

# TOWN OF FAIRFAX

## 2020 - 2021 Operating and Capital Improvement ADOPTED Budget



**MAYOR**  
**Renée Goddard**

**VICE MAYOR**  
**Bruce Ackerman**

**COUNCIL MEMBERS**  
**John Reed**  
**Barbara Coler**  
**Stephanie Hellman**

**ADOPTED BUDGET  
FY 2020-2021  
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RESOLUTION 20-24

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, 2020 THROUGH JUNE 30, 2021 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 2020-21 and Capital Improvement Program for FY 2020-21 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 2020-21 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 \$ 11,070,831 and is hereby appropriated for Department expenses as follows:

Town Council	\$ 291,889
General Administration	854,402
Developmental Services	961,057
Public Safety	6,348,081
Public Works	801,847
Recreation & Community Services	269,335
Parks & Facility Maintenance	349,572
Non-Departmental	<u>1,073,860</u>

**TOTAL OPERATING BUDGET \$ 10,949,742**

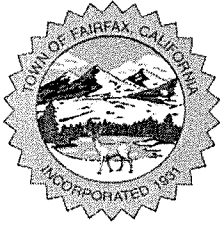
3. That \$1,171,760 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$1,263,751 is hereby appropriated for Capital Improvement Programs (CIP) for Fiscal Year 2020-21.
5. The Salary Schedule for Fiscal Year 2020-21 presented in the budget 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 2020-21 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 5th day of August 2020 by the following vote:

AYES: ACKERMAN, COLER, GODDARD, HELLMAN, REED  
NOES: None  
ABSENT: None

Attest: Michele Gardner  
Michele Gardner, Town Clerk

Renee Goddard  
RENEE GODDARD, Mayor



# **TOWN OF FAIRFAX**

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930

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June 17, 2020

## **Town of Fairfax Proposed Operating and Capital Budgets for Fiscal Year 2020-21**

Dear Mayor and Town Council:

Given the uncertainty of the long-term fiscal impacts of COVID-19 on the local economy, we have prepared a “baseline” budget for FY20-21. The overall Operating and Capital Budget for Fiscal Year (FY) 2021 is approximately \$13.3M of which \$11.1M is for General Fund operations, \$1.2M for capital projects, and \$1M for debt service/other funds.

This Proposed Operating Budget is a baseline budget because it does not fund any new programs and only includes known increases for items such as CalPERS retirement, health costs, and employee MOU's. The budget also eliminates/reduces known one-time expenses from FY19-20 such as lower election costs. We have also made cuts in discretionary expenditures, when appropriate, and have delayed any major vehicle or equipment purchases, unless absolutely necessary. With regard to the Capital Improvement Program (CIP), we only included projects with identified grant funding and any matching requirements. We did not use General Fund reserves to fund capital projects. You may note that this budget has a brief budget message, limited CIP, and does not include a Five-Year forecast.

Our recommendation is that the Town Council conduct a mid-year budget review workshop in Fall 2020 to evaluate revenues and expenditures. In the fall, the Council would, hopefully, have better data regarding the long term effect of COVID-19 on the economy. At that time, the Council could make any required budget adjustments, including implementing any priorities and programs or, make additional budget cuts, if warranted. A Five-Year General Fund Forecast and Five-Year CIP would be included as part of this mid-year budget workshop.

### **REVENUES**

For FY20-21, overall General Fund revenues are projected to be approximately the same as the adopted FY19-20 budget revenues. While we are projecting all revenues, except for property taxes, to either decrease or remain relatively flat, the addition of new one-time and on-going revenues have offset the decreases.

Specifically, Table A below shows the comparison between FY20-21 General Fund (Fund 01) revenue projections and the adopted FY19-20 budget.

**TABLE A- REVENUE COMPARISON**

REVENUE DETAIL	FY 2019-20	FY 2020-21	VARIANCE	In %
	Adopted	PROPOSED		
Total Property Taxes	\$ 4,369,900	\$ 4,741,300	\$ 371,400	8.5%
Total Sales Taxes	\$ 1,480,300	\$ 1,184,200	\$ (296,100)	-20.0%
Total User Taxes	\$ 361,000	\$ 304,000	\$ (57,000)	-15.8%
Total Franchise Fees	\$ 430,000	\$ 404,000	\$ (26,000)	-6.0%
Total Fines and Licenses	\$ 262,000	\$ 262,000	\$ -	0.0%
Total Rental & Maintenance Fees	\$ 25,000	\$ 14,300	\$ (10,700)	-42.8%
Total Investment Earnings	\$ 126,300	\$ 51,300	\$ (75,000)	-59.4%
Total Revenue from other Agencies	\$ 50,700	\$ 207,200	\$ 156,500	308.7%
Total Charges for Current Services	\$ 240,100	\$ 223,000	\$ (17,100)	-7.1%
<b>Grand Total</b>	<b>7,345,300</b>	<b>7,391,300</b>	<b>\$ 46,000</b>	<b>0.6%</b>

*Property taxes* will have a significant increase based on the following:

- Secured and Unsecured property taxes will experience a modest increase of 4% (approx. \$120,000) based on County of Marin projections
- Excess ERAF (Education Revenue Augmentation Fund) is based on the actual amount the Town received in FY19-20. The County indicates for FY20-21 the Town should receive the same or slightly higher amount as FY19-20. The Town received \$570,000 in Excess ERAF for FY19-20 which was \$60,000 higher than estimated.
- Revenues include the new Marin Wildfire Prevention Authority (MWPA) tax of \$192,000. After the first year, this revenue will drop to \$96,000. Half the first year's revenue is a pass thru from MWPA to the Ross Valley Fire Department (RVFD) for regional defensible space inspections/mitigation activities. For the second year, we anticipate the revenue will go directly to RVFD or used by MWPA to provide the same service.
- It should be noted that property tax is based on assessed value of January 2020.

*Sales taxes* are projected to drop by 20% decrease drop to COVID-19. This estimate is based on discussions with our sales tax consultant regarding possible levels of economic recovery.

*User taxes* consists of the Town's utility user tax of 4% and TOT (i.e., Hotel tax). We are projecting a net decrease of \$57,000 (approx. 16%) in these revenues. Over the past years, the utility user tax has been decreasing each year. Due to COVID-19, we anticipate TOT may be reduced by upwards of 80% (\$17,000). TOT only represents a small fraction of Town revenues.

*Franchise Fees* include fees the Town receives for garbage, PG&E, and cable. Overall, we estimate a reduction of \$26,000 (6%) in these revenues. Specifically, the franchise fee with Marin Sanitary Services (MSS) has been reduced by \$25,000 (approx. 11%) to reflect the anticipated loss of commercial revenues to MSS due to COVID-19.

*Fines and licenses* which includes business licenses and parking fines is projected to remain the same as FY19-20.

*Rental and Maintenance* fees for Town facilities are projected to decrease by approximately \$11,000 or 43% due to COVID-19.

*Investment Earnings* reflect the significant drop in the interest rates. We project a 60% or \$75,000 reduction in interest earnings compared to the FY19-20 adopted budget.

*Revenue from other Agencies* reflects a large jump in revenues (net \$157,000) due to a one-time grant of \$160,000 in State SB2 funds for planning activities. Operating expenses also reflect this one-time expenditure.

*Charge for Current Services* are the revenues the Town receives for its services such recreation activities and dispatch services for the Town of Ross and Community College of Marin. These revenues will experience a net reduction of approximately \$17,000 (7%). Specifically, recreations fees are projected to decrease by approximately \$36,000 or 29% due to activity restrictions related to COVID-19. The loss is partially offset by miscellaneous revenues which includes the use of \$20,000 in insurance reserves that is maintained by the Town's insurance pool (Bay Cities Joint Power Insurance Authority) and can be used to help pay for annual insurance premiums. The reserve fund has a maximum limit of \$25,000; \$5,000 will remain in the fund after the use of the \$20,000.

A more detailed comparison of revenues by line item is shown in the expanded Table A following this budget message.

*The "true" impact of COVID-19 on General Fund revenues is an approximate decrease of \$480,000 or 6.6% when compared to the FY19-20 adopted budget (note: add up all the negative revenue numbers). In essence, the increase in property taxes, the new MWPA tax, and the one-time SB2 grant mask the losses of General Fund revenues due to COVID-19.*

## **OTHER GENERAL AND SPECIAL FUNDS**

The other major funds which contribute revenues towards operating expenses include:

*Building & Planning* (Fund 04)- Revenues (\$559,000) are projected to be approximately 18% lower than FY19-20. While Building & Planning fees are slated to increase by a net 15% (i.e., each fee is increased by a different percentage), the increase is offset by a reduction in applications caused by the economic impacts of COVID-19.

*Retirement Fund* (Fund 06)- Revenues are from a Pension Obligation Parcel Tax which was established in the 1960's. Property owners pay \$.091 per \$100 of assessed valuation. This revenue is estimated to increase by 4% or approximately \$80,000 (FY19-20: \$1.631M; FY20-21: \$1.713M). These funds can only be used for retirement related costs.

*Special Police* (Fund 07)- This is the annual COPS grant received from the State. The Town receives approximately \$100,000 every year.

*Measure F/J* (Fund 20)- This is the special municipal service tax of \$195/residential & commercial unit. It can be used for public safety, youth/senior programs, capital projects, and wildfire prevention activities. The estimated amount of approximately \$713,000 remains the same as FY19-20.

*Gas Tax* (Fund 21)- Gas tax revenue collected by the State is distributed to cities/towns based on population. Gas tax can used for road maintenance/repair and capital projects. We projected an

approximate 10% decrease in Gas Tax based on State projections which primarily impacts capital projects.

Overall, the above funds combine to contribute approximately \$3,375,000 in revenue to the General Fund. This amount is approximately the same as in FY19-20.

**EXPENDITURES**

General Fund operational expenses are estimated to be approximately \$436,000 higher (4.1%) than the adopted FY19-20 budget. The increases can be generally categorized as follows:

- Approximately \$206,000 for contractual payroll costs, retirement obligations, and health/medical benefits across all departments.
- Approximately \$291,000 for professional service costs for planning studies per the SB2 grant, Fire and MWPA activities, and additional janitorial costs to regularly disinfect town facilities due to COVID-19 (see below for more detail).
- An approximate reduction of \$62,000 combined in the supplies and other operating expense categories.

Table B below shows a comparison between the adopted FY19-20 budget and the proposed FY20-21 budget by department/division.

<b>TABLE B - EXPENDITURE COMPARISON</b>				
	FY 2019-20	FY 2020-21	Budget	In %
	Adopted	PROPOSED	Variance	
Town Council	289,097	291,889	2,791	1.0%
General Administration	835,211	854,402	19,191	2.3%
Development Services	797,228	961,057	163,829	20.5%
Public Safety	6,175,946	6,446,081	270,135	4.4%
Public Works	803,271	801,547	(1,724)	-0.2%
Recreation & Community Services	263,707	269,335	5,628	2.1%
Parks & Facility Maintenance	339,547	349,572	10,025	3.0%
Non-Departmental	1,009,026	974,860	(34,166)	-3.4%
<b>TOTAL</b>	<b>10,513,034</b>	<b>10,948,742</b>	<b>435,708</b>	<b>4.1%</b>

Table B shows that the majority of the increase is in three departmental categories: Development Services, Public Safety and Parks & Facility Maintenance Facilities.

*Development Services* is the Planning and Building Services Department. Almost all of the projected increase is related to the use of one-time SB2 grant funds (\$160,000) received from the State for professional services such as the development of objective development standards.

*Public Safety* consist of Police, Ross Valley Fire Department (RVFD), and Disaster Preparedness. RVFD projects an approximate 3% increase (\$70,000) in Fire Services. The budget also reflects \$96,000 in costs for MWPA funded defensible space inspections for this year. The defensible space inspections were previously funded by the Town, but is now replaced by the MWPA funding at a higher level of service. Police costs increased by approximately \$158,000 or 4.4% and is primarily due to MOU and retirement costs.



*Parks & Facility Maintenance* reflects the doubling for janitorial costs (approx. increase of \$20,000) for increasing the cleaning of Town rental facilities from 3 days/week to 5 days/week and the additional need for disinfecting our facilities. Building maintenance costs for town facilities occupied by staff (i.e., Town Hall, PD, Finance) also doubled by a similar amount, but those costs are distributed on a prorated basis to all departmental budgets.

A more detailed comparison of expenditures by department/division is shown in the expanded Table B (pg. vii).

### **GENERAL FUND RESERVES**

Overall, the budget anticipates dipping into General Fund Reserves by approximately \$380,000. The Dry Period Fund (Fund 02) is contributing the lion's share (\$200,000). It should be noted that this fund was created for this specific purpose. The Retirement Fund contributed \$50,000 of its fund balance to cover a portion of the projected shortfall. The other General Fund reserves such as the equipment replacement and office equipment funds, were also established to fund expenditures such as vehicle purchases and copier leases, respectively. Over the past several years, we have been building up all General Fund reserves in the event of a major downturn in the economy.

For FY19-20, we estimate budget savings of approximately \$250,000 which will be offset by \$250,000 in reduced General Fund revenues. Approximately \$200,000 of the reduced revenue is due to estimated COVID-19 decreases in sales tax revenues. The ending FY19-20 General Fund reserve balance of approximately \$3,544,000 reflects a temporary transfer of \$600,000 to cover Fund 52- Disaster Fund. The General Fund reserve will be reimbursed when monies are received from FEMA and CalOES. The projected ending fund balance for FY20-21 is approximately \$3,200,000 (approx. 29%) which meets the Council's goal of maintain a minimum 25% operating reserve.

### **Special Thanks**

These are difficult and unique times and, we are figuring this out as we go. It has been challenging to prepare a budget remotely and, I would like to specifically thank the Finance Director, Michael Vivrette, for his efforts to make this work. I would also like to thank Town staff who have been working remotely or on-site during the Shelter-in-Place (SIP) order. On behalf of Town staff, our "thanks" to all the Fairfax residents for their understanding and patience with the temporary changes to Town operations in response to COVID-19. We are working to prepare for the reopening of Town Hall, our facilities, and Town as a whole, when the SIP is lifted. We also appreciate the Council's support during these challenging times and their efforts to develop and implement programs to help residents and businesses in need. That is the essence of the Fairfax way.

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

Respectfully Submitted,

  
GARRETT TOY  
Town Manager

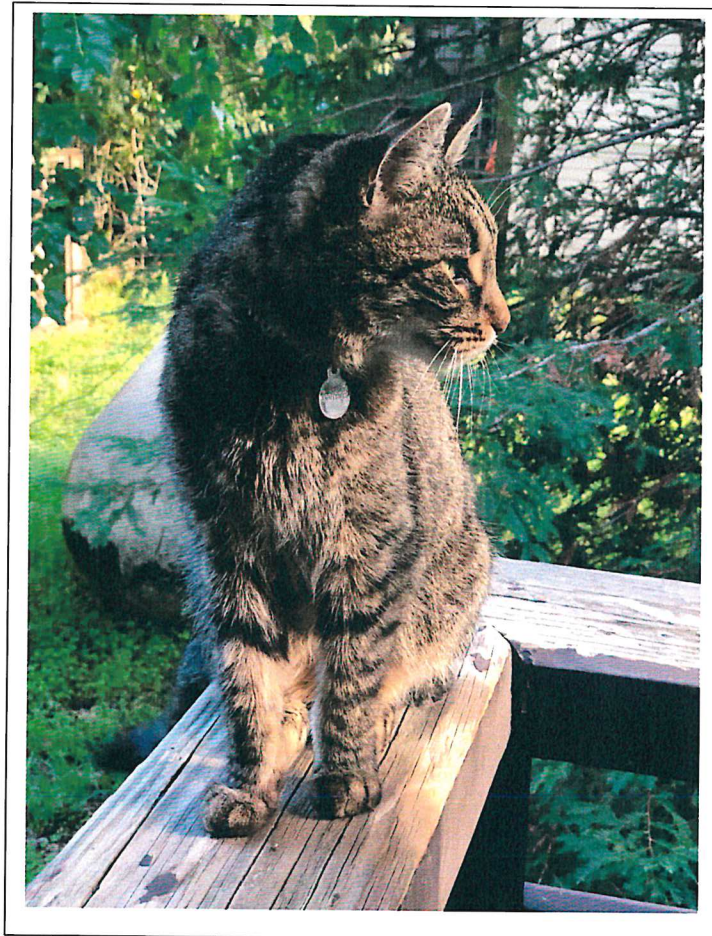
**TABLE A- REVENUE COMPARISON**

REVENUE DETAIL	FY 2019-20 Adopted	FY 2020-21 PROPOSED	VARIANCE	In %
Property Taxes - Secured	2,860,000	2,974,400	114,400	4.0%
Property Taxes - Unsecured	52,400	54,500	2,100	4.0%
Property Taxes - Prior	3,000	3,100	100	3.3%
Real Estate Transfer Tax	45,000	45,000	0	0.0%
Supplemental Property Taxes	70,000	72,800	2,800	4.0%
ERAF Excess Distribution	510,000	570,000	60,000	11.8%
Storm Run-Off Fee	54,000	54,000	0	0.0%
MWPA Wildfire Tax		192,000	192,000	n/a
Property Tax In-Lieu of VLF	775,500	775,500	0	0.0%
<b>Total Property Taxes</b>	<b>\$ 4,369,900</b>	<b>\$ 4,741,300</b>	<b>\$ 371,400</b>	<b>8.5%</b>
In-Lieu Sales Tax ("Triple Flip")	-	-		
Sales Tax ("Bradley Burns")	693,000	554,400	(138,600)	-20.0%
1/2 cent Sales Tax - Prop. 172	63,300	50,600	(12,700)	-20.1%
1/2 cent Sales Tax - Measure D	-	-	0	
3/4 cent Sales Tax - Measure C	724,000	579,200	(144,800)	-20.0%
<b>Total Sales Taxes</b>	<b>\$ 1,480,300</b>	<b>\$ 1,184,200</b>	<b>\$ (296,100)</b>	<b>-20.0%</b>
Utility Users Tax - Telecom	100,000	80,000	(20,000)	-20.0%
Utility Users Tax - Energy	240,000	220,000	(20,000)	-8.3%
Hotel Users Tax	21,000	4,000	(17,000)	-81.0%
<b>Total User Taxes</b>	<b>361,000</b>	<b>304,000</b>	<b>(57,000)</b>	<b>-15.8%</b>
Garbage	225,000	200,000	(25,000)	-11.1%
Gas & Electric	75,000	74,000	(1,000)	-1.3%
Cable	130,000	130,000	0	0.0%
<b>Total Franchise Fees</b>	<b>430,000</b>	<b>404,000</b>	<b>(26,000)</b>	<b>-6.0%</b>
Business Licenses	132,000	132,000	0	0.0%
Vehicle Code Fines	30,000	30,000	0	0.0%
Parking & Other Fines	100,000	100,000	0	0.0%
<b>Total Fines &amp; Licenses</b>	<b>\$ 262,000</b>	<b>\$ 262,000</b>	<b>-</b>	<b>0.0%</b>
Rents - Women's Club and Other	13,000	10,000	(3,000)	-23.1%
Rents - Pavilion weddings etc	6,000	2,000	(4,000)	-66.7%
Rents - Pavilion - Other	5,000	2,000	(3,000)	-60.0%
Janitor Maint fees	1,000	300	(700)	-70.0%
<b>Total Rental &amp; Maintenance Fees</b>	<b>25,000</b>	<b>14,300</b>	<b>(10,700)</b>	<b>-42.8%</b>
Interest Earnings - Bank	1,300	1,300	0	0.0%
Interest Earnings - LAIF	125,000	50,000	(75,000)	-60.0%
<b>Total Investment Earnings</b>	<b>\$ 126,300</b>	<b>\$ 51,300</b>	<b>(75,000)</b>	<b>-59.4%</b>
Motor Vehicle License Fees	3,500		(3,500)	-100.0%
Homeowner's Property Tax Rebates (HOP)	13,000	13,000	0	0.0%
Off Highway/Trailer Coach Vehicle Fees	0	0	0	n/a
State Aid	-	-	0	n/a
Police Training Reimbursement (POST)	7,000	7,000	0	0.0%
SB 2 Planning Grant	-	160,000	160,000	n/a
Workers Compensation Reimbursement	0	0	0	n/a
Other & Miscellaneous Revenues & WC	15,000	15,000	0	0.0%
Environmental Grants	12,200	12,200	0	0.0%
<b>Total Revenues From Other Agencies</b>	<b>\$ 50,700</b>	<b>\$ 207,200</b>	<b>160,000</b>	<b>308.7%</b>
Sale Of Maps & Publications/Copies	1,500	1,500	0	0.0%
Special Police Services (includes booking f	10,000	12,000	2,000	20.0%
Police Dispatch Services	93,000	98,000	5,000	5.4%
Public Works Services	0	0	0	n/a
Miscellaneous - General	10,000	22,000	12,000	120.0%
General Recreation	3,000	4,000	1,000	33.3%
Recreation Rentals	8,000	6,000	(2,000)	-25.0%
Recreation Fundraising	25,000	14,000	(11,000)	-44.0%
Recreation Summer Camp Fees	26,000	10,500	(15,500)	-59.6%
Recreation Classes & Partnerships	63,600	55,000	(8,600)	-13.5%
<b>Total Charges For Current Services</b>	<b>\$ 240,100</b>	<b>\$ 223,000</b>	<b>(17,100)</b>	<b>-7.1%</b>
<b>Grand Total</b>	<b>7,345,300</b>	<b>7,391,300</b>	<b>46,000</b>	<b>0.6%</b>

