees	\$ 25,000	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388
Revenues from other Agencies	\$ 48,812	\$ 50,700	\$ 50,954	\$ 51,208	\$ 51,464	\$ 51,722
Interest (LAIF)	\$ 41,300	\$ 126,300	\$ 126,300	\$ 126,300	\$ 126,300	\$ 126,300
Recreation/Class Fees	\$ 105,130	\$ 125,600	\$ 129,368	\$ 133,249	\$ 137,247	\$ 141,364
Charges for Svc/LAIF/Other	\$ 111,500	\$ 114,500	\$ 119,500	\$ 119,500	\$ 119,500	\$ 119,500
Subtotal Other Rev	\$ 977,742	\$ 1,134,100	\$ 1,164,832	\$ 1,191,483	\$ 1,219,090	\$ 1,247,688
TOTAL GENERAL FUND REVENUE	\$ 7,041,300	\$ 7,345,300	\$ 7,541,984	\$ 7,731,918	\$ 7,922,381	\$ 8,113,999
% increase		4.3%	2.7%	2.5%	2.5%	2.4%

Table C below shows that General Fund (GF) revenues are projected to grow by approximately 4.3% in FY19-20 and then increase an average 2.5% per year from FY20-21 to FY23-24. GF expenditures will also experience a significant increase of over 7% in FY19-20 and then average approximately 2.9% per year over the remaining four-year period. In FY19-20, the \$670,000 includes a one-time \$100,000 purchase of new financial software for the Town. Adjusting the \$670,00 for this one time purchase, the Proposed FY19-20 operating expense are approximately 5.8% or \$570,000 higher than the adopted FY18-19 budget.

TABLE C

GENERAL FUND REVENUE AND EXPENDITURE FORECAST IN %

	Adopted FY18-19	Proposed FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Total GF Revenue*	\$ 7,041,300	\$ 7,345,300	\$ 7,541,984	\$ 7,731,918	\$ 7,922,381	\$ 8,113,999
Rev. Incr. from prior yr adopted budget	\$ 514,200	\$ 304,000	\$ 196,684	\$ 189,934	\$ 190,463	\$ 191,618
Increase in %	7.3%	4.3%	2.7%	2.5%	2.5%	2.4%
Total GF Expenses	\$ 10,021,145	\$ 10,691,340	\$ 10,950,883	\$ 11,081,823	\$ 11,481,214	\$ 11,723,073
Exp. Incr. from prior yr adopted budget	\$ 526,753	\$ 670,195	\$ 259,543	\$ 130,940	\$ 399,391	\$ 241,859
Increase in %	6.0%	7.3%	2.6%	1.2%	3.6%	4.2%

* GF revenue does not include transfers or special revenue

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

Retirement costs are estimated to increase by a more stable average of 8% per year due to CalPERS completing the phase-in of its interest rate assumptions from 7.5% to 7.0%. However, the Town will have paid off its CalPERS side fund retirement debt obligations in FY21-22. This will result in a “savings” of approximately \$200,000-250,000 in principal payments.

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

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

Future Financial Challenge

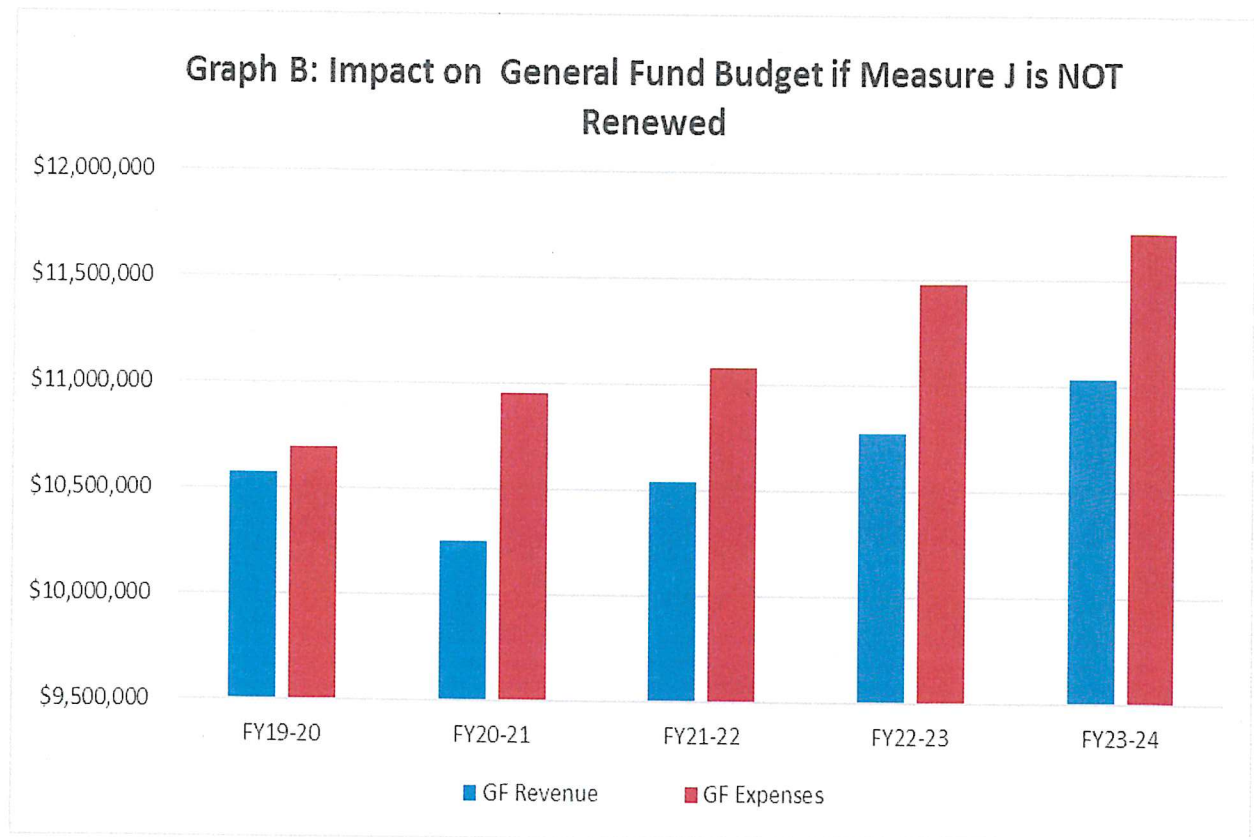
One major assumption of the Five-Year Forecast is the renewal of Measure J, the Special Municipal Tax of \$195 per residential/commercial unit, in 2019. Without a renewal, the tax would expire June 2020 which is reflected in Table D below. More significantly, Table D indicates that in FY20-21 the Town would need to fill an estimated \$713,000 gap in revenue

which represents approximately 6% of General Fund expenditures. Without a replacement revenue source, this would necessitate a major restructuring of how the Town provides services such as Police and Public Works.

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

	Proposed FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24
Total GF Appropriations	\$ 10,691,340	\$ 10,950,883	\$ 11,481,214	\$ 11,481,214	\$ 11,723,073
Total GF Revenues and Transfers	\$ 10,573,300	\$ 10,967,293	\$ 11,254,340	\$ 11,484,732	\$ 11,749,360
Surplus (Deficit)	\$ (118,040)	\$ 16,410	\$ (226,874)	\$ 3,518	\$ 26,286
Less Special Municipal Tax (Measure J)	\$ -	\$ (713,000)	\$ (713,000)	\$ (713,000)	\$ (713,000)
Adjusted Surplus(deficit)	\$ (118,040)	\$ (696,590)	\$ (939,874)	\$ (709,482)	\$ (686,714)
Proj. GF Fund Balance	\$ 3,933,960	\$ 3,237,370	\$ 2,297,496	\$ 1,588,014	\$ 901,300
In % of GF Exp	36.8%	29.6%	20.0%	13.8%	7.7%

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



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

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

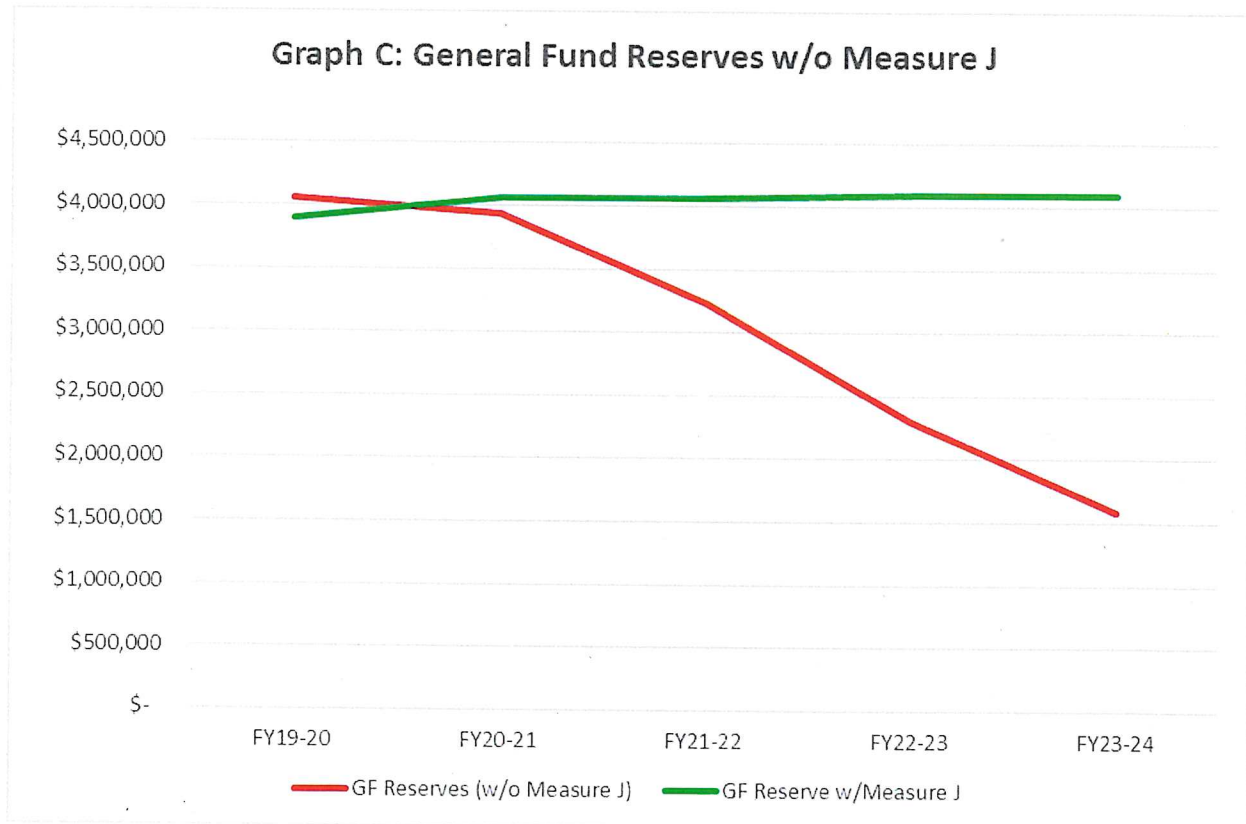


Table E shows the use of Measure J funds over the past five years. During the Fire Year period, Police and Fire operations received over 70% of Measure J funds. Without Measure J, Police and Fire services would be greatly impacted.

TABLE E- USE OF MEASURE J FUNDS

Services	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	5yr Total
BUDGETED						
Police	\$ 148,000	\$ 384,099	\$ 360,600	\$ 272,100	\$ 322,100	\$ 1,486,899
Fire	150,000	150,000	250,000	250,000	262,000	1,062,000
Youth & Senior Programs	25,000	28,000	28,000	38,000	38,000	157,000
Public Works Improvements	69,000	132,000	40,000	100,000	40,000	381,000
Matching funds for grants	68,000	68,000	63,000	81,500	60,000	340,500
Total Budgeted	\$ 460,000	\$ 762,099	\$ 741,600	\$ 741,600	\$ 722,100	\$ 3,427,399

Capital Projects Detail - Budget	\$ 137,000	\$ 200,000	\$ 105,000	\$ 136,500	\$ 100,000
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51-875 Bike Spine		13,000	13,000		
51-841 Misc Parks & Trail Imp	7,000	36,000	50,000	60,000	60,000
53-804 Sidewalk Replace & Repair	10,000	30,000	30,000	35,000	30,000
53-894 Parkade Improvements		14,255	12,000	20,000	10,000
51-871 BPMP - Spruce, Marin...	56,000	28,000		21,500	
51-856 Meadowway Bridge	24,000	14,000			
51-873 Creek Rd Bridge	20,000	16,000			
51-820 Park Facility Imp/WC	10,000	18,745			
53-887 Street Resurface & Repair	10,000	30,000			

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

Alternative Funding Options

It is understood that the renewal of the Special Municipal Tax (Measure J) is one of the greatest challenges facing the Town over the five-year period. However, the Town Council does intend to place the renewal on the ballot. Similar to previous years where a Town tax measure was slated to expire, Table E explores other revenue options.

