



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

401 REGULAR SALARIES	99,101	104,228	107,506	107,506	109,812
415 ACCRUED LEAVE CASHOUT	4,122	4,287	4,416	4,416	4,504
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	20,412	20,935	21,663	21,663	21,334
492 WORKERS COMP.	4,122	4,398	4,284	4,284	4,578
493 RETIREMENT	10,185	11,267	12,399	12,399	12,665
494 MEDICARE	1,377	1,453	1,498	1,498	1,530
496 PERS UAL/SIDEFUND	15,343	17,353	20,104	20,104	22,147
611 ALLOWANCES	270	270	270	270	270
SUBTOTAL PERSONNEL	154,931	164,191	172,139	172,139	176,840

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	321	321	321
722 VEHICLE MAINTENANCE	3,440	5,329	3,500	3,500	3,500
731 BLDG-GROUNDS MAINT.	2,111	2,311	2,000	1,773	2,000
802 POWER	450	590	500	445	500
804 TELEPHONE	1,360	1,861	1,500	1,100	1,500
811 POSTAGE	518	765	500	450	500
813 OFFICE SUPPLIES	1,130	1,041	1,200	700	1,200
821 OUTSIDE SERVICES	75,555	23,088	65,000	60,000	60,000
822 PROFESSIONAL SERVICES	5,449	6,180	5,000	2,000	5,000
861 BUS.MEET/CONF.	685	-	1,000	500	1,000
862 DUES & SUBSCRIPTIONS	525	310	500	420	500
SUBTOTAL OPERATING	91,223	41,475	81,021	71,209	76,021

TOTAL DEPARTMENT APPROPRIATION 246,154 205,666 253,160 243,349 252,861

Allocation of Positions:

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

Total Full Time Equivalent Employees 1.00 1.00 1.00 1.00 1.00

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

POLICE BUDGET MESSAGE

ORGANIZATION:

The department is comprised of the following personnel/Classifications

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

2019–2020 ACCOMPLISHMENTS

- Modified employee schedules to allow for carpooling to Fairfax. (reduced emissions, traffic and cost savings to employees)
- Update Emergency Operation Plan and Evacuation Protocol
- Continue the updating of the POST Mandated Field Training Officer Program (several year project)
- Began pre-planning of next generation 911 answering equipment/telephone system
- Finalized Implementation of TEXT to 911 through state funding (a cellular caller can communicate with 911 dispatcher via text messaging)
- Finalized Implementation of RAPID SOS through state funding (pinpoints a cellular 911 callers location)
- Successful recruitment of two new Officers and one Police Service Technician, and one Cadet
- Sent a current Police Dispatcher to Police Academy to fill upcoming police officer vacancy
- 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 2019 Records Purge

2020-2021 GOALS AND OBJECTIVES:

- Continue planning and implementation of Next Generation 911 system
- Continue the updating of the POST Mandated Field Training Officer Program (several year project)
- Complete POST mandated bi annual training for all personnel
- Increased/targeted Traffic Operations: DUI / Speeding / Stop Signs / Bicycle and Pedestrian safety
- Undercover theft operations (burglaries and bicycle theft)
- Teen alcohol and Tobacco enforcement operations (including shoulder tap operations)
- Continue and Increase Social Media Presence (Nextdoor, Twitter, Facebook, Instagram)
- Increase Vehicle Abatement Program on public and private property
- Conduct yearly Policy Manual review and update



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	350,268	356,472	382,175	384,000	404,713
402 SAFETY SALARIES	SEE NOTE	1,095,867	1,182,812	1,288,183	1,280,000	1,377,135
415 ACCRUED LEAVE PAYOUT		7,379	54,123	50,000	50,000	50,000
421 TEMP EMPLOYEES		66,654	85,121	73,000	98,795	75,000
461 OVERTIME		150,450	152,323	168,000	242,884	176,000
481 HOLIDAY PAY		76,697	80,441	83,779	87,149	85,327
491 HEALTH INSURANCE		215,899	220,155	225,221	228,045	249,565
492 WORKERS COMP.		68,089	73,598	73,598	73,598	73,598
493 RETIREMENT		201,802	237,695	268,967	265,000	283,955
494 MEDICARE		23,164	24,655	27,824	25,312	29,109
495 FICA/PTS		1,534	827	-	66	-
496 PERS UAL/SIDEFUND		476,384	556,766	645,188	636,962	689,717
497 OVERTIME REIMB	SEE NOTE	(800)	(1,600)	(15,000)	-	(15,000)
TUITION REIMB						10,000
611 ALLOWANCES		4,010	4,810	6,000	3,960	6,000
SUBTOTAL PERSONNEL		2,737,396	3,028,197	3,276,935	3,375,771	3,495,119

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

DISPATCHER, RESERVE	4.00	4.00	4.00	4.00	4.00
POLICE OFFICER, RESERVE	2.00	2.00	2.00	2.00	2.00
POLICE CADET		1.00	1.00	1.00	1.00
DISPATCHER / CSO		1.00	1.00	1.00	1.00

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



Town of Fairfax

2020-21 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Actual	Adopted	Projected	DRAFT

OPERATING EXPENSES

631	COMM EQUIP REPLACE		142	-	7,000	5,994	7,000
711	OFFICE EQUIP MAINTENANCE		-	757	1,500	1,500	1,500
712	COMPUTER EQUIP MAINTENANCE	SEE NOTE	21,959	34,799	32,000	33,000	33,000
721	FIELD EQUIP MAINTENANCE		259	348	1,000	1,146	1,000
722	VEHICLE MAINTENANCE		24,280	27,729	24,000	24,000	24,000
723	COMMUNICATION EQUIP MAINT		2,499	1,584	3,000	3,000	3,000
725	MERA DEBT SERVICE	SEE NOTE	38,310	38,340	38,261	38,340	37,698
726	MERA MEMBERSHIP FEE		31,276	31,414	32,379	32,379	34,632
731	BLDG-GROUNDS MAINTENANCE		13,747	13,976	26,000	23,326	26,000
801	WATER		1,746	2,016	1,900	809	1,900
802	POWER		1,801	2,361	2,000	889	2,000
804	TELEPHONE		18,489	25,771	22,000	22,000	22,000
806	FUEL		18,112	21,074	18,000	22,000	18,000
811	POSTAGE		1,346	599	2,000	2,000	2,000
812	REPRODUCTION		2,936	2,585	4,000	4,000	4,000
813	OFFICE SUPPLIES		817	1,971	3,000	3,000	3,000
815	PRINTING		2,439	2,972	4,000	4,000	4,000
822	PROFESSIONAL SERVICES	SEE NOTE	44,571	65,563	55,461	50,000	60,000
841	SMALL TOOLS		219	246	500	500	500
842	SPECIAL DEPT SUPPLIES		12,295	21,426	12,500	12,000	12,500
851	UNIFORM		16,096	18,939	19,200	22,000	19,200
861	BUS.MEET/CONF.		929	452	1,000	1,000	5,000
862	DUES & SUBSCRIPTIONS	SEE NOTE	10,814	9,783	11,400	10,600	11,400
871	LIAB & PROP INSURANCE		-	-	-	-	-
883	P.O.S.T.		13,291	19,729	13,000	9,200	13,000
889	BOOKING FEES		1,519	402	3,000	-	3,000
SUBTOTAL OPERATING			279,890	344,833	338,101	326,683	349,330
TOTAL DEPARTMENT APPROPRIATION			3,017,286	3,373,030	3,615,036	3,702,454	3,844,449