## TABLE B - EXPENDITURE COMPARISON

<b>APPROPRIATIONS SUMMARY</b>		FY 2019-20	FY 2020-21	Budget	In %
		Adopted	PROPOSED	Variance	
111	Town Council	33,534	33,296	(238)	-0.7%
112	Town Treasurer	4,926	4,917	(9)	-0.2%
116	Independent Auditor	60,637	63,675	3,038	5.0%
121	Town Attorney	190,000	190,000	-	0.0%
<b>Total Town Council</b>		<b>289,097</b>	<b>291,889</b>	<b>2,791</b>	<b>1.0%</b>
211	Town Manager	205,461	217,070	11,609	5.7%
221	Town Clerk	176,836	180,956	4,119	2.3%
222	Elections	45,000	16,000	(29,000)	-64.4%
231	Personnel	78,196	78,010	(186)	-0.2%
241	Finance	329,717	362,367	32,649	9.9%
<b>Total General Administration</b>		<b>835,211</b>	<b>854,402</b>	<b>19,191</b>	<b>2.3%</b>
311	Planning	544,068	708,196	164,128	30.2%
321	Building Inspection & Permits	253,160	252,861	(300)	-0.1%
<b>Total Development Services</b>		<b>797,228</b>	<b>961,057</b>	<b>163,829</b>	<b>20.5%</b>
411	Police	3,615,036	3,773,234	158,198	4.4%
418	Disaster Preparedness	16,700	16,700	-	0.0%
421	Ross Valley Fire Service	2,544,210	2,656,147	111,937	4.4%
<b>Total Public Safety</b>		<b>6,175,946</b>	<b>6,446,081</b>	<b>270,135</b>	<b>4.4%</b>
510	Public Works Administration	270,666	262,189	(8,477)	-3.1%
511	Street Maintenance	422,605	429,358	6,753	1.6%
512	Street Lighting & Traffic Signals	110,000	110,000	-	0.0%
513	Storm Damage FEMA	-	-	-	
<b>Total Public Works</b>		<b>803,271</b>	<b>801,547</b>	<b>(1,724)</b>	<b>-0.2%</b>
616	Community Services	35,082	35,932	850	2.4%
617	Recreation	61,355	63,010	1,655	2.7%
621	Fairfax Recreation	152,170	164,817	12,647	8.3%
622	Summer Camps	15,100	5,576	(9,524)	-63.1%
<b>Total Recreation &amp; Community Services</b>		<b>263,707</b>	<b>269,335</b>	<b>5,628</b>	<b>2.1%</b>
611	Park Maintenance	261,738	251,237	(10,501)	-4.0%
625	Rental Facilities-WC & Ballfield	77,809	98,335	20,526	26.4%
911	Building Maintenance	-	-	-	
<b>Total Parks &amp; Facility Maintenance</b>		<b>339,547</b>	<b>349,572</b>	<b>10,025</b>	<b>3.0%</b>
715	Non Departmental	1,009,026	974,860	(34,166)	-3.4%
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>10,513,034</b>	<b>10,948,742</b>	<b>435,708</b>	<b>4.1%</b>

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# Town of Fairfax

## 2020-21 Operating Budget

### FUND SUMMARY

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

**Total General Funds**  
**SPECIAL REVENUE FUNDS**  
 07 Special Police Fund  
 12 Fairfax Festival Fund  
 20 Measure F - Municipal Svs Tax Fund  
 21 Gas Tax Fund  
 22 Measure A/AA - Transportation  
 23 Measure A - Parks

**Total Special Revenue Funds**  
**DEBT SERVICE FUNDS**  
 43-45 Measure K - Debt Service  
 48 Lease Agreement

**Total Debt Service Funds**  
**CAPITAL PROJECTS**  
 51 Capital Projects - Grants  
 52 Disaster Fund  
 53 Capital Projects - Town

**Total Capital Projects Funds**  
**FIDUCIARY FUNDS**  
 73 Open Space

**Total Fiduciary Funds**  
**TOTALS**

### ALL FUNDS FY20 PROJECTED

Audit Bal 30-Jun-19

DRAFT AUD

2,742,829  
 1,000,000  
 363,025  
 26,969  
 40,000  
 24,582  
 152,399

**4,349,803**  
 55,402  
 (17,676)  
 71,280  
 64,394  
 319,018  
 192,010  
**684,428**

1,401,591  
 459,887  
 481,182  
**941,069**

1,401,591  
 (11,459)  
 (550,714)  
 (481,182)  
**(1,031,896)**

1,150,776  
 (663)  
 (663)  
**136,297**

12,276,754  
 6,643  
 6,643  
**12,289,040**

FY 2019-20 Revenues

FY 2019-20 Approp

7,194,571  
 -  
 -  
 587,315  
 -  
 1,647,177  
 -

**9,429,063**  
 162,578  
 6,229  
 713,600  
 285,524  
 171,779  
 61,882

**1,401,591**  
 (2,500)  
 -  
 -  
 (8,959)

**(1,031,896)**  
 (550,714)  
 (481,182)

**(686,236)**  
 (428,784)  
 (113,094)  
 (144,358)

**(12,202,050)**  
 (663)  
 (663)

FY 2019-20 Transfers

FY 2019-20 Revenues

2,357,269  
 -  
 -  
 (580,000)  
 25,000  
 (1,600,000)  
 35,000

**237,269**  
 (200,000)  
 -  
 (710,000)  
 (317,245)  
 (140,000)  
 (21,463)

**(1,388,708)**  
 (2,500)  
 -  
 -  
 -  
 -

**(1,031,896)**  
 (550,714)  
 (481,182)

**(686,236)**  
 (428,784)  
 (113,094)  
 (144,358)

**(12,202,050)**  
 (663)  
 (663)

FY 2020-21 Revenues

FY 2020-21 Approp

7,391,300  
 -  
 -  
 559,500  
 -  
 1,712,845  
 -

**9,663,645**  
 100,000  
 41,000  
 713,600  
 305,537  
 134,830  
 47,044

**(31,700)**  
 -  
 -  
 -  
 -  
 -

**(1,014,970)**  
 (559,501)  
 (455,469)

**(1,263,751)**  
 (1,033,751)  
 -  
 (230,000)

**(13,385,253)**  
 (4,000)  
 (4,000)

FY 2020-21 Transfers

FY 2020-21 Revenues

3,557,463  
 (200,000)  
 -  
 (580,000)  
 10,000  
 (1,765,000)  
 -

**1,022,463**  
 (110,000)  
 -  
 (785,000)  
 (324,000)  
 (346,190)  
 (144,542)

**(1,709,732)**  
 -  
 -  
 -  
 -  
 -

**(1,014,970)**  
 (559,501)  
 (455,469)

**(1,263,751)**  
 (1,033,751)  
 -  
 (230,000)

**(13,385,253)**  
 (4,000)  
 (4,000)

Balance 30-Jun-20

FY 1920 ACTIVITY

2,048,965  
 1,000,000  
 266,993  
 34,284  
 61,395  
 71,759  
 60,943

**3,544,339**  
 (693,864)  
 -  
 7,315  
 21,395  
 47,177  
 (91,456)

**1,342,011**  
 (37,422)  
 3,729  
 3,600  
 31,779  
 31,460  
 1,424

**685,852**  
 (90,827)  
 -  
 -  
 (90,827)

**(1,709,732)**  
 -  
 -  
 -  
 -  
 -

**(13,385,253)**  
 (6,643)  
 6,643

Proj Balance 30-Jun-21

FY 2021 ACTIVITY

2,047,986  
 800,000  
 190,904  
 13,784  
 46,395  
 19,603  
 40,943

**3,159,615**  
 (200,000)  
 (76,089)  
 (20,500)  
 (15,000)  
 (52,155)  
 (20,000)

**286,431**  
 7,979  
 (4,648)  
 3,480  
 14,210  
 139,437  
 125,972

**286,431**  
 (10,000)  
 9,300  
 (71,400)  
 (18,463)  
 (211,360)  
 (97,498)

**(1,709,732)**  
 -  
 -  
 -  
 -  
 -

**(4,413,488)**  
 (90,429)  
 -  
 (90,429)

# Town of Fairfax

2020-21 Operating Budget

## INTERFUND TRANSFERS

### SUMMARY ALL FUNDS

FY 2017-18  
Actual

FY 2018-19  
Actual

FY 2019-20  
Adopted

FY 2019-20  
Projected

FY 2020-21  
ADOPTED

#### TRANSFERS TO:

01 General Fund	2,981,773	3,325,000	3,435,000	3,165,000	3,575,000
03 Equipment Replacement	60,404	430,000	-	-	-
05 Communications Fund	6,000	40,000	25,000	25,000	10,000
08 Office Equipment Replacement	35,000	35,000	35,000	35,000	-
51 CIP - Grants	260,717	134,000	438,139	325,000	523,269
52 CIP - Storm			(180,000)	638,531	
53 CIP - Town	50,000	349,000	63,000	737,245	160,000
73 Open Space	4,000	2,745	4,000	663	4,000
	<b>3,397,894</b>	<b>4,315,745</b>	<b>3,820,139</b>	<b>4,926,439</b>	<b>4,272,269</b>

#### TRANSFERS FROM:

01 General Fund	145,404	507,745	(7,463)	807,731	17,537
02 Dry Period Fund	-	-	-	-	200,000
04 Building & Planning	610,000	700,000	610,000	580,000	580,000
05 Communications Fund	10,404	-	-	-	-
06 Retirement Fund	1,400,000	1,800,000	1,725,000	1,600,000	1,765,000
07 Special Police Services	199,621	100,000	130,000	200,000	110,000
12 Fairfax Festival	-	-	5,000	-	-
20 Measure F - Municipal Services Tax	741,500	640,000	710,000	710,000	785,000
21 Gas Tax	195,748	227,000	193,000	317,245	324,000
22 Measure A/AA - Transportation	95,217	6,000	253,139	140,000	346,190
23 Measure A - Parks	-	-	21,463	21,463	144,542
51 CIP - Grants	-	335,000	-	550,000	-
52 CIP - Storm	-	-	180,000		-
	<b>3,397,894</b>	<b>4,315,745</b>	<b>3,820,139</b>	<b>4,926,439</b>	<b>4,272,269</b>
	-	-	-	-	-

#### NOTES:

See Fund sheets for detail of transfers

UPDATED 9/10



**Town of Fairfax**  
2020-21 Operating Budget

**APPROPRIATIONS - ALL FUNDS**

**FUND SUMMARY**

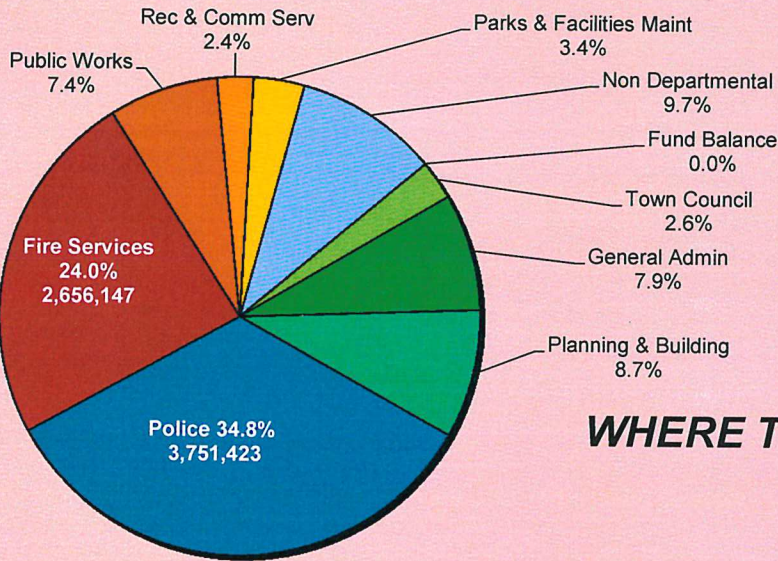
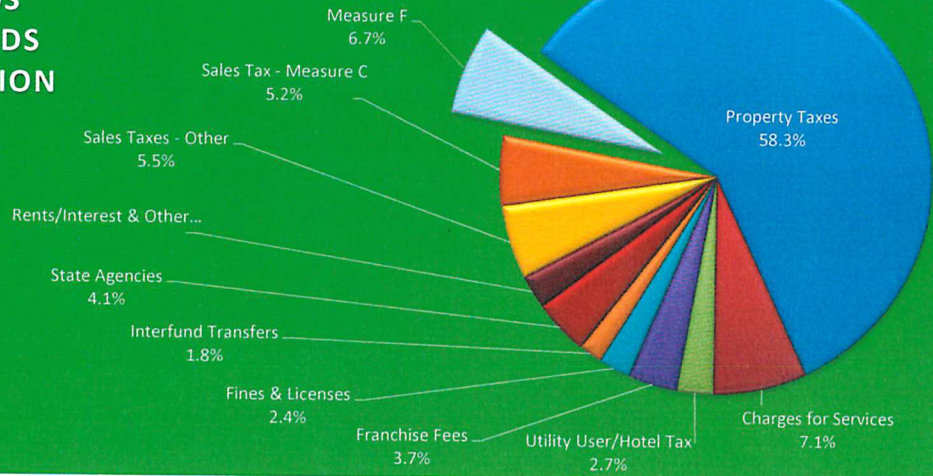
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	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2020-21 Adopted
<b>GENERAL FUNDS</b>							
01 General Fund	1,146,291	961,057	6,348,081	801,547	618,907	1,073,860	10,949,742
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	59,489	-	-	16,600	76,089
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	25,000	25,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	20,000	-	-	-	-	-	20,000
<b>Total General Funds</b>	<b>1,166,291</b>	<b>961,057</b>	<b>6,407,570</b>	<b>801,547</b>	<b>618,907</b>	<b>1,115,460</b>	<b>11,070,831</b>
<b>SPECIAL REVENUE FUNDS</b>							
07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,700	-	31,700
20 Measure F - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,700</b>	<b>-</b>	<b>31,700</b>
<b>DEBT SERVICE FUNDS</b>							
43-45 Measure K - Debt Service	-	-	-	559,501	-	-	559,501
48 Lease Agreement	-	-	-	-	-	455,469	455,469
<b>Total Debt Service Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>559,501</b>	<b>-</b>	<b>-</b>	<b>559,501</b>
<b>CAPITAL PROJECTS</b>							
51 Capital Projects - Grants	-	-	-	1,033,751	-	-	1,033,751
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	230,000	-	-	230,000
<b>Total Capital Projects Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,263,751</b>	<b>-</b>	<b>-</b>	<b>1,263,751</b>
<b>FIDUCIARY FUNDS</b>							
73 Open Space	-	-	-	-	4,000	-	4,000
<b>Total Fiduciary Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>	<b>1,166,291</b>	<b>961,057</b>	<b>6,407,570</b>	<b>2,624,799</b>	<b>654,607</b>	<b>1,570,929</b>	<b>13,385,253</b>
Percent of Total Appropriations (with CIP)	8.7%	7.2%	47.9%	19.6%	4.9%	11.7%	100.0%
Percent of Total Appropriations (NO CIP)	9.6%	7.9%	52.9%	21.7%	5.4%	13.0%	90.6%



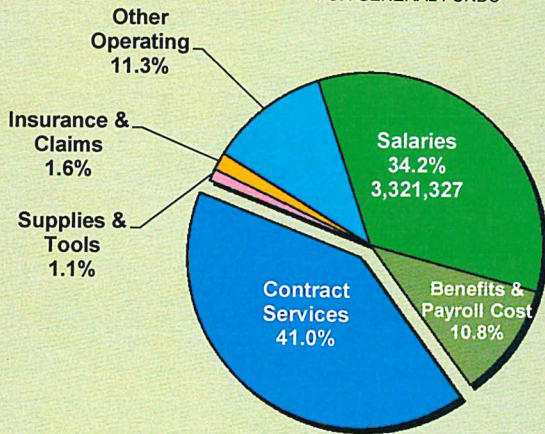
**WHERE THE MONEY COMES FROM...**

**SOURCE OF FUNDS  
FOR GENERAL FUNDS  
TOTAL = \$11.1 MILLION**



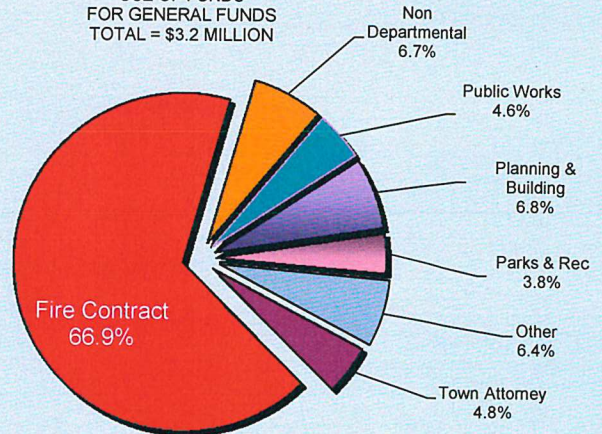
**WHERE THE MONEY GOES TO...**  
**USE OF FUNDS  
FOR GENERAL FUNDS  
TOTAL = \$11.1 MILLION**

**EXPENDITURES BY CATEGORY**  
USE OF FUNDS  
FOR GENERAL FUNDS



**CONTRACT SERVICES**

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







# Town of Fairfax

## 2020-21 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".

<b>FUND SUMMARY</b>	<b>FY 2017-18</b> Actual	<b>FY 2018-19</b> Actual	<b>FY 2019-20</b> Adopted	<b>FY 2019-20</b> Projected	<b>FY 2020-21</b> ADOPTED
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<b>BEGINNING FUND BAL</b>	2,744,253	2,530,698		2,742,829	2,048,965
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**REVENUES**

PROPERTY TAXES	4,043,677	4,236,930	4,369,900	4,472,706	4,741,300
SALES TAXES	1,379,663	1,470,808	1,480,300	1,265,020	1,184,200
USER FEES (UUT/TOT)	392,269	375,308	361,000	378,698	304,000
FRANCHISE FEES	398,411	373,447	430,000	401,482	404,000
FINES & LICENSES	255,076	235,278	262,000	262,000	262,000
RENTS & INTEREST	64,608	49,345	151,300	154,345	65,600
REVENUES FROM OTHER AGENCIES	63,851	60,197	50,700	44,320	207,200
CHARGES FOR CURRENT SERVICES	193,143	219,924	240,100	216,000	223,000
<b>SUBTOTAL REVENUES</b>	<b>6,790,698</b>	<b>7,021,237</b>	<b>7,345,300</b>	<b>7,194,571</b>	<b>7,391,300</b>

**APPROPRIATIONS**

100 TOWN COUNCIL	366,925	349,471	289,097	288,699	291,889
200 GENERAL ADMINISTRATION	689,198	762,886	835,211	801,222	854,402
300 DEVELOPMENT SERVICES	678,549	675,163	797,228	780,880	961,057
400 PUBLIC SAFETY	5,274,680	5,803,706	6,175,946	6,182,850	6,348,081
500 PUBLIC WORKS	634,409	631,064	803,271	652,632	801,547
600 RECREATION & COMMUNITY SERVICES	199,052	221,828	263,707	259,691	269,335
600 PARKS & FACILITY MAINTENANCE	268,104	305,524	339,547	325,881	349,572
700 NON DEPARTMENTAL	690,365	876,718	1,009,026	953,851	1,073,860
<b>SUBTOTAL APPROPRIATIONS</b>	<b>8,801,282</b>	<b>9,626,361</b>	<b>10,513,034</b>	<b>10,245,704</b>	<b>10,949,742</b>

**TRANSFERS**

TRANSFERS TO 01-GENERAL FUND	2,981,773	3,325,000	3,435,000	3,165,000	3,575,000
TRANSFERS FROM 01-GENERAL FUND	(145,404)	(507,745)	7,463	(807,731)	(17,537)
<b>SUBTOTAL TRANSFER</b>	<b>2,836,369</b>	<b>2,817,255</b>	<b>3,442,463</b>	<b>2,357,269</b>	<b>3,557,463</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>825,786</b>	<b>212,131</b>	<b>274,729</b>	<b>(693,864)</b>	<b>(979)</b>
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<b>ENDING FUND BAL</b>	<b>3,570,038</b>	<b>2,742,829</b>		<b>2,048,965</b>	<b>2,047,986</b>
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**COMPONENTS OF FUND BALANCE:**

Undesignated	3,570,038	2,742,829		2,048,965	2,047,986
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NOTES:



# Town of Fairfax

## 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
01-010-101	Property Taxes - Secured	2,585,223	2,727,627	2,860,000	2,847,450	2,974,400
01-010-102	Property Taxes - Unsecured	48,713	-	52,400	48,713	54,500
01-010-103	Property Taxes - Prior	2,531	6,632	3,000	6,632	3,100
01-010-104	Real Estate Transfer Tax	52,521	52,415	45,000	50,122	45,000
01-010-110	Supplemental Property Taxes	71,772	116,078	70,000	116,298	72,800
01-010-112	ERAF Excess Distribution	481,912	498,934	510,000	568,173	570,000
01-010-113	Storm Run-Off Fee	53,765	53,643	54,000	53,718	54,000
01-010-xxx	MWPA Wildfire Tax					192,000
01-010-117	Property Tax In-Lieu of VLF	747,241	781,600	775,500	781,600	775,500
<b>Total Property Taxes</b>		<b>4,043,677</b>	<b>4,236,930</b>	<b>4,369,900</b>	<b>4,472,706</b>	<b>4,741,300</b>
01-010-106	Sales Tax ("Bradley Burns")	657,332	670,127	693,000	562,201	554,400
01-010-111	1/2 cent Sales Tax - Prop. 172	50,059	69,387	63,300	51,353	50,600
01-010-118	1/2 cent Sales Tax - Measure D	672,272	731,294	-	-	-
01-010-118	3/4 cent Sales Tax - Measure C	-	-	724,000	651,466	579,200
<b>Total Sales Taxes</b>		<b>1,379,663</b>	<b>1,470,808</b>	<b>1,480,300</b>	<b>1,265,020</b>	<b>1,184,200</b>
01-010-108	Utility Users Tax - Telecom	92,454	78,244	100,000	84,652	80,000
01-010-109	Utility Users Tax - Energy	280,873	275,966	240,000	273,736	220,000
01-010-114	Hotel Users Tax	18,942	21,098	21,000	20,310	4,000
<b>Total User Taxes</b>		<b>392,269</b>	<b>375,308</b>	<b>361,000</b>	<b>378,698</b>	<b>304,000</b>
01-020-201	Garbage	187,383	204,858	225,000	195,351	200,000
01-020-202	Gas & Electric	74,134	68,167	75,000	73,156	74,000
01-020-203	Cable	136,893	100,422	130,000	132,975	130,000
<b>Total Franchise Fees</b>		<b>398,411</b>	<b>373,447</b>	<b>430,000</b>	<b>401,482</b>	<b>404,000</b>
<b>01 - GENERAL FUND TAXES &amp; FEES</b>		<b>6,214,020</b>	<b>6,456,493</b>	<b>6,641,200</b>	<b>6,517,906</b>	<b>6,633,500</b>

### NOTES:

**Secured & Unsecured Property Taxes** - Homes, businesses, and other taxable real and personal property are subject to levy of property taxes. The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. Property tax is the biggest revenue source for the General Fund. Includes Marin Wildfire Prevention Authority (MWPA) tax of \$96,000 for local efforts and \$96,000 for regional defensible space inspections/mitigation activities. The regional funds are for Year 1 only until MWPA can establish its operations.