Table E- Future Funding OptionsTo Consider

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Renewal Measure J (Special Muni Tax) w/\$5/yr Increase	\$ 713,000	\$ 731,000	\$ 749,000	\$ 767,000	\$ 803,000
Increase Utility Tax by 1%	\$ 68,000	\$ 69,700	\$ 71,443	\$ 73,229	\$ 76,936
Parking Revenue @demand pricing (\$5000/week)	\$ 262,656	\$ 269,223	\$ 275,953	\$ 282,852	\$ 297,171
Increase MSS Franchise fees (1%/yr up to total of 5%)	\$ 16,000	\$ 32,000	\$ 48,000	\$ 64,000	\$ 64,000
Short Rental revenue	\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922	\$ 28,285
Marijuana Revenue	tbd	tbd	tbd	tbd	tbd
Annexation	tbd	tbd	tbd	tbd	tbd
Increase Fees and Permits (2.5% CPI)	\$ 23,639	\$ 24,230	\$ 24,836	\$ 25,457	\$ 26,745

Table E indicates there are a few potentially large untapped resources:

- Utility Tax- Per the Town's Municipal Code, the Town can increase its utility tax from 4% to 5%.
- Parking revenue- The estimate assumes demand pricing for parking in downtown and a permit system for the adjacent neighborhoods.
- MSS Franchise- The Town can increase its franchise fee for MSS from the current level of 10% to a maximum of 15%. Table E assumes a 1% increase per year.
- Short-term rentals- The Town has discussed allowing short-term rentals under certain conditions. This assume companies such as Airbnb or owners of the properties charge and remit TOT (hotel tax) to the Town for the short-term rentals.
- Revenue from a special tax on medical and/or non-medical marijuana- A special tax would require a vote. However, the Town currently has a moratorium on non-medical marijuana to allow the Council time to discuss regulations governing non-medical marijuana.
- Annexation of unincorporated areas which are partially surrounded by the Town limits- The Marin Local Agency Formation Commission (LAFCO), the agency responsible for annexations in the County, is in the process of conducting a Municipal Service Review (MSR) for Ross Valley. Staff will be requesting LAFCO during its MSR to explore the financial feasibility of annexations of unincorporated lands that are entirely or substantially surrounded by the Town (i.e., "islands"). The benefit to making this request during the MSR is that there are no added costs to the Town. Staff will keep the Council apprised of LAFCO's progress on the Ross Valley study.
- Fee/Permit Increases- While the Town is in the process of preparing a fee study, Table E assumes a modest annual increase of 2.5% in fees and permits.

Town of Fairfax

2019-20 Operating Budget



FUND SUMMARY

7/11/19 10:58 AM

GENERAL FUNDS

	Audit Bal 30-Jun-18	FY 2018-19 Revenues	FY 2018-19 Approp	FY 2018-19 Transfers	Proj Balance 30-Jun-19	FY 18/19 ACTIVITY	Balance 30-Jun-19	FY 2019-20 Revenues	FY 2019-20 Approp	FY 2019-20 Transfers	Proj Balance 30-Jun-20	FY 19/20 ACTIVITY
DRAFT AUD												
01 General Fund	2,490,289	7,426,223	(9,700,798)	1,772,226	1,987,940	(502,349)	1,987,940	7,345,300	(10,513,038)	3,297,463	2,117,665	129,725
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	44,219	-	(109,743)	430,000	364,477	320,257	364,477	-	(61,825)	-	302,652	(61,825)
04 Building & Planning Fund	255,320	448,098	-	(610,000)	93,418	(161,902)	93,418	609,500	-	(610,000)	92,918	(500)
05 Building Improvement Fund	-	-	-	40,000	40,000	40,000	40,000	-	(20,000)	25,000	45,000	5,000
06 Retirement Fund	239,653	1,617,055	-	(1,500,000)	356,709	117,055	356,709	1,631,100	(0)	(1,725,000)	262,809	(93,900)
08 Office Equip Replacement Fund	131,651	-	(10,051)	35,000	156,600	24,949	156,600	-	(118,000)	-	38,600	(118,000)

Total General Funds

	4,161,133	9,491,376	(9,820,592)	167,226	3,999,143	(161,989)	3,999,143	9,585,900	(10,712,863)	987,463	3,859,643	(139,500)
					40.7%						36.0%	

SPECIAL REVENUE FUNDS

07 Special Police Fund	(21,583)	167,020	-	(100,000)	45,437	67,020	45,437	100,000	-	(130,000)	15,437	(30,000)
12 Fairfax Festival Fund	(6,879)	40,284	(26,000)	-	7,405	14,284	7,405	41,000	(31,700)	(5,000)	11,705	4,300
20 Measure J - Municipal Svs Tax Fund	(8,304)	713,600	-	(700,000)	5,296	13,600	5,296	713,600	-	(710,000)	8,896	3,600
21 Gas Tax Fund	(12,252)	287,565	-	(268,000)	7,313	19,565	7,313	329,562	-	(193,000)	143,875	136,562
22 Measure A/AAA - Transportation	273,416	91,360	-	(143,416)	221,360	(52,056)	221,360	171,779	-	(253,139)	140,000	(81,360)
23 Measure A - Parks	151,173	61,645	(19,332)	(81,690)	111,796	(39,377)	111,796	62,935	-	(21,463)	153,268	41,472

Total Special Revenue Funds

	375,571	1,361,474	(45,332)	(1,293,106)	398,607	23,036	398,607	1,418,876	(31,700)	(1,312,602)	473,181	74,574
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DEBT SERVICE FUNDS

43-45 Measure K - Debt Service	905,671	472,632	(535,105)	-	843,198	(62,473)	843,198	451,031	(550,714)	-	743,515	(99,683)
48 Lease Agreement	-	466,842	(466,842)	-	-	-	-	481,182	(481,182)	-	-	-

Total Debt Service Funds

	905,671	939,474	(1,001,947)	-	843,198	(62,473)	843,198	932,213	(1,031,896)	-	743,515	(99,683)
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CAPITAL PROJECTS

51 Capital Projects - Grants	877,785	299,388	(447,765)	198,106	927,514	49,729	927,514	1,051,887	(1,523,247)	438,139	894,293	(33,221)
52 Disaster Fund	(492,444)	42,064	(71,394)	521,774	(0)	492,444	(0)	245,000	(65,000)	(180,000)	(0)	-
53 Capital Projects - Town	(125,757)	464,255	(331,288)	402,000	409,210	534,967	409,210	179,000	(365,000)	63,000	286,210	(123,000)

Total Capital Projects Funds

	259,584	805,707	(850,447)	1,121,880	1,336,724	1,077,140	1,336,724	1,475,887	(1,953,247)	321,139	1,180,503	(156,221)
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FIDUCIARY FUNDS

73 Open Space	33,460	1,854	(755)	4,000	38,559	5,099	38,559	2,000	(4,000)	4,000	40,559	2,000
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Total Fiduciary Funds

	33,460	1,854	(755)	4,000	38,559	5,099	38,559	2,000	(4,000)	4,000	40,559	2,000
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TOTALS

	5,735,418	12,599,886	(11,719,073)	-	6,616,232	880,813	6,616,231	13,414,876	(13,733,706)	-	6,297,401	(318,830)
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834,310

1.1719

Town of Fairfax

2019-20 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS

FY 2016-17
Actual

FY 2017-18
Actual

FY 2018-19
Adopted

FY 2018-19
Projected

FY 2019-20
Adopted

TRANSFERS TO:

01 General Fund	2,673,076	2,981,773	2,962,100	2,870,000	3,435,000
03 Equipment Replacement	50,000	60,404	430,000	430,000	-
05 Communications Fund	6,000	6,000	40,000	40,000	25,000
08 Office Equipment Replacement	25,000	35,000	35,000	35,000	-
51 CIP - Grants	220,891	260,717	520,360	338,662	578,960
52 CIP - Storm			-	521,774	
53 CIP - Town	40,000	50,000	67,000	408,000	94,779
73 Open Space	9,000	4,000	4,000	4,000	4,000
	3,023,967	3,397,894	4,058,460	4,647,436	4,137,739

TRANSFERS FROM:

01 General Fund	85,000	145,404	536,000	1,097,774	137,537
04 Building & Planning	470,000	610,000	610,000	610,000	610,000
05 Communications Fund	-	10,404	-	-	-
06 Retirement Fund	1,300,000	1,400,000	1,500,000	1,500,000	1,725,000
07 Special Police Services	100,000	199,621	100,000	100,000	130,000
12 Fairfax Festival	5,000	-	5,000	-	5,000
20 Measure J - Municipal Services Tax	741,600	741,500	722,100	700,000	710,000
21 Gas Tax	159,476	195,748	333,000	268,000	193,000
22 Measure A/AA - Transportation	157,891	95,217	91,360	16,000	253,139
23 Measure A - Parks	5,000	-	161,000	20,662	194,063
51 CIP - Grants	-	-	-	335,000	-
52 CIP - Storm	-	-	-		180,000
	3,023,967	3,397,894	4,058,460	4,647,436	4,137,739

NOTES:

See Fund sheets for detail of transfers

UPDATED 9/10



Town of Fairfax
2019-20 Operating Budget

FUND SUMMARY

9/11/19 4:51 PM

APPROPRIATIONS - ALL FUNDS

GENERAL FUNDS

	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2019-20 Adopted
01 General Fund	1,124,309	797,228	6,175,947	803,269	603,259	1,009,026	10,513,038
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	45,225	-	-	16,600	61,825
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	20,000	20,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	118,000	-	-	-	-	-	118,000

Total General Funds 1,242,309 797,228 6,221,172 803,269 603,259 1,045,626 10,712,863

SPECIAL REVENUE FUNDS

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

Total Special Revenue Funds - - - - 31,700 - 31,700

DEBT SERVICE FUNDS

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

Total Debt Service Funds - - - 550,714 - - 550,714

CAPITAL PROJECTS

51 Capital Projects - Grants	-	-	-	1,523,247	-	-	1,523,247
52 Disaster Fund	-	-	-	65,000	-	-	65,000
53 Capital Projects - Town	-	-	-	365,000	-	-	365,000

Total Capital Projects Funds - - - 1,953,247 - - 1,953,247

FIDUCIARY FUNDS

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

TOTAL APPROPRIATIONS - ALL FUNDS

Percent of Total Appropriations (with CIP)	9.0%	5.8%	45.3%	24.1%	4.7%	11.1%	100.0%
Percent of Total Appropriations (NO CIP)	10.5%	6.8%	52.8%	28.1%	5.4%	13.0%	85.8%



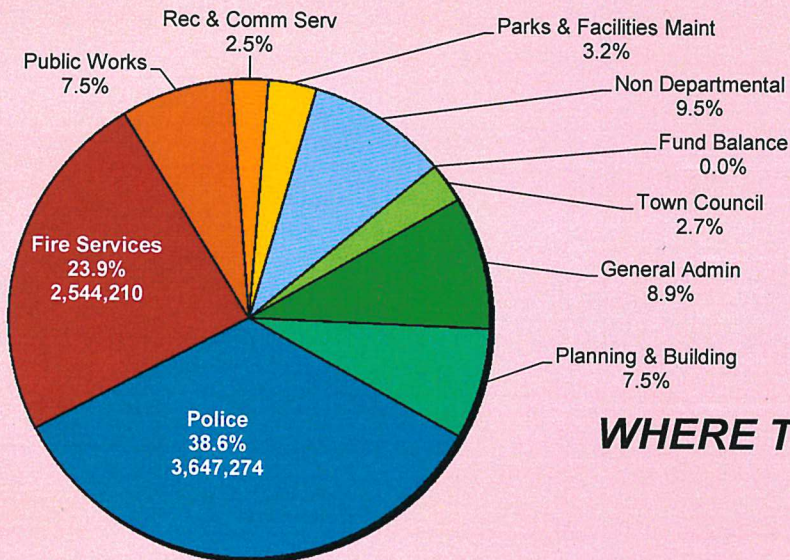
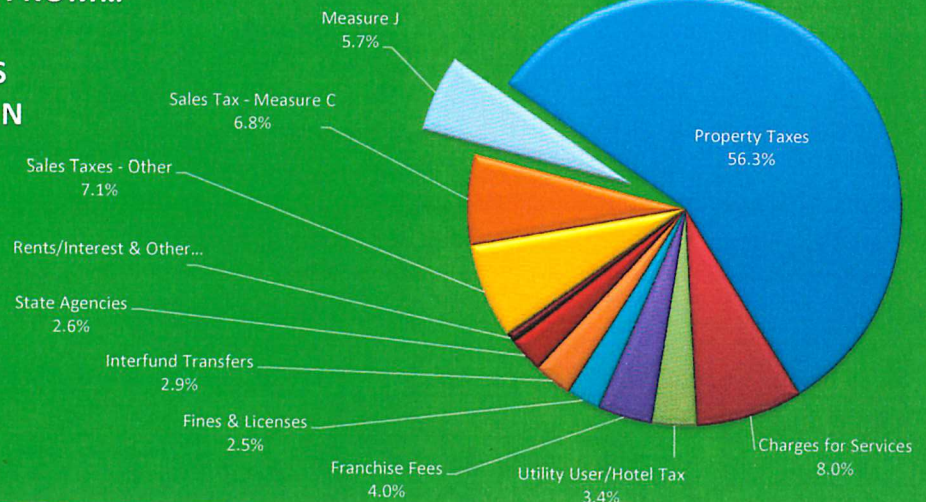
Town of Fairfax

2019-20 Operating Budget

GENERAL FUND AT A GLANCE

WHERE THE MONEY COMES FROM...

SOURCE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$10.6 MILLION

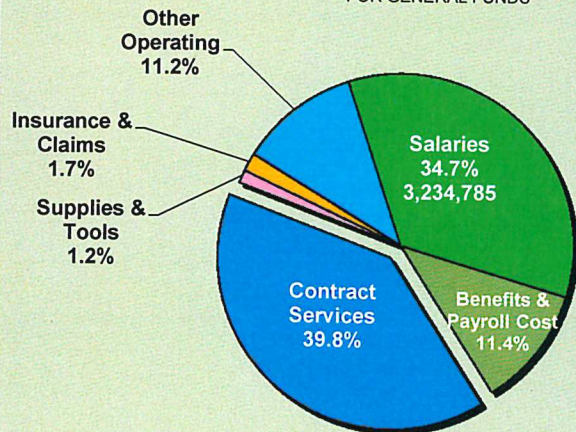


WHERE THE MONEY GOES TO...

USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$10.6 MILLION

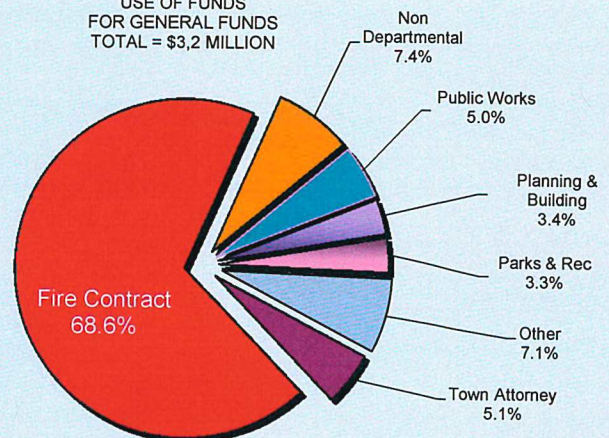
EXPENDITURES BY CATEGORY

USE OF FUNDS
FOR GENERAL FUNDS



CONTRACT SERVICES

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





Town of Fairfax

2019-20 Operating Budget

FUND
01 GENERAL FUND
DEPT

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

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

FUND SUMMARY

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

BEGINNING FUND BAL

1,396,476

1,707,012

2,490,289

1,987,940

REVENUES

PROPERTY TAXES

3,819,912

4,043,677

4,265,964

4,465,988

4,369,900

SALES TAXES

1,207,125

1,379,663

1,437,594

1,505,889

1,480,300

USER FEES (UUT/TOT)

387,517

392,269

360,000

378,698

361,000

FRANCHISE FEES

383,858

398,411

392,000

403,326

430,000

FINES & LICENSES

265,913

255,076

254,000

261,191

262,000

RENTS & INTEREST

57,134

65,101

66,300

141,970

151,300

REVENUES FROM OTHER AGENCIES

46,859

63,851

48,812

61,218

50,700

CHARGES FOR CURRENT SERVICES

179,347

193,143

216,630

207,943

240,100

SUBTOTAL REVENUES

6,347,665

6,791,192

7,041,300

7,426,223

7,345,300

APPROPRIATIONS

100 TOWN COUNCIL

284,544

366,925

281,880

352,399

289,098

200 GENERAL ADMINISTRATION

617,035

689,198

798,695

787,221

835,211

300 DEVELOPMENT SERVICES

606,143

621,228

773,500

703,612

797,228

400 PUBLIC SAFETY

5,231,982

5,274,680

5,780,028

5,735,979

6,175,947

500 PUBLIC WORKS

706,726

634,409

774,593

705,910

803,269

600 RECREATION & COMMUNITY SERVICES

186,984

199,052

232,061

230,146

263,709

600 PARKS & FACILITY MAINTENANCE

257,398

262,739

330,015

301,107

339,550

700 NON DEPARTMENTAL

734,394

690,365

963,583

884,425

1,009,026

SUBTOTAL APPROPRIATIONS

8,625,205

8,738,595

9,934,355

9,700,798

10,513,038

TRANSFERS

TRANSFERS TO 01-GENERAL FUND

2,673,076

2,981,773

2,962,100

2,870,000

3,435,000

TRANSFERS FROM 01-GENERAL FUND

(85,000)

(145,404)

(536,000)

(1,097,774)

(137,537)

SUBTOTAL TRANSFER

2,588,076

2,836,369

2,426,100

1,772,226

3,297,463

NET DEPARTMENT ACTIVITY

310,536

888,966

(466,955)

(502,349)

129,725

ENDING FUND BAL

1,707,012

2,595,978

1,987,940

2,117,665

COMPONENTS OF FUND BALANCE:

Undesignated

1,707,012

2,595,978

1,987,940

2,117,665

NOTES:



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

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

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

NOTES:

UPDATED 9/11

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

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

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

Sales taxes are the General Fund's second largest revenue source. The Town's 1% Bradley Burns Sales Tax is levied on all merchandise. These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 29% of the General Fund revenues. Measure D is the five year 1/2 cent sales tax passed in November, 2012 and expired April 2017. Measure C is the 10 yr renewal and increase of the add-on sales tax from 1/2 cent to 3/4 cent. Revenue estimate are based on projections from Avenu, the Town's sales tax consultant.

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

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



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
01-030-301	Business Licenses	128,698	139,686	130,000	131,595	132,000
01-040-401	Vehicle Code Fines	24,765	30,860	24,000	30,651	30,000
01-040-402	Parking & Other Fines	112,450	84,530	100,000	98,945	100,000
	Total Fines & Licenses	265,913	255,076	254,000	261,191	262,000
01-050-501	Rents - Women's Club and Other	18,891	10,166	13,000	13,000	13,000
01-050-504	Rents - Pavilion weddings etc	4,050	0	6,000	6,000	6,000
01-050-506	Rents - Pavilion - Other	8,890	150	5,000	3,010	5,000
01-050-507	Janitor.Maint fees	1,425	900	1,000	1,650	1,000
	Total Rental & Maintenance Fees	33,256	11,216	25,000	23,660	25,000
01-050-500	Interest Earnings - Bank	1,295	0	1,300	760	1,300
01-050-502	Interest Earnings - LAIF	22,583	53,886	40,000	117,550	125,000
	Total Investment Earnings	23,878	53,886	41,300	118,310	126,300
01-060-602	Motor Vehicle License Fees	3,333	0	3,500	3,500	3,500
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	13,043	12,985	12,812	12,544	13,000
01-060-614	State Aid	1,023	11,915	-	10,788	-
01-060-615	Police Training Reimbursement (POST)	4,035	8,756	5,300	10,589	7,000
01-060-619	SB90 - State Manadated Claims	-	-	-	0	-
01-060-699	Other & Miscellaneous Revenues & WC	13,259	18,030	15,000	6,631	15,000
01-070-702	Environmental Grants	12,166	12,166	12,200	17,166	12,200
	Total Revenues From Other Agencies	46,859	63,851	48,812	61,218	50,700
01-080-802	Sale Of Maps & Publications/Copies	1,673	1,788	1,500	1,653	1,500
01-080-803	Special Police Services (includes booking fees)	16,335	11,456	15,000	9,583	10,000
01-080-804	Police Dispatch Services	54,000	76,000	85,000	85,000	93,000
01-080-814	Miscellaneous - General	14,533	13,615	10,000	14,200	10,000
01-080-903	General Recreation	3,456	945	3,000	2,190	3,000
01-090-508	Recreation Rentals	9,150	11,460	15,000	7,425	8,000
01-090-790	Recreation Fundraising	10,851	5,475	9,000	6,310	25,000
01-090-822	Recreation Summer Camp Fees	18,470	21,094	23,130	17,363	26,000
01-090-904	Recreation Classes & Partnerships	50,879	51,312	55,000	64,219	63,600
	Total Charges For Current Services	179,347	193,143	216,630	207,943	240,100
01 - GENERAL FUND TAXES & FEES		5,798,412	6,214,020	6,455,558	6,753,901	6,641,200
01 - GENERAL FUND TOTAL		6,347,665	6,791,192	7,041,300	7,426,223	7,345,300
					105.5%	104.3%

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

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

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



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
111	Town Council	29,339	26,595	32,080	24,853	33,535
112	Town Treasurer	4,009	4,102	4,800	4,535	4,926
116	Independent Auditor	27,789	65,762	55,000	53,011	60,638
121	Town Attorney	223,407	270,465	190,000	270,000	190,000
Total Town Council		284,544	366,925	281,880	352,399	289,098
211	Town Manager	179,746	192,209	191,330	198,457	205,461
221	Town Clerk	128,309	149,935	213,290	204,937	176,836
222	Elections	8,788	21,954	5,000	-	45,000
231	Personnel	62,793	58,964	76,747	71,796	78,196
241	Finance	237,399	266,136	312,328	312,031	329,717
Total General Administration		617,035	689,198	798,695	787,221	835,211
311	Planning	417,311	432,396	528,351	490,110	544,068
321	Building Inspection & Permits	188,832	188,832	245,150	213,502	253,160
Total Development Services		606,143	621,228	773,500	703,612	797,228
411	Police	3,106,950	3,017,286	3,338,412	3,302,559	3,615,037
418	Disaster Preparedness	8,755	10,732	14,700	14,379	16,700
421	Ross Valley Fire Service	2,116,277	2,246,662	2,426,916	2,419,041	2,544,210
Total Public Safety		5,231,982	5,274,680	5,780,028	5,735,979	6,175,947
510	Public Works Administration	170,012	188,671	277,015	245,229	270,665
511	Street Maintenance	318,974	326,106	399,578	362,681	422,605
512	Street Lighting & Traffic Signals	103,259	119,633	98,000	98,000	110,000
513	Storm Damage FEMA	114,481	-	-	-	-
Total Public Works		706,726	634,409	774,593	705,910	803,269
616	Community Services	30,545	30,196	32,170	37,146	35,082
617	Recreation	53,952	55,855	56,371	59,565	61,356
621	Fairfax Recreation	87,182	95,699	123,820	126,882	152,171
622	Summer Camps	15,303	17,302	19,700	6,553	15,100
Total Recreation & Community Services		186,984	199,052	232,061	230,146	263,709
611	Park Maintenance	205,184	214,917	254,511	241,633	261,737
625	Rental Facilities-WC & Ballfield	50,890	47,304	75,504	61,800	77,812
911	Building Maintenance	1,324	518	-	(2,326)	-
Total Parks & Facility Maintenance		257,398	262,739	330,015	301,107	339,550
715	Non Departmental	734,394	690,365	963,583	884,425	1,009,026
TOTAL GENERAL FUND APPROPRIATIONS		8,625,205	8,738,595	9,934,355	9,700,798	10,513,038



Town of Fairfax

2019-20 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Retirement & Sidefund	Professional Services	Supplies & Tools	Other Operating	FY 2019-20 Adopted
111	Town Council	18,000	888	3,247	2,200	100	9,100	33,535
112	Town Treasurer	3,600	336	135	-	100	755	4,926
116	Independent Auditor	-	-	-	60,638	-	-	60,638
121	Town Attorney	-	-	-	190,000	-	-	190,000
Total Town Council		21,600	1,224	3,382	252,838	200	9,855	289,098
211	Town Manager	135,627	34,746	21,693	500	700	12,195	205,461
221	Town Clerk	106,381	32,435	8,455	25,000	100	4,465	176,836
222	Elections	-	-	-	45,000	-	-	45,000
231	Personnel	43,690	7,901	4,005	20,100	600	1,900	78,196
241	Finance	187,822	36,360	24,470	55,000	1,700	24,365	329,717
Total General Administration		473,520	111,442	58,623	145,600	3,100	42,926	835,211
311	Planning	303,763	79,454	80,547	55,000	4,000	21,305	544,068
321	Building Inspection & Permits	107,506	32,131	32,503	70,000	1,200	9,821	253,160
Total Development Services		411,269	111,585	113,049	125,000	5,200	31,126	797,228
411	Police	1,743,358	619,422	914,156	55,461	16,000	266,640	3,615,037
418	Disaster Preparedness	-	-	-	-	100	16,600	16,700
421	Ross Valley Fire Service	-	-	-	2,544,210	-	-	2,544,210
Total Public Safety		1,743,358	619,422	914,156	2,599,671	16,100	283,240	6,175,947
510	Public Works Administration	120,601	24,846	18,176	66,500	1,308	39,234	270,665
511	Street Maintenance	179,628	42,320	41,162	60,000	45,500	53,995	422,605
512	Street Lighting & Traffic Signals	-	-	-	60,000	-	50,000	110,000
513	Pollution Prevention	-	-	-	-	-	-	-
Total Public Works		300,229	67,166	59,338	186,500	46,808	143,229	803,269
616	Community Services	20,658	1,855	5,619	-	5,500	1,450	35,082
617	Recreation	36,315	6,198	10,322	7,000	120	1,400	61,356
621	Fairfax Recreation	95,198	18,132	-	19,000	3,000	16,840	152,171
622	Summer Camps	-	-	-	13,100	2,000	-	15,100
Total Recreation & Community Services		152,172	26,186	15,941	39,100	10,620	19,690	263,709
611	Park Maintenance	118,312	43,630	23,858	35,000	16,000	24,938	261,737
625	Rental Facilities-WC & Ballfield	14,326	7,065	1,013	9,500	6,000	39,908	77,812
911	Building Maintenance	-	-	-	39,000	5,500	(44,500)	-
Total Parks & Facility Maintenance		132,638	50,694	24,871	83,500	27,500	20,346	339,550
715	Non Departmental	-	72,146	-	275,000	4,000	657,880	1,009,026
TOTAL GENERAL FUND APPROPRIATIONS		3,234,785	1,059,864	1,189,361	3,707,209	113,528	1,208,291	10,513,038
		30.8%	10.1%	11.3%	35.3%	1.1%	11.5%	100.0%

TOWN MANAGER
INCLUDES TOWN COUNCIL, TOWN TREASURER, TOWN ATTORNEY,
AND TOWN MANAGER BUDGET UNITS

ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected Town Council members (Council Members annually select a Mayor and Vice-Mayor)
- 1 Elected Town Treasurer
- 1 Town Attorney appointed by the Town Council
- 1 Town Manager appointed by the Town Council

Total = 6 elected officials, 1.0 FTE benefited employee, 1 Contracted Town Attorney

2018-19 KEY ACCOMPLISHMENTS:

- Negotiated new 3 year MOU's with the Police Officers Association and SEIU
- Assisted Council with policy discussions on such issues as cannabis and 5-G networks
- Assisted Council with the adoption of ordinances and resolutions
- Negotiated rate adjustments with Marin Sanitary Services (MSS)
- Secured Federal Highway Administration (FHWA) funds to reimburse the Town for the costs to repair the damage to Forrest Ave. caused by the Winter 2017 storms
- As Executive Officer and member of the management committee for Ross Valley Fire Department (RVFD) worked to finalize the shared service agreement between Marin County Fire and RVFD
- Served as Public Works Director overseeing the design and construction of various capital improvements such as the Parkade Improvement Project and repaving of Scenic Road from Shapiro Lane to Bay Road

FY 2019-20 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Adopt new personnel policies
- Assist with renewal of Measure J
- Complete road maintenance projects
- Continue to work on the completion of outstanding FEMA projects from the 2017 Winter Storms
- Secure multi-agency approval for the preliminary design for the seismic retrofit of the Pavilion

Council Goals for 2019
(not in order of priority)

- Amend zoning code to reduce maximum home size.
- Pursue more affordable housing opportunities such ADU's, Tiny Homes, and small cottages.
- Seek the renewal of Measure J, a special municipal services tax .
- Establish regulations to provide additional renter protections.
- Establish regulations to ban single-use plastics.
- Adopt a regular ordinance to regulate wireless communication facilities (5G facilities).
- Complete design of the seismic retrofit and ADA improvements to the Pavilion.
- Establish comprehensive regulations for commercial cannabis businesses.
- Enhance communication and outreach efforts to keep the community better- informed of Town policies, programs, and projects.
- Consider establishment of objective development standards in residential and commercial zones.