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
SEE NOTE
SEE NOTE

			-	
			-	
-	-	100	-	100
5,279	8,279	12,000	3,459	12,000
2,153	6	1,000	779	1,000
3,300	-	3,600	3,600	3,600

SUBTOTAL OPERATING

10,732 8,286 16,700 7,838 16,700

TOTAL DEPARTMENT APPROPRIATION

10,732 8,286 16,700 7,838 16,700

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

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

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Actual	Actual	Adopted	Projected	DRAFT

PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

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

249,633	193,370	246,887	246,887	286,528
-	-	72,696	-	60,459
118,422	201,546	53,806	201,546	55,420
-	-	11,612	-	10,410
-	68,293	100,000	75,000	40,000
12,801	15,234	-	8,293	15,000
1,865,806	1,943,947	2,059,209	1,940,832	2,092,330

SUBTOTAL OPERATING

2,246,662 2,422,390 2,544,210 2,472,558 2,560,147

TOTAL DEPARTMENT APPROPRIATION

2,246,662 2,422,390 2,544,210 2,472,558 2,560,147

87,589
3.5%

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:

	FY17	FY18	FY19	FY20	Incr (Decr)	FY21 BUD
- Contribution	1,750,142	1,866,116	1,942,000	2,059,209	33,121	2,092,330
- Side Fund	183,573	99,337	(3,115)	-	-	-
- Retirement Unfunded Liability	119,190	150,696	196,485	246,887	39,641	286,528
- Apparatus Replacement	-	46,600	69,900	72,696	(12,237)	60,459
- OPEB Prior Liability	46,960	60,194	120,006	53,806	1,614	55,420
- Mera Bond	10,424	11,628	11,640	11,612	(1,202)	10,410
Total	2,110,289	2,234,571	2,336,916	2,444,210	60,937	2,505,147
% Change	4.31%	5.89%	4.58%	4.59%		2.49%

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

401 REGULAR SALARIES		83,750	87,962	67,851	67,851	73,062
411 REG PART-TIME SALARIES	SEE NOTES	-	6,641	52,750	16,686	37,750
415 ACCRUED LEAVE CASHOUT		3,486	3,669	-	2,307	2,732
421 TEMP EMPLOYEES	SEE NOTES	-	-	2,626	2,626	2,626
491 HEALTH INSURANCE		14,063	14,402	14,420	11,402	14,124
492 WORKERS COMP.		5,811	5,494	4,880	4,880	5,321
493 RETIREMENT		8,297	9,172	9,726	9,049	10,209
494 MEDICARE		1,167	1,226	1,706	988	1,778
495 FICA/PTS		-	-	1,125	-	1,148
496 PERS UAL/SIDEFUND		5,775	7,290	8,450	6,488	9,309
611 ALLOWANCES		198	198	90	178	90
SUBTOTAL PERSONNEL		122,547	136,054	163,624	122,456	158,147

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE		-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE		262	136	134	124	134
804 TELEPHONE		-	-	500	-	500
811 POSTAGE		286	571	400	234	400
813 OFFICE SUPPLIES		-	-	308	-	308
815 PRINTING		-	-	100	-	100
821 OUTSIDE SERVICES	SEE NOTES	32,526	45,885	45,000	41,881	45,000
822 PROFESSIONAL SERVICES	SEE NOTES	3,180	5,677	21,500	4,131	21,500
823 STORMWATER POLLUTION	SEE NOTES	29,320	27,361	33,000	33,000	33,000
842 SPECIAL DEPT SUPPLIES		550	715	1,000	-	1,000
861 MTGS/TRAVEL		-	24	-	-	-
890 MISCELLANEOUS	SEE NOTES	-	-	5,000	-	2,000
SUBTOTAL OPERATING		66,123	80,369	107,042	79,370	104,042

TOTAL DEPARTMENT APPROPRIATION	188,671	216,422	270,666	201,826	262,189
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Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	0.30	0.30	0.30	0.30	0.30
CONSULTING ENGINEER/PROJECT MANAGER (PT)		0.42	0.42	0.42	0.42
BUILDING OFFICIAL/PW MANAGER	0.25	0.25	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT II	-	-	-	-	-
MANAGEMENT ANALYST	-	-	-	-	-
ADMINISTRATIVE ASSISTANT PT					

Total Full Time Equivalent Employees	0.55	0.97	0.97	0.97	0.97
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NOTES:	411 Consulting engineer/project management services (PT) to assist with capital projects
	821 Consulting PW Project Mgr, Outside Eng services; MTC-PTAP (\$3,000), IWOQ, StreetSaver
	822 One-half Fairfax share of annual Marin Map (\$3,000); TAM congestion management fee (\$15,000)
	823 MCSTOPPP Fee (\$26,000), SWRCB Fee (\$7,000)
	890 PW Office clean up/renovation

STREET MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

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

Total = 2.5 FTE

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

ACCOMPLISHMENTS/GOALS

See DPW Administration narrative



Town of Fairfax

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Actual	Actual	Adopted	Projected	DRAFT

PERSONNEL

401	REGULAR SALARIES	124,766	124,174	163,803	163,803	174,612
NEW 411	REG PART-TIME SALARIES [PT PW DIR]	-	-	-	-	15,000
421	TEMP. EMPLOYEES					
461	OVERTIME	602	4,069	-	1,507	
491	HEALTH INSURANCE	30,414	31,235	32,097	19,276	31,635
492	WORKERS COMP.	6,540	7,213	6,941	9,255	7,459
493	RETIREMENT	12,529	12,337	17,309	11,566	17,826
494	MEDICARE	1,774	1,679	2,426	1,484	2,493
495	FICA/PTS	-	-	900	-	911
496	PERS UAL/SIDEFUND	18,208	20,576	23,853	23,853	26,276
497	OVERTIME REIMBURSABLE	-	-	(1,000)	-	(1,000)
611	ALLOWANCES	675	675	956	1,317	956
	SUBTOTAL PERSONNEL	195,508	201,959	263,110	232,061	276,167

OPERATING EXPENSES

641	EQUIPMENT RENTAL	-	-	500	-	500
721	FIELD EQUIP MAINTENANCE	-	113	500	1,520	500
722	VEHICLE MAINTENANCE	4,081	10,552	14,000	8,383	12,500
723	COMMUNICATION EQUIP MAINT	-	-	500	-	500
725	MERA DEBT SERVICE	8,871	8,890	9,000	11,703	8,722
726	MERA MEMBERSHIP FEE	7,237	7,269	7,500	9,989	8,013
731	BLDG-GROUNDS MAINTENANCE	604	564	39	151	(0)
802	POWER	-	-	1,500	-	1,500
803	DUMP FEES	-	133	300	128	300
804	TELEPHONE	1,212	1,235	1,000	1,039	1,000
806	FUEL	14,625	17,609	18,000	18,054	18,000
813	OFFICE SUPPLIES	219	9	500	407	500
821	OUTSIDE SERVICES	57,431	36,702	60,000	46,269	58,000
841	SMALL TOOLS	215	893	-	1,281	-
842	SPECIAL DEPT SUPPLIES	35,148	30,504	45,000	29,796	42,000
851	UNIFORM	956	956	956	1,275	956
861	TRAVEL/TOLLS	-	-	200	-	200
	SUBTOTAL OPERATING	130,598	115,430	159,495	129,995	153,191

TOTAL DEPARTMENT APPROPRIATION

326,106 317,389 422,605 362,055 429,358

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

63,049	47,446	50,000	64,811	50,000
30,026	18,386	40,000	4,610	40,000
26,558	30,390	20,000	19,329	20,000