**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. 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.

**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.



# Town of Fairfax

## 2020-21 Operating Budget

# GENERAL FUND

REVENUE DETAIL		FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
01-030-301	Business Licenses	139,686	101,164	132,000	132,000	132,000
01-040-401	Vehicle Code Fines	30,860	33,342	30,000	30,000	30,000
01-040-402	Parking & Other Fines	84,530	100,771	100,000	100,000	100,000
<b>Total Fines &amp; Licenses</b>		<b>255,076</b>	<b>235,278</b>	<b>262,000</b>	<b>262,000</b>	<b>262,000</b>
01-050-501	Rents - Women's Club and Other	10,166	15,099	13,000	9,750	10,000
01-050-504	Rents - Pavilion weddings etc	(494)	1,825	6,000	4,500	2,000
01-050-506	Rents - Pavilion - Other	150	2,000	5,000	3,750	2,000
01-050-507	Janitor.Maint fees	900	225	1,000	750	300
<b>Total Rental &amp; Maintenance Fees</b>		<b>10,722</b>	<b>19,149</b>	<b>25,000</b>	<b>18,750</b>	<b>14,300</b>
01-050-500	Interest Earnings - Bank	0	760	1,300	1,300	1,300
01-050-502	Interest Earnings - LAIF	53,886	29,436	125,000	134,295	50,000
<b>Total Investment Earnings</b>		<b>53,886</b>	<b>30,196</b>	<b>126,300</b>	<b>135,595</b>	<b>51,300</b>
01-060-602	Motor Vehicle License Fees	0	0	3,500		
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	12,985	16,685	13,000	12,812	13,000
01-060-614	State Aid	11,915	7,139	-	1,000	-
01-060-615	Police Training Reimbursement (POST)	8,756	8,778	7,000	3,308	7,000
01-060-xxx	SB 2 Planning Grant	-	-	-	0	160,000
01-060-699	Other & Miscellaneous Revenues & WC	18,030	10,429	15,000	15,000	15,000
01-070-702	Environmental Grants	12,166	17,166	12,200	12,200	12,200
<b>Total Revenues From Other Agencies</b>		<b>63,851</b>	<b>60,197</b>	<b>50,700</b>	<b>44,320</b>	<b>207,200</b>
01-080-802	Sale Of Maps & Publications/Copies	1,788	1,489	1,500	1,500	1,500
01-080-803	Special Police Services (includes booking fees)	11,456	12,027	10,000	12,000	12,000
01-080-804	Police Dispatch Services	76,000	85,000	93,000	93,000	98,000
01-080-814	Miscellaneous - General	13,615	22,372	10,000	20,000	22,000
01-080-903	General Recreation	945	3,730	3,000	4,000	4,000
01-090-508	Recreation Rentals	11,460	8,800	8,000	6,000	6,000
01-090-790	Recreation Fundraising	5,475	13,725	25,000	14,000	14,000
01-090-822	Recreation Summer Camp Fees	21,094	17,363	26,000	10,500	10,500
01-090-904	Recreation Classes & Partnerships	51,312	55,418	63,600	55,000	55,000
<b>Total Charges For Current Services</b>		<b>193,143</b>	<b>219,924</b>	<b>240,100</b>	<b>216,000</b>	<b>223,000</b>
01 - GENERAL FUND TAXES & FEES		6,214,020	6,456,493	6,641,200	6,517,906	6,633,500
<b>01 - GENERAL FUND TOTAL</b>		<b>6,790,698</b>	<b>7,021,237</b>	<b>7,345,300</b>	<b>7,194,571</b>	<b>7,391,300</b>

97.9% 100.6%

**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

**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

## 2020-21 Operating Budget

# GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
111	Town Council	26,595	27,303	33,534	31,583	33,296
112	Town Treasurer	4,102	3,945	4,926	4,561	4,917
116	Independent Auditor	65,762	47,757	60,637	62,554	63,675
121	Town Attorney	270,465	270,465	190,000	190,000	190,000
<b>Total Town Council</b>		<b>366,925</b>	<b>349,471</b>	<b>289,097</b>	<b>288,699</b>	<b>291,889</b>
211	Town Manager	192,209	202,459	205,461	203,344	217,070
221	Town Clerk	149,935	208,421	176,836	173,341	180,956
222	Elections	21,954	3,424	45,000	46,740	16,000
231	Personnel	58,964	69,536	78,196	65,519	78,010
241	Finance	266,136	279,047	329,717	312,278	362,367
<b>Total General Administration</b>		<b>689,198</b>	<b>762,886</b>	<b>835,211</b>	<b>801,222</b>	<b>854,402</b>
311	Planning	432,396	469,497	544,068	537,531	708,196
321	Building Inspection & Permits	246,154	205,666	253,160	243,349	252,861
<b>Total Development Services</b>		<b>678,549</b>	<b>675,163</b>	<b>797,228</b>	<b>780,880</b>	<b>961,057</b>
411	Police	3,017,286	3,373,030	3,615,036	3,702,454	3,673,234
418	Disaster Preparedness	10,732	8,286	16,700	7,838	18,700
421	Ross Valley Fire Service	2,246,662	2,422,390	2,544,210	2,472,558	2,656,147
<b>Total Public Safety</b>		<b>5,274,680</b>	<b>5,803,706</b>	<b>6,175,946</b>	<b>6,182,850</b>	<b>6,348,081</b>
510	Public Works Administration	188,671	216,422	270,666	201,826	262,189
511	Street Maintenance	326,106	317,389	422,605	362,055	429,358
512	Street Lighting & Traffic Signals	119,633	96,223	110,000	88,750	110,000
513	Storm Damage FEMA	-	1,029	-	-	-
<b>Total Public Works</b>		<b>634,409</b>	<b>631,064</b>	<b>803,271</b>	<b>652,632</b>	<b>801,547</b>
616	Community Services	30,196	35,805	35,082	34,983	35,932
617	Recreation	55,855	63,948	61,355	61,857	63,010
621	Fairfax Recreation	95,699	115,452	152,170	156,909	164,817
622	Summer Camps	17,302	6,624	15,100	5,942	5,576
<b>Total Recreation &amp; Community Services</b>		<b>199,052</b>	<b>221,828</b>	<b>263,707</b>	<b>259,691</b>	<b>269,335</b>
611	Park Maintenance	214,917	243,558	261,738	260,257	251,237
625	Rental Facilities-WC & Ballfield	47,304	56,990	77,809	64,788	98,335
911	Building Maintenance	5,884	4,976	-	836	-
<b>Total Parks &amp; Facility Maintenance</b>		<b>268,104</b>	<b>305,524</b>	<b>339,547</b>	<b>325,881</b>	<b>349,572</b>
715	Non Departmental	690,365	876,718	1,009,026	953,851	1,073,860
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>8,801,282</b>	<b>9,626,361</b>	<b>10,513,034</b>	<b>10,245,704</b>	<b>10,949,742</b>



**Town of Fairfax**  
2020-21 Operating Budget

**GENERAL FUND**

APPROPRIATIONS by Object	Salaries & Wages	Benefits & Payroll Cost	Retirement	Professional Services	Supplies & Tools	Other Operating	FY 2020-21 ADOPTED
111 Town Council	18,000	1,223	3,173	2,200	100	8,600	33,296
112 Town Treasurer	3,600	327	135	-	100	755	4,917
116 Independent Auditor	-	-	-	63,675	-	-	63,675
121 Town Attorney	-	-	-	190,000	-	-	190,000
<b>10 Total Town Council</b>	<b>21,600</b>	<b>1,551</b>	<b>3,308</b>	<b>255,875</b>	<b>200</b>	<b>9,355</b>	<b>291,889</b>
211 Town Manager	144,093	35,977	22,577	350	700	13,373	217,070
221 Town Clerk	108,509	33,503	7,381	25,000	100	6,463	180,956
222 Elections	-	-	-	16,000	-	-	16,000
231 Personnel	45,509	7,530	4,121	18,500	650	1,700	78,010
241 Finance	194,462	39,632	22,210	94,000	1,700	10,363	362,367
<b>20 Total General Administration</b>	<b>492,573</b>	<b>116,641</b>	<b>56,289</b>	<b>153,850</b>	<b>3,150</b>	<b>31,899</b>	<b>854,402</b>
311 Planning	309,895	79,657	86,358	205,000	4,000	23,287	708,196
321 Building Inspection & Permits	109,812	32,216	34,812	65,000	1,200	9,821	252,861
<b>30 Total Development Services</b>	<b>419,707</b>	<b>111,873</b>	<b>121,170</b>	<b>270,000</b>	<b>5,200</b>	<b>33,108</b>	<b>961,057</b>
411 Police	1,799,647	586,057	963,200	35,000	16,000	273,330	3,673,234
418 Disaster Preparedness	-	-	-	-	100	18,600	18,700
421 Ross Valley Fire Service	-	-	-	2,656,147	-	-	2,656,147
<b>40 Total Public Safety</b>	<b>1,799,647</b>	<b>586,057</b>	<b>963,200</b>	<b>2,691,147</b>	<b>16,100</b>	<b>291,930</b>	<b>6,348,081</b>
510 Public Works Administration	113,438	25,192	19,518	66,500	1,308	36,234	262,189
511 Street Maintenance	189,612	42,454	44,102	58,000	42,500	52,691	429,358
512 Street Lighting & Traffic Signals	-	-	-	60,000	-	50,000	110,000
513 Pollution Prevention	-	-	-	-	-	-	-
<b>50 Total Public Works</b>	<b>303,049</b>	<b>67,645</b>	<b>63,620</b>	<b>184,500</b>	<b>43,808</b>	<b>138,925</b>	<b>801,547</b>
616 Community Services	21,071	5,480	2,430	-	5,500	1,450	35,932
617 Recreation	37,198	6,245	11,047	7,000	120	1,400	63,010
621 Fairfax Recreation	105,780	20,197	-	19,000	3,000	16,840	164,817
622 Summer Camps	-	3,456	-	1,300	750	70	5,576
<b>60 Total Recreation &amp; Community Services</b>	<b>164,049</b>	<b>35,378</b>	<b>13,477</b>	<b>27,300</b>	<b>9,370</b>	<b>19,760</b>	<b>269,335</b>
611 Park Maintenance	106,055	43,726	25,519	35,000	16,000	24,938	251,237
625 Rental Facilities-WC & Ballfield	14,647	7,034	1,043	9,500	6,000	60,111	98,335
911 Building Maintenance	-	-	-	79,000	5,500	(84,500)	-
<b>61 Total Parks &amp; Facility Maintenance</b>	<b>120,702</b>	<b>50,760</b>	<b>26,562</b>	<b>123,500</b>	<b>27,500</b>	<b>548</b>	<b>349,572</b>
715 Non Departmental	-	76,475	-	267,000	4,000	726,385	1,073,860
71	-	-	-	-	-	-	-
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>3,321,327</b>	<b>1,046,380</b>	<b>1,247,626</b>	<b>3,973,172</b>	<b>109,328</b>	<b>1,251,909</b>	<b>10,949,742</b>
	30.3%	9.6%	11.4%	36.3%	1.0%	11.4%	100.0%
Fy19-20	\$ 3,234,785	\$ 1,059,864	\$ 1,189,361	\$ 3,707,209	\$ 113,528	\$ 1,208,291	\$ 10,513,038
in %	\$ 86,542	\$ (13,484)	\$ 58,265	\$ 265,963	\$ (4,200)	\$ 43,618	\$ 436,704
	2.7%	-1.3%	4.9%	7.2%	-3.7%	3.6%	4.2%

**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

**2019-20 KEY ACCOMPLISHMENTS:**

- Managed COVID-19's impacts on Town operations, staff, and facilities
- Expanded communications efforts via weekly newsletters and revamped the Town website in response to COVID-19.
- Assisted Council with the adoption of ordinances and resolutions including commercial cannabis and wireless telecommunications (5-G)
- Negotiated extension of service agreement with Marin Sanitary Services (MSS)
- Facilitated update of master fee schedule
- Performed more vegetation management in the Town and Town owned properties
- Served as Public Works Director oversaw the completion of capital improvements such the Parkade Bus Shelter and the Upper Scenic Road repaving project.
- Secured preliminary approval of additional FEMA funding and facilitated multi-agency review of the preliminary design for the seismic retrofit of the Pavilion
- Renewal of Measure F (was Measure J)

**FY 2020-21 GOALS AND OBJECTIVES (in addition to Town Council Goals):**

- Adopt new personnel policies
- Conduct mid-year budget review in Fall 2020 to evaluate the longer term effects of COVID-19
- Complete road maintenance and repair projects
- Continue to work on the completion of outstanding FEMA projects from previous storm events
- Secure final FEMA approval of additional funding for and multi-agency approval for the preliminary design for the seismic retrofit of the Pavilion

**Council Goals for 2020**  
(not in order of priority)

- Pending

## TOWN ACCOMPLISHMENTS 2019-2020

(Approx. Jan. 2019 to April 2020)

- ✓ Completion of the Parkade
- ✓ Passage of Fairfax Measure F (special municipal services tax)
- ✓ Adopted 19 ordinances and 49 resolutions
- ✓ Adoption of two more renter protection ordinances (just cause and mandatory mediation)
- ✓ Adoption of small cell telecommunications (5G) regulations
- ✓ Adoption of cannabis regulations
- ✓ Convened the citizens disaster Council; they updated the emergency operations plan, began work on community friendly evacuation route maps
- ✓ Adoption of Accessory Dwelling Unit ordinances consistent with new state law, including Fairfax amnesty program and reduced fees
- ✓ Adoption of new Master Fee Schedule, first major review and update since 2009
- ✓ Completion of Scenic Road pavement rehabilitation project
- ✓ Adoption of single use foodware prohibitions
- ✓ Joined Marin Wildfire Prevention Authority and supported Countywide Measure C
- ✓ Adoption of ordinance on maximum house size
- ✓ Maintain Senior programming and attend Age Friendly Fairfax meetings
- ✓ Continued to support the Artist-in-Residence Collaborative and promote Fairfax arts programming, including Faces of Fairfax book and 3<sup>rd</sup> Annual Art Walk
- ✓ Expanded vegetation management program to 10 chipper day drop off events and increased pick up program to entire Town
- ✓ Moved all registration for the Fairfax Craft Fair to an on-line system.
- ✓ Expanded Town-wide communications through website and newsletters for the Town, Age Friendly, the Town Volunteers, and special weekly newsletters during the pandemic. Expanded distribution lists for agendas project-specific notifications.
- ✓ Initiated work on Objective Design and Development Standards
- ✓ GIS digitization and georeferencing of
  - Town General Plan Open Space Element – Suitability for Open Space, Visual Resources; Hazards Element – Areas Susceptible to Landslides
  - Zoning Ordinance Chapter 17.072 Salem Rice Landslide diagram
  - Commercial cannabis use buffer maps
- ✓ Senate Bill 2 grants: Application submittal and successful award of \$160K in Objective Design and Development Standards (ODDS), Accessory Dwelling Units/Junior Accessory Dwelling Units, Inclusionary Housing grants
- ✓ Installed new curb ramps at Taylor/SFD, Bolinas/Broadway, Elsie Lane/Bolinas Rd.
- ✓ Installed new sidewalk in front of Mono Alley, Mono Parking Lot, 31-47 Bolinas Rd.
- ✓ Replaced and repaired pedestrian bridges
- ✓ Major pothole repairs on a total of 1,500 sf of portions of Toyon, Live Oak, Vanni Lane, Scenic and Tamalpais, Maple Ave. (sinkhole) and on Hickory Road
- ✓ Repaved Berry Lane Trail
- ✓ Completed bank stabilization project on Bridge Court.
- ✓ Facilitated the preliminary design for the Pavilion Seismic Retrofit project
- ✓ Began implementation of financial software projected to “go live” in July.





# Town of Fairfax

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

18,041	18,000	18,000	18,000	18,000
747	753	712	712	745
1,107	1,046	924	924	924
240	241	249	249	249
1,718	1,952	2,249	2,249	2,478

### SUBTOTAL PERSONNEL

**21,854      21,992      22,134      22,134      22,396**

### OPERATING EXPENSES

- 813 OFFICE SUPPLIES
- 815 PRINTING
- 822 PROFESSIONAL SERVICES SEE NOTE
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF. SEE NOTE
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS SEE NOTE

-	-	100	-	100
-	-	100	-	100
2,002	2,032	2,200	4,392	2,200
616	391	500	1,029	500
2,124	2,888	6,000	4,028	5,500
-	-	500	-	500
-	-	2,000	-	2,000

### SUBTOTAL OPERATING

**4,742      5,311      11,400      9,449      10,900**

### TOTAL DEPARTMENT APPROPRIATION

**26,595      27,303      33,534      31,583      33,296**

### Allocation of Positions:

Councilmembers **5.00      5.00      5.00      5.00      5.00**

### Total Full Time Equivalent Employees

**5.00      5.00      5.00      5.00      5.00**

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



# Town of Fairfax

## 2020-21 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.

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

401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED LEAVE CASHOUT				-	
421 TEMP EMPLOYEES	3,600	3,600	3,600	3,600	3,600
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP	160	158	149	149	156
493 RETIREMENT	135	135	135	135	255
494 MEDICARE	52	52	52	52	52
495 FICA/PTS			135	135	
<b>SUBTOTAL PERSONNEL</b>	<b>3,947</b>	<b>3,945</b>	<b>4,071</b>	<b>4,071</b>	<b>4,062</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES			100	-	100
815 PRINTING				-	
822 PROFESSIONAL SERVICES				-	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.			600	490	600
862 DUES & SUBSCRIPTIONS	155		155	-	155
<b>SUBTOTAL OPERATING</b>	<b>155</b>	<b>-</b>	<b>855</b>	<b>490</b>	<b>855</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>4,102</b>	<b>3,945</b>	<b>4,926</b>	<b>4,561</b>	<b>4,917</b>
Allocation of Positions:					
TOWN TREASURER	1.00	1.00	1.00	1.00	1.00
<b>Total Full Time Equivalent Employees</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

NOTES:



**Town of Fairfax**  
2020-21 Operating Budget

FUND **01 GENERAL FUND**  
ACTIVITY **116 INDEPENDENT AUDITOR**

**ACTIVITY DESCRIPTION**

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

<b>DEPARTMENT SUMMARY</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 ADOPTED</b>
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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  
SEE NOTE

**65,762      47,757      60,637      62,554      63,675**

**65,762      47,757      60,637      62,554      63,675**

**Allocation of Positions:**

**Total Full Time Equivalent Employees      0.00      0.00      0.00      0.00      0.00**

<b>NOTES:</b>	821 Preparation of State Controller's Report, Single Audit, GASB 68 reports & third party reports
	822 Auditor Contract - Maze & Associates



**Town of Fairfax**  
2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
270,465	270,465	190,000	190,000	190,000
			-	
			-	
			-	
			-	
			-	

**SUBTOTAL OPERATING**

270,465 270,465 190,000 190,000 190,000

**TOTAL DEPARTMENT APPROPRIATION**

270,465 270,465 190,000 190,000 190,000

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

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

401 REGULAR SALARIES	125,096	131,531	135,627	135,627	144,093
415 ACCRUED LEAVE CASHOUT	4,223	4,480	2,307	2,307	2,461
421 TEMP EMPLOYEES	-	-	-	-	-
491 HEALTH INSURANCE	21,039	21,141	20,293	20,293	19,810
492 WORKERS COMP	5,398	5,557	5,410	5,410	6,007
493 RETIREMENT	12,236	13,618	14,195	14,195	15,075
494 MEDICARE	1,746	1,832	1,891	1,891	2,007
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	5,038	7,228	8,382	8,382	9,234
611 ALLOWANCES	3,816	3,816	3,960	3,960	3,960
<b>SUBTOTAL PERSONNEL</b>	<b>178,593</b>	<b>189,203</b>	<b>192,066</b>	<b>192,066</b>	<b>202,647</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	500	-	400
711 OFFICE EQUIP MAINT.	-	-	100	-	100
731 BLDG-GROUNDS MAINT.	2,249	2,330	2,245	1,745	4,223
801 WATER	516	619	450	505	450
802 POWER	900	1,180	800	852	800
804 TELEPHONE	1,602	2,202	1,500	1,838	1,500
811 POSTAGE	286	567	400	234	400
813 OFFICE SUPPLIES	933	842	700	452	700
821 OUTSIDE SERVICES	-	-	-	-	-
822 PROFESSIONAL SERVICES	180	213	500	131	350
861 BUS.MEET/CONF.	5,232	3,111	4,000	1,825	2,500
862 DUES & SUBSCRIPTIONS	1,721	2,193	2,200	3,696	3,000
871 LIAB & PROP INSURANCE	-	-	-	-	-
881 SPECIAL SERVICES	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>13,616</b>	<b>13,256</b>	<b>13,395</b>	<b>11,278</b>	<b>14,423</b>

SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

192,209	202,459	205,461	203,344	217,070
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### Allocation of Positions:

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

### 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 2019-20**

- Implemented new records management software
- Hired and trained temporary Deputy Town Clerk
- Assumed supervision of Marketing and Communications Specialist and continued to improve town-wide communication efforts including website design/maintenance/updates and communications materials
- Administered the November 2019 General Municipal Election
- Coordinated the online and printed updates to the Town Code
- Transitioned Town public meetings to virtual meetings (Zoom)

## TOWN CLERK/ELECTIONS

### Goals for 2020-21

- 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 2020 general election
- Provide a high level of service to the community, staff, and Council, in addition to completing projects and assignments



# Town of Fairfax

## 2020-21 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 office serves as the custodian of Town records and the local filing officer under the Political Reform Act, coordinates preparation of Town Council meeting agenda packets, notices public hearings, keeps official minutes of Council meetings, administers local elections, maintains the Town Code and custody of the the Town Seal. It authenticates official Town records, receives summons, claims, and appeals related to the Town, administers the Oath of Office, responds to public records requests, and oversees the Town website.