Town Accomplishments of 2018-2019

(January 2018- March 2019)

- Reached consensus on amending zoning code to reduce maximum home size.
- Continued to make improvements to pedestrian trails.
- Completed design and began reconstruction of the Parkade, including ADA improvements.
- Implemented fire prevention program, including risk reduction activities, property inspections, creation of FireWise neighborhoods, emergency preparedness, and community outreach/education.
- Adopted a Climate Emergency Resolution to begin to take serious, meaningful action.
- Built toward a consensus on 5G and cannabis regulations
- Continued to maintain healthy General Fund reserves and the fiscal soundness of the Town.
- Established renter protections through ordinances for Just Cause Evictions and Prohibiting Income-Based Rental Housing Discrimination. Fairfax is the first municipality in Marin to adopt these.
- Established Section 115 trust with PARS to pre-fund unfunded pension liabilities.
- Launched the new Town website!
- Adopted urgency ordinance for wireless communications facilities (WCFs, small cells, 5G)
- Adopted ordinances to allow existing medical marijuana dispensaries to deliver adult use cannabis.
- Approved shared services agreement for Marin County Fire to act as the Fire Chief for the Ross Valley Fire Dept.
- Approved final parcel map for Victory Village, and deferred a portion of Town fees for payment over time. Construction commenced December 2018.
- Adopted PDD ordinance establishing a maximum density for steeply sloped properties.
- Received a grade A from the American Lung Association for smoking ordinance adopted in December 2017.
- Cascade Canyon achieved FireWise status.
- Reached consensus on maximum home size, and ordinance is under consideration.
- Held a Town Forum on cannabis policy (May 2018).
- Expanded door to door pick up chipper days for Cascade and Manor Hill neighborhoods.
- Created new lieutenant position to provide for more growth in the Police department.
- Goats were introduced for vegetation management.
- Expanded the Fairfax Artist in Residence program into a 3-artist collaborative.
- Expanded senior programming & support for the Age Friendly program.
- Drafted Ordinance to update Accessory Dwelling Units (ADU's) per State law.
- The Town Council adopted 13 ordinances and 45 resolutions from March 2018 to March 2019. (See APPENDIX for list of titles.)



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

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

SUBTOTAL PERSONNEL

21,712	21,854	22,180	22,241	22,135
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OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

SEE NOTE

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

SUBTOTAL OPERATING

7,627	4,742	9,900	2,612	11,400
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TOTAL DEPARTMENT APPROPRIATION

29,339	26,595	32,080	24,853	33,535
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Allocation of Positions:

Councilmembers

5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

5.00	5.00	5.00	5.00	5.00
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NOTES: 822 State Lobbyist - Calif League of Cities \$ 1,321
 861 LOCC - New Councilmember orientation / MCCMC events
 890 Climate Action Committee (CAC) budget



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

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

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

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

SUBTOTAL OPERATING

TOTAL DEPARTMENT APPROPRIATION

4,009	4,102	4,800	4,535	4,926
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Allocation of Positions:

TOWN TREASURER

1.00	1.00	1.00	1.00	1.00
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Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.00
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NOTES:



FUND	01 GENERAL FUND
ACTIVITY	116 INDEPENDENT AUDITOR

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

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

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

636 OFFICE EQUIP REPLACEMENT						
711 OFFICE EQUIP MAINT.						
731 BLDG-GROUNDS MAINT.						
801 WATER						
804 TELEPHONE						
811 POSTAGE						
813 OFFICE SUPPLIES						
815 PRINTING						
821 OUTSIDE SERVICES	SEE NOTE	3,900	3,810	10,064	7,900	10,567
822 PROFESSIONAL SERVICES	SEE NOTE	23,889	61,952	47,686	45,111	50,070
842 SPECIAL DEPT SUPPLIES						
861 BUS.MEET/CONF.						
862 DUES & SUBSCRIPTIONS						
890 MISCELLANEOUS						
SUBTOTAL OPERATING		27,789	65,762	57,750	53,011	60,638

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

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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821	Preparation of State Controller's Report, CAFR assistance & Single Audit, GASB 68 reports
822	Auditor Contract - Maze & Associates



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

821 contract Town Attorney fees



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES
 415 ACCRUED LEAVE CASHOUT
 421 TEMP EMPLOYEES
 491 HEALTH INSURANCE
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE
 495 FICA/PTS
 496 PERS UAL/SIDEFUND
 611 ALLOWANCES

121,969	125,096	126,194	131,417	135,627
4,223	4,223	2,154		2,307
-	-		-	
19,468	21,039	19,299	21,308	20,293
2,179	5,398	5,398	5,557	5,410
11,184	12,236	11,646	13,520	14,195
1,697	1,746	1,762	1,767	1,891
		720		
2,883	5,038	7,033	8,173	8,382
3,816	3,816	3,960	3,816	3,960

SUBTOTAL PERSONNEL

167,418 178,593 178,166 185,558 192,066

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT
 711 OFFICE EQUIP MAINT.
 731 BLDG-GROUNDS MAINT.
 801 WATER
 802 POWER
 804 TELEPHONE
 811 POSTAGE
 813 OFFICE SUPPLIES
 821 OUTSIDE SERVICES
 822 PROFESSIONAL SERVICES
 861 BUS.MEET/CONF.
 862 DUES & SUBSCRIPTIONS
 871 LIAB & PROP INSURANCE
 881 SPECIAL SERVICES

-	-	500	-	500
		100	-	100
1,914	2,246	2,114	2,293	2,245
487	516	450	610	450
883	900	800	943	800
2,219	1,602	1,500	2,123	1,500
516	286	400	638	400
1,185	933	700	810	700
		-	-	-
212	180	1,000	196	500
2,015	5,232	3,400	3,162	4,000
2,897	1,721	2,200	2,124	2,200
-	-			
-	-	-	-	-

SEE NOTE

SUBTOTAL OPERATING

12,328 13,616 13,164 12,899 13,395

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

TOWN MANAGER
 INTERIM TOWN MANAGER
 MANAGEMENT ANALYST (VACANT)
 ADMINISTRATIVE ASSISTANT II
 ADMINISTRATIVE ASSISTANT PT

0.60	0.60	0.60	0.60	0.60
-	-	-	-	-
0.25	0.25	0.25	0.25	0.25

Total Full Time Equivalent Employees

0.85 0.85 0.85 0.85 0.85

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

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

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

Accomplishments for 2018-19

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

TOWN CLERK/ELECTIONS

Goals for 2019-20

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

401 REGULAR SALARIES
 411 REG PART-TIME SALARIES
 415 ACCRUED LEAVE CASHOUT
 491 HEALTH INSURANCE
 492 WORKERS COMP
 493 RETIREMENT
 494 MEDICARE
 496 PERS UAL/SIDEFUND
 611 ALLOWANCES

SEE NOTE

77,869	86,730	104,525	100,592	88,549
-	-	15,825	48,305	15,825
-	3,183	2,010		2,007
25,257	24,507	27,939	26,461	27,575
1,354	3,582	4,379	4,379	4,130
4,994	6,053	7,221	8,455	7,381
1,054	1,195	1,446	1,842	1,444
4	10	-	-	-
360	360	360	360	360

SUBTOTAL PERSONNEL

110,891	125,619	163,705	190,394	147,271
---------	---------	---------	---------	---------

OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

1,829	2,177	2,285	2,283	2,265
808	634	500	992	500
421	286	500	616	500
657	532	500	630	500
697	338	400	302	400
1,230	360	20,000	3,565	5,000
11,287	19,571	25,000	5,572	20,000
168	60	100	94	100
321	109	100	399	100
-	250	200	90	200

SUBTOTAL OPERATING

17,418	24,316	49,585	14,543	29,565
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TOTAL DEPARTMENT APPROPRIATION

128,309	149,935	213,290	204,937	176,836
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Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK/MANAGEMENT ANALYST
 ADMINISTRATIVE ASSISTANT PT

		1.00	1.00	1.00
1.00	1.00	-	-	0.25
		0.0625	0.0625	0.0625

Total Full Time Equivalent Employees

1.00	1.00	1.06	1.06	1.31
------	------	------	------	------

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK

- - - - -
 - - - - -

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

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

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

OPERATING EXPENSES

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

TOTAL DEPARTMENT APPROPRIATION

62,793	58,964	76,747	71,796	78,196
--------	--------	--------	--------	--------

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.30	0.30	0.30	0.30	0.30
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NOTES:

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

FINANCE DEPARTMENT

2018-19 ACCOMPLISHMENTS:

- Increased financial security of Town
 1. Budget reserve over 30% - Midyear savings projected to add \$400k
 2. LAIF balance \$4.4m+ (was \$10,971 on June 30, 2011)
 3. Lowered interest cost on Long Term Debt
 1. Refinanced PERS side-fund and pre-2103 UAL
 2. Low interest loan from County (\$500K/5 yr)
- Chose new financial software; contract in preparation
- Conducted fee study to update Town fees, working across all departments and with Town Manager
- Stabilized unfunded pension liability by establishing a pension trust (Section 155), administered through Public Agency Retirement Services (PARS)
- Established a Retiree Health Savings Plan for full-time Town employees hired after July 1, 2013 who are members of one of the CalPERS 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	2,283
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

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
TOTAL DEPARTMENT APPROPRIATION	237,399	266,136	312,328	312,031	329,717

Allocation of Positions:

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

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:</u> (not inter-office / junk mail) Planning Staff Building Staff	2,400 (9/day) 900 (3-4/day)	2,400 900	2,400 900



Town of Fairfax

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

TOTAL DEPARTMENT APPROPRIATION	188,832	188,832	245,150	213,502	253,160
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Allocation of Positions:

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

Total Full Time Equivalent Employees	1.00	1.00	1.00	1.00	1.00
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NOTES:

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

POLICE 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

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

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

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

NOTES:

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

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

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

862 Includes Lexipol police policy manual updates



Town of Fairfax

2019-20 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	418 DISASTER PREP & EOC

ACTIVITY DESCRIPTION

The Disaster Council (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

-	-	-	-	-
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OPERATING EXPENSES

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

SEE NOTE
SEE NOTE
SEE NOTE

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

SUBTOTAL OPERATING

8,755	10,732	14,700	14,379	16,700
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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
 721 FIELD EQ MAINT
 724 RVFS OPEB LIAB
 725 MERA DEBT SERVICE
 730 INSPECTION/PREVENTION
 731 BUILDINGS & GROUNDS MAINT
 881 RVFS CONTRACT

SEE NOTE

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

125,169
5.2%

NOTES:

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

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

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

The Town's share is consists of:

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

PUBLIC WORKS ADMINISTRATION

ORGANIZATION:

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

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

FY 2018-19 ACCOMPLISHMENTS:

Capital Improvements

- Completed Parkade reconstruction project 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

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
TOTAL DEPARTMENT APPROPRIATION	170,012	188,671	277,015	245,229	270,665

Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	0.30	0.30	0.30	0.30	0.30
CONSULTING 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					

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
Total Full Time Equivalent Employees	0.55	0.97	0.97	0.97	0.97

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

SEE NOTE

OPERATING EXPENSES

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

SEE NOTE

SEE NOTE

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
 821 OUTSIDE SERVICES
 822 PROFESSIONAL SERVICES

SEE NOTE
 SEE NOTE
 SEE NOTE

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

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

Allocation of Positions:

MAINT. LEADWORKER
 SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

DEPARTMENT SUMMARY

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 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	-	-	-	-
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TOTAL DEPARTMENT APPROPRIATION

114,481	-	-	-	-
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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

401	REGULAR SALARIES	87,849	87,933	100,996	97,251	102,487
NEW 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 Coordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

DEPARTMENT SUMMARY

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 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	8,198	6,614	1,200	5,372
SUBTOTAL OPERATING		8,352	8,841	8,520	11,622

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
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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
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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
	<u>23,280</u>





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 SEE NOTE	4,901	4,450	9,000	9,300	9,000
841 SMALL TOOLS				-	
842 SPECIAL DEPT SUPPLIES SEE NOTE	7,923	2,728	6,000	2,061	6,000
851 UNIFORM	106	106	106	106	106
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	72,146
492 WORKERS COMP.				-	
493 RETIREMENT	(105)	-	100,000	100,000	-
495 FICA/PTS				-	
SUBTOTAL PERSONNEL	59,301	57,423	171,461	168,062	72,146

OPERATING EXPENSES

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

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
TOTAL DEPARTMENT APPROPRIATION	734,394	690,365	963,583	884,425	1,009,026

Allocation of Positions:

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

	FY17	FY18	FY19 BUD	FY19 PROJ	FY20 BUD
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,221	2,284	2,500	2,395	-
COALITION CONNECTION (RVSD)	2,500	2,500	2,500	-	-
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,831	5,663	9,000	5,655	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	17,600	19,200	22,000	15,630	16,716
COUNTYWIDE HOMELESS PROGRAM	11,781	11,781	11,181	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE	310	440	500	-	500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,413	4,841	5,000	4,962	5,000
MANDATORY MEDIATION				-	3,500
MARIN COUNTY TAX COLLECTOR (LAFCO)	5,399	4,964	8,000	5,669	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	10,000	10,000	3,000	30,500
MARIN GENERAL SERVICES (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
 822 PROFESSIONAL SERVICES
 842 SPECIAL DEPT SUPPLIES
 851 CLOTHING

SEE NOTE
 SEE NOTE

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

SUBTOTAL OPERATING

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

SUBTOTAL APPROPRIATION

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

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.