SUBTOTAL OPERATING

119,633 96,223 110,000 88,750 110,000

TOTAL DEPARTMENT APPROPRIATION

119,633 96,223 110,000 88,750 110,000

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

2020-21 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 513 STORM DAMAGE - FEMA

ACTIVITY DESCRIPTION

Damage from the January/February 2017 storm events

DEPARTMENT SUMMARY

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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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

			-	
	1,029	-		

SUBTOTAL OPERATING

- 1,029 - - -

TOTAL DEPARTMENT APPROPRIATION

- 1,029 - - -

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

NEW 401	REGULAR SALARIES	87,933	97,406	102,487	102,487	106,055
411	REG PART-TIME SALARIES [PT PW DIR]	-	-	15,825	-	-
415	ACCRUED LEAVE CASHOUT	511	3,217	-	-	-
461	OVERTIME	34,075	34,963	36,247	108	36,247
491	HEALTH INSURANCE	4,324	4,804	4,581	26,961	35,677
492	WORKERS COMP.	8,306	9,650	10,637	4,581	4,928
493	RETIREMENT	1,199	1,372	1,601	8,238	10,954
494	MEDICARE	-	-	563	1,096	1,647
495	FICA/PTS	-	-	-	-	574
496	PERS SIDEFUND	10,096	11,418	13,221	10,152	14,565
611	ALLOWANCES	450	450	638	767	638
SUBTOTAL PERSONNEL		146,894	163,280	185,800	154,390	211,284

OPERATING EXPENSES

641	EQUIPMENT RENTAL	-	300	500	-	500
721	FIELD EQUIP MAINT.	-	-	500	-	500
722	VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801	WATER	22,765	23,577	20,000	22,378	20,000
802	POWER	1,540	1,805	2,300	1,670	2,300
821	OUTSIDE SERVICES	29,220	35,402	35,000	40,644	35,000
841	SMALL TOOLS	44	94	1,000	-	1,000
842	SPECIAL DEPT SUPPLIES	13,817	18,462	15,000	7,832	15,000
851	UNIFORM	638	638	638	850	638
881	SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING		68,023	80,278	75,938	73,375	75,938

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

214,917 243,558 261,738 227,764 287,222

Allocation of Positions:

CONSULTING PW DIRECTOR PT	0.13	0.13	0.125	0.13	0.125
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					
MAINT. WORKER I	0.50	0.50	0.50	0.50	0.50

SEE NOTE

Total Full Time Equivalent Employees

1.63 1.63 1.63 1.63 1.63

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

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

411 REGULAR PT SALARIES	19,643	21,370	20,658	20,658	21,071
415 ACCRUED LEAVE CASHOUT	-	-	-	-	-
491 HEALTH/LIFE INS	-	750	750	1,209	750
492 WORKERS COMP	672	729	819	819	873
493 RETIREMENT	2,019	2,310	2,382	2,382	2,430
494 MEDICARE	258	285	286	286	292
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	2,471	2,793	3,237	3,237	3,565
611 ALLOWANCES	-	-	-	125	-
SUBTOTAL PERSONNEL	25,063	28,236	28,132	28,716	28,982

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	150	-	150
801 WATER	-	200	200	-	200
804 TELEPHONE	281	296	700	238	700
811 POSTAGE	466	329	400	365	400
813 OFFICE SUPPLIES	103	1,417	500	665	500
842 SPECIAL DEPT SUPPLIES	4,283	5,327	5,000	5,000	5,000
SUBTOTAL OPERATING	5,133	7,569	6,950	6,267	6,950

TOTAL DEPARTMENT APPROPRIATION

30,196	35,805	35,082	34,983	35,932
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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

2020-21 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.

Staff works with the Parks & Recreation Commission (PARC) on programs and projects such as the Peri Park renovation and Artist Collaboration.

Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

DEPARTMENT SUMMARY

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

401 REGULAR SALARIES	14,198	14,812	17,693	17,693	18,576
411 REGULAR PT SALARIES	19,643	21,613	18,622	18,622	18,622
415 ACCRUED LEAVE CASHOUT	-	-	750	-	750
491 HEALTH INSURANCE	3,304	4,136	3,537	3,537	3,471
492 WORKERS COMP	1,252	1,337	1,416	1,416	1,517
493 RETIREMENT	3,478	4,501	4,188	4,188	4,290
494 MEDICARE	456	494	495	495	507
496 PERS UAL/SIDEFUND	4,683	5,299	6,134	6,134	6,757
611 ALLOWANCES	-	-	-	167	-
SUBTOTAL PERSONNEL	47,014	52,192	52,835	52,252	54,490

OPERATING EXPENSES

811 POSTAGE	-	-	200	200	200
813 OFFICE SUPPLIES	24	-	120	120	120
821 OUTSIDE SERVICES	-	-	-	-	-
878 FAIRFAX ARTS & CULTURE COLLAB	2,203	9,853	7,000	6,944	7,000
881 SPECIAL SERVICES	6,614	1,903	1,200	2,341	1,200
SUBTOTAL OPERATING	8,841	11,756	8,520	9,605	8,520

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

55,855 63,948 61,355 61,857 63,010

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

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

411 REGULAR PT SALARIES	56,705	65,809	95,198	95,198	105,780
415 ACCRUED LEAVE CASHOUT	-	-	3,000	-	3,000
491 HEALTH/LIFE INS	-	2,998	-	-	-
492 WORKERS COMP.	2,371	2,464	3,719	3,719	4,419
493 RETIREMENT	-	-	6,718	-	7,481
494 MEDICARE	822	973	1,333	1,333	1,477
495 FICA/PTS	2,119	2,206	3,362	3,362	3,820
611 ALLOWANCES	-	-	-	-	-
SUBTOTAL PERSONNEL	62,017	74,451	113,330	103,612	125,977

OPERATING EXPENSES

804 TELEPHONE	2,519	2,735	840	2,113	840
805 CABLE				-	
821 OUTSIDE SERVICES	11,247	6,921	10,000	8,939	10,000
822 PROFESSIONAL SERVICES	209	400	-	1,870	-
842 SPECIAL DEPT SUPPLIES	2,016	9,412	3,000	20,652	3,000
843 SENIOR PROGRAMS	9,175	12,750	15,000	15,000	15,000
861 MEETING/CONF & TRAVEL	-	-	200	-	200
881 SPECIAL SERVICES	7,876	8,453	9,000	4,179	9,000
890 MISCELLANEOUS	641	330	800	544	800
SUBTOTAL OPERATING	33,682	41,001	38,840	53,297	38,840

TOTAL DEPARTMENT APPROPRIATION

95,699 115,452 152,170 156,909 164,817

Allocation of Positions:

Recreation & Comm Services Manager	1.00	1.00	1.13	1.00	0.63
Marketing and Communication Specialist					0.50

Total Full Time Equivalent Employees

1.00 1.00 1.13 1.00 1.13

NOTES:

- 821 Includes class/program instructors for newborn, toddlers, and school aged/teens. Instructors are compensated based on a 70/30 split of class revenues. Classes are held at Womens Club, Pavilion, and Community Center - Senior class at Bennett House
- Recreation program costs are offset by participant fees charged in 01-090-904 & fundraising 01-090-790
- 843 Senior programs are free to participants with priority to Fairfax residents. Subsidized by Measure J.