### DEPARTMENT 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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### PERSONNEL

401 REGULAR SALARIES	86,730	100,825	88,549	88,549	101,461
411 REG PART-TIME SALARIES	-	-	15,825	15,825	5,000
415 ACCRUED LEAVE CASHOUT	-	-	2,007	2,007	2,047
421 TEMP EMPLOYEES	3,183	37,879	-	-	-
491 HEALTH INSURANCE	24,507	26,473	27,575	27,575	27,116
492 WORKERS COMP	3,582	4,379	4,130	4,130	4,407
493 RETIREMENT	6,053	9,194	7,381	7,381	7,529
494 MEDICARE	1,195	1,872	1,444	1,444	1,473
496 PERS UAL/SIDEFUND	10	-	-	-	-
611 ALLOWANCES	360	360	360	360	360
<b>SUBTOTAL PERSONNEL</b>	<b>125,619</b>	<b>180,982</b>	<b>147,271</b>	<b>147,271</b>	<b>149,393</b>

SEE NOTE

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	2,177	2,320	2,265	2,265	4,263
801 WATER	-	-	-	-	-
804 TELEPHONE	634	949	500	706	500
811 POSTAGE	286	545	500	234	500
813 OFFICE SUPPLIES	532	727	500	561	500
814 LEGAL ADS	338	876	400	1,083	400
821 OUTSIDE SERVICES	360	5,820	5,000	5,287	5,000
822 PROFESSIONAL SERVICES	19,571	15,733	20,000	15,810	20,000
842 SPECIAL DEPT SUPPLIES	60	94	100	51	100
861 BUS.MEET/CONF.	109	376	100	72	100
862 DUES & SUBSCRIPTIONS	250	-	200	-	200
<b>SUBTOTAL OPERATING</b>	<b>24,316</b>	<b>27,439</b>	<b>29,565</b>	<b>26,070</b>	<b>31,563</b>

SEE NOTE

SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

149,935 208,421 176,836 173,341 180,956

### Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER		1.00	1.00	1.00	1.00
DEPUTY TOWN CLERK/MANAGEMENT ANALYST	1.00	-	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT PT		0.06	0.0625	0.0625	0.0625

### Total Full Time Equivalent Employees

1.00 1.06 1.31 1.31 1.31

### NOTES:

- 411 P/T Deputy Town Clerk for succession planning/job share
- 821 Website platform
- 822 Code updates; Minutes Clerk; OpenGov





# Town of Fairfax

## 2020-21 Operating Budget

**FUND**                   **01 GENERAL FUND**  
**ACTIVITY**             **222 ELECTIONS**

**ACTIVITY DESCRIPTION**

Local regular elections for Town offices (5 Councilmembers, 1 Treasurer, and 1 Clerk) are held every two years (to stagger the terms) in November of even-numbered years beginning in 2020. Previously, local elections were held in odd-numbered years. 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 is expected to be between \$1.75 and \$3.00 per registered voter. Fairfax has approximately 5,500 registered voters.

**DEPARTMENT 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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**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				
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-

**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	21,954	3,424	45,000	46,740
842 SPECIAL DEPT SUPPLIES				16,000
861 BUS.MEET/CONF.				
862 DUES & SUBSCRIPTIONS				
890 MISCELLANEOUS				
<b>SUBTOTAL OPERATING</b>	<b>21,954</b>	<b>3,424</b>	<b>45,000</b>	<b>46,740</b>
	<b>16,000</b>			

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>21,954</b>	<b>3,424</b>	<b>45,000</b>	<b>46,740</b>	<b>16,000</b>
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**Allocation of Positions:**

TOWN CLERK/ASST TO TOWN MANAGER	-	-	-	-	-
DEPUTY TOWN CLERK	-	-	-	-	-

<b>Total Full Time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**NOTES:**

822. State law (SB 415) required 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 would fall in November 2020 and 2021.



# Town of Fairfax

## 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
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**PERSONNEL**

401 REGULAR SALARIES	31,076	32,639	33,451	33,451	34,960
411 REG PART-TIME SALARIES	7,783	9,014	9,342	9,342	9,622
415 ACCRUED LEAVE CASHOUT	704	1,383	897	897	927
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	468	738	5,209	5,209	5,105
492 WORKERS COMP	1,700	1,754	1,704	1,704	1,883
493 RETIREMENT	3,594	4,032	4,121	4,121	3,638
494 MEDICARE	531	580	596	596	629
495 FICA/PTS	-	-	240	240	360
496 PERS UAL/SIDEFUND	-	-	-	-	-
611 ALLOWANCES	72	72	36	36	36
<b>SUBTOTAL PERSONNEL</b>	<b>45,928</b>	<b>50,211</b>	<b>55,596</b>	<b>55,596</b>	<b>57,160</b>

**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	-	1,167	500	1,076	500
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES SEE NOTE	11,955	17,578	20,000	8,278	18,500
822 PROFESSIONAL SERVICES	-	-	100	-	-
842 SPECIAL DEPT SUPPLIES SEE NOTE	581	506	600	569	650
861 BUS.MEET/CONF.	500	75	1,000	-	800
862 DUES & SUBSCRIPTIONS	-	-	400	-	400
890 MISCELLANEOUS	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>13,036</b>	<b>19,325</b>	<b>22,600</b>	<b>9,923</b>	<b>20,850</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>58,964</b>	<b>69,536</b>	<b>78,196</b>	<b>65,519</b>	<b>78,010</b>
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**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**

<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
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**NOTES:**

821 Preemployment services, Attorney Fees & HR Consultant

842 Staff recognition

## FINANCE DEPARTMENT

### 2019-20 ACCOMPLISHMENTS:

- Initiated process to refinance lease financing to save interest and refinance additional pension debt.
- Implemented Fee Study to update Master Fee Schedule
- Began implementation of **Tyler Incode** software projected to “go live” in July.
  1. Worked with Tyler personnel to develop system specifications for processes and departments. Working from 222-line item task schedule to achieve
  2. Worked with consultant to revise chart of accounts adding projects.
  3. Submitted Data pulls as base for vendors and opening balances. Modules include General Ledger, Accounts Payable, Purchase Orders, Cashiering, Payroll, Employee benefits and Fixed Assets.
  4. Participated in numerous training sessions providing fundamentals, power user and end-user training.
  
- Prepaid current PERS UAL liability savings in July saving \$10K+ in interest costs.
- Recruited and hired PT Accountant to replace retiring accountant.
- Created reports for FEMA tracking and worked with FEMA representatives to document and recover expends incurred on last floods.
- Implementing rate updates to Town fees from adopted fee study across all departments with Town Manager for FY21 budget
- Worked with Town Manager and Fairfax Festival committee to implement budget and cost controls to track festival revenues and expenses.

## FINANCE DEPARTMENT

### FY 2020-21 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. Go-Live processing begins with Fiscal 20/21.
  - Add Cashiering system to post receipts to General Ledger on current basis
  - Add Project Accounting system
  - Bring payroll processing in-house
  - Bring Fixed asset accounting in-house
- 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
- 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 & cost saving measures
- Work with Building & Planning Department to implement systems for building - deposits and revenue tracking.
  - Add web-based process for permitting to extend Social Distancing measures



# Town of Fairfax

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

401 REGULAR SALARIES	113,339	119,039	140,047	140,047	144,815
411 REG PART-TIME SALARIES	37,997	44,008	45,874	45,874	46,792
415 ACCRUED LEAVE CASHOUT	-	5,723	3,608	3,608	3,655
421 TEMP EMPLOYEES	2,934	2,265	1,900	2,799	2,855
491 HEALTH INSURANCE	22,585	24,813	21,750	21,750	22,435
492 WORKERS COMP	7,442	7,551	7,408	7,408	8,037
493 RETIREMENT	19,801	15,768	17,655	17,655	14,702
494 MEDICARE	2,073	2,310	2,590	2,590	2,686
495 FICA/PTS	41	64	680	680	2,495
496 PERS UAL/SIDEFUND	3,923	5,873	6,815	6,815	7,507
611 ALLOWANCES	324	324	324	324	324
<b>SUBTOTAL PERSONNEL</b>	<b>210,458</b>	<b>227,737</b>	<b>248,652</b>	<b>249,551</b>	<b>256,304</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	SEE NOTE	-	15,000	30,000	-
711 OFFICE EQUIP MAINT.			300	-	300
731 BLDG-GROUNDS MAINT.		2,177	2,320	2,265	1,764
804 TELEPHONE		634	838	1,000	706
811 POSTAGE		286	545	800	234
813 OFFICE SUPPLIES		1,490	1,678	1,700	2,160
815 PRINTING		26	54	500	-
821 OUTSIDE SERVICES	SEE NOTE	10,573	5,262	15,000	3,736
822 PROFESSIONAL SERVICES	SEE NOTE	39,706	40,191	40,000	23,689
861 BUS.MEET/CONF.		563	202	500	-
862 DUES & SUBSCRIPTIONS		110	143	1,000	393
890 MISCELLANEOUS		113	78	3,000	46
<b>SUBTOTAL OPERATING</b>		<b>55,678</b>	<b>51,310</b>	<b>81,065</b>	<b>62,728</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>266,136</b>	<b>279,047</b>	<b>329,717</b>	<b>312,278</b>	<b>362,367</b>
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### Allocation of Positions:

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

<b>Total Full Time Equivalent Employees</b>	<b>1.50</b>	<b>1.50</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>
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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 implementation of accounting software
- 822 Payroll service, Sales tax analysis, merchant fees, bank analysis Accounting Software license (BDS, Tyler Incode, AssetMaxx); GovInvest (GASB 75 actuarial)

## Planning & Building Services

### 2019-2020 Accomplishments

- Cannabis regulations:
  - Adopted and in effect. 22 meetings
- Nonconforming Structure regulation amendments:
  - Adopted and in effect
- Project Time Limits regulations:
  - Adopted and in effect
- Tree Removal/Alteration regulation amendments
  - Adopted and in effect
- Objective Design and Development Standards (ODDS)
  - Multi-jurisdictional effort underway
- \$160,000 SB2 planning grant successfully obtained, supporting ODDS, ADU, Inclusionary Housing efforts
- Housing
  - Victory Village 54-unit affordable senior housing under construction
  - Accessory Dwelling Unit regulation amendments adopted and in effect
    - Multi-jurisdictional effort underway to streamline ADU process
  - Inclusionary Housing - multi-jurisdictional effort underway to develop regulations
  - Maximum House Size regulations adopted and in effect
  - School Street Plaza 12-unit live-work project approved
  - Hill Area Residential Development regulation amendments adopted and in effect
- Marinda Heights subdivision of Wall Property
  - Environmental Impact Report consultant selected (subject to council approval). Work approval pending
- Zoning Map updates and corrections (ongoing)
- Digitization and GIS georeferencing Town General Plan thematic maps (ongoing)
- Permits and Zoning Enforcement (FY '20 to date)
  - 7 Use Permits, 2 Variances, 4 Excavation Permits, 2 Encroachment Permits, 6 Accessory Dwelling Units, 1 Junior Accessory Dwelling Unit, 8 Design Review Permits, 3 HRD Permits, and 1 Sign Permits (total 35 permits, total fees \$35,000)
  - 316 construction permits, \$12,259,472 in valuation
  - 63 Residential Resale Inspection reports (total fees \$21,420)
  - 40 Planning, 8 Construction Code enforcement complaints
  - 20-45 planning requests for information per day.
- Switched to virtual/remote service provision and public meetings, instituted public safety and other protocols in response to Covid crisis and public needs
-

**2020-2021 Goals**

- Participate in multi-jurisdiction efforts to develop programs involving: affordable housing (including ADU's and inclusionary), historic preservation. Objective Design and Development Standards, Vehicle Miles Traveled (VMT) transportation impact assessment
- Continue to develop virtual/remote service capabilities, including online payment
- Respond to State's ongoing housing and other regulations
- Initiate Housing Element update

<b>Activity/Description</b>	<b>Est. Year End FY18-19</b>	<b>Est. Year End FY19-20</b>	<b>Est. FY20-21</b>
Planning Permits Processed	69	46	40
Building Permits Processed	463	350	310
Resale Inspections	108	75	65
Building Inspections	2,200	2,000	1,800
Violations Processed	35	45	35
Administrative Citations	5	5	5
<u>Counter-calls for service:</u> Planning Staff; Building Staff;	1,800 (approx. 5-8/day); 1,800 (approx. 5-8/day)	1,200 1,200	1,500 1,500
<u>Telephone-calls for service:</u> Planning Staff Building Staff	2,700 (7-12/day) 4,000 (15+/day)	2,400 3,500	2,500 3,700
<u>Emails for service: (not inter-office / junk mail)</u> Planning Staff Building Staff	2,400 (9/day) 900 (3-4/day)	3,000 1,200	3,000 1,200



# Town of Fairfax

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

401 REGULAR SALARIES	242,525	260,323	268,763	268,763	274,895
411 REG PART-TIME SALARIES	31,620	19,997	30,000	30,000	30,000
415 ACCRUED LEAVE CASHOUT	4,138	2,717	9,716	9,716	9,880
421 TEMP EMPLOYEES	2,811	-	5,000	5,000	5,000
491 HEALTH INSURANCE	46,966	49,558	51,679	51,679	50,804
492 WORKERS COMP.	11,518	12,287	11,959	11,959	12,765
493 RETIREMENT	24,448	27,758	29,298	29,298	29,902
494 MEDICARE	3,627	3,745	4,181	4,181	4,266
495 FICA/PTS	1,278	592	1,199	1,199	1,222
496 PERS UAL/SIDEFUND	39,116	44,234	51,248	51,248	56,456
611 ALLOWANCES	705	720	720	720	720
<b>SUBTOTAL PERSONNEL</b>	<b>408,753</b>	<b>421,931</b>	<b>463,764</b>	<b>463,764</b>	<b>475,910</b>

#### OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	2,373	2,448	2,355	2,355	4,337
802 POWER	450	590	450	430	450
804 TELEPHONE	1,360	1,861	1,500	1,166	1,500
811 POSTAGE	480	609	1,500	500	1,500
812 REPRODUCTION	274	-	1,000	547	1,000
813 OFFICE SUPPLIES	2,674	2,311	2,000	2,000	2,000
814 LEGAL ADS	118	719	1,500	1,000	1,500
815 PRINTING	140	342	2,000	1,500	2,000
821 OUTSIDE SERVICES	5,887	26,539	50,000	46,436	200,000
822 PROFESSIONAL SERVICES	4,509	7,206	5,000	5,000	5,000
842 SPECIAL DEPT SUPPLIES	783	3,903	2,000	1,500	2,000
861 BUS.MEET/CONF.	4,596	846	5,500	4,000	5,500
862 DUES & SUBSCRIPTIONS	-	194	5,500	7,333	5,500
<b>SUBTOTAL OPERATING</b>	<b>23,643</b>	<b>47,567</b>	<b>80,305</b>	<b>73,767</b>	<b>232,287</b>

#### TOTAL DEPARTMENT APPROPRIATION

<b>432,396</b>	<b>469,497</b>	<b>544,068</b>	<b>537,531</b>	<b>708,196</b>
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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	0.10	0.10	0.10	0.10	0.10
ZONING TECH / ASST PLANNER	0.50	0.50	0.50	0.50	0.50
<b>Total Full Time Equivalent Employees</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>

#### NOTES:

411 Planning Commission minutes / Zoning Tech & Intern  
 814 GP & zone changes updates  
 821 Includes outside services for GP studies to be paid by SB2 Grant funds (\$160,000)  
 822 Televised Planning Commission meetings \$ 3,300  
 861 Marin Maps (\$3,000) and MCEP fees (\$2,500)





# 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 ADOPTED
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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
<b>SUBTOTAL PERSONNEL</b>	<b>154,931</b>	<b>164,191</b>	<b>172,139</b>	<b>172,139</b>	<b>176,840</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>91,223</b>	<b>41,475</b>	<b>81,021</b>	<b>71,209</b>	<b>76,021</b>

### 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.

*NOTE: The Police budget was modified prior to the final adoption of the budget: \$100,000 was reallocated to the Racial Equity and Social Justice Committee (RESJ) for expenses such as a facilitator. The balance of the funds is reserved for future programs that may be recommended to the Council for consideration. The \$100,000 is shown in Fund 01-715-890 (pg. 54).*

## **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	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Actual	Actual	Adopted	Projected	ADOPTED

### PERSONNEL

401 REGULAR SALARIES	SEE NOTE	350,268	356,472	382,175	384,000	399,031
402 SAFETY SALARIES	SEE NOTE	1,095,867	1,182,812	1,288,183	1,280,000	1,325,616
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	101,000
481 HOLIDAY PAY		76,697	80,441	83,779	87,149	82,602
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	273,483
494 MEDICARE		23,164	24,655	27,824	25,312	28,292
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)
498 TUITION REIMB						10,000
611 ALLOWANCES		4,010	4,810	6,000	3,960	6,000
<b>SUBTOTAL PERSONNEL</b>		<b>2,737,396</b>	<b>3,028,197</b>	<b>3,276,935</b>	<b>3,375,771</b>	<b>3,348,904</b>

### 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

<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>	<b>16.00</b>
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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
	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	ADOPTED

### 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	35,000
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
<b>SUBTOTAL OPERATING</b>			<b>279,890</b>	<b>344,833</b>	<b>338,101</b>	<b>326,683</b>	<b>324,330</b>
<b>TOTAL DEPARTMENT APPROPRIATION</b>			<b>3,017,286</b>	<b>3,373,030</b>	<b>3,615,036</b>	<b>3,702,454</b>	<b>3,673,234</b>

### 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, 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 ADOPTED
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**PERSONNEL**

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

			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

- 804 TELEPHONE
- 811 POSTAGE
- 813 OFFICE SUPPLIES
- 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	14,000
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 18,700

**TOTAL DEPARTMENT APPROPRIATION**

10,732 8,286 16,700 7,838 18,700

**Allocation of Positions:**

**Total Full Time Equivalent Employees** 0.00 0.00 0.00 0.00 0.00

**NOTES:**

- 821 Marin County Sheriff OES (\$5,000); County Disaster Coordinator & disaster preparedness materials (\$4,000); and Neighborhood Resource Group (NRG) Coordinator (\$5,000)
- 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: 34 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.

### **FY2020-21 BUDGET:**

The Ross Valley Fire Department operating budget for FY 2020-21 is approximately \$11.5M. The budget is primarily funded through member contributions (approx. \$10.4M), outside revenues in the form of contracts for service provided to County of Marin, fees for service related to plan checks and inspections, and reimbursement by Ross Valley Paramedic Authority for costs associated with paramedic services.