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

1,324 518 - (2,326) -

Allocation of Positions:

MAINT. LEADWORKER

-

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
<u>REVENUES</u>						
050	502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES		-	-	-	-	-
<u>APPROPRIATIONS</u>						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
<u>TRANSFERS</u>						
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%
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Fund #	Description		% of GF Approp.
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%
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Designated	741,978	6.9%
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Undesignated	3,117,665	29.1%
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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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
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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

903 996 INTEREST

923 921 FIELD EQUIPMENT SEE NOTE

923 STORM WATER POLLUTION REQ

SUBTOTAL APPROPRIATIONS

16,600	16,600	16,600	16,600	16,600
			-	
53,346	47,274	47,089	93,143	45,225
-	-		-	
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

SUBTOTAL TRANSFER

			-	
50,000	60,404	430,000	430,000	
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
VEHICLE REPLACEMENT RESERVE

60,000
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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
BEGINNING FUND BAL		3,632	2,265		255,320	93,418
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)
ENDING FUND BAL		2,265	255,844		93,418	92,918
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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
BEGINNING FUND BAL		76,886	177,485		239,653	356,709
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
			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)
ENDING FUND BAL		177,485	239,707		356,709	262,809

Retirement Costs - Recap by Department

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

2019-20 Operating Budget

FUND 07 SPECIAL POLICE
DEPT 715 MISCELLANEOUS

The Special Police Fund is the repository for special police revenues which are transferred to the General Fund to offset related police expenses.

COPS (Citizens' Option for Public Safety) is part of the state SLESF (Supplemental Law Enforcement Services Fund).

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

2019-20 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

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

2019-20 Operating Budget

FUND 21 GAS TAX
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY

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

10,063	0	(12,252)	7,313
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REVENUES

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

TOTAL REVENUES

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

SEE NOTE 1

APPROPRIATIONS

SUBTOTAL

- - - - -

TRANSFERS

725 951 TSFR TO FUND 51 - CIP GRANTS		(44,000)	(208,000)	(208,000)	
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
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ENDING FUND BAL

0	0	7,313	143,875
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NOTES:

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



Town of Fairfax

2019-20 Operating Budget

FUND 22 MEASURE A/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	348,776
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)	(91,360)	(10,000)	(221,360)
725 953 TSFR TO FUND 53 - CIP TOWN					(6,000)	(31,779)
725 971 TSFR TO FUND 01 - GENERAL FUND						
SUBTOTAL TRANSFER		(157,891)	(95,217)	(91,360)	(16,000)	(253,139)
NET DEPARTMENT ACTIVITY			195,333	-	75,360	(81,360)
ENDING FUND BAL			195,333		348,776	267,416

		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				10,000	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				6,000	31,779
53	894 PARKADE IMPR			10,000		
		157,891	95,217	91,360	16,000	253,139
		-	-	-	-	-

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

updated 9/10



Town of Fairfax

2019-20 Operating Budget

FUND 23 MEASURE A - PARKS
DEPT 715 MISCELLANEOUS

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

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

74,097	166,776		151,173	172,824
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REVENUES

060 920 MEASURE A FUNDS

83,884	59,157	61,436	61,645	62,935
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SUBTOTAL REVENUES

83,884	59,157	61,436	61,645	62,935
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APPROPRIATIONS

715 893 VARIOUS

6,205	30,431		19,332	

SUBTOTAL APPROPRIATIONS

6,205	30,431	-	19,332	-
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TRANSFERS

100 941 TSFR FROM FUND 51 - CIP GRANTS

725 951 TSFR TO FUND 51 - CIP GRANT

725 972 TSFR TO FUND 73 - OPEN SPACE

20,000	-	-	-	-
		(161,000)	(20,662)	(194,063)
(5,000)				

SUBTOTAL TRANSFER

15,000	-	(161,000)	(20,662)	(194,063)
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NET DEPARTMENT ACTIVITY

92,679	28,726	(99,564)	21,651	(131,128)
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ENDING FUND BAL

166,776	195,502		172,824	41,696
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MEASURE A PARKS - APPROPRIATIONS

	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED	FY 2018-19 ADOPTED		FY 2019-20 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	7,125	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	20,662	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

updated 9/6



Town of Fairfax

2019-20 Operating Budget

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

The Measure K Debt service fund exists to handle the debt payments on the Measure K General Obligation bonds issued between FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Borrowed funds were spent from the Fund 54 Measure K capital Improvement fund. Revenues are raised property taxes designated for debt service at a rate adopted by council annually sufficient to pay principal and interest on the bond issues. The 2000 series bonds were refinanced in 2008 which provided \$158,050 of additional project funds. The 2002 series bonds were refunded in 2012 which provided \$193,726 of additional capital for Measure K street purposes. The Town refunded the 2006 issue in May, 2016 reducing debt service(interest) costs to ratepayers (See Fund 46). The rate charged to ratepayers will be .0250 per \$100 of Assessed valuation, down .9.1% from .0275 assessed in FY19.

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		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 Issue	Balance 6/30/2019	Final Payment	
Fund 43	General Obligation Bonds Series 2006 (Refunded 2016)	\$ 1,765,000	\$ -	5/11/2016	Defeased
Fund 44	General Obligation Refunding Bonds Series 2008 (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

PRIOR

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

UAL/Side Fund charge to departments

648,827

481,182

NOTES:

Allocation based on prior year Side Fund expense percentage



Town of Fairfax

2019-20 Operating Budget

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

NEW



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 Actual	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Projected	FY 2019-20 Adopted
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BEGINNING FUND BAL	145,992	106,391		(125,757)	415,210
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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
100 946 TSFR FROM FUND 22 - MEAS A TRANS				6,000	31,779
100 949 TSFR FROM FUND 51 - CIP GRANTS		-		335,000	
SUBTOTAL TRANSFER	40,000	50,000	67,000	408,000	94,779

NET DEPARTMENT ACTIVITY	(39,601)	(232,148)	(63,000)	540,967	(91,221)
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ENDING FUND BAL	106,391	(125,757)		415,210	323,989
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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)

UPDATED 9/10



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
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BEGINNING FUND BAL	15,692	24,023		33,460	38,559
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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
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ENDING FUND BAL	24,023	28,459		38,559	40,559
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ALLOCATION OF FUND BALANCE:

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

Property Acquisitions

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

TOWN OF FAIRFAX

FY2019-20 TO FY2023-24

ADOPTED Five Year Capital Improvement Program



MAYOR
Barbara Coler

VICE MAYOR
Renée Goddard

COUNCIL MEMBERS
Bruce Ackerman
Peter Lacques
John Reed

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2018/19

EXPENDITURES		FUNDING SOURCE 2018/19									
Account No.	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing	County Loan
51-810	STREET RESURFACING & REPAIR SELECTED STREET LOCATIONS	Design & Const	70,000			-					70,000
51-813	STREET RESURFACING & REPAIR SCENIC RD	Design & Const	208,000		208,000		-				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	81,360				81,360			-	
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	50,000			-		25,000	25,000		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	60,000			60,000		-			
51-843	AZALEA AVENUE BRIDGE	Design & Const	430,000	400,000							30,000
51-856	MEADOW WAY BRIDGE	Design & Const	212,500	184,500	-	-	-				28,000
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	52,600	37,600		-	-				15,000
51-873	CREEK ROAD BRIDGE	Design & Const	184,000	175,800	-	-	-		-		8,200
51-909	PAVILION SEISMIC RETROFIT	Design & Const	65,000	-		-		-	65,000		-
52-ALL	DISASTER REPAIRS	Design & Const	345,000	345,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000		-	30,000			10,000		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	45,000		18,000	10,000			17,000		
53-887	STREET RESURFACING & REPAIR	Annual Program	200,000		-	-	-		29,000		171,000
53-894	PARKADE IMPROVEMENTS	Design & Const	360,000	152,000		-	95,745		-		112,255
	TOTALS		\$ 2,403,460	\$ 1,294,900	\$ 226,000	\$ 100,000	\$ 177,105	\$ 25,000	\$ 146,000	\$ -	\$ 434,455

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2019/20

EXPENDITURES			FUNDING SOURCE 2018/19								
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing	County Loan
51-810	STREET RESURFACING & REPAIR SELECTED STREET LOCATIONS	Design & Const	100,000			-	-		100,000		-
51-813	STREET RESURFACING & REPAIR SCENIC RD	Design & Const	140,000		-		140,000				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	81,360				81,360			-	
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	25,000			-		21,463	3,537		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	83,000			60,000		-			23,000
51-843	AZALEA AVENUE BRIDGE	Design & Const	185,571	179,668							5,903
51-856	MEADOW WAY BRIDGE	Design & Const	321,551	292,233	-	-	-				29,318
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	138,395	119,473		-	-				18,922
51-873	CREEK ROAD BRIDGE	Design & Const	168,370	162,173	-	-	-		-		6,197
51-909	PAVILION SEISMIC RETROFIT	Design & Const	280,000	15,000		-			-	200,000	65,000
52-ALL	DISASTER REPAIRS	Design & Const	65,000	65,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000		-	30,000			10,000		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	125,000		18,000	10,000			17,000		80,000
53-887	STREET RESURFACING & REPAIR	Annual Program	200,000		-	-	31,779		69,221		99,000
53-894	PARKADE IMPROVEMENTS	Design & Const	-	-		-	-		-		-
	TOTALS		\$ 1,953,247	\$ 833,547	\$ 18,000	\$ 100,000	\$ 253,139	\$ 21,463	\$ 199,758	\$ 200,000	\$ 327,340

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2019/20

EXPENDITURES		FUNDING SOURCE 2018/19									
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY17	Federal / State Funding	Gas Tax	Measure J Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing	County Loan
51-810	STREET RESURFACING & REPAIR SELECTED STREET LOCATIONS	Design & Const	100,000			-	-		100,000		-
51-813	STREET RESURFACING & REPAIR SCENIC RD	Design & Const	140,000		-		140,000				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	81,360				81,360			-	
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	25,000			-		21,463	3,537		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	83,000			60,000		-			23,000
51-843	AZALEA AVENUE BRIDGE	Design & Const	185,571	179,668							5,903
51-856	MEADOW WAY BRIDGE	Design & Const	321,551	292,233	-	-	-				29,318
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	138,395	119,473		-	-				18,922
51-873	CREEK ROAD BRIDGE	Design & Const	168,370	162,173	-	-	-		-		6,197
51-909	PAVILION SEISMIC RETROFIT	Design & Const	280,000	15,000		-			-	200,000	65,000
52-ALL	DISASTER REPAIRS	Design & Const	65,000	65,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000		-	30,000			10,000		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	125,000		18,000	10,000			17,000		80,000
53-887	STREET RESURFACING & REPAIR	Annual Program	200,000		-	-	31,779		69,221		99,000
53-894	PARKADE IMPROVEMENTS	Design & Const	-	-	-	-	-		-		-
	TOTALS		\$ 1,953,247	\$ 833,547	\$ 18,000	\$ 100,000	\$ 253,139	\$ 21,463	\$ 199,758	\$ 200,000	\$ 327,340

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No:	PROJECT	TOTAL ESTIMATED COST	Fed/State Funding	Gas Tax	Meas J Match Grant Funds	Meas A&B TAM	Meas A Parks	County	Gen Fund (Meas C) Transfers & Other	State & County Financing	Other
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	160,000			-	-			100,000	60,000	-
51-813	STREET RESURFACING & REPAIR SCENIC RD	140,000		-	-	140,000					
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	81,360				81,360				-	
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	25,000			-		21,463		3,537		
51-841	MISC PARK & TRAIL IMPROVEMENTS	417,000			336,000	58,000					23,000
51-843	AZALEA AVENUE BRIDGE	3,612,810	3,571,004		-			30,000	-		11,806
51-856	MEADOW WAY BRIDGE	4,662,541	4,536,466	34,000	10,000	-				57,318	24,757
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	1,067,847	903,302	-	35,500	75,123			20,000	33,922	
51-873	CREEK ROAD BRIDGE	1,644,743	1,608,346	10,000	12,000	-			-	14,397	-
51-909	PAVILION SEISMIC RETROFIT	880,379	473,930		-		200,000		6,449	-	200,000
52-ALL	DISASTER REPAIRS	-	-								
53-804	SIDEWALK REPLACE & REPAIR	200,000		80,000	70,000				50,000		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	305,000		18,000	50,000				157,000	-	80,000
53-887	STREET RESURFACING & REPAIR	620,370		-	-	431,779			69,221	99,000	20,370
53-894	PARKADE IMPROVEMENTS	915,000	215,000	233,000	10,000	105,745			-	322,255	29,000
	TOTALS	\$ 14,732,050	\$ 11,308,048	\$ 375,000	\$ 523,500	\$ 892,007	\$ 221,463	\$ 30,000	\$ 406,207	\$ 586,892	\$ 388,933

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No.	PROJECT	TOTAL PROJECT COSTS	PRIOR YEARS	PROPOSED FY 19/20	ESTIMATED FY 20/21	ESTIMATED FY 21/22	ESTIMATED FY 22/23	ESTIMATED FY 23/24
51-810	STREET RESURFACING & REPAIR SELECTED AREAS OF SFD	160,000	60,000	100,000				
51-812	STREET RESURFACING & REPAIR TAMALPIAS RD	115,217	115,217	-				
51-814	STREET RESURFACING & REPAIR MOUNTAIN VIEW RD	140,000		140,000				
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	81,360		81,360				
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	25,000	-	25,000	-	-	-	-
51-841	MISC PARK & TRAIL IMPROVEMENTS	417,000	94,000	83,000	60,000	60,000	60,000	60,000
51-843	AZALEA AVENUE BRIDGE	3,612,810	362,000	185,571	285,571	279,668	1,250,000	1,250,000
51-856	MEADOW WAY BRIDGE	4,662,541	424,000	321,551	316,990	1,800,000	1,800,000	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	1,067,847	274,500	138,395	654,952	-	-	-
51-873	CREEK ROAD BRIDGE	1,644,743	314,200	168,370	162,173	1,000,000	-	-
51-875	BIKE SPINE CLASS 1 BIKE LANE	323,000	323,000	-	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	880,379	30,379	280,000	345,000	225,000	-	-
52-ALL	DISASTER REPAIRS	136,394	71,394	65,000				
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	200,000	-	40,000	40,000	40,000	40,000	40,000
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	305,000	-	125,000	45,000	45,000	45,000	45,000
53-887	STREET RESURFACING & REPAIR	620,370	20,370	200,000	100,000	100,000	100,000	100,000
53-894	PARKADE IMPROVEMENTS	915,000	915,000	-	-	-	-	-
	TOTALS	\$ 15,306,661	\$ 3,004,060	\$ 1,953,247	\$ 2,009,686	\$ 3,549,668	\$ 3,295,000	\$ 1,495,000