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

411 REGULAR PT SALARIES				7,039	7,100
492 WORKERS COMP.				-	-
494 MEDICARE				102	100
495 FICA/PTS				264	300
492 WORKERS COMP.				-	-
SUBTOTAL PERSONNEL	-	-	-	7,405	7,500

OPERATING EXPENSES

821 OUTSIDE SERVICES	SEE NOTE	14,424	3,600	12,500	2,350	2,500
822 PROFESSIONAL SERVICES		449	705	600	425	600
842 SPECIAL DEPT SUPPLIES		2,429	2,319	2,000	1,985	2,000
890 MISCELLANEOUS		-	-	-	-	-
SUBTOTAL OPERATING		17,302	6,624	15,100	4,760	5,100

TOTAL DEPARTMENT APPROPRIATION 17,302 6,624 15,100 12,165 12,600

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00

NOTES:

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

Recreation program costs are offset by participant fees charged in 01-090-822
 - Camp Fairfax (25 campers for 3 weeks @ \$280/wk) 21,000
 - Spanish Camp (8 campers for one week x \$285) 2,280
23,280





Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

401 REGULAR SALARIES	11,689	13,013	14,326	14,326	14,647
421 TEMP LABOR	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	96	527	-	-	-
461 OVERTIME	5,787	5,939	6,209	6,209	-
491 HEALTH INSURANCE	445	513	555	555	6,096
492 WORKERS COMP.	808	944	1,013	1,013	598
493 RETIREMENT	146	175	194	194	1,043
494 MEDICARE	-	-	-	-	200
611 ALLOWANCES	75	75	106	106	140
SUBTOTAL PERSONNEL	19,045	21,186	22,403	22,403	22,724

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	16,504	20,271	22,100	20,139	42,304	
801 WATER	1,437	1,445	800	3,723	800	
802 POWER	1,891	2,081	16,500	1,716	16,500	
803 SANITARY	-	-	-	-	-	
804 TELEPHONE	419	517	400	433	400	
821 OUTSIDE SERVICES	723	-	500	807	500	
822 PROFESSIONAL SERVICES	SEE NOTE	4,450	9,625	9,000	12,833	9,000
841 SMALL TOOLS	-	-	-	-	-	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,728	1,759	6,000	2,593	6,000
851 UNIFORM	106	106	106	142	106	
SUBTOTAL OPERATING	28,259	35,804	55,406	42,385	75,611	

TOTAL DEPARTMENT APPROPRIATION

47,304 56,990 77,809 64,788 98,335

Allocation of Positions:

MAINT. WORKER I 0.25 0.25 0.25

Total Full Time Equivalent Employees

0.50 0.50 0.25 0.25 0.25

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

491 HEALTH INSURANCE				-		
491 RETIREE HEALTH BENEFITS	SEE NOTE	57,423	65,059	72,146	72,146	76,475
492 WORKERS COMP.		-	(14)	-	1,383	
493 RETIREMENT					-	-
495 FICA/PTS					-	
SUBTOTAL PERSONNEL		57,423	65,045	72,146	73,529	76,475

OPERATING EXPENSES

821 OUTSIDE SERVICES					-	
822 PROFESSIONAL SERVICES	SEE NOTE	203,269	222,076	275,000	275,000	267,000
842 SPECIAL DEPT SUPPLIES		1,094	1,186	4,000	4,000	4,000
871 LIAB & PROP INSURANCE		153,804	155,859	179,995	171,824	140,000
881 SPECIAL SERVICES	SEE NOTE	20,641	1,270	90,000	94,336	96,000
890 MISCELLANEOUS		1,483	1,116	1,000	758	1,000
891 CLAIMS - WC / SETTLEMENTS	SEE NOTE	132,650	226,781	160,000	160,000	160,000
895 COUNTY LOANS	SEE NOTE	-	103,385	106,885	106,885	110,385
896 CERTB/OPEB		120,000	100,000	120,000	120,000	100,000
SUBTOTAL OPERATING		632,942	811,673	936,880	932,803	878,385

TOTAL DEPARTMENT APPROPRIATION

690,365 876,718 1,009,026 1,006,332 954,860

Allocation of Positions:

ADMINISTRATIVE ASSISTANT II 1.00 1.00 - - -

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

	FY18	FY19	FY20 BUD	FY20 PROJ	FY21 BUD
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,284	2,284	-	2,395	-
COALITION CONNECTION (RVSD)	2,500	2,500	-	-	-
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,663	5,663	9,000	5,655	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	19,200	19,200	16,716	15,630	16,716
COUNTYWIDE HOMELESS PROGRAM	11,781	11,781	11,781	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE	440	440	500	-	500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,841	4,841	5,000	4,962	5,000
MANDATORY MEDIATION			3,500	-	3,500
MARIN COUNTY TAX COLLECTOR (LAFCO)	4,964	4,964	8,000	5,669	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	10,000	30,500	3,000	30,500
MARIN GENERAL SERVICES (Humane Society, General, Mediation)	85,470	85,470	98,674	94,381	101,634
MARIN IT, INC (IT MAINT & EQUIP)	13,465	13,465	27,000	11,534	24,000
R3 CONSULTING (SOLID WASTE RATE REVIEW)	9,000	9,000	15,000	18,336	10,000
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)	15,706	15,706	20,000	10,726	20,000
WEBSITE SUPPORT SERVICES (NOW PROUD CITY)	11,700	11,700	7,000	4,875	7,000
OTHER	6,355	6,355	22,329	6,074	19,369
	203,368	203,368	275,000	195,019	267,000

491 includes CalPERS PEMHCA payments and OPEB retiree payments

881 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 Repayment of County Loan \$500,000 Feb 2018 (See appendix)



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 DRAFT
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PERSONNEL

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

OPERATING EXPENSES

803 SANITARY/DUMP	-	-	500	-	500
821 OUTSIDE SERVICES	2,290	1,527	3,000	-	3,000
822 PROFESSIONAL SERVICES	32,168	30,486	36,000	36,000	76,000
842 SPECIAL DEPT SUPPLIES	6,374	13,278	5,500	9,836	5,500
851 CLOTHING	-	-	-	-	
SUBTOTAL OPERATING	40,833	45,291	45,000	45,836	85,000
SUBTOTAL APPROPRIATION	40,833	45,291	45,000	45,836	85,000

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(34,949)	(40,315)	(45,000)	(45,000)	(85,000)
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TOTAL DEPARTMENT APPROPRIATION

5,884 4,976 - 836 -

Allocation of Positions:

MAINT. LEADWORKER -

Total Full Time Equivalent Employees

ALLOCATION OF BUILDING MAINTENANCE TO DEPARTMENTS:

	FY 20	JANITOR	OTHER	FY 21
211 TOWN MANAGER	2,245	3,278	967	4,223
221 TOWN CLERK	2,265	3,291	976	4,263
241 FINANCE	2,265	3,291	976	4,263
311 PLANNING	2,355	3,291	1,014	4,337
321 BUILDING INSP	2,283	3,291	983	4,292
411 POLICE	11,375	16,392	4,899	21,283
510 PUBLIC WORKS ADM	71	-	31	35
511 STREET MAINT/PW	39	-	17	(0)
625 RENTAL - W/C PAVILION	22,102	32,784	9,519	42,304
	45,000	65,620	19,380	85,000

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

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
BEGINNING FUND BAL	1,000,000	1,000,000		1,000,000	1,000,000
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 901 TSFR TO 01-GENERAL FUND					(375,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	(375,000)
NET DEPARTMENT ACTIVITY	-	-	-	-	(375,000)
ENDING FUND BAL	1,000,000	1,000,000		1,000,000	625,000
COMPONENTS OF FUND BALANCE:					

NOTES:

CALCULATION OF GENERAL FUND RESERVE BALANCE					
General Funds Appropriations			11,047,049	100.0%	
<u>Fund #</u>	<u>Description</u>			<u>Approp.</u>	
02	Dry Period Reserve	Undesignated	625,000	5.7%	
01	General Fund	Undesignated	2,140,622	19.4%	
03	Equipment Replacement	Designated	190,904	1.7%	
04	Building & Planning Fees	Designated	8,002	0.1%	
05	Building Reserve	Designated	61,395	0.6%	
06	Retirement	Designated	71,758	0.6%	
08	Office Equipment	Designated	40,943	0.4%	
Total General Fund Reserves			3,138,625	28.4%	
Designated			373,002	3.4%	
Undesignated			2,765,623	25.0%	
Designated means identified for future, specific use					



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
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BEGINNING FUND BAL	47,690	44,220		363,025	266,993
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REVENUES

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

APPROPRIATIONS

903 920 SOLAR PANEL LEASE	SEE NOTE	16,600	16,600	16,600	16,600	16,600
903 996 INTEREST		-	-	-	-	
923 921 FIELD EQUIPMENT	SEE NOTE	47,274	94,595	45,225	79,432	59,489
923 STORM WATER POLLUTION REQ		-	-		-	
SUBTOTAL APPROPRIATIONS		63,874	111,195	61,825	96,032	76,089

TRANSFERS

100 910 CAPITAL LEASE FINANCING						
100 TSFR FROM FUND 05				-		
100 931 TSFR FROM 01-GEN FUND	SEE NOTE	60,404	430,000			
SUBTOTAL TRANSFER		60,404	430,000	40,000	-	-

NET DEPARTMENT ACTIVITY

(3,470)	318,805	(27,200)	(96,032)	(76,089)
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ENDING FUND BAL

44,220	363,025		266,993	190,904
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COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION IMPROV. REQ BY STATE	60,000
VEHICLE REPLACEMENT RESERVE	130,904

NOTES:	ORIGINAL	LAST PMT	FY18	FY19	FY20	FY21
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 FIELD EQUIPMENT						
RADIOS					5,000	5,000
MOBILE COMPUTING						30,000
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				
FY17 POLICE CAR & (6) MDC	83,514	08/01/19	22,600	22,578	15,758	
FY18 POLICE CAR (2)	93,657	02/19/21	24,489	24,410	24,489	24,489
TOTAL			63,689	109,743	61,847	76,089
931 VEHICLE REPLACEMENT RESERVE TO REPLACE VEHICLES SUBJECT TO ENVIRONMENTAL LEGISLATION AND POLICE VEHICLES						



Town of Fairfax

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		2,265	255,844		26,969	3,502
REVENUES						
030	311 BUILDING PERMITS	224,355	146,568	195,000	187,422	190,000
030	312 GENERAL PLAN MAINTENANCE FEES	8,092	5,776	6,500	8,607	6,500
030	313 TECHNOLOGY IMPROVEMENT FEES	10,847	8,193	9,000	10,519	9,000
030	314 ENCROACHMENT FEES	-	(253)	-	7,759	-
030	315 HOUSING INSPECTIONS	30,838	36,420	30,000	24,107	30,000
030	317 SEISMIC FEES	871	1,235	-	664	-
030	318 PLAN RETENTION	2,277	3,219	-	1,678	-
030	319 STREET OPENING	624	1,095	1,000	211	1,000
030	320 ROAD IMPACT FEES	118,901	45,693	80,000	59,192	60,000
030	321 INFRASTRUCTURE IMPROV FEES	209,930	126,568	150,000	199,172	150,000
030	904 MISCELLANEOUS	11,083	8,210	8,000	13,119	8,000
030	904 COUNTY - OTHER	-	-	-	-	-
	TOTAL PERMITS AND FEES	617,819	382,724	479,500	512,449	454,500
080	801 ZONING & FILING FEES	135,311	55,519	80,000	4,218	80,000
080	805 BUILDING PLAN CHECK FEES	78,232	26,478	25,000	24,053	25,000
080	806 ENGINEERING PLAN CHECKS	32,217	6,404	25,000	15,814	25,000
	TOTAL CURRENT CHARGES	245,760	88,401	130,000	44,084	130,000
	SUBTOTAL REVENUES	863,579	471,126	609,500	556,533	584,500
APPROPRIATIONS						
					-	
					-	
					-	
	SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS						
725	971 TSFR TO 01-GENERAL FUND	(610,000)	(700,000)	(610,000)	(580,000)	(580,000)
	SUBTOTAL TRANSFER	(610,000)	(700,000)	(610,000)	(580,000)	(580,000)
	NET DEPARTMENT ACTIVITY	253,579	(228,875)	(500)	(23,467)	4,500
	ENDING FUND BAL	255,844	26,969		3,502	8,002
COMPONENTS OF FUND BALANCE:						
	UNRESERVED	243,903	15,028		(38,439)	(83,939)
	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

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Actual	Adopted	Projected	Adopted

BEGINNING FUND BAL	4,404	-		40,000	61,395
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REVENUES

050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-

APPROPRIATIONS

924 921 FIELD EQUIPMENT					
905 932 ENERGY IMPROVEMENTS SEE NOTE			20,000	3,605	10,000
SUBTOTAL APPROPRIATIONS	-	-	20,000	3,605	10,000

TRANSFERS

725 971 TSFR TO 03-EQUIPMENT REPLACEMENT	(10,404)				
100 931 TSFR FROM 01-GENERAL FUND	6,000	40,000	25,000	25,000	10,000
SUBTOTAL TRANSFER	(4,404)	40,000	25,000	25,000	10,000

NET DEPARTMENT ACTIVITY	(4,404)	40,000	5,000	21,395	-
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ENDING FUND BAL	-	40,000		61,395	61,395
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COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT	45,000
UNDESIGNATED	16,395

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



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
BEGINNING FUND BAL		181,559	243,781		24,582	71,759
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	1,411,165	1,534,514	1,575,000	1,598,300	1,620,000
010 102	PROPERTY TAX - CURRENT UNSEC	10,201	-	16,200	1,620	1,600
010 103	PROPERTY TAX - PRIOR YEARS	200	3,973	400	1,112	1,200
010 110	SUPPLEMENTAL PROPERTY TAX	28,052	35,147	29,500	36,162	36,200
050 607	SECURED HOPTR	12,604	7,167	10,000	9,983	10,000
SUBTOTAL REVENUES		1,462,222	1,580,801	1,631,100	1,647,177	1,669,000
			8.11%	3.18%	4.20%	1.32%
TRANSFERS						
725 971	TSFR TO 01-GENERAL FUND	(1,400,000)	(1,800,000)	(1,725,000)	(1,600,000)	(1,669,000)
SUBTOTAL TRANSFER		(1,400,000)	(1,800,000)	(1,725,000)	(1,600,000)	(1,669,000)
NET DEPARTMENT ACTIVITY		62,222	(219,199)	(93,900)	47,177	-
ENDING FUND BAL		243,781	24,582		71,759	71,759