Overall, the Town's contribution to the JPA will increase by approximately \$74,000 or 3% from \$2,431,154 to \$2,505,148. The Fire budget also includes \$40,000 for the Town's vegetation management program and \$15,000 for annual facility maintenance costs. 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](http://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 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
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### PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	

### SUBTOTAL PERSONNEL

- - - - -

### OPERATING EXPENSES (TOWN SHARE)

- 493 RVFS RETIREMENT SEE NOTE
- 721 FIELD EQ MAINT
- 724 RVFS OPEB LIAB
- 725 MERA DEBT SERVICE
- 730 INSPECTION/PREVENTION SEE NOTE
- 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	136,000
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 2,656,147

### TOTAL DEPARTMENT APPROPRIATION

2,246,662 2,422,390 2,544,210 2,472,558 2,656,147

183,589  
7.4%

### 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 sidfund & pre 2013 UAL

730 Includes one time MWPA 20% funds (est. \$96,000) for defensible space inspections/mitigations in yr 1; these funds will be passed thru to RVFD

Funding for Wildfies management is provided by grants in revenues

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
<b>Total</b>	<b>2,110,289</b>	<b>2,234,571</b>	<b>2,336,916</b>	<b>2,444,210</b>	<b>60,937</b>	<b>2,505,147</b>
% 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 2019-20 ACCOMPLISHMENTS:

#### Capital Improvements

- Completed Parkade bus shelter
- Repaved Upper Scenic Ave
- Facilitated bleacher repairs and painting of structures at the ballfield
- Revarnished deck and leveled brick patio at the Women's Club
- Repaved Scenic Rd.
- Resealed roofs at Town Hall and the Community Center
- Painted crosswalks, stop markings, and parking striping
- Repaired potholes on Hickory Rd.
- Repaired foot bridge
- Installed new curb ramps at: Taylor/SFD, Bolinas/Broadway, Elise Lane/Bolinas Rd.
- Installed new sidewalk in front of Mono Alley and Mono Parking Lot
- Installed new sidewalk in front of 31-47 Bolinas Rd.
- Replaced pedestrian bridge between Porteous and Meernaa
- Repaired sinkhole on Maple Ave.
- Major pothole repairs on a total of 1,500 sf of portions of Toyon, Live Oak, Vanni Lane, Scenic and Tamalpais
- Repaved Berry Lane Trail
- Completed bank stabilization project on Bridge Ct.
- Facilitated the preliminary design for the Pavilion Seismic Retrofit project
- Repainted Town Hall flag pole and downtown street light poles
- Continue to work on storm repair projects

## **PUBLIC WORKS ADMINISTRATION**

### **FY 2020-21 GOALS AND OBJECTIVES:**

- Work with PARC to replace play equipment in Peri Park
- Complete design for roads damaged by the 2019 winter storms
- Design crosswalk and sidewalk improvements for Azalea/Sir Francis
- Construct retaining wall at Scenic/Ridge intersection



# 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 ADOPTED
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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
<b>SUBTOTAL PERSONNEL</b>		<b>122,547</b>	<b>136,054</b>	<b>163,624</b>	<b>122,456</b>	<b>158,147</b>

### 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
<b>SUBTOTAL OPERATING</b>		<b>66,123</b>	<b>80,369</b>	<b>107,042</b>	<b>79,370</b>	<b>104,042</b>

**TOTAL DEPARTMENT APPROPRIATION** 188,671 216,422 270,666 201,826 262,189

### 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

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	ADOPTED

#### 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
	<b>SUBTOTAL PERSONNEL</b>	<b>195,508</b>	<b>201,959</b>	<b>263,110</b>	<b>232,061</b>	<b>276,167</b>

SEE NOTE

#### 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
	<b>SUBTOTAL OPERATING</b>	<b>130,598</b>	<b>115,430</b>	<b>159,495</b>	<b>129,995</b>	<b>153,191</b>

SEE NOTE

SEE NOTE

#### 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 ADOPTED
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**PERSONNEL**

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


**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

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

63,049	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 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

			-	
		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:

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## **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 ADOPTED
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### PERSONNEL

401	REGULAR SALARIES	87,933	97,406	102,487	102,487	106,055
NEW 411	REG PART-TIME SALARIES [PT PW DIR]	-	-	15,825	-	-
415	ACCRUED LEAVE CASHOUT	-	-	-	-	-
461	OVERTIME	511	3,217	-	200	-
491	HEALTH INSURANCE	34,075	34,963	36,247	34,685	35,677
492	WORKERS COMP.	4,324	4,804	4,581	4,581	4,928
493	RETIREMENT	8,306	9,650	10,637	10,586	10,954
494	MEDICARE	1,199	1,372	1,601	1,406	1,647
495	FICA/PTS	-	-	563	-	574
496	PERS SIDEFUND	10,096	11,418	13,221	15,824	14,565
611	ALLOWANCES	450	450	638	833	900
<b>SUBTOTAL PERSONNEL</b>		<b>146,894</b>	<b>163,280</b>	<b>185,800</b>	<b>170,601</b>	<b>175,300</b>

### 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	25,159	20,000
802	POWER	1,540	1,805	2,300	2,254	2,300
821	OUTSIDE SERVICES	29,220	35,402	35,000	51,539	35,000
841	SMALL TOOLS	44	94	1,000	-	1,000
842	SPECIAL DEPT SUPPLIES	13,817	18,462	15,000	10,066	15,000
851	UNIFORM	638	638	638	638	638
881	SPECIAL SERVICES	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>		<b>68,023</b>	<b>80,278</b>	<b>75,938</b>	<b>89,656</b>	<b>75,938</b>

SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

<b>214,917</b>	<b>243,558</b>	<b>261,738</b>	<b>260,257</b>	<b>251,237</b>
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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

<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>
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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. The E&V Coordinator focuses on coordinating Town events/activities and supporting the Parks and Recreation Commission (PARC) and Volunteer Board activities.

**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.

### 2019-20 ACCOMPLISHMENTS:

#### RECREATION & COMMUNITY SERVICES (Anne)

- Created content and oversaw production of two Town of Fairfax Recreation catalogs.
- Continued to expand successful partnership programs and increase revenue for the Town
- Enhanced class offering for all age groups.
- Continued summer camp programming including Camp Fairfax program-school aged youth and middle school Counselor-In-Training students and made adjustments with new Covid 19 protocols.
- Supported and helped coordinate Motherload Film Night on the ballfield in October 2019.
- Maintained Senior programming and attended Age Friendly Fairfax meetings.
- Continued to support the Artist-in-Residence Collaborative and promoted Fairfax arts programming, including Faces of Fairfax book and 3<sup>rd</sup> Annual Art Walk.
- Attend monthly Recreation meeting with Town Manager and staff.
- Implemented Phase I of Peri Park renovations project.
- Raised approximately \$5,000 towards Peri Park renovation project through fundraising.
- Successfully communicated to instructors, stakeholders and community the shuttering of facility rentals, programs and events for Shelter in Place order.
- Created online classes and programs for toddler and preschool age, tweens and seniors.
- Worked with Artist in Residence Collaborative to create Shelter in Place exhibit and helped with promotion and positive visibility for the town.
- Attended county wide collaboration zoom meetings to align efforts and messaging during Shelter in.

#### RECREATION & COMMUNITY SERVICES/COMMUNICATIONS & TECHNOLOGY (Camille)

- Design layout and printing of biannual recreation catalog
- Continued Holiday Craft Fair fundraising event with Sustainable Fairfax
- Moved registration for the Craft Fair on-line saving staff time and streamlining the process.
- Researched and implemented online registration with Active Net for recreation department.
- Expanded Town-wide communications, including monthly newsletter for the Town and Age Friendly community; on an as needed basis for the Town Volunteers.
- Managed all social media account for the Town, Recreation Department, and Volunteers.
- Posted all agendas for Town Council as well as for Boards and Commissions
- Provided 24 hour access and availability to support town communication and technology.
- Problem solved all technical difficulties with the website and created systems when work arounds were needed.
- Completed consolidation of external websites into Town website with the completion of the FOSC website moving to the main Town website.
- Enhanced communication to support Planned Power Outages in fall of 2019.
- Increased communications to support the community's understanding of the major projects around town, including Parkade construction, Cascade Drive, Marinda Heights.
- Design and printing of Town wide Sign Up postcard that was mailed to all current residents in Fairfax in March 2020 that has yielded increase of mailing list sign ups (150+).
- Increased communication by going from monthly Town Manager newsletters to weekly newsletters; bi-weekly newsletter for Age Friendly and Recreation.
- Customized the website to serve the community as all our programs moved online.
- Implemented systems to support online Town Council and Planning Commission meetings.
- Supported the 1 to 1 Volunteer Program with promotion, communication to participants and survey distribution.
- Increased information architecture of website as it becomes the main source of communication for the public.
- Developing system for Building and Planning department to accept online payments.

#### RECREATION & COMMUNITY SERVICES (Maria)

- Continued rotating art exhibit at the Parkade parking lot
- Expanded vegetation management program to 10 chipper day drop off events and increased pick up program to entire Town
- Continued to provide support for trails programs via the Fairfax Volunteers
- Continued to recruit more volunteers
- Volunteers planted mimosa tree in the Parkade and red maple trees on Bolinas to replace previously removed trees.
- Continued to sponsor and host a variety of events that benefit the citizens of Fairfax, including annual Spring Egg Hunt, Passover Community Seder, Talent Showcase, Creek Clean-up, Town Wide Picnic, and Holiday Wreathmaking/Caroling/Potluck
- Educated residents on disaster preparedness
- Launched 1 to 1 Volunteer Donation Match to meet community needs during Covid-19.
- Created signage, researched new cleaning services and ordered Port-a-potty as directed by Town Manager.
- Offered community sit/meditation groups in Bolinas Park.
- Provided support for temporary bus shelter at the Parkade.

## **FY 2020-21 GOALS AND OBJECTIVES:**

### **RECREATION & COMMUNITY SERVICES (Anne)**

- Develop content and oversee two Town of Fairfax Recreation catalogs reaching all Fairfax households with Special Edition catalog for Fall 2020.
- Continue to offer partnership programs with new social distancing protocols.
- Diversify offerings for all age groups with both online and in person classes.
- Continue summer camp programming including Spanish Camp and Camp Fairfax program – school aged youth and middle school Counselor in Training students and adjust to meet the small group sizes and social distancing protocols.
- Maintain Senior programming and attend Age Friendly Fairfax meetings.
- Continue to support the Artist in Residence Collaborative – research grant opportunities through Marin Arts and promote Fairfax arts programming.
- Implement Phase II of Peri Park renovations project.

### **RECREATION & COMMUNITY SERVICES/COMMUNICATIONS & TECHNOLOGY (Camille)**

- Explore virtual Holiday Craft Faire fundraising event with Sustainable Fairfax.
- Continue to adapt the website as needed to support the increased virtual existence based on social distancing.
- Supporting online class options and increased access to online registration.
- Implement online fee processing for Building and Planning.
- Increase social media presence.
- Implement online surveys to customize programs and respond to community needs.
- Expand our communication sign ups with the goal of reaching every household.
- Expand communication needs and support for Boards and Commissions.

### **RECREATION & COMMUNITY SERVICES (Maria)**

- 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.
- Explore hybrid model (virtual and in person) for the 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, etc.
- Educate residents on disaster preparedness.
- Add bat boxes to Community Garden at Fairfax Library.
- Sponsor volleyball tournament at the ballfield after Shelter in Place is lifted.
- Establish incubator project via Fairfax Volunteers to support pilot projects in the community.
- Expand the Volunteer 1 to 1 program to other volunteer opportunities in Town.



# 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 ADOPTED
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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	-
<b>SUBTOTAL PERSONNEL</b>	<b>25,063</b>	<b>28,236</b>	<b>28,132</b>	<b>28,716</b>	<b>28,982</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>5,133</b>	<b>7,569</b>	<b>6,950</b>	<b>6,267</b>	<b>6,950</b>

SEE NOTE

SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

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

**Allocation of Positions:**

Events and Volunteer Coordinator      **0.30      0.30      0.30      0.30      0.30**

**Total Full Time Equivalent Employees**

**0.30      0.30      0.30      0.30      0.30**

**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, 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 ADOPTED
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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	-
<b>SUBTOTAL PERSONNEL</b>	<b>47,014</b>	<b>52,192</b>	<b>52,835</b>	<b>52,252</b>	<b>54,490</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>8,841</b>	<b>11,756</b>	<b>8,520</b>	<b>9,605</b>	<b>8,520</b>

SEE NOTE  
SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

<b>55,855</b>	<b>63,948</b>	<b>61,355</b>	<b>61,857</b>	<b>63,010</b>
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**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
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NOTES: This department was formerly 217

	FY17	FY18	FY19	FY20
<b>878 Fairfax Arts &amp; Culture Collaborative</b>				
- 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
<b>881 Easter egg hunt</b>	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 ADOPTED
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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	-	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>62,017</b>	<b>74,451</b>	<b>113,330</b>	<b>103,612</b>	<b>125,977</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>33,682</b>	<b>41,001</b>	<b>38,840</b>	<b>53,297</b>	<b>38,840</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>95,699</b>	<b>115,452</b>	<b>152,170</b>	<b>156,909</b>	<b>164,817</b>
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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

<b>1.00</b>	<b>1.00</b>	<b>1.13</b>	<b>1.00</b>	<b>1.13</b>
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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

## 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

### DEPARTMENT 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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### PERSONNEL

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

			3,456	3,056
			-	-
			102	100
			264	300
			-	-

### SUBTOTAL PERSONNEL

-	-	-	3,822	3,456
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### OPERATING EXPENSES

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

SEE NOTE

14,424	3,600	12,500	1,300	1,300
449	705	600		
2,429	2,319	2,000	750	750
-	-	-	70	70
			-	

### SUBTOTAL OPERATING

17,302	6,624	15,100	2,120	2,120
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### TOTAL DEPARTMENT APPROPRIATION

17,302	6,624	15,100	5,942	5,576
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### 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, 2 Counselors

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

- Camp Fairfax (10 campers for 3 weeks)  
- Donations

### FY21

9,500
1,000
10,500







# 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 ADOPTED
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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
<b>SUBTOTAL PERSONNEL</b>	<b>19,045</b>	<b>21,186</b>	<b>22,403</b>	<b>22,403</b>	<b>22,724</b>

#### OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	SEE NOTE	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
<b>SUBTOTAL OPERATING</b>		<b>28,259</b>	<b>35,804</b>	<b>55,406</b>	<b>42,385</b>	<b>75,611</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>47,304</b>	<b>56,990</b>	<b>77,809</b>	<b>64,788</b>	<b>98,335</b>
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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:

- 731 Increased janitorial costs due to Covid-19
- 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 ADOPTED
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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	
<b>SUBTOTAL PERSONNEL</b>		<b>57,423</b>	<b>65,045</b>	<b>72,146</b>	<b>73,529</b>	<b>76,475</b>

#### OPERATING EXPENSES

821 OUTSIDE SERVICES					-	
822 PROFESSIONAL SERVICES	SEE NOTE	203,269	222,076	275,000	222,519	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	160,000
881 SPECIAL SERVICES	SEE NOTE	20,641	1,270	90,000	94,336	96,000
890 MISCELLANEOUS	SEE NOTE	1,483	1,116	1,000	758	100,000
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
<b>SUBTOTAL OPERATING</b>		<b>632,942</b>	<b>811,673</b>	<b>936,880</b>	<b>880,322</b>	<b>997,385</b>

#### TOTAL DEPARTMENT APPROPRIATION

<b>690,365</b>	<b>876,718</b>	<b>1,009,026</b>	<b>953,851</b>	<b>1,073,860</b>
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#### Allocation of Positions:

ADMINISTRATIVE ASSISTANT II	1.00	1.00	-	-	-
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#### Total Full Time Equivalent Employees

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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#### NOTES:

	FY18	FY19	FY20 BUD	FY20 PROJ	FY21 BUD
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,284	2,395	-	2,395	-
COALITION CONNECTION (RVSD)	2,500		-	-	-
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,663	7,037	9,000	5,655	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	19,200	15,631	16,716	15,630	16,716
COUNTYWIDE HOMELESS PROGRAM	11,781	11,781	11,781	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE	440		500	-	500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,841	5,162	5,000	4,962	5,000
MANDATORY MEDIATION			3,500	-	3,500
MARIN COUNTY TAX COLLECTOR (LAFCO)	4,964	5,669	8,000	5,669	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	10,000	30,500	30,500	30,500
MARIN GENERAL SERVICES (Humane Society, General, Mediation)	85,470	103,305	98,674	94,381	101,634
MARIN IT, INC (IT MAINT & EQUIP)	13,465	13,324	27,000	11,534	24,000
R3 CONSULTING (SOLID WASTE RATE REVIEW)	9,000	20,591	15,000	18,336	10,000
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)	15,706	14,557	20,000	10,726	20,000
WEBSITE SUPPORT SERVICES (NOW PROUD CITY)	11,700	3,900	7,000	4,875	7,000
OTHER	6,355	8,724	22,329	6,074	19,369
	<b>203,368</b>	<b>222,076</b>	<b>275,000</b>	<b>222,519</b>	<b>267,000</b>

491 includes CalPERS PEMHCA payments and OPEB retiree payments

881 Chipper services - \$96,000 for chipper & pickup services

Portion of costs are offset by MSS franchise agreement which provides \$10,000/yr (debris boxes)

890 Includes funding for Racial Equity & Social Justice (RESJ) committee facilitator program

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 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	-	-		-	
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-	-

### 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	-	-	-	-	-

<b>SUBTOTAL OPERATING</b>	<b>40,833</b>	<b>45,291</b>	<b>45,000</b>	<b>45,836</b>	<b>85,000</b>
<b>SUBTOTAL APPROPRIATION</b>	<b>40,833</b>	<b>45,291</b>	<b>45,000</b>	<b>45,836</b>	<b>85,000</b>

### ALLOCATION TO DEPARTMENTS

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

<b>5,884</b>	<b>4,976</b>	<b>-</b>	<b>836</b>	<b>-</b>
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### 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
	<b>45,000</b>	<b>65,620</b>	<b>19,380</b>	<b>85,000</b>

### NOTES:

822 Sewer service - Ross Valley Sanitary District

Increased Janitorial costs due to Covid-19

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
<b>REVENUES</b>						
050	502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES		-	-	-	-	-
<b>APPROPRIATIONS</b>						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
<b>TRANSFERS</b>						
725	901 TSFR TO 01-GENERAL FUND					(200,000)
100	931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER		-	-	-	-	(200,000)
NET DEPARTMENT ACTIVITY		-	-	-	-	(200,000)
ENDING FUND BAL		1,000,000	1,000,000		1,000,000	800,000

**COMPONENTS OF FUND BALANCE:**

**NOTES:**

**CALCULATION OF GENERAL FUND RESERVE BALANCE**

General Funds Appropriations 11,070,831 100.0%

Fund #	Description		Approp.
02	Dry Period Reserve	Undesignated	800,000 7.2%
01	General Fund	Undesignated	2,047,986 18.5%
03	Equipment Replacement	Designated	190,904 1.7%
04	Building & Planning Fees	Designated	13,784 0.1%
05	Building Reserve	Designated	46,395 0.4%
06	Retirement	Designated	19,603 0.2%
08	Office Equipment	Designated	40,943 0.4%
Total General Fund Reserves			3,159,616 28.5%

Designated 311,629 2.8%  
 Undesignated 2,847,986 25.7%

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.

<b>FUND SUMMARY</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 ADOPTED</b>
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<b>BEGINNING FUND BAL</b>	47,690	44,220		363,025	266,993
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**REVENUES**

050 502 INVESTMENT EARNINGS	-	-			
090 901 SALE OF ASSETS					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-

**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		-	-		-	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>63,874</b>	<b>111,195</b>	<b>61,825</b>	<b>96,032</b>	<b>76,089</b>

**TRANSFERS**

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

<b>NET DEPARTMENT ACTIVITY</b>	<b>(3,470)</b>	<b>318,805</b>	<b>(27,200)</b>	<b>(96,032)</b>	<b>(76,089)</b>
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<b>ENDING FUND BAL</b>	<b>44,220</b>	<b>363,025</b>		<b>266,993</b>	<b>190,904</b>
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**COMPONENTS OF FUND BALANCE:**

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

<b>NOTES:</b>	<b>ORIGINAL</b>	<b>LAST PMT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 <b>FIELD EQUIPMENT</b>						
RADIO					5,000	5,000
MOBILE COMPUTING						30,000
BODY CAMERAS						
<b>VEHICLE LEASE/PURCHASES</b>		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
<b>TOTAL</b>			<b>63,689</b>	<b>109,743</b>	<b>61,847</b>	<b>76,089</b>
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	34,284
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**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	5,000
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	13,000
030 904 COUNTY - OTHER	-	-	-	-	-
<b>TOTAL PERMITS AND FEES</b>	<b>617,819</b>	<b>382,724</b>	<b>479,500</b>	<b>512,449</b>	<b>464,500</b>
080 801 ZONING & FILING FEES	135,311	55,519	80,000	35,000	35,000
080 805 BUILDING PLAN CHECK FEES	78,232	26,478	25,000	24,053	30,000
080 806 ENGINEERING PLAN CHECKS	32,217	6,404	25,000	15,814	30,000
<b>TOTAL CURRENT CHARGES</b>	<b>245,760</b>	<b>88,401</b>	<b>130,000</b>	<b>74,866</b>	<b>95,000</b>
<b>SUBTOTAL REVENUES</b>	<b>863,579</b>	<b>471,126</b>	<b>609,500</b>	<b>587,315</b>	<b>559,500</b>

**APPROPRIATIONS**

				-	
				-	
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-

**TRANSFERS**

725 971 TSFR TO 01-GENERAL FUND	(610,000)	(700,000)	(610,000)	(580,000)	(580,000)
<b>SUBTOTAL TRANSFER</b>	<b>(610,000)</b>	<b>(700,000)</b>	<b>(610,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>253,579</b>	<b>(228,875)</b>	<b>(500)</b>	<b>7,315</b>	<b>(20,500)</b>
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<b>ENDING FUND BAL</b>	<b>255,844</b>	<b>26,969</b>		<b>34,284</b>	<b>13,784</b>
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**COMPONENTS OF FUND BALANCE:**

UNRESERVED	243,903	15,028		(7,657)	(78,157)
RESERVE - PLANNING DEPOSITS	11,941	11,941		41,941	11,941
MARINDA HEIGHTS					<b>50,000</b>
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.