Town of Fairfax

2019-20 Capital Budget

CAPITAL IMPROVEMENTS

2019/20 PROJECT SUMMARY	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	Adopted FY 2019/20
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS
 070 711 FEDERAL/STATE GRANT REVENUE
 070 699 FEDERAL BPMP
 070 864 STATE PARK BOND REVENUE
 070 695 COUNTY MEASURE A PARK
 070 710 HIGHWAY BRIDGE PROGRAM (HBP)
 COUNTY FINANCING LOAN
 OTHER

-	-	-	-
15,000	300,000	-	315,000
119,473	-	-	119,473
200,000	-	-	200,000
-	-	-	-
634,074	-	-	634,074
54,437	-	99,000	153,437
28,903	-	80,000	108,903
65,000	-	-	65,000

SUBTOTAL REVENUES

1,116,887 300,000 179,000 1,595,887

APPROPRIATIONS

821 OUTSIDE SERVICES
 825 ENVIRONMENTAL & PERMITS
 826 ENGINEERING & DESIGN
 827 CONSTRUCTION
 828 CONSTRUCTION ENGINEERING
 OTHER

42,000	-	10,000	52,000
10,464	-	-	10,464
848,423	-	25,000	873,423
599,360	65,000	330,000	994,360
-	-	-	-
23,000	-	-	23,000

SUBTOTAL APPROPRIATIONS

1,523,247 65,000 365,000 1,953,247

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)
 100 941 TSFR FUND 20 - MEASURE J
 100 942 TSFR FUND 21 - GAS TAX
 100 956 TSFR FUND 22 - MEAS A TAM
 100 957 TSFR FUND 23 - MEAS A PARK

103,537	(235,000)	96,221	(35,242)
60,000	-	40,000	100,000
-	-	18,000	18,000
221,360	-	31,779	253,139
21,463	-	-	21,463

SUBTOTAL TRANSFER

406,360 (235,000) 186,000 357,360

NET DEPARTMENT ACTIVITY

- - - -

NOTES:



Town of Fairfax

2019-20 Operating Budget

CAPITAL IMPROVEMENTS

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

060 920 MEASURE A/B TAM PROCEEDS	133,123	-	105,745	238,868
070 699 FEDERAL/STATE GRANT REVENUE	473,930	-	215,000	688,930
070 699 FEDERAL BPMP	903,302	-	-	903,302
070 864 STATE PARK BOND REVENUE	200,000	-	-	200,000
070 695 COUNTY MEASURE A PARK	30,000	-	-	30,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	9,715,816	-	-	9,715,816
COUNTY FINANCING LOAN	165,637	-	421,255	586,892
OTHER	59,563	-	129,370	188,933
RESERVES	200,000	-	-	200,000
SUBT 870,901	11,881,371	-	871,370	12,752,741

APPROPRIATIONS

821 OUTSIDE SERVICES	62,000	-	65,000	127,000
825 ENVIRONMENTAL & PERMITS	252,067	-	60,000	312,067
826 ENGINEERING & DESIGN	3,711,253	-	865,000	4,576,253
827 CONSTRUCTION	8,613,360	-	1,050,370	9,663,730
828 CONSTRUCTION ENGINEERING	30,000	-	-	30,000
OTHER	23,000	-	-	23,000
SUBTOTAL APPROPRIATIONS	12,691,680	-	2,040,370	14,732,050

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	129,986	-	276,221	406,207
100 941 TSFR FUND 20 - MEASURE J	393,500	-	130,000	523,500
100 942 TSFR FUND 21 - GAS TAX	44,000	-	331,000	375,000
100 956 TSFR FUND 22 - MEAS A TAM	140,000	-	431,779	571,779
100 957 TSFR FUND 23 - MEAS A PARK	81,360	-	-	81,360
SUBTOTAL TRANSFER	810,309	-	1,169,000	1,979,309

NET DEPARTMENT ACTIVITY

- - - -

NOTES:

UPDATED 9/10



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-810 STREET RESURFACING & REPAIR SELECTED STREETS

Repave selected areas of streets including Bolinas Rd. and SFD to leverage the repaving of portions of these roads by utility agencies (ie Ross Valley Sewer District, MMWD, and PG&E.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	15,000					
827 CONSTRUCTION	145,000	60,000	15,000			
828 CONSTRUCTION ENGINEERING	-		85,000			
OTHER	-					
SUBTOTAL APPROPRIATIONS	160,000	60,000	100,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	100,000		100,000			
100 941 TSFR FUND 20 - MEASURE J	-		-			
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	100,000	-	100,000	-	-	-

NET DEPARTMENT ACTIVITY

NOTES:



Town of Fairfax
2019-20 Capital Budget

PROJECT 51-812 STREET RESURFACING & REPAIR
TAMALPAIS RD

DONE

Reconstruction of Tamalpais Road from Mountain View to Scenic Rd

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

SEE NOTE

APPROPRIATIONS

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

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES:

REV PG&E funds received FEB 2016 (\$52,301); TAM FY 17-18 Measure A funds



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-813 STREET RESURFACING & REPAIR
SCENIC RD

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	20,000		20,000			
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	120,000		120,000			
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	140,000	-	140,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	140,000		140,000			
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	140,000	-	140,000	-	-	-

NET DEPARTMENT ACTIVITY

NOTES: SB1 GAS TAX



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-816 STREET RESURFACING & REPAIR CANYON RD STABILIZATION

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

SEE NOTE

APPROPRIATIONS

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

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	81,360		81,360				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	81,360	-	81,360	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES:



Town of Fairfax

2019-20 Capital Budget

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

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	2,000		2,000			
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	23,000		23,000			
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	25,000	-	25,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	3,537		3,537			
100 941 TSFR FUND 20 - MEASURE J	-		-			
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	21,463		21,463			
SUBTOTAL TRANSFER	25,000	-	25,000	-	-	-

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES: FINANCED FROM MEASURE A - Park

Carry over from FY17 \$20,000



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

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

PROJECT SUMMARY

	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	58,000	58,000	-				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER [AARP Grant]	23,000		23,000				
TO BE DETERMINED	-						
SUBTOTAL REVENUES	81,000	58,000	23,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	394,000	94,000	60,000	60,000	60,000	60,000	60,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	23,000		23,000				
SUBTOTAL APPROPRIATIONS	417,000	94,000	83,000	60,000	60,000	60,000	60,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE J	336,000	36,000	60,000	60,000	60,000	60,000	60,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	336,000	36,000	60,000	60,000	60,000	60,000	60,000

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-	-
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NOTES:

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



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-843 AZALEA AVENUE BRIDGE

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	30,000					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	3,571,004	179,668	279,668	279,668	1,250,000	1,250,000
COUNTY FINANCING LOAN	-					
OTHER	11,806	5,903	5,903			
TO BE DETERMINED	-					
SUBTOTAL REVENUES	3,612,810	185,571	285,571	279,668	1,250,000	1,250,000

APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	41,806	30,000	5,903			
826 ENGINEERING & DESIGN	1,071,004	332,000	179,668	279,668		
827 CONSTRUCTION	2,500,000		-		1,250,000	1,250,000
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	3,612,810	362,000	185,571	279,668	1,250,000	1,250,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY

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



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-856 MEADOW WAY BRIDGE

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 695 COUNTY MEASURE A PARK	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	4,536,466	292,233	292,233	1,800,000	1,800,000	
COUNTY FINANCING LOAN	57,318	28,000	29,318			
OTHER	24,757		24,757			
TO BE DETERMINED	-		-			
SUBTOTAL REVENUES	4,618,541	380,000	321,551	1,800,000	1,800,000	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	158,561	154,000	4,561	-	-	-
826 ENGINEERING & DESIGN	903,980	270,000	316,990	316,990		
827 CONSTRUCTION	3,600,000		-	1,800,000	1,800,000	
828 CONSTRUCTION ENGINEERING	-			-		
OTHER	-					
SUBTOTAL APPROPRIATIONS	4,662,541	424,000	321,551	316,990	1,800,000	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	10,000	10,000				
100 942 TSFR FUND 21 - GAS TAX	34,000	34,000				
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	44,000	44,000	-	-	-	-

NET DEPARTMENT ACTIVITY

-

NOTES:

Engineering & design costs include NEPA. Environmental & permits is for CEQA costs



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM

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

PROJECT SUMMARY

	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	75,123		-	75,123			
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	903,302	204,000	119,473	579,829			
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	33,922	15,000	18,922				
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	1,012,347	219,000	138,395	654,952	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	43,500	43,500		-			
826 ENGINEERING & DESIGN	1,024,347	231,000	138,395	654,952			
827 CONSTRUCTION	-		-				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	1,067,847	274,500	138,395	654,952	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	20,000	20,000					
100 941 TSFR FUND 20 - MEASURE J	35,500	35,500					
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	55,500	55,500	-	-	-	-	-

NET DEPARTMENT ACTIVITY

-

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



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-873 CREEK ROAD BRIDGE

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	1,608,346	284,000	162,173	162,173	1,000,000	-
COUNTY FINANCING LOAN	14,397	8,200	6,197			
OTHER	-					
TO BE DETERMINED	-					
see note						
SUBTOTAL REVENUES	1,622,743	292,200	168,370	162,173	1,000,000	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	8,200	8,200				
826 ENGINEERING & DESIGN	636,543	306,000	168,370	162,173		
827 CONSTRUCTION	1,000,000				1,000,000	-
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	1,644,743	314,200	168,370	162,173	1,000,000	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	12,000	12,000				
100 942 TSFR FUND 21 - GAS TAX	10,000	10,000				
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	22,000	22,000	-	-	-	-

NET DEPARTMENT ACTIVITY

- - - - -

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



Town of Fairfax

2019-20 Capital Budget

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

DONE

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

APPROPRIATIONS

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

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	40,000	40,000				
100 941 TSFR FUND 20 - MEASURE J	-	-				
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	40,000	40,000	-	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax

2019-20 Capital Budget

PROJECT 51-909 PAVILION SEISMIC RETROFIT

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	473,930	23,930	15,000	225,000	210,000		
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	200,000		200,000				
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER	-						
RESERVES	200,000		65,000	120,000	15,000		
SUBTOTAL REVENUES	873,930	23,930	280,000	345,000	225,000	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	40,000		20,000	10,000	10,000		
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	50,379	30,379	20,000				
827 CONSTRUCTION	760,000		240,000	320,000	200,000		
828 CONSTRUCTION ENGINEERING	30,000			15,000	15,000		
OTHER	-						
SUBTOTAL APPROPRIATIONS	880,379	30,379	280,000	345,000	225,000	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	6,449	6,449					
100 941 TSFR FUND 20 - MEASURE J	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-			-			
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	6,449	6,449	-	-	-	-	-

NET DEPARTMENT ACTIVITY SEE NOTE

NOTES: In FY17-18, Programmatic agreement approved to allow for soil testing and conceptual foundation design;
FY 18-19, funds for issuing RFP for design services; additional consulting services for archeological services.
Net dept activity - To be covered by existing fund balance (From funds transferred from Fund 54 - Pavilion Restoration)



Town of Fairfax

2019-20 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

This project is for annual sidewalk repair /replacement & tree trimming

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

APPROPRIATIONS

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

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	50,000	10,000	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE J	70,000	30,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	80,000		20,000	20,000	20,000	20,000
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	200,000	-	40,000	40,000	40,000	40,000

NET DEPARTMENT ACTIVITY

NOTES:	827 - \$15,000 for misc sidewalk replacement & repair. \$25,000 for sidewalk & replacement program
	FY18-19: 6 homeowners reimbursed a total of \$5,533.
	FY 17-18: 6 homeowners reimbursed total of \$4,000.
	FY 16-17: 3 homeowners reimbursed a total of \$1500.
	FY15-16: 6 homeowners reimbursed for a total of \$3000. Program approved by TC 9/2015.



Town of Fairfax

2019-20 Capital Budget

PROJECT 53-830 DOWNTOWN SIDEWALK IMPROVEMENTS

This project is to identify funds for potential downtown improvements. For FY18-19, the Town is allocating \$45,000 for sidewalk repair & replacement. The amounts for future years are merely placeholder amounts for yet to be determined projects.

PROJECT SUMMARY

	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

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

-							
-							
-							
-							
-							
-							
80,000			80,000				
80,000	-	-	80,000	-	-	-	-

APPROPRIATIONS

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

10,000			10,000		-	-	-
-							
-							
295,000			115,000	45,000	45,000	45,000	45,000
-							
-							
305,000	-	-	125,000	45,000	45,000	45,000	45,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)
100 941 TSFR FUND 20 - MEASURE J
100 942 TSFR FUND 21 - GAS TAX
100 956 TSFR FUND 22 - MEAS A TAM
100 957 TSFR FUND 23 - MEAS A PARK
SUBTOTAL TRANSFER

157,000			17,000	35,000	35,000	35,000	35,000
50,000			10,000	10,000	10,000	10,000	10,000
18,000			18,000				
-							
-							
225,000	-	-	45,000	45,000	45,000	45,000	45,000

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-	-
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NOTES:

827 Downtown sidewalks



Town of Fairfax

2019-20 Capital Budget

PROJECT 53-887 STREET RESURFACING & REPAIR

This project is for street repair based on the recommendations of the pavement management study. Detail is in the appendices.