Retirement Costs - Recap by Department		FY21			FY21	
		UAL PAYMT	REFI PMT	ER PERS	TOTAL	
111	Town Council	0.29%	1,106	1,372	924	3,402
211	Town Manager	1.06%	4,121	5,113	15,075	24,309
221	Town Clerk	0.00%	-	-	7,529	7,529
231	Personnel	0.00%	-	-	3,638	3,638
241	Finance	0.86%	3,351	4,157	14,702	22,210
311	Planning & Building Services	6.50%	25,197	31,259	29,902	86,358
321	Building Inspection & Permits	2.55%	9,884	12,263	12,665	34,812
411	Police	81.79%	317,211	393,535	248,939	959,686
510	Public Works Administration	1.07%	4,155	5,154	10,209	19,518
511	Street Maintenance	3.02%	11,727	14,549	17,826	44,102
611	Park Maintenance	1.68%	6,500	8,064	10,954	25,519
616	Community Services	0.41%	1,591	1,974	2,430	5,996
617	Recreation - Events	0.78%	3,016	3,741	4,290	11,047
621	Recreation - Class/Activities	0.00%	-	-	7,481	7,481
625	Rental - Womens Club	0.00%	-	-	1,043	1,043
Subtotal Retirement		100.00%	387,859	481,182	387,607	1,256,648
412	Ross Fire *	SEE NOTE	158,231	104,304	327,505	590,040
Total Retirement			546,090	585,486	715,113	1,846,688

NOTES:
 Ross Fire Contribution calculated from Town share of JPA costs



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
BEGINNING FUND BAL	94,725	-		55,402	17,979
REVENUES					
070 733 COPS GRANT	104,896	155,402	100,000	162,578	100,000
SUBTOTAL REVENUES	104,896	155,402	100,000	162,578	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(199,621)	(100,000)	(130,000)	(200,000)	(110,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(199,621)	(100,000)	(100,000)	(200,000)	(110,000)
NET DEPARTMENT ACTIVITY	(94,725)	55,402	-	(37,422)	(10,000)
ENDING FUND BAL	-	55,402		17,979	7,979
COMPONENTS OF FUND BALANCE:					

NOTES:



Town of Fairfax

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		113,088	131,651		152,399	60,943
REVENUES						
050 502 INVESTMENT EARNINGS					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
822 PROFESSIONAL SERVICES	SEE NOTE	605	2,778		6,340	
911 OFFICE EQUIPMENT	SEE NOTE	15,832	11,474	38,000	20,116	20,000
912 FINANCIAL SOFTWARE	SEE NOTE			100,000	100,000	
SUBTOTAL APPROPRIATIONS		16,437	14,252	138,000	126,456	20,000
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		35,000	35,000	35,000	35,000	
SUBTOTAL TRANSFER		35,000	35,000	35,000	35,000	-
NET DEPARTMENT ACTIVITY		18,563	20,748	(103,000)	(91,456)	(20,000)
ENDING FUND BAL		131,651	152,399		60,943	40,943
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			52,399		(49,057)	943

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

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		701	(6,878)		(17,676)	(8,376)
REVENUES						
090 882 FESTIVAL REVENUE		44,493	45,036			
090 823 SPONSORS		2,500	-	3,000	3,000	3,000
090 824 VENDORS/BOOTH		(1,048)	-	35,000	35,000	35,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000	3,000	3,000
070 699 OTHER						
SUBTOTAL REVENUES		45,945	45,036	41,000	41,000	41,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE			5,000	5,000	5,000
814 ADVERTISING		4,292	4,368	2,500	2,500	2,500
815 PRINTING	SEE NOTE	344	699	300	300	300
821 OUTSIDE SERVICES	SEE NOTE	19,184	15,871	2,500	2,500	2,500
822 PROFESSIONAL SERVICES		4,000	10,058	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER		16,881	18,494	4,000	4,000	4,000
890 MISCELLANEOUS		8,824	6,343	10,400	10,400	10,400
SUBTOTAL APPROPRIATIONS		53,524	55,833	31,700	31,700	31,700
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		-	-	(5,000)		
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		-	-	(5,000)	-	-
NET DEPARTMENT ACTIVITY		(7,579)	(10,798)	4,300	9,300	9,300
ENDING FUND BAL		(6,878)	(17,676)		(8,376)	924

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

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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/unit). The renewed rate of \$195/unit increases to \$200/unit in FY21. Programs are overseen by a citizen committee.

FUND SUMMARY	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
BEGINNING FUND BAL	41,536	4,291		71,280	74,880
REVENUES					
010 120 \$125 SPECIAL MUNI SERV TAX	704,255	706,989	713,600	713,600	731,900
SUBTOTAL REVENUES	704,255	706,989	713,600	713,600	731,900
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(81,500)	(26,000)	(60,000)	(60,000)	(20,000)
725 953 TSFR TO FUND 53 - CIP TOWN	(50,000)	(14,000)	(40,000)	(40,000)	(20,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(610,000)	(600,000)	(610,000)	(610,000)	(740,000)
SUBTOTAL TRANSFER	(741,500)	(640,000)	(710,000)	(710,000)	(780,000)
NET DEPARTMENT ACTIVITY	(37,245)	66,989	3,600	3,600	(48,100)
ENDING FUND BAL	4,291	71,280		74,880	26,780
ALLOCATION OF REVENUES:					
53% POLICE SERVICES	310,000	260,000	310,000	310,000	413,000
37% FIRE SERVICES	262,000	242,000	262,000	262,000	289,000
5% YOUTH & SENIOR PROGRAMS	38,000	38,000	38,000	38,000	38,000
3% PUBLIC WORKS IMPROVEMENTS	50,000	40,000	40,000	40,000	20,000
3% MATCHING FUNDS FOR GRANTS	81,500	60,000	60,000	60,000	20,000
TOTAL	741,500	640,000	710,000	710,000	780,000

DESIGNATION OF FUND BALANCE:

NOTES:

Measure J funds are transferred and spent from other funds



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FUND 21 GAS TAX
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
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BEGINNING FUND BAL	-	-		64,394	61,918
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REVENUES

060 604 Gas Tax - Section 2106	32,787	32,859	33,629	33,204	33,204
060 605 Gas Tax - Section 2107	59,592	51,985	54,080	52,981	52,981
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	34,963	41,336	43,588	42,309	44,378
060 609 Gas Tax - Loan Repayment		8,496	8,607	8,680	-
060 610 Gas Tax - Road Main & Rehab	28,316	129,549	125,724	142,245	145,825
060 611 Gas Tax - Section 2103 (Prop 42)	38,090	25,169	58,044	64,105	68,449

TOTAL REVENUES	195,748	291,394	325,672	345,524	346,837
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SEE NOTE 1

APPROPRIATIONS

SUBTOTAL

TRANSFERS

725 951 TSFR TO FUND 51 - CIP GRANTS	(44,000)	(102,000)			
725 953 TSFR TO FUND 53 - CIP TOWN			(18,000)	(18,000)	(122,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(151,748)	(125,000)	(175,000)	(330,000)	(280,000)

SUBTOTAL	(195,748)	(227,000)	(193,000)	(348,000)	(402,000)
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NET DEPARTMENT ACTIVITY	-	64,394		(2,476)	(55,163)
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ENDING FUND BAL	-	64,394		61,918	6,755
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NOTES:

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



Town of Fairfax

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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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		243,658	243,658		319,018	319,018
REVENUES						
060 920 MEASURE A&B FUNDS		290,550	91,360	171,779	171,779	
SUBTOTAL REVENUES		290,550	91,360	171,779	171,779	-
APPROPRIATIONS						
715 893 VARIOUS						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
TRANSFERS						
725 951 TSFR TO FUND 51 - CIP GRANTS		(95,217)	(6,000)	(253,139)	(140,000)	
725 953 TSFR TO FUND 53 - CIP TOWN			(10,000)		(31,779)	
725 971 TSFR TO FUND 01 - GENERAL FUND						
SUBTOTAL TRANSFER		(95,217)	(16,000)	(253,139)	(171,779)	-
NET DEPARTMENT ACTIVITY			75,360	-	-	-
ENDING FUND BAL		243,658	319,018		319,018	319,018

		FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
		Actual	Actual	Adopted	Projected	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
		62,674	89,217	(161,779)	(155,779)	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



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FUND 23 MEASURE A - PARKS
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
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BEGINNING FUND BAL	91,345	150,502		192,010	223,470
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REVENUES

060 920 MEASURE A FUNDS	59,157	62,170	62,935	61,882	
SUBTOTAL REVENUES	59,157	62,170	62,935	61,882	-

APPROPRIATIONS

715 893 VARIOUS	-	20,662		8,959	
SUBTOTAL APPROPRIATIONS	-	20,662	-	8,959	-

TRANSFERS

100 941 TSFR FROM FUND 51 - CIP GRANTS	-	-	-	-	-
725 951 TSFR TO FUND 51 - CIP GRANT			(21,463)	(21,463)	
725 972 TSFR TO FUND 73 - OPEN SPACE	-				
SUBTOTAL TRANSFER	-	-	(21,463)	(21,463)	-

NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	59,157	41,508	41,472	31,460	-
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ENDING FUND BAL

ENDING FUND BAL	150,502	192,010		223,470	223,470
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	FY 2017-18 ADOPTED	FY 2018-19 ADOPTED	FY 2019-20 ADOPTED		FY 2020-21 PROPOSED
MEASURE A PARKS - APPROPRIATIONS					
51-820 RENOVATION OF WOMENS CLUB	25,000	25,000	21,463	8,537	
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	30,000	20,000	23,000	7,125	
51-841 RENOVATION OF CLAUS CIRCLE PARK					
51-841 PAVILION LED LIGHT REPLACEMENT	6,000	8,000	12,600		
51-841 PERI PARK PUMP TRACK	10,000	10,000			
73-673 PARKLAND ACQUISITION	30,000	40,000	53,000		
73-673 PARKLAND RESTORATION	-	-			
	130,000	161,000	194,063	20,662	-

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



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FUND 44-46 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		551,566	875,383		812,911	713,228
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	455,397	450,613	427,431	427,431	440,254
010 102	PROPERTY TAX - CURRENT UNSEC	4,202	-	7,600	7,600	7,828
010 103	PROPERTY TAX - PRIOR YEARS	221	3,170	400	400	412
010 110	SUPPLEMENTAL PROPERTY TAX	9,424	15,815	12,100	12,100	12,463
050 607	SECURED HOPTR	3,843	3,035	3,500	3,500	3,605
SUBTOTAL REVENUES		473,087	472,632	451,031	451,031	464,562
APPROPRIATIONS						
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	-	132,000	145,000	145,000	153,000
716 996	INTEREST	-	61,104	55,419	55,419	48,931
		-	193,104	200,419	200,419	201,931
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	143,865	148,700	161,800	161,800	174,300
716 996	INTEREST	-	59,143	54,563	54,563	49,606
		143,865	207,843	216,363	216,363	223,906
FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	-	105,000	107,000	107,000	109,000
716 996	INTEREST	-	22,859	20,633	20,633	18,365
		-	127,859	127,633	127,633	127,365
821	CONTRACT SERVICES	2,700	2,700	2,700	2,700	2,700
871	INSURANCE & FEES	2,705	3,600	3,600	3,600	3,600
SUBTOTAL APPROPRIATIONS		149,270	535,105	550,714	550,714	559,501
NET DEPARTMENT ACTIVITY		323,817	(62,473)	(99,683)	(99,683)	(94,939)
ENDING FUND BAL		875,383	812,911		713,228	618,289

NOTES:		Original	Balance	Final	
		Issue	6/30/2019	Payment	
Fund 43	General Obligation Bonds Series 2006 (Refunded 2016)	\$ 1,765,000	\$ -	5/11/2016	Defeased
Fund 44	General Obligation Refunding Bonds Series 2008 (FFA)	\$ 2,231,000	\$ 1,285,000	8/1/2025	
Fund 45	General Obligation Refunding Bonds Series 2012 (FFA)	\$ 2,880,000	\$ 1,990,000	8/1/2027	
Fund 46	General Obligation Bonds Series 2016 (FFA)	\$ 1,239,000	\$ 1,036,000	8/1/2027	
821 Disclosure & dissemination compliance services (Urban Futures)					

UPDATED 9/11



Town of Fairfax

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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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		1,284	1,294		1,294	1,294
REVENUES						
INTERDEPARTMENTAL CHARGES		452,909	466,842	481,182	481,182	455,469
SUBTOTAL REVENUES		452,909	466,842	481,182	481,182	455,469
APPROPRIATIONS						
716 994 DEBT ISSUE/ADMIN		(10)				
716 997 LEASE PAYMENT		452,909	466,842	481,182	481,182	455,469
SUBTOTAL APPROPRIATIONS		452,899	466,842	481,182	481,182	455,469
TRANSFERS						
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		-	-	-	-	-
NET DEPARTMENT ACTIVITY		10	-	-	-	-
ENDING FUND BAL		1,294	1,294		1,294	1,294

ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)

PRIOR

01 - 111 Town Council	1,850	0.29%	1,299
01 - 211 Town Manager	6,894	1.06%	4,840
01 - 241 Finance	5,605	0.86%	3,935
01 - 311 Planning & Building Services	42,150	6.50%	29,589
01 - 321 Building Inspection & Permits	16,535	2.55%	11,607
01 - 411 Police	530,644	81.79%	372,506
01 - 510 Public Works Administration	6,950	1.07%	4,879
01 - 511 Street Maintenance	19,618	3.02%	13,772
01 - 611 Park Maintenance	10,874	1.68%	7,633
01 - 616 Volunteers for Fairfax	2,662	0.41%	1,869
01 - 617 Recreation	5,045	0.78%	3,542
UAL/Side Fund charge to departments	648,827		455,469

NOTES:

Allocation based on prior year Side Fund expense percentage
 See the debt service exhibit in the



Town of Fairfax

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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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL	339,449	912,461		466,472	162,076
REVENUES					
070 695 COUNTY	500,000		-	-	-
70 864 STATE PARK BOND REVENUE			200,000	-	
070 711 FEDERAL/STATE GRANT REVENUE	20,522		15,000	-	
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	256,343	366,524	634,074	299,388	
070 704 RECYCLING GRANT	-	-		-	
070 600 FED/STATE FINANCING	-		54,437	-	
070 699 OTHER	-		148,376	-	
SUBTOTAL REVENUES	776,865	366,524	1,051,887	299,388	-
APPROPRIATIONS					
821 OUTSIDE SERVICES			42,000		
825 ENVIRONMENTAL & PERMITS	-		10,464		
826 ENGINEERING & DESIGN			848,423		
827 CONSTRUCTION			599,360		
OTHER			23,000		
SUBTOTAL APPROPRIATIONS	464,570	611,513	1,523,247	428,784	-
TRANSFERS					
100 931 TSFR FROM FUND 01 - GENERAL FUND	40,000	-	103,537	103,537	
100 941 TSFR FROM FUND 20 - MEASURE J	81,500	26,000	60,000	60,000	20,000
100 942 TSFR FROM FUND 21 - GAS TAX	44,000	102,000	-	-	-
100 956 TSFR FROM FUND 22 - MEAS A TRANS	95,217	6,000	253,139	140,000	-
100 957 TSFR FROM FUND 23 - MEAS A PARK	-	-	21,463	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)		(500,000)	(112,000)
SUBTOTAL TRANSFER	260,717	(201,000)	438,139	(175,000)	(92,000)
NET DEPARTMENT ACTIVITY	573,012	(445,989)	(33,221)	(304,396)	(92,000)
ENDING FUND BAL	912,461	466,472		162,076	70,076

ALLOCATION OF APPROPRIATIONS:

51- 810 ST RESURF & REPAIR - SELECTED SFD	44,000	-	100,000	-	
51- 812 ST RESURF & REPAIR - TAMALPAIS RD	489	-	COMPLETED	-	
51- 813 ST RESURF & REPAIR - SCENIC RD		101,776	140,000	138,797	
51- 814 ST RESURF & REPAIR - MTN VIEW RD	13,411	-	COMPLETED	-	
51- 816 ST RESURF & REPAIR - CANYON RD STABLE	4,876	5,875	81,360	21,216	
51- 820 WOMENS CLUB REHABILITATION	-	818	25,000	818	
51- 841 MISC PARK & TRAIL IMPROVEMENTS	60,410	27,858	83,000	-	
51- 843 AZALEA AVENUE BRIDGE	136,999	170,499	185,571	85,906	
51- 856 MEADOW WAY BRIDGE	134,900	171,528	321,551	111,607	
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	45,711	26,580	138,395	11,724	
51- 873 CREEK ROAD BRIDGE	27,856	49,210	168,370	18,590	
51- 875 BIKE SPINE CLASS 1 BIKE LANE	310,233	-	COMPLETED	-	
51- 909 PAVILION SEISMIC RETROFIT	9,819	48,941	280,000	40,126	
Totals	788,703	603,085	1,523,247	428,784	-



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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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
BEGINNING FUND BAL		-	(502,939)		(525,437)	0
REVENUES						
070 600 FEDERAL/STATE GRANT REVENUE		30,425		245,000	-	-
070 695 COUNTY					-	
070 720 FEMA		162,282			-	
OES		57,429				
SUBTOTAL REVENUES		250,136	-	245,000	-	-
APPROPRIATIONS						
821 OUTSIDE SERVICES		23,532				DETAIL
822 PROFESSIONAL SERVICES		4,779				IN NOTES
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN		28,143				
827 CONSTRUCTION		696,621				
828 CONSTRUCTION ENGINEERING						
699 OTHER						
SUBTOTAL APPROPRIATIONS		753,076	84,593	65,000	113,094	-
TRANSFERS						
100 941 TSFR FROM FUND 01 - GENERAL FUND				(180,000)	638,531	
100 941 TSFR FROM FUND 20 - MEASURE J				-		-
100 941 TSFR FROM FUND 51 - CIP TOWN						
SUBTOTAL TRANSFER		-	-	-	638,531	-
NET DEPARTMENT ACTIVITY		(502,939)	(84,593)	-	525,437	-
ENDING FUND BAL		(502,939)	(587,533)		0	0

ALLOCATION OF APPROPRIATIONS:

52- 530 WOMENS CLUB/PERI PARK SLIDE REPAIR	8,496	-			
52- 532 REPAIR/REPLACE PICNIC TABLES		5,576	40,000		
52- 534 HEADWALL SCOUR (6 Bridge Ct)	7,776	11,397		75,169	
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				
52- 542 173 TAMALPAIS RD	2,008	37,234			
52- 544 35 BERRY TRAIL	7,962	405	5,000		
52- 548 SCENIC DR POT HOLE REPAIR	9,263	-			
52- 550 CREST AVE POT HOLE REPAIR	15,438	-			
52- 554 46 CANYON RD	5,728	438	20,000		
52- 556 STORMS JAN/FEB 2019		16,034			
52- 558 SCENIC ROAD SLIDE		629			
52- 560 30 ACACIA				7,439	
52- 562 111 FRUSTUCK				9,656	
52- 564 78 WREDEN				11,229	
52- 566 378 SCENIC				9,600	
Totals	753,076	84,593	65,000	113,094	-

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%



Town of Fairfax

2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 Adopted
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BEGINNING FUND BAL	106,306	(125,757)		(767,666)	(317,245)
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REVENUES

070 695 COUNTY			99,000	-	-
060 920 MEASURE A TAM TRANSP TAX	-	-	-	-	-
070 711 FEDERAL/STATE GRANT REVENUE			-	-	-
070 699 OTHER SEE NOTE	49,370	-	80,000	-	-
SUBTOTAL REVENUES	49,370	-	179,000	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES			10,000		
825 ENVIRONMENTAL & PERMITS			-		
826 ENGINEERING & DESIGN			25,000		
827 CONSTRUCTION			330,000		
828 CONSTRUCTION ENGINEERING					
814 OTHER					
SUBTOTAL APPROPRIATIONS	331,433	1,000,909	365,000	144,358	-

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND		-	5,000	5,000	5,000
100 941 TSFR FROM FUND 20 - MEASURE J	50,000	14,000	40,000	40,000	20,000
100 942 TSFR FROM FUND 21 - GAS TAX	-	-	18,000	18,000	122,000
100 946 TSFR FROM FUND 22 - MEAS A TRANS	-	10,000	-	31,779	-
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	335,000	-	500,000	112,000
SUBTOTAL TRANSFER	50,000	359,000	63,000	594,779	259,000

NET DEPARTMENT ACTIVITY	(232,063)	(641,909)	(123,000)	450,421	259,000
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ENDING FUND BAL	(125,757)	(767,666)		(317,245)	(58,245)
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ALLOCATION OF APPROPRIATIONS:

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	4,000	14,033	40,000	4,500	
53- 830 DOWNTOWN IMPROVEMENTS	16,900	-	125,000	18,800	
53- 887 STREET RESURFACING/REPAIR	280,946	64,700	200,000	77,777	
53- 894 PARKADE IMPROVEMENTS	29,587	922,176	-	43,281	
Totals	331,433	1,000,909	365,000	144,358	-

NOTES:
699 IN-KIND CONTRIBUTION (STAFF TIME)



Town of Fairfax

2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		28,464	33,460		37,474	42,664
REVENUES						
070 815 COUNTY OPEN SPACE GRANT						
070 816 DONATIONS		1,976	4,014	2,000	1,854	2,000
070 923 COUNTY MEASURE A PARK						
SUBTOTAL REVENUES		1,976	4,014	2,000	1,854	2,000
APPROPRIATIONS						
COMMITTEE						
811 POSTAGE				2,000		2,000
812 REPRODUCTION				-		-
815 PRINTING				-		-
879 FUNDRAISING COST		980	2,745	2,000	663	2,000
890 MISCELLANEOUS			-	-		-
931 BLDGS & LAND						
SUBTOTAL APPROPRIATIONS		980	2,745	4,000	663	4,000
TRANSFERS						
100 931 TSFR FROM GENERAL FUND		4,000	2,745	4,000	4,000	
100 TSFR FROM FUND 23 - MEAS A PARK					-	
100 699 LOAN FROM GENERAL FUND						
SUBTOTAL TRANSFER		4,000	2,745	4,000	4,000	-
NET DEPARTMENT ACTIVITY		4,996	4,014	2,000	5,191	(2,000)
ENDING FUND BAL		33,460	37,474		42,664	40,664

ALLOCATION OF FUND BALANCE:

				-	-
				-	-
Designated for Capital Acquisition	300	300		10,000	10,000
Undesignated Balance	33,160	37,174		32,664	30,664
	33,460	37,474		42,664	40,664

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 previous 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

FY2020-21 TO FY2025-25

DRAFT Five Year Capital Improvement Program

[NOTE: to be distributed prior to workshop]



MAYOR

Renée Goddard

VICE MAYOR

Bruce Ackerman

COUNCIL MEMBERS

Barbara Coler

Stephanie Hellman

John Reed