<b>FUND SUMMARY</b>	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
<b>BEGINNING FUND BAL</b>	4,404	-		40,000	61,395
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
924 921 FIELD EQUIPMENT					
905 932 ENERGY IMPROVEMENTS SEE NOTE			20,000	3,605	25,000
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	20,000	3,605	25,000
<b>TRANSFERS</b>					
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
<b>SUBTOTAL TRANSFER</b>	(4,404)	40,000	25,000	25,000	10,000
<b>NET DEPARTMENT ACTIVITY</b>	(4,404)	40,000	5,000	21,395	(15,000)
<b>ENDING FUND BAL</b>	-	40,000		61,395	46,395

**COMPONENTS OF FUND BALANCE:**

DESIGNATED FOR BUILDING IMPROVEMENT	45,000
UNDESIGNATED	1,395

**NOTES:**

932 Based on Energy audit recommendations to reduce green house gases  
 Funding for Pavillion battery backup storage system  
 and additional energy improvements if grant funding is received.



# 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

<b>FUND SUMMARY</b>		FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
<b>BEGINNING FUND BAL</b>		181,559	243,781		24,582	71,759
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	1,411,165	1,534,514	1,575,000	1,598,300	1,662,000
010 102	PROPERTY TAX - CURRENT UNSEC	10,201	-	16,200	1,620	1,685
010 103	PROPERTY TAX - PRIOR YEARS	200	3,973	400	1,112	1,160
010 110	SUPPLEMENTAL PROPERTY TAX	28,052	35,147	29,500	36,162	37,600
050 607	SECURED HOPTR	12,604	7,167	10,000	9,983	10,400
<b>SUBTOTAL REVENUES</b>		<b>1,462,222</b>	<b>1,580,801</b>	<b>1,631,100</b>	<b>1,647,177</b>	<b>1,712,845</b>
			incr (decr)			
			8.11%	3.18%	4.20%	3.99%
<b>TRANSFERS</b>						
725 971	TSFR TO 01-GENERAL FUND	(1,400,000)	(1,800,000)	(1,725,000)	(1,600,000)	(1,765,000)
<b>SUBTOTAL TRANSFER</b>		<b>(1,400,000)</b>	<b>(1,800,000)</b>	<b>(1,725,000)</b>	<b>(1,600,000)</b>	<b>(1,765,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>62,222</b>	<b>(219,199)</b>	<b>(93,900)</b>	<b>47,177</b>	<b>(52,155)</b>
<b>ENDING FUND BAL</b>		<b>243,781</b>	<b>24,582</b>		<b>71,759</b>	<b>19,604</b>

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

COMPONENTS OF FUND BALANCE:

NOTES:

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# 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.

<b>FUND SUMMARY</b>		FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
<b>BEGINNING FUND BAL</b>		113,088	131,651		152,399	60,943
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
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	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>16,437</b>	<b>14,252</b>	<b>138,000</b>	<b>126,456</b>	<b>20,000</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		35,000	35,000	35,000	35,000	
<b>SUBTOTAL TRANSFER</b>		<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>18,563</b>	<b>20,748</b>	<b>(103,000)</b>	<b>(91,456)</b>	<b>(20,000)</b>
<b>ENDING FUND BAL</b>		131,651	152,399		60,943	40,943
<b>COMPONENTS OF FUND BALANCE:</b>						
DESIGNATED FOR FINANCIAL SOFTWARE		40,000	60,000		70,000	
COMPUTER/SOFTWARE		11,247	40,000		40,000	40,000
UNDESIGNATED			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.

<b>FUND SUMMARY</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>ADOPTED</b>
<b>BEGINNING FUND BAL</b>		701	(6,878)		(17,676)	(13,948)
<b>REVENUES</b>						
090 882 FESTIVAL REVENUE	SEE NOTE	44,493	45,036		6,229	
090 823 SPONSORS		2,500	-	3,000		3,000
090 824 VENDORS/BOOTH		(1,048)	-	35,000		35,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000		3,000
070 699 OTHER						
<b>SUBTOTAL REVENUES</b>		<b>45,945</b>	<b>45,036</b>	<b>41,000</b>	<b>6,229</b>	<b>41,000</b>
<b>APPROPRIATIONS</b>						
497 OVERTIME REIMB	SEE NOTE			5,000		5,000
814 ADVERTISING		4,292	4,368	2,500		2,500
815 PRINTING	SEE NOTE	344	699	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
882 FAIRFAX FESTIVAL - OTHER		16,881	18,494	4,000		4,000
890 MISCELLANEOUS		8,824	6,343	10,400		10,400
<b>SUBTOTAL APPROPRIATIONS</b>		<b>53,524</b>	<b>55,833</b>	<b>31,700</b>	<b>2,500</b>	<b>31,700</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND		-	-	(5,000)		
100 931 TSFR FROM 01-GENERAL FUND						
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(7,579)</b>	<b>(10,798)</b>	<b>4,300</b>	<b>3,729</b>	<b>9,300</b>
<b>ENDING FUND BAL</b>		<b>(6,878)</b>	<b>(17,676)</b>		<b>(13,948)</b>	<b>(4,648)</b>

**NOTES:**

- 090 Fairfax Festival was cancelled for June, 2020 due to COVID-19.
- Revenues shown are prior year collections
- 825 Shirts, food & drinks
- 497 Reimburse Town for Police & Public Works overtime
- 815 Posters/Tee shirts
- 821 Music, Performers, Website



# Town of Fairfax

## 2020-21 Operating Budget

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

Measure F "Municipal Services Tax" is a voter approved Municipal Services tax providing funding for:

- (1) extended 24/7 staffing of Police and Fire department,
- (2) Provides funding for Public Works projects,
- (3) providing matching funds for state and federal grants,
- (4) revitalizing Youth & Senior Programs, and
- (5) Provide for Wildfire Prevention efforts and Pedestrian Evacuation Trails.

Passed in November 2019, Measure F is an eleven-year tax effective July 2020 initially assessing \$195 per unit. After the first year, there is a modest increase of \$5 per year. The tax replaces Measure J, expiring June 2020. Oversight of Measure F expenditures is by a citizen committee.

<b>FUND SUMMARY</b>	<b>FY 2017-18</b> Actual	<b>FY 2018-19</b> Actual	<b>FY 2019-20</b> Adopted	<b>FY 2019-20</b> Projected	<b>FY 2020-21</b> ADOPTED
<b>BEGINNING FUND BAL</b>	41,536	4,291		71,280	74,880
<b>REVENUES</b>					
010 120 MUNICIPAL SERVICES TAX	704,255	706,989	713,600	713,600	713,600
<b>SUBTOTAL REVENUES</b>	<b>704,255</b>	<b>706,989</b>	<b>713,600</b>	<b>713,600</b>	<b>713,600</b>
<b>APPROPRIATIONS</b>					
715 996 DEBT SERVICE				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 951 TSFR TO FUND 51 - CIP GRANTS	(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)	(745,000)
<b>SUBTOTAL TRANSFER</b>	<b>(741,500)</b>	<b>(640,000)</b>	<b>(710,000)</b>	<b>(710,000)</b>	<b>(785,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(37,245)</b>	<b>66,989</b>	<b>3,600</b>	<b>3,600</b>	<b>(71,400)</b>
<b>ENDING FUND BAL</b>	4,291	71,280		74,880	3,480
<b>ALLOCATION OF REVENUES:</b>					
48% POLICE SERVICES	310,000	260,000	310,000	310,000	378,000
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
5% PUBLIC WORKS IMPROVEMENTS	50,000	40,000	40,000	40,000	40,000
5% WILDFIRE PREVENTION/TRAIL IMPROV					40,000
0% MATCHING FUNDS FOR GRANTS	81,500	60,000	60,000	60,000	
<b>100% TOTAL</b>	<b>741,500</b>	<b>640,000</b>	<b>710,000</b>	<b>710,000</b>	<b>785,000</b>

**DESIGNATION OF FUND BALANCE:**

**NOTES:**

Measure F funds are transferred and spent from other funds



# Town of Fairfax

## 2020-21 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 increased to 30 cents per gallon.

<b>FUND SUMMARY</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>ADOPTED</b>
<b>BEGINNING FUND BAL</b>		-	-		64,394	32,673
<b>REVENUES</b>						
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	SEE NOTE		8,496	8,607	8,680	-
060 610 Gas Tax - Road Main & Rehab	SEE NOTE	28,316	129,549	125,724	142,245	145,825
060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE	38,090	25,169	58,044	64,105	68,449
ESTIMATED COVID IMPACT					(60,000)	(41,300)
<b>TOTAL REVENUES</b>		<b>195,748</b>	<b>291,394</b>	<b>325,672</b>	<b>285,524</b>	<b>305,537</b>
<b>APPROPRIATIONS</b>						
<b>SUBTOTAL</b>		-	-	-	-	-
<b>TRANSFERS</b>						
725 951 TSFR TO FUND 51 - CIP GRANTS	SEE NOTE	(44,000)	(102,000)			(149,000)
725 953 TSFR TO FUND 53 - CIP TOWN				(18,000)	(142,245)	
725 971 TSFR TO FUND 01 - GENERAL FUND		(151,748)	(125,000)	(175,000)	(175,000)	(175,000)
<b>SUBTOTAL</b>		<b>(195,748)</b>	<b>(227,000)</b>	<b>(193,000)</b>	<b>(317,245)</b>	<b>(324,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		-	64,394		(31,721)	(18,463)
<b>ENDING FUND BAL</b>		-	64,394		32,673	14,210
		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>ADOPTED</b>

**GAS TAX - CIP APPROPRIATIONS**

51	813 SS&R SELECTED ROADS (SCENIC@RIDGE)			-		129,000
53	804 SIDEWALK REPLACE/REPAIR			18,000		20,000
53	894 PARKADE				142,245	
		-	-	18,000	142,245	149,000

**NOTES:**

- NOTE 1 Revenue projections provided by California Transportation Commission for SB 1  
 NOTE 2 Transfer to CIP Fund 51 for project 51-816 Canyon Rd stabilization



# Town of Fairfax

## 2020-21 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.

<b>FUND SUMMARY</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 ADOPTED</b>
<b>BEGINNING FUND BAL</b>	243,658	243,658		319,018	350,797
<b>REVENUES</b>					
060 920 MEASURE A&B FUNDS	290,550	91,360	171,779	171,779	134,830
<b>SUBTOTAL REVENUES</b>	<b>290,550</b>	<b>91,360</b>	<b>171,779</b>	<b>171,779</b>	<b>134,830</b>
<b>APPROPRIATIONS</b>					
715 893 VARIOUS					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 951 TSFR TO FUND 51 - CIP GRANTS	(95,217)	(6,000)	(253,139)	(140,000)	(206,190)
725 953 TSFR TO FUND 53 - CIP TOWN		(10,000)			(140,000)
725 971 TSFR TO FUND 01 - GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(95,217)</b>	<b>(16,000)</b>	<b>(253,139)</b>	<b>(140,000)</b>	<b>(346,190)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>75,360</b>	-	<b>31,779</b>	<b>(211,360)</b>
<b>ENDING FUND BAL</b>	243,658	319,018		350,797	139,437

	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 ADOPTED</b>
<b>MEASURE A TRANSPORTATION - APPROPRIATIONS</b>					
51 810 SS&R SELECTED ROADS (SCENIC@RIDGE)			-		134,830
51 813 SS&R SCENIC RD			140,000	140,000	-
51 814 MOUNTAIN VIEW RD REPAVING					
51 812 TAMALPAIS REPAVEMENT	95,217				
51 816 CANYON RD STABILIZATION			81,360		71,360
53 887 STREET RESURFACING & REPAIR		6,000	31,779	31,779	140,000
53 894 PARKADE IMPR		10,000			
	<u>95,217</u>	<u>16,000</u>	<u>253,139</u>	<u>171,779</u>	<u>346,190</u>
	-			31,779	-

**NOTES:**

Funds are transferred to Capital Improvement funds for expenditure  
 Measure A expenses will be charged directly to Measure A funds and transferred to CIP



# Town of Fairfax

## 2020-21 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.

<b>FUND SUMMARY</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>ADOPTED</b>
<b>BEGINNING FUND BAL</b>		91,345	150,502		192,010	223,470
<b>REVENUES</b>						
060 920 MEASURE A FUNDS		59,157	62,170	62,935	61,882	47,044
<b>SUBTOTAL REVENUES</b>		<b>59,157</b>	<b>62,170</b>	<b>62,935</b>	<b>61,882</b>	<b>47,044</b>
<b>APPROPRIATIONS</b>						
715 893 VARIOUS		-	20,662		8,959	
<b>SUBTOTAL APPROPRIATIONS</b>		<b>-</b>	<b>20,662</b>	<b>-</b>	<b>8,959</b>	<b>-</b>
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 51 - CIP GRANTS		-	-	-	-	
725 951 TSFR TO FUND 51 - CIP GRANT				(21,463)	(21,463)	(144,542)
725 972 TSFR TO FUND 73 - OPEN SPACE		-				
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>-</b>	<b>(21,463)</b>	<b>(21,463)</b>	<b>(144,542)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>59,157</b>	<b>41,508</b>	<b>41,472</b>	<b>31,460</b>	<b>(97,498)</b>
<b>ENDING FUND BAL</b>		150,502	192,010		223,470	125,972
<b>MEASURE A PARKS - APPROPRIATIONS</b>						
		<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>
51-820	RENOVATION OF WOMENS CLUB	10,000	25,000	25,000	21,463	20,646
51-841	OUTDOOR FURNITURE			4,000	4,000	
51-841	VEGETATION MANAGEMENT			5,000		
51-841	REPAIR OF PARK EQUIPMENT		29,000	49,000	80,000	80,000
51-841	TRAIL REPAIR & IMPROVEMENT	15,000	30,000	20,000	23,000	24,525
51-841	RENOVATION OF CLAUS CIRCLE PARK	7,000				
51-841	PAVILION LIGHTING & WATER HEATER	6,000	6,000	8,000	12,600	19,371
51-841	PERI PARK PUMP TRACK	6,000	10,000	10,000		
73-673	PARKLAND ACQUISITION	10,000	30,000	40,000	53,000	70,000
73-673	PARKLAND RESTORATION		-	-		
		<b>54,000</b>	<b>130,000</b>	<b>161,000</b>	<b>194,063</b>	<b>214,542</b>

**NOTES:**

The County requires that Measure A funds be spent from within a single fund and not transferred to different funds for expenditure on a project. For example, the funds allocated to open space/parkland acquisition cannot be transferred to the Open Space Fund. The funds must remain in Fund 23 until expended.

FY20-21 reflects 20% reduction due to COVID-19

See Appendix for Measure A Parks annual workplan



# Town of Fairfax

## 2020-21 Operating Budget

**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 .0265 per \$100 of Assessed valuation for FY21.

<b>FUND SUMMARY</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>ADOPTED</b>
<b>BEGINNING FUND BAL</b>		551,566	875,383		812,911	722,084
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	455,397	450,613	427,431	431,227	444,528
010 102	PROPERTY TAX - CURRENT UNSEC	4,202	-	7,600	486	7,904
010 103	PROPERTY TAX - PRIOR YEARS	221	3,170	400	432	416
010 110	SUPPLEMENTAL PROPERTY TAX	9,424	15,815	12,100	25,000	12,584
050 607	SECURED HOPTR	3,843	3,035	3,500	2,742	3,640
<b>SUBTOTAL REVENUES</b>		<b>473,087</b>	<b>472,632</b>	<b>451,031</b>	<b>459,887</b>	<b>469,072</b>
<b>APPROPRIATIONS</b>						
<b>FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	-	132,000	145,000	145,000	153,000
716 996	INTEREST	-	61,104	55,419	55,419	48,931
		-	<b>193,104</b>	<b>200,419</b>	<b>200,419</b>	<b>201,931</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	143,865	148,700	161,800	161,800	174,300
716 996	INTEREST	-	59,143	54,563	54,563	49,606
		<b>143,865</b>	<b>207,843</b>	<b>216,363</b>	<b>216,363</b>	<b>223,906</b>
<b>FUND 46 - 2016 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	-	105,000	107,000	107,000	109,000
716 996	INTEREST	-	22,859	20,633	20,633	18,365
		-	<b>127,859</b>	<b>127,633</b>	<b>127,633</b>	<b>127,365</b>
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
<b>SUBTOTAL APPROPRIATIONS</b>		<b>149,270</b>	<b>535,105</b>	<b>550,714</b>	<b>550,714</b>	<b>559,501</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>323,817</b>	<b>(62,473)</b>	<b>(99,683)</b>	<b>(90,827)</b>	<b>(90,429)</b>
<b>ENDING FUND BAL</b>		875,383	812,911		722,084	631,655

<b>NOTES:</b>		<b>Original</b>	<b>Balance</b>	<b>Final</b>
		<b>Issue</b>	<b>6/30/2019</b>	<b>Payment</b>
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

## 2020-21 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 projected total of \$1,023,550 in savings. Payments began June, 2017.

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

**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%	1,299
6,894	1.06%	4,840
5,605	0.86%	3,935
42,150	6.50%	29,589
16,535	2.55%	11,607
530,644	81.79%	372,506
6,950	1.07%	4,879
19,618	3.02%	13,772
10,874	1.68%	7,633
2,662	0.41%	1,869
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 APPENDIX



# Town of Fairfax

## 2020-21 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 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Actual	Adopted	Projected	ADOPTED
<b>BEGINNING FUND BAL</b>	339,449	912,461		466,472	112,076
<b>REVENUES</b>					
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	571,901
070 704 RECYCLING GRANT	-	-		-	
070 600 FED/STATE FINANCING	-		54,437	-	
070 699 OTHER	-		148,376	-	110,660
<b>SUBTOTAL REVENUES</b>	<b>776,865</b>	<b>366,524</b>	<b>1,051,887</b>	<b>299,388</b>	<b>682,561</b>
<b>APPROPRIATIONS</b>					
821 OUTSIDE SERVICES			42,000		40,000
825 ENVIRONMENTAL & PERMITS	-		10,464		5,903
826 ENGINEERING & DESIGN			848,423		701,488
827 CONSTRUCTION			599,360		286,360
OTHER			23,000		
<b>SUBTOTAL APPROPRIATIONS</b>	<b>464,570</b>	<b>611,513</b>	<b>1,523,247</b>	<b>428,784</b>	<b>1,033,751</b>
<b>TRANSFERS</b>					
100 931 TSFR FROM FUND 01 - GENERAL FUND	40,000	-	103,537	103,537	3,537
100 941 TSFR FROM FUND 20 - MEASURE F	81,500	26,000	60,000	60,000	20,000
100 942 TSFR FROM FUND 21 - GAS TAX	44,000	102,000	-	-	149,000
100 956 TSFR FROM FUND 22 - MEAS A TRANS	95,217	6,000	253,139	140,000	206,190
100 957 TSFR FROM FUND 23 - MEAS A PARK	-	-	21,463	21,463	144,542
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)		(550,000)	
<b>SUBTOTAL TRANSFER</b>	<b>260,717</b>	<b>(201,000)</b>	<b>438,139</b>	<b>(225,000)</b>	<b>523,269</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>573,012</b>	<b>(445,989)</b>	<b>(33,221)</b>	<b>(354,396)</b>	<b>172,079</b>
<b>ENDING FUND BAL</b>	912,461	466,472		112,076	284,155
<b>ALLOCATION OF APPROPRIATIONS:</b>					
51- 810 ST RESURF & REPAIR - SELECTED SFD	44,000	-	100,000	-	134,830
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	81,360
51- 820 WOMENS CLUB REHABILITATION	-	818	25,000	818	25,000
51- 841 MISC PARK & TRAIL IMPROVEMENTS	60,410	27,858	83,000	-	110,000
51- 843 AZALEA AVENUE BRIDGE	136,999	170,499	185,571	85,906	285,571
51- 856 MEADOW WAY BRIDGE	134,900	171,528	321,551	111,607	316,990
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	80,000
<b>Totals</b>	<b>788,703</b>	<b>603,085</b>	<b>1,523,247</b>	<b>428,784</b>	<b>1,033,751</b>



# Town of Fairfax

## 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Projected	FY 2020-21 ADOPTED
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<b>BEGINNING FUND BAL</b>	-	(502,939)		(525,437)	0
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**REVENUES**