The work will vary from maintenance (IE slurry seal at Napa & Dominga), repair of selected streets. Some of the work may be performed in-house.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN	99,000	99,000				
OTHER	20,370	20,370				
TO BE DETERMINED	-					
SUBTOTAL REVENUES	119,370	20,370	99,000	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-		-	-	-	-
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	65,000		25,000	10,000	10,000	10,000
827 CONSTRUCTION	555,370	20,370	175,000	90,000	90,000	90,000
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	620,370	20,370	200,000	100,000	100,000	100,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	69,221		69,221			
100 941 TSFR FUND 20 - MEASURE J	-		-			
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	431,779		31,779	100,000	100,000	100,000
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	501,000	-	101,000	100,000	100,000	100,000

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES:

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



Town of Fairfax

2019-20 Capital Budget

PROJECT 53-894 PARKADE IMPROVEMENTS

DONE

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

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

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ESTIMATED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	105,745	105,745	-			
070 699 FEDERAL/STATE GRANT REVENUE	215,000	215,000				
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN	322,255	322,255				
OTHER	29,000	29,000				
TO BE DETERMINED	-					
SUBTOTAL REVENUES	672,000	672,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	55,000	55,000	-			
825 ENVIRONMENTAL & PERMITS	60,000	60,000				
826 ENGINEERING & DESIGN	800,000	800,000				
827 CONSTRUCTION	-					
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	915,000	915,000	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE J	10,000	10,000				
100 942 TSFR FUND 21 - GAS TAX	233,000	233,000				
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
SUBTOTAL TRANSFER	243,000	243,000	-	-	-	-

NET DEPARTMENT ACTIVITY

NOTES: The matching requirement is \$100,000 for a total project cost of \$400,000 not including contingencies

Funding Swap

TOWN OF FAIRFAX

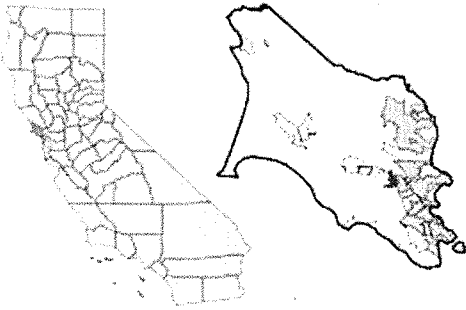
2019 - 2020 Operating and Capital Improvement ADOPTED Budget



Appendices

Page	Description
A-1	Town of Fairfax Demographics
A-2	Town of Fairfax Organizational Chart
A-3	Salary Schedule
A-4	Allocation of Positions
A-5	Financing loan from County
A-6	Healthcare Rates
A-7	Measure A Workplan
A-8	Street Maintenance Projects
A-9	Ordinances & Resolutions - March 2018 to March 2019

Town of Fairfax, California



Demographics

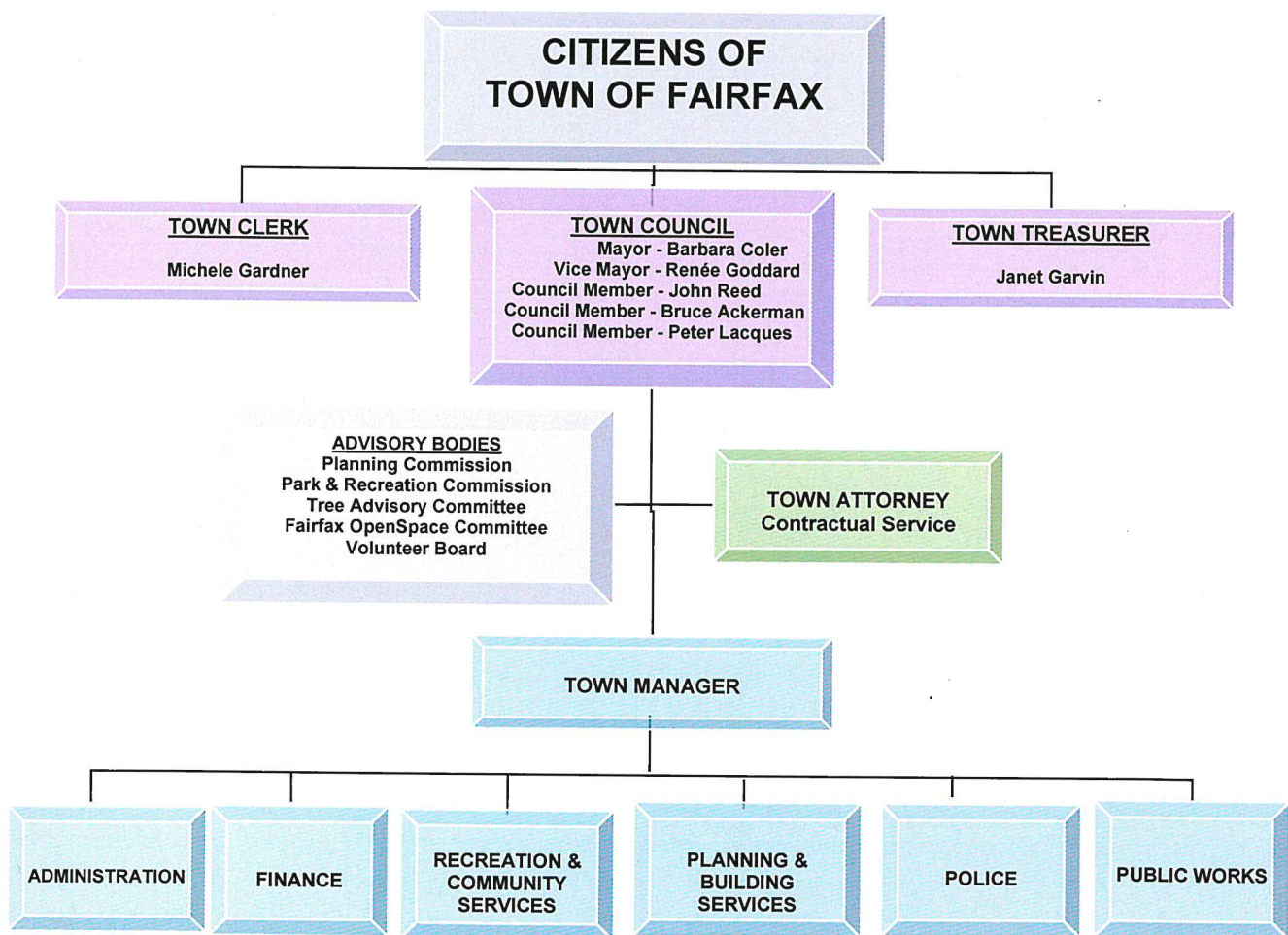
Incorporated	March 2, 1931
Area	2,204 sq mi (5.707 km ²)
Elevation	115 ft (35m)
Population (1/1/18) (1/1/17)	7,534 7,533
Registered Voters (03/31/19)	5,670

Census

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

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

ORGANIZATIONAL CHART & PRINCIPAL OFFICIALS 2019



TOWN MANAGER & TOWN CLERK

Human Resources
 Records Management/
 Elections
 Risk Management
 Fire JPA
 General Admin

FINANCE

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

RECREATION & COMMUNITY SERVICES

Classes & Partnerships
 Events
 Communications (newsletter, website)
 Summer Camps
 Fairfax Volunteers
 Artist in Residence
 Senior & Youth Programs

PLANNING & BUILDING SERVICES

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

POLICE

Patrol
 Investigation
 Dispatch
 Alarm Program
 Neighborhood Services
 Traffic Safety

PUBLIC WORKS

Streets
 Project Management
 Parks & Facilities
 Storm Drainage
 Water Wastewater
 Municipal Services

5/16/19

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

AS OF 7/1/19

FULL TIME EMPLOYEES:

		FTE	UNIT	MONTHLY		ANNUAL	
				LOW	HIGH	LOW	HIGH
TOWN MANAGER	note 1	1.00	CONTR	16,177	16,177	194,126	194,126
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	3,932	5,018	47,184	60,220
ASST TO THE TOWN MANAGER		1.00	MGMT	7,295	8,444	87,536	101,334
FINANCE DIRECTOR		1.00	MGMT	9,521	11,022	114,256	132,266
PLANNING & BUILDING DIRECTOR		1.00	MGMT	9,521	11,022	114,256	132,266
CHIEF BUILDING OFFICIAL/PW MGR		1.00	MGMT	8,816	10,205	105,789	122,465
PRINCIPAL PLANNER		1.00	MGMT	8,379	9,699	100,544	116,392
MAINTENANCE WORKER I		1.00	SEIU	3,735	4,767	44,816	57,198
MAINTENANCE WORKER III		1.00	SEIU	4,157	5,306	49,887	63,670
SR MAINTENANCE WORKER		2.00	SEIU	4,661	5,948	55,928	71,380
POLICE CHIEF	note 1	1.00	CONTR	13,191	13,191	158,295	158,295
POLICE LIEUTENANT		1.00	POA	8,652	9,560	103,820	114,722
POLICE SERGEANT		2.00	POA	7,134	9,105	85,607	109,259
POLICE CORPORAL		2.00	POA	6,115	7,804	73,380	93,654
POLICE OFFICER		5.00	POA	5,824	7,433	69,886	89,194
POLICE SERVICES TECH/CSO		1.00	POA	4,710	6,011	56,516	72,130
DISPATCHER		4.00	POA	4,710	6,011	56,516	72,130
MANAGEMENT ANALYST		-	MGMT	6,606	7,647	79,269	91,763
DEPUTY TOWN CLERK		-	MGMT	5,172	6,601	62,069	79,218
PUBLIC WORKS DIRECTOR		-	MGMT	9,521	11,022	114,256	132,266
ASSISTANT PLANNER		-	MGMT	5,504	6,372	66,049	76,460
ASSOCIATE PLANNER		-	MGMT	6,026	6,976	72,315	83,714
SENIOR PLANNER		-	MGMT	7,535	8,723	90,420	104,673
ADMINISTRATIVE ASSISTANT		-	SEIU	3,846	4,909	46,156	58,908
MAINTENANCE WORKER II		-	SEIU	3,923	5,007	47,080	60,087

TOTAL FULL TIME (FTE)

27.00

PART TIME EMPLOYEES:

ADMIN ASST	0.06
DEPUTY TOWN CLERK	0.25
FINANCE OFFICE ASSISTANT	0.10
PLANNING TECH	0.10
POLICE CADET (2)	0.25
PT ACCOUNTANT I/II(2)	0.80
PT DISPATCHER (4)	1.00
RESERVE POLICE OFFICER (2)	0.25
ASSISTANT PLANNER	0.50
CONSULTING PW DIRECTOR	0.67
REC & COMM SERV MANAGER	0.63
EVENTS & VOLUNTEER COORDINATOR	0.60
MARKETING & COMMUNICATION SPECIALIST	0.50

TOTAL PART TIME (FTE)

5.71

TOTAL FTE

32.71

HOURLY	
LOW	HIGH
22.19	28.32
29.84	38.09
15.00	15.25
15.00	30.83
16.50	17.50
	42.83
27.17	34.68
	42.88
30.83	35.69
	60.00
32.47	33.43
25.00	25.50
37.00	37.00

NOTE: Does not include paid elected positions: COUNCILMEMBERS (5) TREASURER (1)

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

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

note 1 - Employment Agreement

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

FULL TIME EMPLOYEES:

	FTE	UNIT	211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
TOWN MGR	1.00	CONTR	0.60							0.30							
TOWN CLERK	1.00	SEIU	0.25											0.25			
TOWN CLERK	1.00	MGMT		1.00													
ADMINISTRATIVE ASSISTANT II	1.00	MGMT															
ASST TO THE TOWN MANAGER	1.00	MGMT															
FINANCE DIRECTOR	1.00	MGMT			0.10	0.90											
PLANNING & BUILDING DIRECTOR	1.00	MGMT					1.00										
CHIEF BUILDING OFFICIAL/PW MGR	1.00	MGMT						0.75		0.25							
PRINCIPAL PLANNER	1.00	MGMT					1.00										
MAINTENANCE WORKER I	1.00	SEIU									0.25	0.50				0.25	
MAINTENANCE WORKER III	1.00	SEIU									1.00						
SR MAINTENANCE WORKER	2.00	SEIU									1.00	1.00					
POLICE CHIEF	1.00	CONTR							1.00								
POLICE LIEUTENANT	1.00	POA							1.00								
POLICE SERGEANT	2.00	POA							2.00								
POLICE CORPORAL	2.00	POA							2.00								
POLICE OFFICER	5.00	POA							5.00								
POLICE SERVICES TECH/CSO	1.00	POA							1.00								
DISPATCHER	4.00	POA							4.00								
MANAGEMENT ANALYST	-	MGMT															
DEPUTY TOWN CLERK	-	MGMT															
PUBLIC WORKS DIRECTOR	-	MGMT															
ASSISTANT PLANNER	-	MGMT															
ASSOCIATE PLANNER	-	MGMT															
SENIOR PLANNER	-	MGMT															
ADMINISTRATIVE ASSISTANT	-	MGMT															
MAINTENANCE WORKER II	-	SEIU															
MAINTENANCE WORKER II	-	SEIU															
TOTAL FULL TIME (FTE)	27.00		0.85	1.00	0.20	0.90	2.25	1.00	16.00	0.55	2.25	1.50	-	0.25	-	0.25	-

PART TIME EMPLOYEES:

ADMIN ASST	0.06																
DEPUTY TOWN CLERK	0.25																
FINANCE OFFICE ASSISTANT	0.10				0.10												
PLANNING TECH	0.10					0.10											
POLICE CADET (2)	0.25								0.25								
PT ACCOUNTANT I/II(2)	0.80			0.10	0.70												
PT DISPATCHER (4)	1.00								1.00								
RESERVE POLICE OFFICER (2)	0.25								0.25								
ASSISTANT PLANNER	0.50					0.50											
CONSULTING PW DIRECTOR	0.67									0.42	0.125	0.125					
REC & COMM SERV MANAGER	0.63															0.63	
EVENTS & VOLUNTEER COORDINATOR	0.60												0.30	0.30			
MARKETING & COMMUNICATION SPECIALIST	0.50														0.50		
TOTAL PART TIME (FTE)	5.71		-	0.31	0.10	0.80	0.60	-	1.50	0.42	0.13	0.13	0.30	0.30	1.13	-	-
TOTAL FTE	32.71		0.85	1.31	0.30	1.70	2.85	1.00	17.50	0.97	2.38	1.63	0.30	0.55	1.13	0.25	-

NOTE: Does not include paid elected positions: COUNCILMEMBERS (5) TREASURER (1)

TOWN OF FAIRFAX
DEBT SCHEDULES

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

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

Account	PROJECT DESCRIPTION (subject to change, approximate amounts)	County Loan
51-810	STREET RESURFACING & REPAIR - SELECTED STREET RESURFACING (MONO ALLEY)	60,000
51-856	MEADOW WAY BRIDGE	57,000
51-871	BRIDGE PREVENTATIVE MAINT PROG - SPRUCE MARIN CANYON BRIDGES	34,000
51-873	CREEK ROAD BRIDGE	14,000
53-887	STREET RESURFACING & REPAIR - SELECTED STREET RESURFACING	143,000
53-894	PARKADE IMPROVEMENTS	192,000
	TOTAL	\$ 500,000

2. PERS REFUNDING SIDE FUND AND SHARE OF PRE-2013 UAL (Private Placement)

	PRINCIPAL	RATE	INTEREST	DEBT SERVICE
FY17	\$ 113,000	5.4%	\$ 85,113	\$ 198,113
FY18	254,000	5.4%	198,909	452,909
FY19	282,000	5.4%	184,842	466,842
FY20	312,000	5.4%	169,182	481,182
FY21	303,000	5.4%	152,469	455,469
FY22	66,000	5.4%	139,293	205,293
FY23	76,000	5.4%	135,594	211,594
FY24	87,000	5.4%	131,355	218,355
FY25	98,000	5.4%	126,495	224,495
FY26	110,000	5.4%	121,041	231,041
FY27	124,000	5.4%	114,912	238,912
FY28	138,000	5.4%	108,027	246,027
FY29	152,000	5.4%	100,386	252,386
FY30	169,000	5.4%	91,935	260,935
FY31	186,000	5.4%	82,593	268,593
FY32	204,000	5.4%	72,306	276,306
FY33	224,000	5.4%	61,020	285,020
FY34	245,000	5.4%	48,627	293,627
FY35	267,000	5.4%	35,100	302,100
FY36	291,000	5.4%	20,358	311,358
FY37	159,000	5.4%	6,453	165,453
TOTALS	\$ 3,860,000		\$ 2,186,010	\$ 6,046,010

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES
2009 TO 2019

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

MEASURE A WORKPLAN

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

DESCRIPTION:

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

Each year the Town's Measure A Advisory Committee (members listed below) meets to recommend allocations for the upcoming year. For FY19-20, the County estimates Fairfax will receive approximately \$63,000 in Measure A sales tax revenue. We estimate the Town will have approximately \$131,000 in carry-over funding for projects. At its May 1st meeting, the Town Council approved the recommendations of the Measure A Advisory Committee which are as follows:

MEASURE A PARK FUNDS ALLOCATION				
Recommended Allocations for FY19-20				
Project/Program	A Est. Expenditures FY18-19	B Proposed Carryover FY18-19	C Proposed Allocation FY19-20	D Recommended w/carryover FY19-20
Parkland/Open Space Acquisition	\$ -	\$ 40,000	\$ 13,000	\$ 53,000
Maint/Repair Ped Trail Improvements	\$ 17,000	\$ 3,000	\$ 20,000	\$ 23,000
Replace Pavilion Lighting & Hot Water Heater	\$ -	\$ 8,436	\$ 3,935	\$ 12,371
Construction of Bicycle Pump Track (reallocated to Peri Park Equipment)	\$ -	\$ -	\$ -	\$ -
Women's Club Improv. (e.g., stage, roof, bathrooms, lighting)	\$ 8,537	\$ 16,463	\$ 5,000	\$ 21,463
Vegetation management (various locations)	\$ 5,000			
Replace Peri Park Equipment	\$ -	\$ 59,000	\$ 21,000	\$ 80,000
Age-friendly Park equipment/furniture	\$ -	\$ 4,000	\$ -	\$ 4,000
	\$ -	\$ -	\$ -	\$ -
Total	\$ 30,537	\$ 130,899	\$ 62,935	\$ 193,834

The Committee recommended that funds unspent for projects in previous years continue to be carried over to FY19-20 for those projects. The County requires the work plan to include both carryover funds and new funds. Should a project be delayed/canceled or priorities changed, the Council can reallocate funds at any time by amending its work plan and submitting it to the County for approval.

The Measure A Advisory Committee consists of:

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

PAVEMENT MANAGEMENT PLAN

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

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

Scenarios - Sections Selected for Treatment

Interest: 3.00% Inflation: 3.00% Printed: 02/03/2017

Scenario: P-TAP 17 - SCENARIO 04 - EAB 3 - \$200,000

Year: 2017

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

** - Treatment from Project Selection

Scenarios Criteria:

TOWN OF FAIRFAX
ORDINANCES & RESOLUTIONS
MARCH 2018 TO MARCH 2019

Ordinance Titles

- Adding Chapter 5.52 Entitled “Income-Based Rental Housing Discrimination” to the Fairfax Municipal Code, Title 5, to Increase Affordable Housing Opportunities in the Town. Added a New Chapter 17.090 (Rm-S Multi-Family Residential – Senior), and Amended the Town Zoning Map
- Amending Section 2.08.010 (“Council Meetings”) of the Town Code
- Adopting and Amending Sections 6.04.010, 6.04.020, 6.04.037 And 6.040.041 Of The Fairfax Municipal Code To Adopt By Reference The Marin County Ordinance Entitled “Ordinance No. 3687 Ordinance Of The Marin County Board Of Supervisors Amending Animal Control Ordinance, Chapter 8.04 Of Title 8” And To Adopt By Reference The Marin County Ordinance Entitled “Ordinance No. 3688 An Uncodified Ordinance Of The Marin County Board Of Supervisors Establishing A Fee Schedule For Services Provided Under Marin County Code Title 8, Chapter 8.04” And Adopting Penalties Therefor
- **Urgency** Ordinance Enacting Title 20 (“Telecommunications”) of the Fairfax Municipal Code To Establish New Regulations For Wireless Telecommunication Facilities
- **Urgency** Interim Zoning Ordinance Extending for a Period of One Year Until October 31, 2019 the Temporary Moratorium In All Zoning Districts on the Establishment, Creation or Expansion of any and All Commercial Cannabis Uses, With Exceptions, Pending The Completion of Studies And The Preparation of An Update to the Town’s Municipal And Zoning Codes
- **Urgency** Interim Zoning Ordinance Adopted Pursuant to Government Code Section 65858 Establishing A Temporary Moratorium on Housing Development Projects in the Planned Development District (PDD) Zone, Chapter 17.112 of the Fairfax Municipal Code, Pending Preparation of an Update to the Town’s Municipal and Zoning Codes
- Amending Chapter 8.36 (“Trees”) of the Town Code
- Amending Chapter 3.36 (“Public Bidding”) of the Fairfax Town Code to Increase Contract Award Limits per the Uniform Public Construction Cost Accounting Act
- **Urgency** Interim Zoning Ordinance Adopted Pursuant to Government Code Section 65858 Extending for a Period of Ten (10) Months and Fifteen (15) Days the Temporary Moratorium on Housing Development Projects in the Planned Development District (PDD) Zone, Chapter 17.112 of the Fairfax Municipal Code, Pending Preparation of an Update to the Town’s Municipal and Zoning Codes
- To Permit Certain Medical Marijuana Dispensaries to Conduct Adult-Use Cannabis Deliveries
- Adding Chapter 5.56 Entitled “Cannabis Businesses” To The Fairfax Municipal Code, Title 5 (“Business Taxes, Licenses and Regulations”), Division Ii (“Specific Business Regulations”) To Establish Regulations For Certain Medical Marijuana Dispensaries To Conduct Adult-Use Cannabis Deliveries
- Amending Chapter 17.112 PDD Planned Development District Zone of the Fairfax Municipal Code
- **Urgency** Ordinance Of The Town Council Of The Town Of Fairfax Enacted Pursuant To California Government Code Section 36937 Adding Chapter 5.54 Entitled “Just Cause Evictions” To Fairfax Municipal Code Title 5, Requiring Cause To Terminate A Residential Tenancy

Resolution Titles

1. Replacing Resolution Nos. 14-10 And 15-26 Establishing the Fairfax Climate Action Committee to Expand the Membership (adopted 4-4-18)
2. Approving List of Projects Funded by SB 1 The Road Repair and Accountability Act (adopted 4-4-18)
3. In Support of Veterans and Affordable Housing Bond Act (adopted 4-4-18)
4. In Support of the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (adopted 4-4-18)
5. In Support of Proposition 69 To Prevent New Transportation Funds from Being Diverted for Non-Transportation Purposes and In Opposition to the Repeal of SB 1 (The Road Repair and Accountability Act) (adopted 4-4-18)
6. Opposing the Tax Fairness, Transparency and Accountability Act of 2018 (adopted 4-4-18)
7. In Support of March For Our Lives (adopted 6-6-18)
8. Setting the Pension Tax Rate to Support Fairfax Pension Obligations for Fiscal Year 2018-2019 (adopted 6-6-18)
9. Setting the Amount of the Special Municipal Services Tax for Fiscal Year 2018-2019 (adopted 6-6-18)
10. Setting the Amount of the Utility Users' Tax for Fiscal Year 2018-2019 (adopted 6-6-18)
11. Continuing Expenditures and Revenues in Accordance with the Fiscal Year 2017-2018 Town Budget and Continuing the Fiscal Year 2018-2019 Budget Adoption (adopted 6-6-18)
12. Setting the Tax Rate in Connection with its General Obligation Bonds (Measure K Bond Assessment) for Fiscal Year 2018-2019 (adopted 6-6-18)
13. Approving Ross Valley Paramedic Authority Tax Levy for the 2018-2019 Fiscal Year (adopted 6-6-18)
14. Setting a Fee for the Purpose of Funding Local Stormwater Pollution Prevention Activities For Fiscal Year 2018-19 (adopted 6-6-18)
15. Establishing July Regular Meeting Date on Wednesday, July 18, 2018 (adopted 6-6-18)
16. Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS) (adopted 7-18-18)
17. Adopting the Operating and Capital Improvement Budgets for Fiscal Year July 1, 2018 through June 30, 2019 and Providing for the Appropriation of Expenditures in Said Budgets and Repealing All Resolutions in Conflict Herewith (adopted 7-18-18)
18. Amending the Debt Management Financial Policies (adopted 7-18-18)
19. Making Certain Findings and Determinations in Compliance with Section XIII B of the California Constitution (Gann Initiative) and Setting the Appropriation Limit for FY2018-19 (adopted 7-18-18)
20. Proposing an Increase in the Paramedic Service Tax, Establishing a Date for Election, Adopting Intended Ballot Language, Requesting the Consolidation of Said Election, Requesting Election Services of the County Elections Office, and Directing that Rebuttal Arguments May Be Received (adopted 7-18-18)
21. Approving the Transportation Authority of Marin's Final ½-cent Transportation Sales Tax Renewal Expenditure Plan (adopted 8-01-18)

Resolution Titles (CONTINUED)

22. Setting the Living Wage Pursuant to the Annual Review Requirements of Section 8.56.020 of the Town Code (adopted 8-01-18)
23. Approving the Memorandum of Understanding (MOU) with the Fairfax Police Officers Association (POA) for the Period of July 1, 2018 through June 30, 2021 (adopted 8-01-18)
24. Approving the negotiated Memorandum of Understanding (MOU) with the Service Employees International Union Local 1021 Miscellaneous Unit (SEIU) for the Period of July 1, 2018 through June 30, 2021 (adopted 8-01-18)
25. Adopting an Annual Salary Schedule (adopted 8-01-18)
26. Establishing Wages and Benefits for Management And Confidential Employees and Part-Time Employees for the Period of July 1, 2018 through June 30, 2021 (adopted 8-01-18)
27. Proclaiming September 2018 as Preparedness Month (adopted 9-05-18)
28. Establishing its Regular Meeting Dates in the Months of January and July in Calendar Year 2019 (adopted 10-03-18)
29. Awarding Construction Contract for Scenic Road Pavement Rehabilitation Project (adopted 10-03-18)
30. Approving the Final Parcel Map, Subject to Conditions, for the Victory Village Senior Housing Project (2626 Sir Francis Drake Boulevard) (adopted 10-03-18)
31. Amending the Interview and Appointment Policy to Establish the Appointment Process for the Tree Committee. Adopted 11-07-18.
32. Reciting the Fact of the General Election Held on November 6, 2018, Declaring the Result and such other Matters as Provided by Law. Adopted 12-05-18.
33. Amending Administrative Purchasing Policy to Increase Town Manager's Contractual Authority from \$15,000 to \$25,000. Adopted 12-05-18.
34. Adopting a Federally Funded Procurement Policy to Comply With the Office of Management and Budget Guidance for Federal Awards. Adopted 12-05-18.
35. Adopting Permit Application Requirements and Terms for Certain Medical Marijuana Dispensaries to Conduct Retail Deliveries of Adult-Use Cannabis. Adopted 12-05-18.
36. Awarding The Construction Contract For The Parkade Improvement Project. Adopted 12-31-18.
37. Adopting the 2018 Marin County Multi-Jurisdictional Local Hazard Mitigation Plan. Adopted 02-06-19.
38. Appointing a Second Alternate to the Marin Emergency Radio Authority Board of Directors. Adopted 02-06-19.
39. Approving the Designation of United States Bike Route 95 (USBR 95) Connecting San Anselmo to Unincorporated County through Fairfax. Adopted 02-06-19.
40. Endorsing Declaration of a Climate Emergency and Requesting Regional Collaboration on an Immediate Just Transition and Emergency Mobilization Effort to Restore a Safe Climate. Adopted 03-06-19.
41. In Support Of Local Zoning Authority Over Cell Site Deployments And A Call On Congress To Reinstate Such Authority By Reversing Recent FCC Actions. Adopted 03-06-19.