070 600 FEDERAL/STATE GRANT REVENUE	30,425		245,000	-	-
070 695 COUNTY				-	
070 720 FEMA	162,282			-	
OES	57,429				
<b>SUBTOTAL REVENUES</b>	<b>250,136</b>	<b>-</b>	<b>245,000</b>	<b>-</b>	<b>-</b>

**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					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>753,076</b>	<b>84,593</b>	<b>65,000</b>	<b>113,094</b>	<b>-</b>

**TRANSFERS**

100 941 TSFR FROM FUND 01 - GENERAL FUND			(180,000)	638,531	
100 941 TSFR FROM FUND 20 - MEASURE F			-		-
100 941 TSFR FROM FUND 51 - CIP TOWN					
<b>SUBTOTAL TRANSFER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>638,531</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

(502,939)	(84,593)	-	525,437	-
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**ENDING FUND BAL**

(502,939)	(587,533)		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		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	
<b>Totals</b>	<b>753,076</b>	<b>84,593</b>	<b>65,000</b>	<b>113,094</b>	<b>-</b>

**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

<b>FUND SUMMARY</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 ADOPTED</b>
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<b>BEGINNING FUND BAL</b>	106,306	(125,757)		(767,666)	24,221
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**REVENUES**

070 695 COUNTY			99,000	99,000	-
060 920 MEASURE A TAM TRANSP TAX	-	-	-	-	50,000
070 711 FEDERAL/STATE GRANT REVENUE			-	-	-
070 699 OTHER SEE NOTE	49,370	-	80,000	100,000	-
<b>SUBTOTAL REVENUES</b>	<b>49,370</b>	<b>-</b>	<b>179,000</b>	<b>199,000</b>	<b>50,000</b>

**APPROPRIATIONS**

821 OUTSIDE SERVICES			10,000		-
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN			25,000		75,000
827 CONSTRUCTION			330,000		155,000
828 CONSTRUCTION ENGINEERING					-
814 OTHER					-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>331,433</b>	<b>1,000,909</b>	<b>365,000</b>	<b>144,358</b>	<b>230,000</b>

**TRANSFERS**

100 931 TSFR FROM FUND 01 - GENERAL FUND			5,000	5,000	
100 941 TSFR FROM FUND 20 - MEASURE F	50,000	14,000	40,000	40,000	20,000
100 942 TSFR FROM FUND 21 - GAS TAX	-	-	18,000	142,245	-
100 946 TSFR FROM FUND 22 - MEAS A TRANS	-	10,000	-	-	140,000
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	335,000	-	550,000	
<b>SUBTOTAL TRANSFER</b>	<b>50,000</b>	<b>359,000</b>	<b>63,000</b>	<b>737,245</b>	<b>160,000</b>

**NET DEPARTMENT ACTIVITY**

<b>(232,063)</b>	<b>(641,909)</b>	<b>(123,000)</b>	<b>791,887</b>	<b>(20,000)</b>
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**ENDING FUND BAL**

(125,757)	(767,666)		24,221	4,221
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**ALLOCATION OF APPROPRIATIONS:**

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	4,000	14,033	40,000	4,500	40,000
53- 830 DOWNTOWN IMPROVEMENTS	16,900	-	125,000	18,800	50,000
53- 887 STREET RESURFACING/REPAIR	280,946	64,700	200,000	77,777	140,000
53- 894 PARKADE IMPROVEMENTS	29,587	922,176	-	43,281	-
<b>Totals</b>	<b>331,433</b>	<b>1,000,909</b>	<b>365,000</b>	<b>144,358</b>	<b>230,000</b>

**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
<b>BEGINNING FUND BAL</b>	28,464	33,460		37,474	44,116
<b>REVENUES</b>					
070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	1,976	4,014	2,000	6,643	2,000
070 923 COUNTY MEASURE A PARK					
<b>SUBTOTAL REVENUES</b>	<b>1,976</b>	<b>4,014</b>	<b>2,000</b>	<b>6,643</b>	<b>2,000</b>
<b>APPROPRIATIONS</b>					
<b>COMMITTEE</b>					
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					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>980</b>	<b>2,745</b>	<b>4,000</b>	<b>663</b>	<b>4,000</b>
<b>TRANSFERS</b>					
100 931 TSFR FROM GENERAL FUND	4,000	2,745	4,000	663	4,000
100 TSFR FROM FUND 23 - MEAS A PARK				-	
100 699 LOAN FROM GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>4,000</b>	<b>2,745</b>	<b>4,000</b>	<b>663</b>	<b>4,000</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>4,996</b>	<b>4,014</b>	<b>2,000</b>	<b>6,643</b>	<b>2,000</b>
<b>ENDING FUND BAL</b>	<b>33,460</b>	<b>37,474</b>		<b>44,116</b>	<b>46,116</b>

**ALLOCATION OF FUND BALANCE:**

Designated for Capital Acquisition	300	300		10,000	10,000
Undesignated Balance	33,160	37,174		34,116	36,116
	<b>33,460</b>	<b>37,474</b>		<b>44,116</b>	<b>46,116</b>

**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**

## **ADOPTED Five Year Capital Improvement Program**



**MAYOR**

**Renée Goddard**

**VICE MAYOR**

**Bruce Ackerman**

**COUNCIL MEMBERS**

**Barbara Coler**

**Stephanie Hellman**

**John Reed**

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2019/20

EXPENDITURES		FUNDING SOURCE												
		Estimated Total Project Costs	Federal / State Funding	Gas Tax	Measure F Match Grant Funds	Measure A & B TAM Transport Tax	Measure A Parks	Gen Fund (Meas C) Transfers & Other	Fed/State Financing	County Loan				
Account No:	PROJECT	Project Phase												
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					20,646	4,354					
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		10,000	18,000				17,000				80,000
53-887	STREET RESURFACING & REPAIR	Annual Program	200,000				31,779			69,221				99,000
<b>TOTALS</b>			<b>\$ 1,953,247</b>	<b>\$ 833,547</b>	<b>\$ 18,000</b>	<b>\$ 100,000</b>	<b>\$ 253,139</b>	<b>\$ 20,646</b>	<b>\$ 200,575</b>	<b>\$ 200,000</b>	<b>\$ 327,340</b>			

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2020/21

EXPENDITURES		FUNDING SOURCE									
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Federal / State Funding	Gas Tax	Measure F 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	134,830			-	134,830		-		-
51-816	STREET RESURFACING & REPAIR CANYON RD STABILIZATION	Design & Const	81,360		10,000		71,360			-	
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	25,000			-		20,646	4,354		
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	110,000			20,000		90,000			-
51-843	AZALEA AVENUE BRIDGE	Design & Const	285,571	279,668					5,903		
51-856	MEADOW WAY BRIDGE	Design & Const	316,990	292,233		-			24,757		-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const									
51-873	CREEK ROAD BRIDGE	Design & Const									
51-909	PAVILION SEISMIC RETROFIT	Design & Const	80,000			-			15,000		65,000
52-ALL	DISASTER REPAIRS	Design & Const									
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000		20,000	20,000			-		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	50,000			-	50,000				-
53-887	STREET RESURFACING & REPAIR	Annual Program	140,000			-	140,000				-
	<b>TOTALS</b>		<b>\$ 1,263,751</b>	<b>\$ 571,901</b>	<b>\$ 30,000</b>	<b>\$ 40,000</b>	<b>\$ 396,190</b>	<b>\$ 110,646</b>	<b>\$ 50,014</b>	<b>\$ -</b>	<b>\$ 65,000</b>





# Town of Fairfax

## 2020-21 Capital Budget

# CAPITAL IMPROVEMENTS

PROJECT SUMMARY- CURRENT YEAR	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	ADOPTED FY 2020/21
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### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-	-	50,000	50,000
070 711 FEDERAL/STATE GRANT REVENUE	-	235,000	-	235,000
070 699 FEDERAL BPMP	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-
070 695 COUNTY MEASURE A PARK	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	571,901	-	-	571,901
COUNTY FINANCING LOAN	-	-	-	-
OTHER	45,660	-	-	45,660
RESERVES	65,000	-	-	65,000
<b>SUBTOTAL REVENUES</b>	<b>682,561</b>	<b>235,000</b>	<b>50,000</b>	<b>967,561</b>

### APPROPRIATIONS

821 OUTSIDE SERVICES	40,000	-	-	40,000
825 ENVIRONMENTAL & PERMITS	5,903	-	-	5,903
826 ENGINEERING & DESIGN	701,488	-	75,000	776,488
827 CONSTRUCTION	286,360	-	155,000	441,360
828 CONSTRUCTION ENGINEERING	-	-	-	-
OTHER	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,033,751</b>	<b>-</b>	<b>230,000</b>	<b>1,263,751</b>

### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	4,354	(235,000)	-	(230,646)
100 941 TSFR FUND 20 - MEASURE F	20,000	-	20,000	40,000
100 942 TSFR FUND 21 - GAS TAX	139,000	-	20,000	159,000
100 956 TSFR FUND 22 - MEAS A TAM	206,190	-	140,000	346,190
100 957 TSFR FUND 23 - MEAS A PARK	110,646	-	-	110,646
<b>SUBTOTAL TRANSFER</b>	<b>480,190</b>	<b>(235,000)</b>	<b>180,000</b>	<b>425,190</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>129,000</b>	<b>-</b>	<b>-</b>	<b>129,000</b>
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NOTES:

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# Town of Fairfax

## 2020-21 Capital Budget

### PROJECT 51-810 STREET RESURFACING & REPAIR SELECTED STREETS

Repave/repair selected portions of streets: Scenic Rd Retaining Wall (Ridge at Scenic)

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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						
<b>SUBTOTAL REVENUES</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

SEE NOTE

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	34,830		34,830			
827 CONSTRUCTION	160,000	60,000	100,000			
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>194,830</b>	<b>60,000</b>	<b>134,830</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE F	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	134,830		134,830			
100 957 TSFR FUND 23 - MEAS A PARK	-					
<b>SUBTOTAL TRANSFER</b>	<b>134,830</b>	<b>-</b>	<b>134,830</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

	-	-	-	-	-	-
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#### NOTES:




**Town of Fairfax**  
2020-21 Capital Budget

PROJECT 51-813 STREET RESURFACING & REPAIR  
SCENIC RD

**DONE**

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

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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	-					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

SEE NOTE

**APPROPRIATIONS**

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

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE F	-					
100 942 TSFR FUND 21 - GAS TAX	140,000	129,000	11,000			
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
<b>SUBTOTAL TRANSFER</b>	140,000	-	129,000	11,000	-	-

**NET PROJECT ACTIVITY**

	-	(140,000)	129,000	11,000	-	-
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NOTES: SB1 GAS TAX FUND



**Town of Fairfax**  
2020-21 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 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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	-					
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

SEE NOTE

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	10,000	10,000				
826 ENGINEERING & DESIGN	10,000	-	10,000			
827 CONSTRUCTION	71,360		71,360			
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>91,360</b>	<b>10,000</b>	<b>81,360</b>	-	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE F	-					
100 942 TSFR FUND 21 - GAS TAX	10,000		10,000			
100 956 TSFR FUND 22 - MEAS A TAM	81,360	10,000	71,360			
100 957 TSFR FUND 23 - MEAS A PARK	-					
<b>SUBTOTAL TRANSFER</b>	<b>91,360</b>	<b>10,000</b>	<b>81,360</b>	-	-	-

**NET PROJECT ACTIVITY**

	-	-	-	-	-	-
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NOTES:




**Town of Fairfax**  
2020-21 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

<b>PROJECT SUMMARY</b>		<b>ESTIMATED TOTAL</b>	<b>PRIOR YEARS ACTUAL</b>	<b>FY 2020-21 ADOPTED</b>	<b>FY 2021-22 ESTIMATED</b>	<b>FY 2022-23 ESTIMATED</b>	<b>FY 2023-24 ESTIMATED</b>	<b>FY 2024-25 ESTIMATED</b>
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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	-							
<b>SUBTOTAL REVENUES</b>	-							

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-							
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	-							
827 CONSTRUCTION	25,000			25,000				
828 CONSTRUCTION ENGINEERING	-							
OTHER	-							
<b>SUBTOTAL APPROPRIATIONS</b>	25,000			25,000				

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	4,354			4,354				
100 941 TSFR FUND 20 - MEASURE F	-							
100 942 TSFR FUND 21 - GAS TAX	-							
100 956 TSFR FUND 22 - MEAS A TAM	-							
100 957 TSFR FUND 23 - MEAS A PARK	20,646			20,646				
<b>SUBTOTAL TRANSFER</b>	25,000			25,000				

**NET PROJECT ACTIVITY**

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NOTES: FINANCED FROM MEASURE A - Park



# Town of Fairfax

## 2020-21 Capital Budget

### PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

Park improvements & pedestrian trail improvements funded by Measure A & Measure F funding including Peri Park Play equipment

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	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]	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>58,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	20,000	20,000	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	424,000	94,000	60,000	60,000	60,000	60,000
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>444,000</b>	<b>94,000</b>	<b>110,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE F	296,000	36,000	20,000	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	90,000	-	90,000	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>386,000</b>	<b>36,000</b>	<b>110,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

#### NET PROJECT ACTIVITY

	-	-	-	-	-	-
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#### NOTES:

See FUND 23 for detail on the use per adopted Measure A workplan



# Town of Fairfax

## 2020-21 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 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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	279,668	279,668	1,250,000	1,250,000	
COUNTY FINANCING LOAN						
OTHER	11,806	5,903				
TO BE DETERMINED						
<b>SUBTOTAL REVENUES</b>	<b>3,612,810</b>	<b>547,571</b>	<b>285,571</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES						
825 ENVIRONMENTAL & PERMITS	41,806	35,903	5,903			
826 ENGINEERING & DESIGN	1,071,004	511,668	279,668			
827 CONSTRUCTION	2,500,000			1,250,000	1,250,000	
828 CONSTRUCTION ENGINEERING						
OTHER						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>3,612,810</b>	<b>547,571</b>	<b>285,571</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>

#### TRANSFERS

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

#### NET PROJECT ACTIVITY

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





# Town of Fairfax

## 2020-21 Capital Budget

### PROJECT 51-856 MEADOW WAY BRIDGE

The Meadow Way Bridge project is the replacement of the dilapidated existing bridge with a new concrete bridge. The project is funded by the Federal Highway Bridge Program (HBP) administered by Caltrans. The HBP covers 88.5% of design and environmental costs except for CEQA related costs. HBP covers 100% of right-of-way, construction and construction management costs. Caltrans approved NEPA in October 2019. The Town approved the Initial Study/Mitigated Negative Declaration for CEQA in June 2020.

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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	1,800,000	1,800,000		
COUNTY FINANCING LOAN	28,000					
OTHER	24,757	24,757				
TO BE DETERMINED	-	-				
<b>SUBTOTAL REVENUES</b>	<b>4,589,223</b>	<b>672,233</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>-</b>

SEE NOTE

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	154,000	154,000				
826 ENGINEERING & DESIGN	903,980	586,990	316,990			
827 CONSTRUCTION	3,600,000			1,800,000		
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>4,657,980</b>	<b>740,990</b>	<b>316,990</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-					
100 941 TSFR FUND 20 - MEASURE F	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	-					
<b>SUBTOTAL TRANSFER</b>	<b>44,000</b>	<b>44,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET PROJECT ACTIVITY</b>	<b>(24,757)</b>	<b>(24,757)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NOTES:

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



# Town of Fairfax

## 2020-21 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. For FY20-21, Caltrans has indicated funding may be delayed for one year due to the lack of federal funds.

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS			41,993	71,697		
070 699 FEDERAL/STATE GRANT REVENUE						
070 699 FEDERAL BPMP	204,000		342,115	553,389		
070 864 STATE PARK BOND REVENUE						
070 695 COUNTY MEASURE A PARK						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)						
COUNTY FINANCING LOAN	15,000					
OTHER						
TO BE DETERMINED						
<b>SUBTOTAL REVENUES</b>	<b>219,000</b>	<b>-</b>	<b>384,108</b>	<b>625,086</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES						
825 ENVIRONMENTAL & PERMITS	43,500					
826 ENGINEERING & DESIGN	597,108		366,108			
827 CONSTRUCTION	625,086			625,086		
828 CONSTRUCTION ENGINEERING						
OTHER	18,000		18,000			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,283,694</b>	<b>274,500</b>	<b>384,108</b>	<b>625,086</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

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

#### NET PROJECT ACTIVITY

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



# Town of Fairfax

## 2020-21 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 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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)	446,173	-	349,156	1,569,500	-	-
COUNTY FINANCING LOAN	14,397					
OTHER	-					
TO BE DETERMINED						
see note						
<b>SUBTOTAL REVENUES</b>	<b>460,570</b>	<b>-</b>	<b>349,156</b>	<b>1,569,500</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-					
825 ENVIRONMENTAL & PERMITS	8,200					
826 ENGINEERING & DESIGN	810,526		336,156			
827 CONSTRUCTION	1,569,500			1,569,500		
828 CONSTRUCTION ENGINEERING						
OTHER	13,000		13,000			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,401,226</b>	<b>-</b>	<b>349,156</b>	<b>1,569,500</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

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

#### NET PROJECT ACTIVITY


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



# Town of Fairfax

## 2020-21 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 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	23,930	-	-			
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	1,895,000	15,000	1,880,000			
RESERVES	493,000	65,000	428,000			
<b>SUBTOTAL REVENUES</b>	<b>2,611,930</b>	<b>80,000</b>	<b>2,508,000</b>	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	20,000	20,000	-			
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	190,379	60,000	100,000			
827 CONSTRUCTION	2,308,000	-	2,308,000			
828 CONSTRUCTION ENGINEERING	100,000		100,000			
OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,618,379</b>	<b>80,000</b>	<b>2,508,000</b>	-	-	-

#### TRANSFERS

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

**NET PROJECT 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

## 2020-21 Capital Budget

### PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

This project is for the sidewalk grant program and miscellaneous annual sidewalk repair /replacement in Town.

#### PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 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	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	200,000	40,000	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>200,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	40,000	-	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE F	60,000	20,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	100,000	20,000	20,000	20,000	20,000	20,000
100 956 TSFR FUND 22 - MEAS A TAM	-	-	-	-	-	-
100 957 TSFR FUND 23 - MEAS A PARK	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>200,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

#### NET PROJECT ACTIVITY

-	-	-	-	-	-	-
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NOTES: 827 - \$15,000 for misc sidewalk replacement & repair. \$25,000 for sidewalk & replacement program

FISCAL YEAR	15/16	16/17	17/18	18/19	19/20
NUMBER OF HOMEOWNERS	6	3	6	6	5
TOTAL REIMBURSED	\$ 3,000	\$ 1,500	\$ 4,000	\$ 5,533	\$ 4,500

Program approved by TC 9/2015



**Town of Fairfax**  
2020-21 Capital Budget

**PROJECT 53-830 DOWNTOWN SIDEWALK IMPROVEMENTS**  
**Azalea/Sir Francis Drake Intersection**

This project is to identify funds for potential downtown improvements. For FY20-21, the Town will be designing ADA improvements including new sidewalk and high visibility crosswalks for this intersection. The construction is slated to begin in FY21-22 when funding is available.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ESTIMATED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED
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250,000		50,000	200,000			
-						
-						
-						
-						
-						
-						
-						
-						
-						
<b>250,000</b>	<b>-</b>	<b>50,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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						
<b>SUBTOTAL REVENUES</b>	<b>-</b>	<b>50,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE SERVICES						
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN						
827 CONSTRUCTION						
828 CONSTRUCTION ENGINEERING						
OTHER						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>60,000</b>	<b>50,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)						
100 941 TSFR FUND 20 - MEASURE F						
100 942 TSFR FUND 21 - GAS TAX						
100 956 TSFR FUND 22 - MEAS A TAM						
100 957 TSFR FUND 23 - MEAS A PARK						
<b>SUBTOTAL TRANSFER</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET PROJECT ACTIVITY**

	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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NOTES:  
827 Downtown sidewalks



# Town of Fairfax

## 2020-21 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		PRIOR YEARS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
ESTIMATED	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
TOTAL							

#### 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	20,370						
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	<b>20,370</b>	<b>20,370</b>					

#### APPROPRIATIONS

821 OUTSIDE SERVICES							
825 ENVIRONMENTAL & PERMITS							
826 ENGINEERING & DESIGN	65,000		25,000	10,000	10,000	10,000	10,000
827 CONSTRUCTION	495,370	20,370	115,000	90,000	90,000	90,000	90,000
828 CONSTRUCTION ENGINEERING							
OTHER							
<b>SUBTOTAL APPROPRIATIONS</b>	<b>560,370</b>	<b>20,370</b>	<b>140,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)							
100 941 TSFR FUND 20 - MEASURE F							
100 942 TSFR FUND 21 - GAS TAX							
100 956 TSFR FUND 22 - MEAS A TAM	540,000		140,000	100,000	100,000	100,000	100,000
100 957 TSFR FUND 23 - MEAS A PARK							
<b>SUBTOTAL TRANSFER</b>	<b>540,000</b>	<b>-</b>	<b>140,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

#### NET PROJECT ACTIVITY

NET PROJECT ACTIVITY							
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

## 2020 - 2021 Operating and Capital Improvement ADOPTED Budget



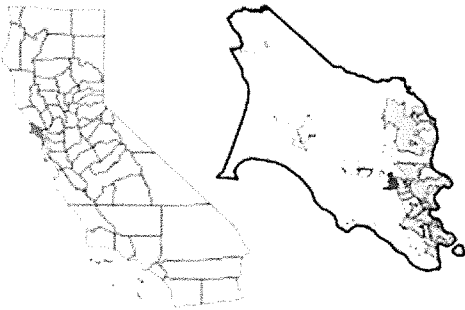
## Appendices

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 2019 to March 2020



# Town of Fairfax, California

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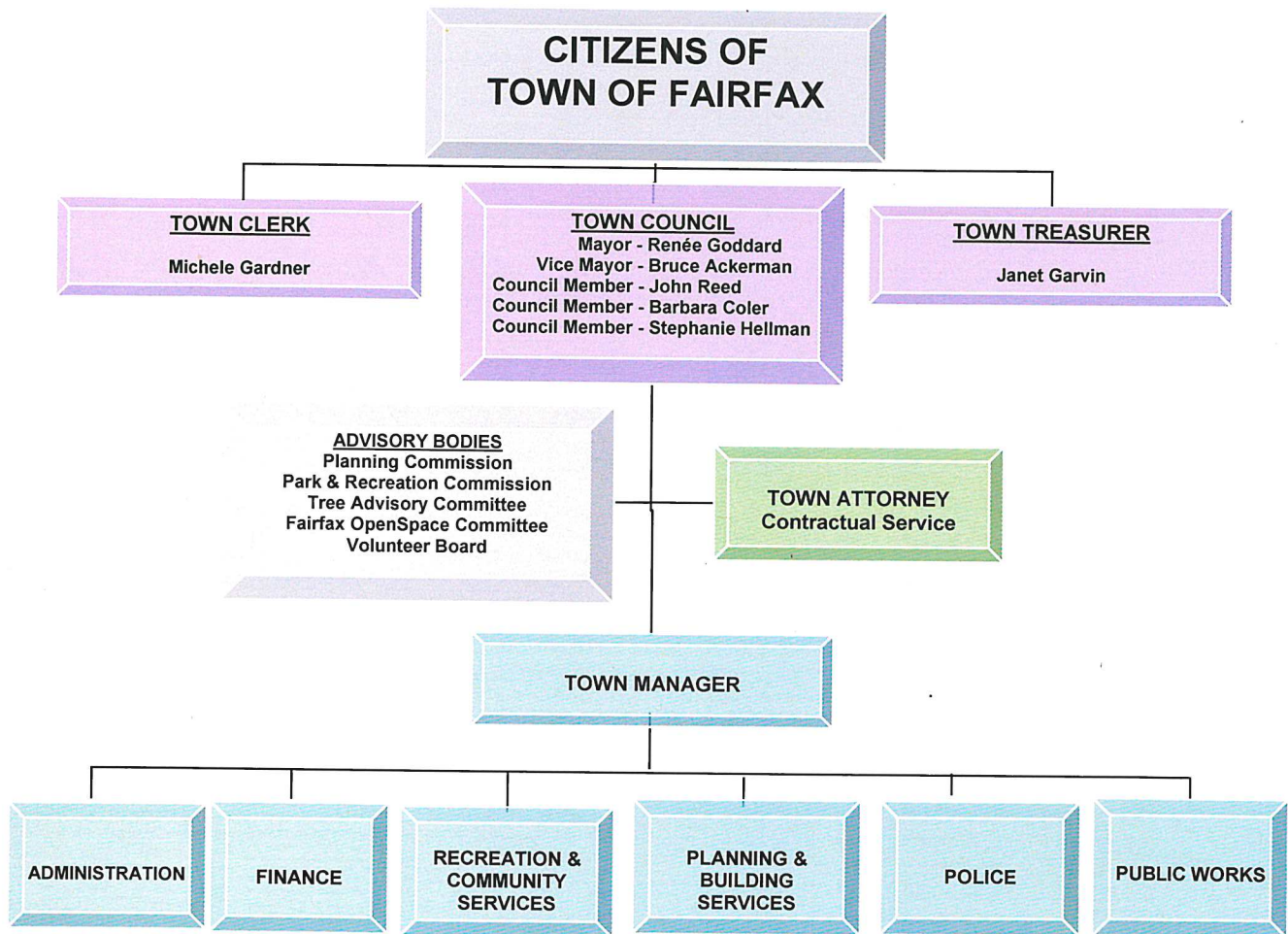
## Demographics

<b>Incorporated</b>	March 2, 1931
<b>Area</b>	2,204 sq mi (5.707 km <sup>2</sup> )
<b>Elevation</b>	115 ft (35m)
<b>Population</b> (1/1/20) (1/1/19)	7,399 7,443
<b>Registered Voters</b> (02/18/20) (03/31/19)	5,774 5,670

## Census

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

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



TOWN MANAGER & TOWN CLERK	FINANCE	RECREATION & COMMUNITY SERVICES	PLANNING & BUILDING SERVICES	POLICE	PUBLIC WORKS
Human Resources	General Accounting		PLANNING:	Patrol	Streets
Records Management/ Elections	Financial Services	Classes & Partnerships	Design Review	Investigation	Project Management Parks & Facilities
Risk Management	Audit	Events	Environmental Assessment	Dispatch	Storm Drainage
Fire JPA	Budget Management	Communications (newsletter, website)	General Plan	Alarm Program	Water Wastewater
General Admin	Cash Management & Investments	Summer Camps	Zoning	Neighborhood Services	Municipal Services
	Payroll Administration	Fairfax Volunteers	BUILDING:	Traffic Safety	
	Debt Management	Artist in Residence	Permits Inspection		
	Personnel & Benefit Administration	Senior & Youth Programs			

**TOWN OF FAIRFAX  
SALARY SCHEDULE  
FOR FISCAL YEAR 2020/21**

AS OF 7/1/20

**FULL TIME EMPLOYEES:**

	FTE	UNIT	MONTHLY		ANNUAL	
			LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00	CONTR	17,425	17,425	209,095	209,095
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	4,212	5,376	50,544	64,508
ASST TO THE TOWN MANAGER	1.00	MGMT	7,664	8,872	91,965	106,461
FINANCE DIRECTOR	1.00	MGMT	10,003	11,580	120,038	138,958
PLANNING & BUILDING DIRECTOR	1.00	MGMT	10,003	11,580	120,038	138,958
CHIEF BUILDING OFFICIAL/PW MGR	1.00	MGMT	8,992	10,409	107,905	124,914
PRINCIPAL PLANNER	1.00	MGMT	8,546	9,893	102,555	118,720
MAINTENANCE WORKER I	1.00	SEIU	4,001	5,106	48,007	61,271
MAINTENANCE WORKER III	1.00	SEIU	4,453	5,684	53,439	68,203
SR MAINTENANCE WORKER	2.00	SEIU	4,993	6,372	59,910	76,462
POLICE CHIEF	1.00	CONTR	14,946	14,946	179,348	179,348
POLICE LIEUTENANT	1.00	POA	9,223	11,771	110,672	141,249
POLICE SERGEANT	2.00	POA	7,605	9,706	91,257	116,470
POLICE CORPORAL	2.00	POA	6,581	8,400	78,975	100,795
POLICE OFFICER	5.00	POA	6,268	8,000	75,215	95,995
POLICE SERVICES TECH/CSO	1.00	POA	5,069	6,469	60,825	77,630
DISPATCHER	4.00	POA	5,069	6,469	60,825	77,630
MANAGEMENT ANALYST	-	MGMT	6,738	7,800	80,854	93,599
DEPUTY TOWN CLERK	-	MGMT	5,541	7,072	66,489	84,858
PUBLIC WORKS DIRECTOR	-	MGMT	10,003	11,580	120,038	138,958
ASSISTANT PLANNER	-	MGMT	5,614	6,499	67,370	77,989
ASSOCIATE PLANNER	-	MGMT	6,147	7,116	73,761	85,388
SENIOR PLANNER	-	MGMT	7,686	8,897	92,229	106,766
ADMINISTRATIVE ASSISTANT	-	SEIU	4,120	5,259	49,442	63,102
MAINTENANCE WORKER II	-	SEIU	4,203	5,364	50,432	64,366

**TOTAL FULL TIME (FTE) 27.00**

**PART TIME EMPLOYEES:**

	FTE	HOURLY	
		LOW	HIGH
ADMIN ASST	0.06	22.63	28.89
DEPUTY TOWN CLERK	0.25	30.44	38.85
FINANCE OFFICE ASSISTANT	0.10	15.30	15.56
PLANNING TECH	0.10	15.30	31.45
POLICE CADET (2)	0.25	16.83	17.85
PT ACCOUNTANT I/II(2)	0.80	-	43.69
PT DISPATCHER (4)	1.00	27.71	35.37
RESERVE POLICE OFFICER (2)	0.25	-	43.74
ASSISTANT PLANNER	0.50	31.45	36.40
CONSULTING PW DIRECTOR	0.67	-	60.00
REC & COMM SERV MANAGER	0.63	33.12	34.10
EVENTS & VOLUNTEER COORDINATOR	0.60	25.50	26.01
MARKETING & COMMUNICATION SPECIALIST	0.50	37.74	37.74

**TOTAL PART TIME (FTE) 5.71**

**TOTAL FTE 32.71**

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 2020/21

FULL TIME EMPLOYEES:

	FTE	UNIT	211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
TOWN MANAGER	1.00	CONTR	0.60							0.30							
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	0.25				0.25	0.25						0.25			
ASST TO THE TOWN MANAGER	1.00	MGMT		1.00													
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							1.00								
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															
		SEIU															
<b>TOTAL FULL TIME (FTE)</b>	<b>27.00</b>		<b>0.85</b>	<b>1.00</b>	<b>0.20</b>	<b>0.90</b>	<b>2.25</b>	<b>1.00</b>	<b>16.00</b>	<b>0.55</b>	<b>2.25</b>	<b>1.50</b>	<b>-</b>	<b>0.25</b>	<b>-</b>	<b>0.25</b>	<b>-</b>

PART TIME EMPLOYEES:

ADMIN ASST	0.06																
DEPUTY TOWN CLERK	0.25		0.06														
FINANCE OFFICE ASSISTANT	0.10		0.25			0.10											
PLANNING TECH	0.10					0.10											
POLICE CADET (2)	0.25								0.25								
PT ACCOUNTANT I/II(2)	0.80																
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		
<b>TOTAL PART TIME (FTE)</b>	<b>5.71</b>		<b>-</b>	<b>0.31</b>	<b>0.10</b>	<b>0.80</b>	<b>0.60</b>	<b>-</b>	<b>1.50</b>	<b>0.42</b>	<b>0.13</b>	<b>0.13</b>	<b>0.30</b>	<b>0.30</b>	<b>1.13</b>	<b>-</b>	<b>-</b>
<b>TOTAL FTE</b>	<b>32.71</b>		<b>0.85</b>	<b>1.31</b>	<b>0.30</b>	<b>1.70</b>	<b>2.85</b>	<b>1.00</b>	<b>17.50</b>	<b>0.97</b>	<b>2.38</b>	<b>1.63</b>	<b>0.30</b>	<b>0.55</b>	<b>1.13</b>	<b>0.25</b>	<b>-</b>

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
<b>TOTAL PAYMENTS:</b>				<b>\$ 500,000</b>	<b>\$ 52,918</b>	<b>\$ 552,918</b>

**PROJECT DESCRIPTION (approximate amounts)**

		County Loan
51-810	STREET RESURFACING & REPAIR - MONO ALLEY	60,000
51-856	MEADOW WAY BRIDGE	57,000
51-871	BRIDGE PREVENTATIVE MAINT - SPRUCE MARIN CANYON BRIDGES	34,000
51-873	CREEK ROAD BRIDGE	14,000
53-887	SELECTED STREET RESURFACING	143,000
53-894	PARKADE IMPROVEMENTS	192,000
<b>TOTAL</b>		<b>\$ 500,000</b>

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
<b>TOTALS</b>	<b>\$ 3,860,000</b>		<b>\$ 2,186,010</b>	<b>\$ 6,046,010</b>

TABLE F  
TOWN OF FAIRFAX  
HEALTHCARE RATES  
2009 TO 2020

	2010	2015	2019	2020	INCR 1 YR	INCR 5 YR	INCR 10 YR
<b>KAISER (HMO)</b>							
1	532.56	714.45	768.25	768.49	0.0%	7.6%	44.3%
2	1,065.12	1,428.90	1,536.50	1,536.98	0.0%	7.6%	44.3%
3+ (BENCHMARK)	1,384.66	1,857.57	1,997.45	1,998.07	0.0%	7.6%	44.3%
<b>PERS CHOICE (PPO)</b>							
1	508.74	700.84	866.27	861.18	-0.6%	22.9%	69.3%
2	1,017.48	1,401.68	1,732.54	1,722.36	-0.6%	22.9%	69.3%
3+	1,322.72	1,822.18	2,252.30	2,239.07	-0.6%	22.9%	69.3%
<b>BLUE SHIELD ACCESS + (HMO)</b>							
1	577.33	928.87	970.90	1,127.77	16.2%	21.4%	95.3%
2	1,154.66	1,857.74	1,941.80	2,255.54	16.2%	21.4%	95.3%
3+	1,501.06	2,415.06	2,524.34	2,932.20	16.2%	21.4%	95.3%
<b>PERS SELECT (PPO)</b>							
1	474.93	690.43	543.19	520.29	-4.2%	-24.6%	9.6%
2	949.86	1,380.86	1,086.38	1,040.58	-4.2%	-24.6%	9.6%
3+	1,234.82	1,795.12	1,412.29	1,352.75	-4.2%	-24.6%	9.6%
<b>PORAC (ASSOC)</b>							
1	484.00	675.00	774.00	774.00	0.0%	14.7%	59.9%
2	906.00	1,292.00	1,623.00	1,699.00	4.7%	31.5%	87.5%
3+	1,151.00	1,642.00	2,076.00	2,199.00	5.9%	33.9%	91.1%
<b>PERS CARE (PPO)</b>							
1	868.17	775.08	1,131.68	1,133.14	0.1%	46.2%	30.5%
2	1,736.34	1,550.16	2,263.36	2,266.28	0.1%	46.2%	30.5%
3+	2,257.24	2,015.21	2,942.37	2,946.16	0.1%	46.2%	30.5%
<b>ANTHEM BLUE CROSS TRADITIONAL (HMO)</b>							
1		728.41	1,111.13	1,184.84	6.6%	62.7%	
2		1,456.82	2,222.26	2,369.68	6.6%	62.7%	
3+		1,893.87	2,888.94	3,080.58	6.6%	62.7%	
<b>ANTHEM BLUE CROSS SELECT (HMO)</b>							
1		657.33	831.44	868.98	4.5%	32.2%	
2		1,314.66	1,662.88	1,737.96	4.5%	32.2%	
3+		1,709.06	2,161.74	2,259.35	4.5%	32.2%	

# 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.

Each year the Town's Measure A Advisory Committee (Committee) meets to recommend allocations for the upcoming year. For FY20-21, the County estimates Fairfax will receive approximately \$47,045 in Measure A sales tax revenue. Due to COVID-19's impact on the economy, the County is projecting an approximate 25% reduction in revenues.

The Measure A Advisory Committee met on July 20, 2020 to discuss the allocation of funds including the carryover of funds from previous years.

### MEASURE A PARK FUNDS ALLOCATION FY20-21

Project/Program	A Est. Expenditures FY19-20	B Proposed Carryover FY19-20	C Proposed Allocation FY20-21	D Recommended w/carryover FY20-21
Parkland/Open Space Acquisition	\$ -	\$ 53,000	\$ 17,000	\$ 70,000
Maint/Repair Ped Trail Improvements	\$ 8,475.00	\$ 14,525	\$ 10,000	\$ 24,525
Replace Pavilion Lighting & Hot Water Heater	\$ -	\$ 12,371	\$ 7,000	\$ 19,371
Construction of Bicycle Pump Track (reallocated to Peri Park Equipment)	\$ -	\$ -		\$ -
Women's Club Improv. (e.g., stage, roof, bathrooms, lighting)	\$ 817.50	\$ 20,646		\$ 20,646
Vegetation management (various locations)	\$ -	\$ -		
Replace Peri Park Equipment	\$ 16,000.25	\$ 64,000	\$ 16,000	\$ 80,000
Age-friendly Park equipment/furniture	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 25,293</b>	<b>\$ 164,541</b>	<b>\$ 50,000</b>	<b>\$ 214,541</b>

Column A ("Est. Expenditures") reflects the estimated year end expenditures for a project. Column B ("Carry-Over") represents the funding allocated to a project in a previous year(s), but not spent in FY19-20. The County requires the Town to reallocate carryover funds each year.

Should a project be delayed/canceled or priorities changed, the Council may 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 Goddard and Councilmember Coler
- 2 Fairfax Open Space members: Chance Cutrano, Jack Judkins
- Fairfax Parks and Rec Commission representative: Chris Borjian
- Fairfax Volunteer Board member: 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. The Town will be trying an asphalt rubber product which has a higher rubber content and may allow us to treat more roads for the same costs as rubberized asphalt.

Attached is the road detail for FY20-21.



# Scenarios - Sections Selected for Treatment

Interest: 3.00%      Inflation: 3.00%      Scenario: PTAP-20 SCENARIO 3 - \$200K      Printed: 12/30/2019

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Year	Budget	PM	Current PCI	Treatment		Cost	Rating	Treatment
															PCI Before	PCI After			
BELMONT AVENUE	PASTORI AVENUE	KENT AVENUE	BELMON	10	271	24	6,504	R	AC/AC		2022	\$200,000	10%	61	61	71	\$3,614	23,101	MICROSURFACING
BOTHIN ROAD	1041' WEST OF OLEMA ROAD	TOWN LIMITS	BOTHIN	30	1,031	25	25,775	C	AC/AC		2023	\$200,000	10%	68	68	77	\$14,320	33,667	MICROSURFACING
BROADWAY	CLAUUS	BANK	BROADW	10b	155	60	9,300	C	AC/AC					68	68	77	\$5,167	28,387	MICROSURFACING
CANYON ROAD	1017' WEST OF CASCADE DRIVE	2454' WEST OF CASCADE DRIVE	CANYON	20	1,437	17	24,429	C	AC/AC					60	60	71	\$13,572	24,120	MICROSURFACING
CASCADE DRIVE	690' WEST OF MEADOW WAY	CANYON ROAD	CASCAD	50	933	21	19,593	R	AC/AC					67	67	76	\$10,885	22,760	MICROSURFACING
CENTER BOULEVARD	727' NORTH OF PACHECO PASTORI AVENUE	CENTER	CENTER	30	599	54	32,346	R	AC/AC					66	66	75	\$17,970	22,824	MICROSURFACING
FORREST AVENUE	1230' EAST OF SUMMER AVENUE	2230' EAST OF SUMMER AVENUE	FORREA	30	1,000	14	14,000	C	AC/PCC					68	68	77	\$7,778	33,053	MICROSURFACING
LIVE OAK AVENUE	MAPLE AVENUE	1027' WEST OF MAPLE AVENUE	LIVEOA	10	1,027	18	18,486	R	AC/AC					69	69	78	\$10,270	25,834	MICROSURFACING
OAK TREE LANE	SIR FRANCIS DRAKE BOULEVARD	DEAD END	OAKTRE	10	494	29	14,326	R	AC/AC					64	64	74	\$7,959	23,678	MICROSURFACING
PINE DRIVE	635' WEST OF LAUREL DRIVE	1900' WEST OF LAUREL DRIVE	PINEDR	20	1,265	14	17,710	C	AC/AC					68	68	77	\$9,839	31,042	MICROSURFACING
SCENIC ROAD	BAY ROAD	200 FT W. BAY ROAD	SCENIC	20B	200	14	2,800	A	AC/AC					60	60	71	\$1,556	33,654	MICROSURFACING
SCENIC ROAD	200' WEST OF BAY ROAD	400' NORTH OF REDWOOD ROAD	SCENIC	30	922	15	13,830	A	AC/AC					63	63	73	\$7,684	34,689	MICROSURFACING
SEQUOIA ROAD	LOWER SCENIC ROAD	SPRUCE ROAD	SEQUOI	10	974	19	18,506	R	AC/AC					69	69	78	\$10,282	24,474	MICROSURFACING
SIR FRANCIS DRAKE BOULEVARD	TOWN LIMITS	PACHECO AVENUE	SIRFRA	10	1,526	36	54,936	A	AC/AC					68	68	77	\$30,520	44,289	MICROSURFACING
SIR FRANCIS DRAKE BOULEVARD	PACHECO AVENUE	BANK STREET	SIRFRA	20	819	35	28,665	A	AC					61	61	72	\$15,925	28,775	MICROSURFACING
TAMALPAIS ROAD	1050' SOUTH OF SCENIC ROAD	BERRY TRAIL	TAMALP	30	812	16	12,992	A	AC/AC					61	61	72	\$7,218	34,436	MICROSURFACING
WREDEN AVENUE	FRUSTUCK AVENUE	MANZANITA ROAD	WREDEN	20	543	15	8,145	R	AC/AC					65	65	74	\$4,525	23,605	MICROSURFACING
													Treatment Total		\$179,084				
													Year 2020 Area Total		322,343	Year 2020 Total		\$179,084	

\*\* - Treatment from Project Selection

Scenarios Criteria: