



TOWN OF FAIRFAX

STAFF REPORT

June 16, 2021

TO: Mayor and Town Council

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

SUBJECT: Discuss/consider the Fiscal Year 2021-22 Proposed Operating and Capital Improvement Budget and provide direction to staff

RECOMMENDATION

- 1) Conduct Public Hearing.
- 2) Provide direction to staff.

DISCUSSION

This staff report represents a brief overview of the Proposed FY21-22 Operating and Capital Improvement budget and serves as the interim budget message. The budget is still a work in progress. Specifically, we are working to finalize year-end budget projections, five-year forecast, and budget message. These materials will be distributed prior to the Council meeting.

The attached proposed FY21-22 Operating and Capital Budget reflects the revisions made by the Council at its May 27th budget workshop. The revised overall Town budget is approximately \$18.2M:

- \$11.6M for General Fund operations
- \$1.2M for debt service and other special funds
- \$5.4M for CIP projects

The Town will be dipping into General Fund reserves by approximately \$360,000 to pay for one-time capital and operating expenditures such as road improvements. However, Town general fund reserves are projected to be approximately 33% of operating expenses at fiscal year-end, which is significantly higher than the minimal reserve amount of 25%.

At its May budget workshop, the Council discussed and considered the proposed budget and directed staff to make the revisions below (not listed in any order of priority). The revisions added \$345,000 in capital improvements (CIP projects) and \$153,000 to operating costs.

Add \$225,000 for road resurfacing and repair (e.g., slurry seal)- This brings the total up to \$400,000 in CIP Project 53-887. Appendix A-8 contains a list of the roads to be repaired/maintained.

Add \$55,000 for the Town to hire a full-time Department of Public Works (DPW) Director. The proposed budget had allocated \$110,000 for a shared-service model with San Anselmo. The

entire cost for DPW director was allocated to Fund 01-510 Public Works Administration. The final budget may distribute the costs among the DPW division and reduce the allocation of the Town Manager costs to DPW.

Add \$50,000 (one-time cost) to retain a firm to assist with the recruitment of a Public Works Director and Town Manager. This was added to Fund 01-231 Personnel.

Add \$25,000 for shared Sustainability Coordinator position with San Anselmo. This is contingent on San Anselmo moving forward with such a position. The cost was allocated to Fund 01-616 Community Services.

Add \$15,000 to the RESJ budget. The RESJ had approximately \$35,000 remaining from its initial \$100,000 allocation. The Council allocated an additional \$15,000 for a total of \$50,000 for RESJ programs and activities, but not for facilitation costs. Earlier this evening, the Council will hold a joint meeting with the RESJ to discuss the RESJ's budget requests. The RESJ budget is reflected in Fund 01-715-890.

Add \$100,000 to renovate the kitchen (warming kitchen) in the Pavilion. This will be included as part of the Pavilion Seismic Retrofit project (CIP 51-909).

Add \$8,000 for Climate Action Committee (CAC) program costs. This would bring the total funding available for the CAC's activities to \$10,000. This funding is reflected in Fund 01-111 Town Council budget.

Add \$20,000 for pedestrian trail improvements. This increased the funding for trail improvements from \$50,000 to \$70,000 in CIP Project 51-841.

Staff also made minor adjustments to revenues and expenditures based on current information (e.g., minor increase in property tax projections from the County, increase in insurance premiums, reduction in other costs). Specifically, revenues reflect a net increase of approximately \$53,000, primarily due to adding in \$45,000 in planning grants, which were inadvertently not included in the proposed budget for the workshop. Operating expenditures reflect a net increase of approximately \$138,000, including the Council's revisions. The budget also includes the recommended allocation of Measure A Park funds.

With regard to the American Rescue Plan (ARP) funding, staff previously recommended that the Council schedule a special workshop to discuss the funding options. The most recent estimate is that the Town is eligible to receive approximately \$1.8M. The Town does not need to specify the use of funds prior to receiving the monies. Staff will provide more information on ARP at the Council meeting. We anticipate the Council will consider the adoption of the final FY21-22 operating and capital budget at the Council's July 7th meeting.

ATTACHMENT: Proposed Budget

TOWN OF FAIRFAX

2021 - 2022 Operating and Capital Improvement DRAFT Budget



MAYOR

Bruce Ackerman

VICE MAYOR

Stephanie Hellman

COUNCIL MEMBERS

Barbara Coler

Renée Goddard

Chance Cutrano

**PROPOSED BUDGET
FY 2021-2022
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FY 2021-2022
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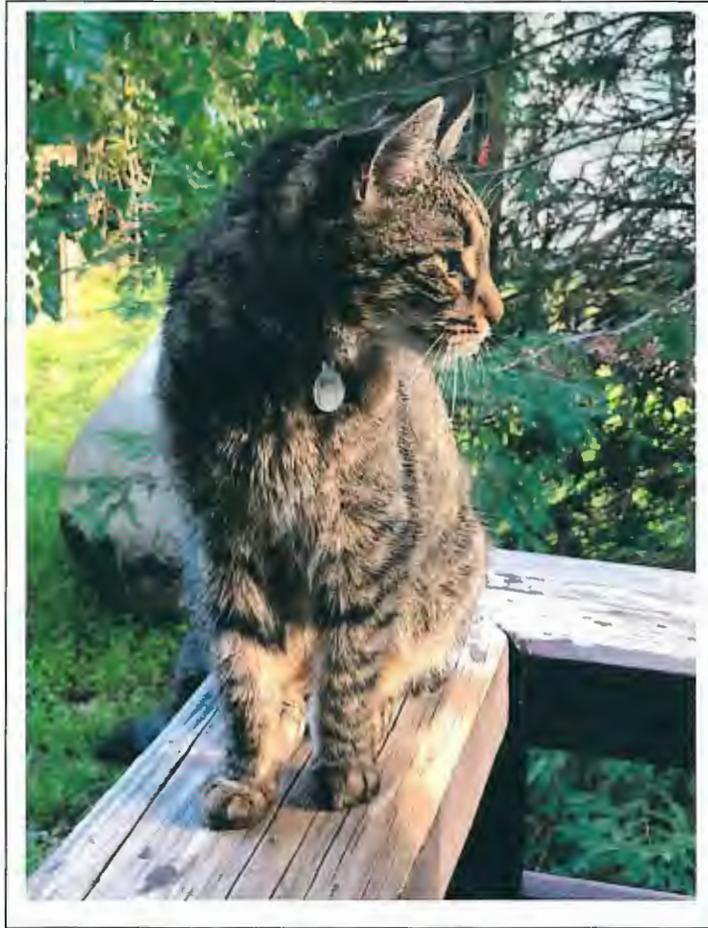
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INTENTIONALLY OMITTED**



Dedicated to “Root Beer”

**BUDGET MESSAGE AND FIVE-YEAR
FORECAST WILL BE DISTRIBUTED
PRIOR TO THE COUNCIL MEETING**

Note: The staff report provides a brief budget summary

Town of Fairfax
2021-22 Operating Budget

ALL FUNDS FY21 PROJECTED

ALL FUNDS FY22 PROPOSED BUDGET

FUND SUMMARY	Audit Bal	FY 2020-21	FY 2020-21	FY 2020-21	Proj Balance	FY 20/21	Balance	FY 2021-22	FY 2021-22	FY 2021-22	Proj Balance	FY 21/22
	30-Jun-20	Revenues	Approp	Transfers	30-Jun-21	ACTIVITY	30-Jun-21	Revenues	Approp	Transfers	30-Jun-22	ACTIVITY
6/11/21 12:17 PM	FY20 AUDIT											
GENERAL FUNDS												
01 General Fund	3,212,936	7,940,993	(10,375,655)	1,915,832	2,694,107	(518,830)	2,694,107	8,245,008	(11,377,701)	2,577,463	2,138,876	(555,230)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	266,993	-	(41,089)	-	225,904	(41,089)	225,904	-	(116,600)	100,000	209,304	(16,600)
04 Building & Planning Fund	(26,635)	604,030	-	(500,000)	77,395	104,030	77,395	536,000	-	(500,000)	113,395	36,000
05 Building Improvement Fund	61,395	-	-	10,000	71,395	10,000	71,395	-	(100,000)	75,000	46,395	(25,000)
06 Retirement Fund	167,010	1,704,107	-	(1,800,000)	71,117	(95,893)	71,117	1,771,000	(0)	(1,570,000)	272,117	201,000
08 Office Equip Replacement Fund	55,836	-	(63,418)	33,000	25,417	(30,418)	25,417	-	(30,000)	30,000	25,417	-
Total General Funds	4,737,535	10,249,130	(10,480,162)	(341,168)	4,165,335	(572,200)	4,165,335	10,552,008	(11,624,301)	712,463	3,805,505	(359,830)
					39.7%						32.7%	
SPECIAL REVENUE FUNDS												
07 Special Police Fund	18,837	188,000	-	(190,000)	16,837	(2,000)	16,837	190,000	-	(190,000)	16,837	-
12 Fairfax Festival Fund	(19,485)	-	-	20,000	515	20,000	515	41,000	(31,700)	(5,000)	4,815	4,300
20 Measure F - Municipal Svs Tax Fund	78,657	707,377	-	(785,000)	1,034	(77,623)	1,034	725,515	-	(725,000)	1,549	515
21 Gas Tax Fund	192,591	323,941	-	(324,000)	192,532	(59)	192,532	355,171	-	(543,347)	4,356	(188,176)
22 Measure A/AA - Transportation	237,658	134,830	-	(211,360)	161,128	(76,530)	161,128	143,220	-	(294,240)	10,108	(151,020)
23 Measure A - Parks	181,284	61,000	(8,500)	(144,542)	89,242	(92,042)	89,242	60,877	-	(109,245)	40,874	(48,368)
Total Special Revenue Funds	689,542	1,415,148	(8,500)	(1,634,902)	461,288	(228,254)	461,288	1,515,783	(31,700)	(1,866,832)	78,539	(382,749)
DEBT SERVICE FUNDS												
43-45 Measure K - Debt Service	722,720	491,768	(550,559)	-	663,929	(58,791)	663,929	511,300	(561,776)	-	613,453	(50,476)
48 Lease Agreement	1,294	533,410	(533,410)	-	1,294	(0)	1,294	551,640	(551,640)	-	1,294	-
Total Debt Service Funds	724,014	1,025,178	(1,083,969)	-	665,223	(58,791)	665,223	1,062,940	(1,113,416)	-	614,747	(50,476)
CAPITAL PROJECTS												
51 Capital Projects - Grants	601,085	492,035	(1,033,751)	388,439	447,808	(153,277)	447,808	3,615,893	(4,660,155)	630,369	33,915	(413,893)
52 Disaster Fund	(445,131)	-	-	445,131	(0)	445,131	(0)	-	-	-	(0)	-
53 Capital Projects - Town	(952,411)	50,000	(230,000)	1,140,000	7,589	960,000	7,589	250,000	(770,000)	520,000	7,589	-
Total Capital Projects Funds	(796,457)	542,035	(1,263,751)	1,973,570	455,397	1,251,854	455,397	3,865,893	(5,430,155)	1,150,369	41,504	(413,893)
FIDUCIARY FUNDS												
73 Open Space	41,888	4,200	(2,500)	2,500	46,088	4,200	46,088	2,000	(4,000)	4,000	48,088	2,000
Total Fiduciary Funds	41,888	4,200	(2,500)	2,500	46,088	4,200	46,088	2,000	(4,000)	4,000	48,088	2,000
TOTALS	5,396,522	13,235,690	(12,838,882)	-	5,793,332	396,809	5,793,331	16,998,624	(18,203,572)	-	4,588,383	(1,204,948)



Town of Fairfax

2021-22 Operating Budget

GENERAL FUND

REVENUE BUDGET COMPARISON		FY 2020-21 Adopted	FY 2021-22 PROPOSED	BUDGET DIFFERENCE	
				▲\$	▲%
01-010-101	Property Taxes - Secured	2,974,400	3,192,300	217,900	7.3%
01-010-102	Property Taxes - Unsecured	54,500	6,400	(48,100)	-88.3%
01-010-103	Property Taxes - Prior	3,100	2,000	(1,100)	-35.5%
01-010-104	Real Estate Transfer Tax	45,000	62,400	17,400	38.7%
01-010-110	Supplemental Property Taxes	72,800	120,000	47,200	64.8%
01-010-112	ERAF Excess Distribution	570,000	650,000	80,000	14.0%
01-010-113	Storm Run-Off Fee	54,000	53,200	(800)	-1.5%
01-010-xxx	MWPA Wildfire Tax	192,000	96,000	(96,000)	-50.0%
01-010-117	Property Tax In-Lieu of VLF	775,500	860,000	84,500	10.9%
Total Property Taxes		4,741,300	5,042,300	301,000	6.3%
01-010-106	Sales Tax ("Bradley Burns")	554,400	672,000	117,600	21.2%
01-010-111	1/2 cent Sales Tax - Prop. 172	50,600	106,200	55,600	109.9%
01-010-118	3/4 cent Sales Tax - Measure C	579,200	864,000	284,800	49.2%
01-010-118	1/2 cent Sales Tax - Measure D	-	-	-	-
Total Sales Taxes		1,184,200	1,642,200	458,000	38.7%
01-010-108	Utility Users Tax - Telecom	80,000	58,000	(22,000)	-27.5%
01-010-109	Utility Users Tax - Energy	220,000	280,000	60,000	27.3%
01-010-114	Hotel Users Tax	4,000	12,000	8,000	200.0%
Total User Taxes		304,000	350,000	46,000	15.1%
01-020-201	Garbage	200,000	280,000	80,000	40.0%
01-020-202	Gas & Electric	74,000	80,000	6,000	8.1%
01-020-203	Cable	130,000	120,000	(10,000)	-7.7%
Total Franchise Fees		404,000	480,000	76,000	18.8%
01 - GENERAL FUND TAXES & FEES		6,633,500	7,514,500	881,000	13.3%



Town of Fairfax

2021-22 Operating Budget

GENERAL FUND

REVENUE BUDGET COMPARISON	FY 2020-21	FY 2021-22	BUDGET DIFFERENCE	
	Adopted	PROPOSED	▲\$	▲%
01-030-301 Business Licenses	132,000	120,000	(12,000)	-9.1%
01-040-401 Vehicle Code Fines	30,000	30,000	-	0.0%
01-040-402 Parking & Other Fines	100,000	100,000	-	0.0%
Total Fines & Licenses	262,000	250,000	(12,000)	-4.6%
01-050-501 Rents - Women's Club and Other	10,000	10,000	-	0.0%
01-050-504 Rents - Pavilion weddings etc	2,000	2,000	-	0.0%
01-050-506 Rents - Pavilion - Other	2,000	2,000	-	0.0%
01-050-507 Janitor.Maint fees	300	300	-	0.0%
Total Rental & Maintenance Fees	14,300	14,300	-	0.0%
01-050-500 Interest Earnings - Bank	1,300	1,300	-	0.0%
01-050-502 Interest Earnings - LAIF	50,000	20,000	(30,000)	-60.0%
Total Investment Earnings	51,300	21,300	(30,000)	-58.5%
01-060-602 Motor Vehicle License Fees			-	
01-060-607 Homeowner's Property Tax Rebates (HOPTR)	13,000	13,000	-	0.0%
01-060-614 State Aid	-	0	-	
01-060-615 Police Training Reimbursement (POST)	7,000	7,000	-	0.0%
01-060-xxx SB 2 Planning Grant	160,000	205,000	45,000	28.1%
01-060-699 Other & Miscellaneous Revenues & WC	15,000	15,000	-	0.0%
01-070-702 Environmental Grants	12,200	17,200	5,000	41.0%
Total Revenues From Other Agencies	207,200	257,200	50,000	24.1%
01-080-802 Sale Of Maps & Publications/Copies	1,500	1,500	-	0.0%
01-080-803 Special Police Services (includes booking fees)	12,000	6,000	(6,000)	-50.0%
01-080-804 Police Dispatch Services	98,000	102,000	4,000	4.1%
01-080-814 Miscellaneous - General	22,000	17,000	(5,000)	-22.7%
01-080-903 General Recreation	4,000	4,000	-	0.0%
01-090-508 Recreation Rentals	6,000	6,000	-	0.0%
01-090-790 Recreation Fundraising	14,000	14,000	-	0.0%
01-090-822 Recreation Summer Camp Fees	10,500	15,420	4,920	46.9%
01-090-904 Recreation Classes & Partnerships	55,000	21,788	(33,212)	-60.4%
Total Charges For Current Services	223,000	187,708	(35,292)	-15.8%
			-	
01 - GENERAL FUND TAXES & FEES	6,633,500	7,514,500	881,000	13.3%
01 - GENERAL FUND TOTAL	7,391,300	8,245,008	853,708	11.6%



Town of Fairfax

2021-22 Operating Budget

GENERAL FUND

APPROPRIATIONS BUDGET COMPARISON	FY 2020-21	FY 2021-22	BUDGET DIFFERENCE	
	Adopted	PROPOSED	▲\$	▲%
111 Town Council	33,296	40,441	7,144	21.5%
112 Town Treasurer	4,917	4,824	(93)	-1.9%
116 Independent Auditor	63,675	66,000	2,325	3.7%
121 Town Attorney	190,000	190,000	-	0.0%
Total Town Council	291,889	301,265	9,376	3.2%
211 Town Manager	217,070	218,854	1,784	0.8%
221 Town Clerk	180,956	279,497	98,541	54.5%
222 Elections	16,000	-	(16,000)	-100.0%
231 Personnel	78,010	133,130	55,120	70.7%
241 Finance	362,366	381,088	18,722	5.2%
Total General Administration	854,402	1,012,569	158,168	18.5%
311 Planning	708,197	1,073,196	364,999	51.5%
321 Building Inspection & Permits	252,861	247,995	(4,866)	-1.9%
Total Development Services	961,058	1,321,191	360,133	37.5%
411 Police	3,673,234	3,519,028	(154,206)	-4.2%
418 Disaster Preparedness	18,700	19,000	300	1.6%
421 Ross Valley Fire Service	2,656,147	2,659,923	3,776	0.1%
Total Public Safety	6,348,081	6,197,951	(150,130)	-2.4%
510 Public Works Administration	262,191	406,947	144,756	55.2%
511 Street Maintenance	429,359	375,697	(53,662)	-12.5%
512 Street Lighting & Traffic Signals	110,000	97,000	(13,000)	-11.8%
513 Federal Stimulus Funds	-	-	-	-
Total Public Works	801,550	879,645	78,094	9.7%
616 Community Services	35,932	64,319	28,388	79.0%
617 Recreation	63,010	65,654	2,644	4.2%
621 Fairfax Recreation	164,817	107,981	(56,836)	-34.5%
622 Summer Camps	5,576	6,800	1,224	21.9%
Total Recreation & Community Services	269,335	244,754	(24,580)	-9.1%
611 Park Maintenance	251,237	246,943	(4,294)	-1.7%
625 Rental Facilities-WC & Ballfield	98,335	79,915	(18,421)	-18.7%
911 Building Maintenance	-	-	-	-
Total Parks & Facility Maintenance	349,573	326,858	(22,715)	-6.5%
715 Non Departmental	1,073,860	1,093,468	19,608	1.8%
TOTAL GENERAL FUND APPROPRIATIONS	10,949,747	11,377,701	427,955	3.9%

Town of Fairfax
2021-22 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS

FY 2018-19 Actual	FY 2019-20 Actual	FY 2019-20 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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TRANSFERS TO:

01 General Fund	3,325,000	3,060,000	3,575,000	3,410,000	3,105,000
03 Equipment Replacement	430,000	-	-	-	100,000
05 Communications Fund	40,000	25,000	10,000	10,000	75,000
08 Office Equipment Replacement	35,000	-	-	33,000	30,000
12 Fairfax Festival				20,000	
51 CIP - Grants	134,000	402,897	523,269	388,439	521,124
52 CIP - Storm			-	445,131	
53 CIP - Town	349,000	63,000	20,000	1,140,000	520,000
73 Open Space	2,745	728	4,000	2,500	4,000
	4,315,745	3,551,625	4,132,269	5,449,070	4,355,124

TRANSFERS FROM:

01 General Fund	507,745	134,265	17,537	1,494,168	527,537
02 Dry Period Fund	-	-	200,000	-	-
04 Building & Planning	700,000	585,000	580,000	500,000	500,000
06 Retirement Fund	1,800,000	1,500,000	1,765,000	1,800,000	1,570,000
07 Special Police Services	100,000	200,000	110,000	190,000	190,000
12 Fairfax Festival	-	-	-	-	5,000
20 Measure F - Municipal Services Tax	640,000	700,000	785,000	785,000	725,000
21 Gas Tax	227,000	193,000	324,000	324,000	543,347
22 Measure A/AA - Transportation	6,000	221,360	206,190	211,360	294,240
23 Measure A - Parks	-	18,000	144,542	144,542	-
51 CIP - Grants	335,000	-	-	-	-
	4,315,745	3,551,625	4,132,269	5,449,070	4,355,124

NOTES:

See Fund sheets for detail of transfers



Town of Fairfax
2021-22 Operating Budget

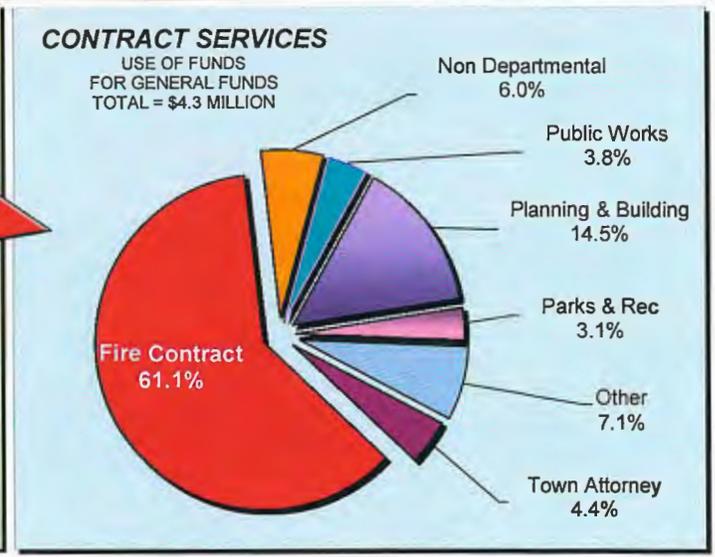
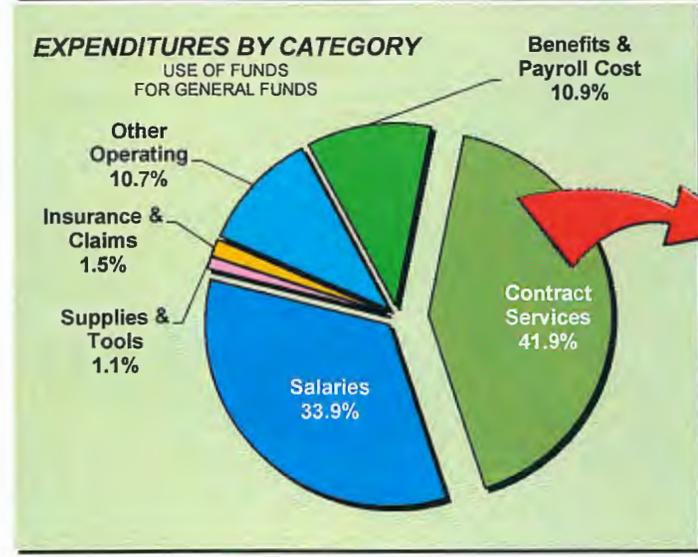
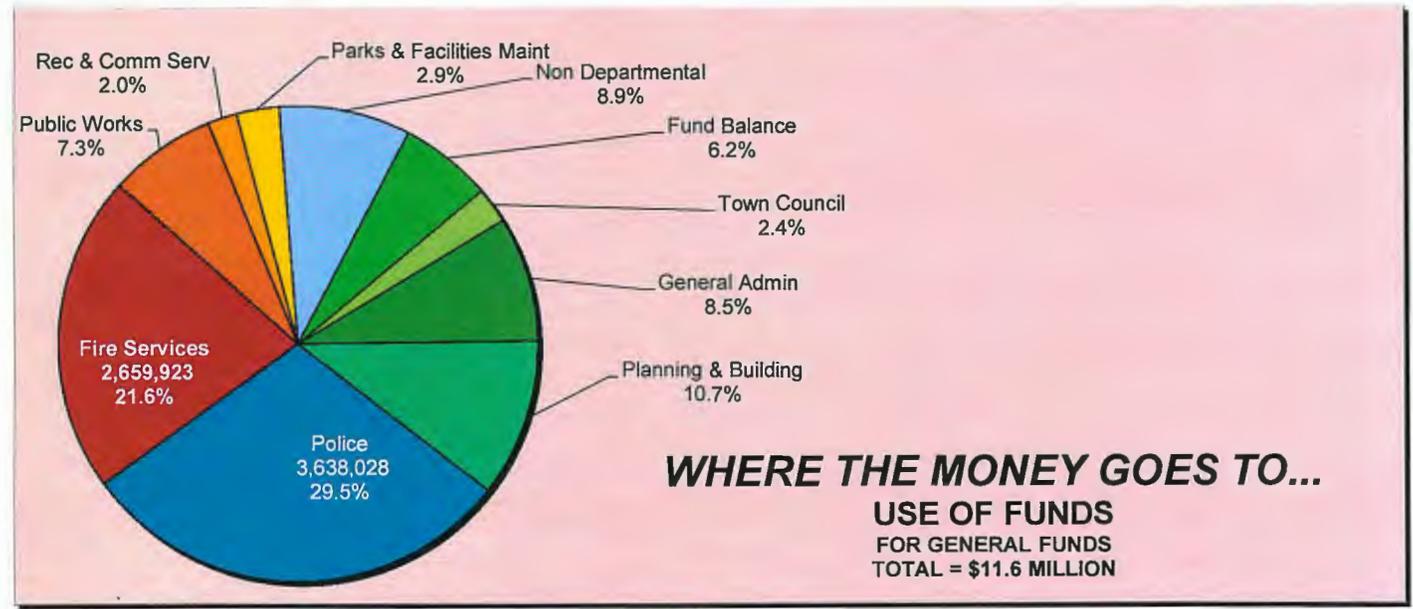
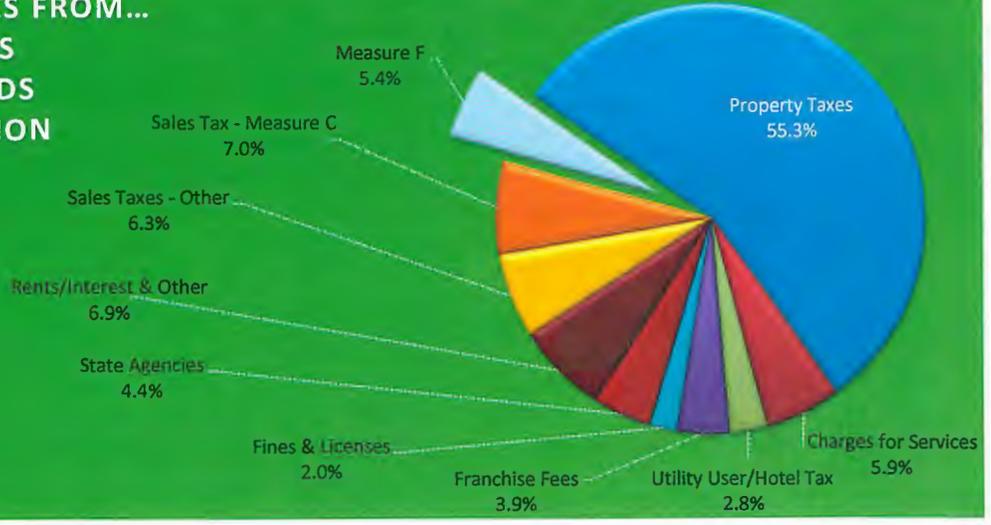
APPROPRIATIONS - ALL FUNDS

FUND SUMMARY	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2021-22 Proposed
6/11/21 9:51 AM							
GENERAL FUNDS							
01 General Fund	1,313,834	1,321,191	6,197,951	879,645	571,612	1,093,468	11,377,701
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	100,000	-	-	16,600	116,600
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	100,000	100,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	30,000	-	-	-	-	-	30,000
Total General Funds	1,343,834	1,321,191	6,297,951	879,645	571,612	1,210,068	11,624,301
SPECIAL REVENUE FUNDS							
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	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	31,700	-	31,700
DEBT SERVICE FUNDS							
43-45 Measure K - Debt Service	-	-	-	561,776	-	-	561,776
48 Lease Agreement	-	-	-	-	-	551,640	551,640
Total Debt Service Funds	-	-	-	561,776	-	-	561,776
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	4,640,784	-	-	4,640,784
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	770,000	-	-	770,000
Total Capital Projects Funds	-	-	-	5,410,784	-	-	5,410,784
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds	-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS	1,343,834	1,321,191	6,297,951	6,852,205	607,312	1,761,708	18,184,201
Percent of Total Appropriations (with CIP)	7.4%	7.3%	34.6%	37.7%	3.3%	9.7%	100.0%
Percent of Total Appropriations (NO CIP)	10.5%	10.3%	49.3%	53.6%	4.8%	13.8%	70.2%



WHERE THE MONEY COMES FROM...

SOURCE OF FUNDS FOR GENERAL FUNDS
TOTAL = \$11.6 MILLION





Town of Fairfax

2021-22 Operating Budget

FUND 01 GENERAL FUND
DEPT

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

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

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	2,615,772	2,834,475		3,212,936	2,694,107
REVENUES					
PROPERTY TAXES	4,236,930	4,533,115	4,741,300	5,074,200	5,042,300
SALES TAXES	1,470,808	1,517,220	1,184,200	1,605,000	1,642,200
USER FEES (UUT/TOT)	375,308	350,233	304,000	367,700	350,000
FRANCHISE FEES	373,447	449,176	404,000	462,393	480,000
FINES & LICENSES	235,278	252,082	262,000	211,600	250,000
RENTS & INTEREST	49,345	162,203	65,600	29,300	35,600
REVENUES FROM OTHER AGENCIES	60,197	55,982	207,200	35,500	257,200
CHARGES FOR CURRENT SERVICES	219,924	205,892	223,000	155,300	187,708
SUBTOTAL REVENUES	7,021,237	7,525,902	7,391,300	7,940,993	8,245,008
APPROPRIATIONS					
100 TOWN COUNCIL	347,034	227,309	291,889	264,639	301,265
200 GENERAL ADMINISTRATION	762,886	804,145	854,402	839,076	1,012,569
300 DEVELOPMENT SERVICES	675,163	725,907	961,058	803,883	1,321,191
400 PUBLIC SAFETY	5,803,706	6,250,025	6,348,081	6,306,707	6,197,951
500 PUBLIC WORKS	630,034	679,073	801,550	645,998	879,645
600 RECREATION & COMMUNITY SERVICES	221,828	226,536	269,335	267,773	244,754
600 PARKS & FACILITY MAINTENANCE	302,419	328,847	349,573	314,950	326,858
700 NON DEPARTMENTAL	876,718	831,335	1,073,860	932,628	1,093,468
SUBTOTAL APPROPRIATIONS	9,619,789	10,073,175	10,949,747	10,375,655	11,377,701
TRANSFERS					
TRANSFERS TO 01-GENERAL FUND	3,325,000	3,060,000	3,575,000	3,410,000	3,105,000
TRANSFERS FROM 01-GENERAL FUND	(507,745)	(134,265)	(17,537)	(1,494,168)	(527,537)
SUBTOTAL TRANSFER	2,817,255	2,925,735	3,557,463	1,915,832	2,577,463
NET DEPARTMENT ACTIVITY	218,703	378,462	(984)	(518,830)	(555,230)
ENDING FUND BAL	2,834,475	3,212,936		2,694,107	2,138,876
COMPONENTS OF FUND BALANCE:					
Undesignated	2,834,475	3,212,936		2,694,107	2,138,876

NOTES:



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
01-010-101	Property Taxes - Secured	2,727,627	2,852,173	2,974,400	3,069,500	3,192,300
01-010-102	Property Taxes - Unsecured	-	3,994	54,500	6,400	6,400
01-010-103	Property Taxes - Prior	6,632	2,147	3,100	1,400	2,000
01-010-104	Real Estate Transfer Tax	52,415	71,193	45,000	63,800	62,400
01-010-110	Supplemental Property Taxes	116,078	130,393	72,800	140,000	120,000
01-010-112	ERAF Excess Distribution	498,934	597,466	570,000	683,200	650,000
01-010-113	Storm Run-Off Fee	53,643	51,114	54,000	53,200	53,200
01-010-119	MWPA Wildfire Tax			192,000	192,000	96,000
01-010-117	Property Tax In-Lieu of VLF	781,600	824,635	775,500	864,700	860,000
Total Property Taxes		4,236,930	4,533,115	4,741,300	5,074,200	5,042,300
01-010-106	Sales Tax ("Bradley Burns")	670,127	692,311	554,400	664,000	672,000
01-010-111	1/2 cent Sales Tax - Prop. 172	69,387	69,443	50,600	95,000	106,200
01-010-118	3/4 cent Sales Tax - Measure C	-	755,465	579,200	846,000	864,000
01-010-118	1/2 cent Sales Tax - Measure D	731,294	-	-	-	-
Total Sales Taxes		1,470,808	1,517,220	1,184,200	1,605,000	1,642,200
01-010-108	Utility Users Tax - Telecom	78,244	53,774	80,000	56,600	58,000
01-010-109	Utility Users Tax - Energy	275,966	278,151	220,000	304,000	280,000
01-010-114	Hotel Users Tax	21,098	18,307	4,000	7,100	12,000
Total User Taxes		375,308	350,233	304,000	367,700	350,000
01-020-201	Garbage	204,858	248,626	200,000	260,000	280,000
01-020-202	Gas & Electric	68,167	73,156	74,000	77,493	80,000
01-020-203	Cable	100,422	127,393	130,000	124,900	120,000
Total Franchise Fees		373,447	449,176	404,000	462,393	480,000
01 - GENERAL FUND TAXES & FEES		6,456,493	6,849,743	6,633,500	7,509,293	7,514,500

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

2021-22 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
01-030-301	Business Licenses	101,164	118,430	132,000	108,500	120,000
01-040-401	Vehicle Code Fines	33,342	21,919	30,000	15,800	30,000
01-040-402	Parking & Other Fines	100,771	111,733	100,000	87,300	100,000
	Total Fines & Licenses	235,278	252,082	262,000	211,600	250,000
01-050-501	Rents - Women's Club and Other	15,099	9,643	10,000	300	10,000
01-050-504	Rents - Pavilion weddings etc	1,825	1,150	2,000	1,500	2,000
01-050-506	Rents - Pavilion - Other	2,000	11,778	2,000	0	2,000
01-050-507	Janitor.Maint fees	225	475	300	0	300
	Total Rental & Maintenance Fees	19,149	23,046	14,300	1,800	14,300
01-050-500	Interest Earnings - Bank	760	944	1,300	0	1,300
01-050-502	Interest Earnings - LAIF	29,436	138,213	50,000	27,500	20,000
	Total Investment Earnings	30,196	139,157	51,300	27,500	21,300
01-060-602	Motor Vehicle License Fees	0	0			
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	16,685	12,826	13,000	12,800	13,000
01-060-614	State Aid	7,139	13,945	-	50	-
01-060-615	Police Training Reimbursement (POST)	8,778	7,241	7,000	4,900	7,000
01-060-xxx	State Planning Grants	-	-	160,000	0	205,000
01-060-699	Other & Miscellaneous Revenues & WC	10,429	9,732	15,000	5,600	15,000
01-070-702	Environmental Grants (e.g., ZWM, CalRecycle)	17,166	12,238	12,200	12,150	17,200
	Total Revenues From Other Agencies	60,197	55,982	207,200	35,500	257,200
01-080-802	Sale Of Maps & Publications/Copies	1,489	1,194	1,500	1,200	1,500
01-080-803	Special Police Services (includes booking fees)	12,027	7,100	12,000	1,100	6,000
01-080-804	Police Dispatch Services	85,000	93,000	98,000	98,000	102,000
01-080-814	Miscellaneous - General	22,372	23,378	22,000	25,000	17,000
01-080-903	General Recreation	3,730	3,048	4,000	0	4,000
01-090-508	Recreation Rentals	8,800	5,575	6,000	400	6,000
01-090-790	Recreation Fundraising	13,725	10,816	14,000	1,200	14,000
01-090-822	Recreation Summer Camp Fees	17,363	10,455	10,500	0	15,420
01-090-904	Recreation Classes & Partnerships	55,418	51,326	55,000	28,400	21,788
	Total Charges For Current Services	219,924	205,892	223,000	155,300	187,708
	01 - GENERAL FUND TAXES & FEES	6,456,493	6,849,743	6,633,500	7,509,293	7,514,500
	01 - GENERAL FUND TOTAL	7,021,237	7,525,902	7,391,300	7,940,993	8,245,008

107.4%

111.6%

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.

State Planning Grants- SB2 (\$160,000), LEAP (\$20,000), REAP (\$20,000) to cover portions of studies/plans such as Housing Element and Objective Design Standards.

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

2021-22 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Actual	Adopted	Projected	PROPOSED
111 Town Council	27,303	29,568	33,296	26,247	40,441
112 Town Treasurer	3,945	4,170	4,917	3,993	4,824
116 Independent Auditor	47,757	32,546	63,675	64,400	66,000
121 Town Attorney	268,029	161,025	190,000	170,000	190,000
Total Town Council	347,034	227,309	291,889	264,639	301,265
211 Town Manager	202,459	214,424	217,070	214,297	218,854
221 Town Clerk	208,421	172,296	180,956	175,800	279,497
222 Elections	3,424	46,740	16,000	8,465	-
231 Personnel	69,536	72,784	78,010	77,172	133,130
241 Finance	279,047	297,900	362,366	363,341	381,088
Total General Administration	762,886	804,145	854,402	839,076	1,012,569
311 Planning	469,497	523,615	708,197	606,704	1,073,196
321 Building Inspection & Permits	205,666	202,291	252,861	197,179	247,995
Total Development Services	675,163	725,907	961,058	803,883	1,321,191
411 Police	3,373,030	3,579,925	3,673,234	3,676,009	3,519,028
418 Disaster Preparedness	8,286	140,225	18,700	21,258	19,000
421 Ross Valley Fire Service	2,422,390	2,529,875	2,656,147	2,609,440	2,659,923
Total Public Safety	5,803,706	6,250,025	6,348,081	6,306,707	6,197,951
510 Public Works Administration	216,422	216,422	262,191	208,242	406,947
511 Street Maintenance	317,389	358,254	429,359	354,367	375,697
512 Street Lighting & Traffic Signals	96,223	104,397	110,000	83,389	97,000
513 Federal Stimulus Funds	-	-	-	-	-
Total Public Works	630,034	679,073	801,550	645,998	879,645
616 Community Services	35,805	36,664	35,932	36,218	64,319
617 Recreation	63,948	61,764	63,010	70,196	65,654
621 Fairfax Recreation	115,452	115,452	164,817	159,745	107,981
622 Summer Camps	6,624	12,656	5,576	1,613	6,800
Total Recreation & Community Services	221,828	226,536	269,335	267,773	244,754
611 Park Maintenance	243,558	259,977	251,237	248,222	246,943
625 Rental Facilities-WC & Ballfield	56,990	66,734	98,335	66,728	79,915
911 Building Maintenance	1,871	2,136	-	-	-
Total Parks & Facility Maintenance	302,419	328,847	349,573	314,950	326,858
715 Non Departmental	876,718	831,335	1,073,860	932,628	1,093,468
TOTAL GENERAL FUND APPROPRIATIONS	9,619,789	10,073,175	10,949,747	10,375,655	11,377,701



Town of Fairfax
2021-22 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object	Salaries & Wages	Benefits & Payroll Cost	Retirement	Professional Services	Supplies & Tools	Other Operating	FY 2021-22 PROPOSED
111 Town Council	18,000	(306)	3,847	2,200	100	16,600	40,441
112 Town Treasurer	3,600	183	192	-	100	750	4,824
116 Independent Auditor	-	-	-	66,000	-	-	66,000
121 Town Attorney	-	-	-	190,000	-	-	190,000
10 Total Town Council	21,600	(123)	4,039	258,200	200	17,350	301,265
211 Town Manager	141,584	38,031	25,312	350	700	12,877	218,854
221 Town Clerk	192,581	48,070	7,800	25,000	100	5,946	279,497
222 Elections	-	-	-	-	-	-	-
231 Personnel	48,381	8,096	5,803	68,500	650	1,700	133,130
241 Finance	208,676	47,081	19,785	94,000	1,700	9,846	381,088
20 Total General Administration	591,222	141,278	58,699	187,850	3,150	30,370	1,012,569
311 Planning	309,895	78,793	86,358	567,200	3,500	27,450	1,073,196
321 Building Inspection & Permits	109,812	34,191	27,971	65,000	1,200	9,821	247,995
30 Total Development Services	419,707	112,984	114,329	632,200	4,700	37,271	1,321,191
411 Police	1,805,835	639,588	719,064	55,000	16,000	283,541	3,519,028
418 Disaster Preparedness	-	-	-	-	100	18,900	19,000
421 Ross Valley Fire Service	-	-	-	2,659,923	-	-	2,659,923
40 Total Public Safety	1,805,835	639,588	719,064	2,714,923	16,100	302,441	6,197,951
510 Public Works Administration	258,957	27,742	17,206	66,500	1,308	35,234	406,947
511 Street Maintenance	152,996	42,652	36,017	55,000	42,500	46,532	375,697
512 Street Lighting & Traffic Signals	-	-	-	45,000	-	52,000	97,000
513 Pollution Prevention	-	-	-	-	-	-	-
50 Total Public Works	411,953	70,394	53,223	166,500	43,808	133,766	879,645
616 Community Services	50,286	3,653	3,430	-	5,500	1,450	64,319
617 Recreation	41,413	6,528	9,513	7,000	-	1,200	65,654
621 Fairfax Recreation	62,975	10,166	-	15,000	3,000	16,840	107,981
622 Summer Camps	-	4,892	-	300	1,474	134	6,800
60 Total Recreation & Community Services	154,674	25,239	12,943	22,300	9,974	19,624	244,754
611 Park Maintenance	104,870	45,055	21,081	35,000	16,000	24,938	246,943
625 Rental Facilities-WC & Ballfield	15,318	7,597	1,192	9,500	6,000	40,308	79,915
911 Building Maintenance	-	-	-	69,000	5,500	(74,500)	-
61 Total Parks & Facility Maintenance	120,188	52,652	22,273	113,500	27,500	(9,255)	326,858
715 Non Departmental	-	93,063	-	259,772	4,000	736,633	1,093,468
71	-	-	-	-	-	-	-
TOTAL GENERAL FUND APPROPRIATIONS	3,525,179	1,135,075	984,570	4,355,245	109,432	1,268,200	11,377,701
	31.0%	10.0%	8.7%	38.3%	1.0%	11.1%	100.0%

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

ORGANIZATION:

This department is comprised of the following personnel:

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

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

2020-21 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.
- Negotiated extension of service agreement with Marin Sanitary Services (MSS).
- Assisted Council with the formation of the Racial Equity and Social Justice committee.
- Developed Temporary Encroachment Permit process for businesses due to COVID-19.
- Performed more vegetation management in the Town and Town owned properties.
- Secured additional FEMA grant funding and approvals for the Pavilion Seismic Retrofit project and finalized the design of the Pavilion project.
- See Public Works accomplishments

FY 2021-22 GOALS AND OBJECTIVES (in addition to Town Council Goals):

- Hire Public Works Director.
- Select firm to assist with the recruitment of a Public Works Director and a new Town Manager.
- Continue to manage the longer-term effects of COVID-19 on the organization.
- Facilitate discussions regarding the use of outdoor public spaces such as parking lots and parking spaces.
- Complete road maintenance and repair projects
- Continue to work on the completion of outstanding FEMA projects from previous storm events.
- Begin the seismic retrofit of the Pavilion project.

Town Council Goals for 2021

(Not in order of priority)

- Adopt updated Climate Action Plan and consider implementation of the top priorities.
- Support the RESJ to complete its work, evaluate the recommendations of the RESJ and PPPSA, and discuss/consider the implementation of the recommendations.
- Begin process to update the Housing Element and related General Plan elements with a robust public outreach and education process to inform the community of the policy challenges the Town will be facing (e.g., regional housing needs allocation).
- Hire a DPW Director or agree to a share services model to provide similar services.
- Begin construction of Pavilion seismic retrofit project.
- Continue to repair sidewalks downtown.
- Establish Community Emergency Preparedness Committee.
- Explore uses for outdoor public spaces downtown, including connecting the East and West sides of downtown.
- Finalize and implement a Tree Maintenance Plan.
- Continue pedestrian trail improvements.
- Adopt a short-term rental ordinance.
- Explore prohibition on new gas stations.

TOWN ACCOMPLISHMENTS 2020-2021
(Approx. Jan. 2020 to April 2021)

The updated list will be distributed prior to the Council meeting.

Note: List of ordinances and resolutions adopted by the Town Council is contained in Appendix A-9.



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	18,000	18,015	18,000	18,000	18,000
492 WORKERS COMP	753	712	745	800	681
493 RETIREMENT	1,046	1,061	924	1,100	1,002
494 MEDICARE	241	238	249	250	249
496 PERS UAL/SIDEFUND	1,952	2,225	2,478	2,747	1,608
SUBTOTAL PERSONNEL	21,992	22,250	22,396	22,897	21,541

OPERATING EXPENSES

813 OFFICE SUPPLIES	-	-	100	-	100	
815 PRINTING	-	-	100	-	100	
822 PROFESSIONAL SERVICES	SEE NOTE	2,032	3,294	2,200	750	2,200
842 SPECIAL DEPT SUPPLIES		391	772	500	100	500
861 BUS.MEET/CONF.	SEE NOTE	2,888	3,251	5,500	2,500	5,500
862 DUES & SUBSCRIPTIONS		-	-	500	-	500
890 MISCELLANEOUS	SEE NOTE	-	-	2,000	-	10,000
SUBTOTAL OPERATING		5,311	7,317	10,900	3,350	18,900

TOTAL DEPARTMENT APPROPRIATION

27,303	29,568	33,296	26,247	40,441
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Allocation of Positions:

Councilmembers	5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

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



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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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	158	149	156	149	48
493 RETIREMENT	135	180	255	192	278
494 MEDICARE	52	51	52	52	48
495 FICA/PTS				-	
SUBTOTAL PERSONNEL	3,945	3,980	4,062	3,993	3,974

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	-	600
862 DUES & SUBSCRIPTIONS		190	155	-	150
SUBTOTAL OPERATING	-	190	855	-	850

TOTAL DEPARTMENT APPROPRIATION 3,945 4,170 4,917 3,993 4,824

Allocation of Positions:

TOWN TREASURER 1.00 1.00 1.00 1.00 1.00

Total Full Time Equivalent Employees 1.00 1.00 1.00 1.00 1.00

NOTES:



Town of Fairfax

2021-22 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 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
Actual	Actual	Adopted	Projected	PROPOSED

PERSONNEL

401 REGULAR SALARIES	131,531	138,828	144,093	144,093	141,584
415 ACCRUED LEAVE CASHOUT	4,480	4,614	2,461	2,461	6,032
421 TEMP EMPLOYEES	-	-	-	-	-
491 HEALTH INSURANCE	21,141	21,267	19,810	19,810	24,781
492 WORKERS COMP	5,557	5,410	6,007	5,410	5,543
493 RETIREMENT	13,618	17,814	15,075	15,075	16,592
494 MEDICARE	1,832	1,920	2,007	2,007	2,025
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	7,228	8,292	9,234	10,237	5,994
611 ALLOWANCES	3,816	3,822	3,960	3,960	2,376
SUBTOTAL PERSONNEL	189,203	201,967	202,647	203,054	204,927

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	400	-	400
711 OFFICE EQUIP MAINT.	-	-	100	-	100
731 BLDG-GROUNDS MAINT.	2,330	2,389	4,223	2,685	3,727
801 WATER	619	650	450	631	450
802 POWER	1,180	1,011	800	839	800
804 TELEPHONE	2,202	2,128	1,500	1,921	1,500
811 POSTAGE	567	367	400	684	400
813 OFFICE SUPPLIES	842	446	700	1,143	700
821 OUTSIDE SERVICES	-	-	-	-	-
822 PROFESSIONAL SERVICES	213	98	350	-	350
861 BUS.MEET/CONF.	3,111	1,827	2,500	952	2,500
862 DUES & SUBSCRIPTIONS	2,193	3,540	3,000	2,389	3,000
871 LIAB & PROP INSURANCE	-	-	-	-	-
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	13,256	12,457	14,423	11,244	13,927

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

202,459 214,424 217,070 214,297 218,854

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	-	-	-	-	-
Total Full Time Equivalent Employees	0.85	0.85	0.85	0.85	0.85

NOTES:

862 ICMA/CMMF/+

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, while the Deputy Town Clerk/ 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 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 also includes Communications and Internet Technology (IT).

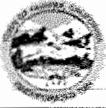
The department has been comprised of one person since the elimination of a shared administrative assistant position in 2006. This year the Communications Specialist position is moving to the department from the Recreation Department Fund 01-621.

Accomplishments in 2020-21

- Embraced the new virtual arena and hosted Town Council meetings on zoom, and more than doubled the number of meetings
- Coordinated remote work capacity of staff
- Implemented new document management software
- Implemented and coordinated technology enhancements and security with IT consultants, and vendors, including rollout of new computers
- Coordinated the online and print updates to the Town Code
- Administered the November 2020 election for three Town Council seats
- Collaborated with County Elections to implement and publicize the first ballot drop box in Fairfax, expanded voting days and hours, and safety protocols
- Enhanced the website through frequent updates to content and form
- Improved resiliency and responsiveness of Town in times of high-volume communication needs (wildfires, planned power shutdowns, pandemic)
- Published weekly Town newsletter (increased from bi-monthly)
- Sustained weekly town-wide communications for Volunteers & Recreation
- Managed all social media accounts for the Town
- Redesigned and published two Fairfax Recreation catalogs
- Supported online registration for Recreation camps & classes.
- Created Fairfax Craft Fair online listings for vendors; promoted popups
- Supported the 1 to 1 Volunteer Program's communications and user survey
- Published Age Friendly Fairfax 5-Year Progress Report, in addition to monthly online newsletters and listings
- Transitioned to a new survey platform

Goals for 2021-22

- Continue to collaborate on technology enhancements with IT consultants, staff, and vendors to better serve the community
- Continue to improve and adapt the Town website to enhance community engagement and serve as a community resource
- Upgrade Women's Club audio/visual equipment to provide in-person meetings with virtual capacity and prepare for transition from all-virtual meetings
- Increase online registration options
- Implement online fee processing
- Expand communication sign ups to reach all households
- Expand communication support to boards and commissions
- Increase social media presence



Town of Fairfax

2021-22 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

The Town Clerk's office administers local elections; carries out local filing officer duties under the Political Reform Act, maintains the Town Code and custody of the Town Seal; prepares Town Council meeting agenda packets, notices public hearings, keeps official minutes of Council meetings; authenticates official Town records, receives summons, claims, and appeals related to the Town, administers the Oath of Office, and responds to public records requests. This department is responsible for the Town website and Town communications materials. The Communications Specialist position has been moved to the Town Clerk department from the Recreation Department Fund 01-621, to better reflect the job responsibilities serving all departments. The Town Clerk is an elected position without compensation. The current Town Clerk holds the staff position of Deputy Town Clerk/Assistant to the Town Manager.

DEPARTMENT SUMMARY

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES		100,825	74,797	101,461	110,000	122,038
411 REG PART-TIME SALARIES	SEE NOTE		26,174	5,000	-	64,676
415 ACCRUED LEAVE CASHOUT			1,586	2,047	-	5,867
421 TEMP EMPLOYEES		37,879	448		-	
491 HEALTH INSURANCE		26,473	26,332	27,116	25,385	30,086
492 WORKERS COMP		4,379	4,130	4,407	4,130	7,158
493 RETIREMENT		9,194	6,261	7,529	7,800	14,433
494 MEDICARE		1,872	1,429	1,473	1,595	2,633
496 PERS UAL/SIDEFUND		-	-	-	-	-
611 ALLOWANCES		360	635	360	945	1,560
SUBTOTAL PERSONNEL		180,982	141,791	149,393	149,855	248,451

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT					-	
731 BLDG-GROUNDS MAINT.		2,320	2,415	4,263	2,685	3,746
801 WATER		-	-		-	
804 TELEPHONE		949	819	500	750	500
811 POSTAGE		545	400	500	630	500
813 OFFICE SUPPLIES		727	528	500	680	500
814 LEGAL ADS		876	983	400	140	400
821 OUTSIDE SERVICES	SEE NOTE	5,820	5,732	5,000	4,500	5,000
822 PROFESSIONAL SERVICES	SEE NOTE	15,733	19,526	20,000	16,300	20,000
842 SPECIAL DEPT SUPPLIES		94	38	100	60	100
861 BUS.MEET/CONF.		376	64	100	200	100
862 DUES & SUBSCRIPTIONS		-	-	200	-	200
SUBTOTAL OPERATING		27,439	30,505	31,563	25,945	31,046

TOTAL DEPARTMENT APPROPRIATION

208,421	172,296	180,956	175,800	279,497
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Allocation of Positions:

DEPUTY TOWN CLERK / ASST TO TOWN MGR	1.00	0.75	1.00	1.00	1.00
MARKETING & COMMUNICATIONS SPECIALIST					0.50
PT DEPUTY TOWN CLERK/MGMT ANALYST	-	0.25	-		
ADMINISTRATIVE ASSISTANT PT	0.06		0.06		

Total Full Time Equivalent Employees

1.06	1.00	1.06	1.00	1.50
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NOTES:

- 821 Website platform; Survey Monkey; Constant Contact
- 822 Town Code updates; Minutes Clerk



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	32,639	34,152	34,960	33,762	34,808
411 REG PART-TIME SALARIES	9,014	11,335	9,622	21,459	11,900
415 ACCRUED LEAVE CASHOUT	1,383	1,424	927	-	1,673
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	738	746	5,105	4,774	6,257
492 WORKERS COMP	1,754	1,704	1,883	1,883	1,837
493 RETIREMENT	4,032	4,709	3,638	5,803	4,089
494 MEDICARE	580	303	629	755	674
495 FICA/PTS	-	-	360	-	450
496 PERS UAL/SIDEFUND	-	-	-	-	-
611 ALLOWANCES	72	123	36	153	592
SUBTOTAL PERSONNEL	50,211	54,495	57,160	68,589	62,280

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	1,020	500	-	500
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES	SEE NOTE	17,578	16,752	18,500	8,471
822 PROFESSIONAL SERVICES	-	-	-	-	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	506	517	650	112
861 BUS.MEET/CONF.	75	-	800	-	800
862 DUES & SUBSCRIPTIONS	-	-	400	-	400
890 MISCELLANEOUS	-	-	-	-	-
SUBTOTAL OPERATING	19,325	18,288	20,850	8,583	70,850

TOTAL DEPARTMENT APPROPRIATION

69,536 72,784 78,010 77,172 133,130

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.30 0.30 0.30 0.30 0.30

NOTES:

- 821 Preemployment services, Attorney Fees & HR Consultant; \$50,000 for recruitment firm for DPW director and Town Manager
- 842 Staff recognition

FINANCE DEPARTMENT

2020-21 ACCOMPLISHMENTS:

- Completed process to refinance lease financing to save interest and refinance most of the remaining CalPERS UAL pension debt. Issue closed 9/29/20. The interest rate dropped from 5.4% on the previous lease refinancing and 7.0% on the CalPERS UAL to an interest rate of 3.45% (3.66% APR). The calculated cash flow savings from the refinancing is \$4,280,615.
- Implementation of **Tyler Incode** financial software which “went live” in July, 2020.
 1. Worked with Tyler project personnel to develop system specifications for processes and departments. Completed 222-line item task schedule
 2. Worked with consultants to implement revised chart of accounts
 3. Began processing with new modules include General Ledger, Accounts Payable, Purchase Orders, Project Accounting, Payroll, Employee benefits and Fixed Assets.
 4. Successfully processed payrolls, payroll tax deposits; payroll reports in-house and automated CalPERS reporting.
 5. Worked with Tyler personnel to convert building permits and inspections to Incode software.
 6. Participated in numerous training sessions providing fundamentals, power user and end-user training.
- Prepaid current PERS UAL liability savings in July, 2020 saving \$10K+ in interest costs.
- Recruited hired and trained PT Accountant to replace retiring accountant.
- Special accounting projects including supporting exhibits for Measure F committee and Open Space committee, FEMA Covid accounting.

FINANCE DEPARTMENT

FY 2021-22 GOALS AND OBJECTIVES:

- Continued implementation of Tyler Incode accounting software program modules including fixed assets, project accounting, CAFR software (for financial reports), cashiering, and budgeting.
- Work with Building & Planning Department to implement systems for building-deposits and revenue tracking.
- Assist in training of Incode end-users.
- 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
 - Add web-based process for permitting to extend Social Distancing measures



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	119,039	122,610	144,815	126,131	144,176
411 REG PART-TIME SALARIES	44,008	60,009	46,792	104,768	59,500
415 ACCRUED LEAVE CASHOUT	5,723	5,895	3,655	-	6,013
421 TEMP EMPLOYEES	2,265	6,605	2,855	1,314	5,000
491 HEALTH INSURANCE	24,813	24,289	22,435	20,327	25,207
492 WORKERS COMP	7,551	7,408	8,037	8,037	7,972
493 RETIREMENT	15,768	16,845	14,702	20,333	14,912
494 MEDICARE	2,310	1,055	2,686	3,249	2,937
495 FICA/PTS	64	1,140	2,495	2,495	2,988
496 PERS UAL/SIDEFUND	5,873	6,742	7,507	8,322	4,873
611 ALLOWANCES	324	797	324	1,120	1,964
SUBTOTAL PERSONNEL	227,737	253,394	256,303	296,098	275,542

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
711 OFFICE EQUIP MAINT.			300	-	300
731 BLDG-GROUNDS MAINT.	2,320	2,415	4,263	2,169	3,746
804 TELEPHONE	838	819	1,000	652	1,000
811 POSTAGE	545	392	800	635	800
813 OFFICE SUPPLIES	1,678	1,887	1,700	2,870	1,700
815 PRINTING	54	-	500	-	500
821 OUTSIDE SERVICES	5,262	6,638	9,000	1,285	9,000
822 PROFESSIONAL SERVICES	40,191	31,961	85,000	59,169	85,000
861 BUS.MEET/CONF.	202	-	500	-	500
862 DUES & SUBSCRIPTIONS	143	360	1,000	393	1,000
890 MISCELLANEOUS	78	35	2,000	69	2,000
SUBTOTAL OPERATING	51,310	44,506	106,063	67,243	105,546

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

279,047 297,900 362,366 363,341 381,088

Allocation of Positions:

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

Total Full Time Equivalent Employees

1.50 1.50 1.70 1.70 1.70

NOTES:

821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Assistance with implementaion of accounting software

822 Merchant fees, bank analysis; Contract revenue analysis (sales & property tax; TOT) Software licenses; GovInvest (GASB 75 actuarial)

Planning & Building Services

2020-2021 Accomplishments

- Covid-19 crisis response, including:
 - Building Permit and Planning work and permit processing with respect to State Stay At Home Orders
 - Remote work
 - Temporary Outdoor Use business permitting
 - Public information
 - Virtual meeting platform adoption and implementation
 - Covid-19 complaint enforcement
 - Town Hall in-person services under Covid protocols
- Permits and Zoning Enforcement 2020-to-date (level equivalent or higher than prior year)
 - 6 Use Permits, 4 Variances, 10 Design Reviews, 5 Hill Area Residential Developments, 4 Encroachment Permits, 5 Excavation Permits, 6 Tree Permits
 - Approved 9 ADU's/ 1 JADU
 - Approved Town's first live-work development - 14 units
 - 448 construction permits, \$12,240,748 in valuation
 - 97 Residential Resale Inspection reports
 - 33 Code Enforcement complaints + 13 Covid enforcement complaints
 - 35-50+ requests for information and planning services per day.
- GIS digitization and georeferencing:
 - Town General Plan Visual Resources – Zoning Ordinance Ridgeline Scenic Corridors: multiple diagrammatic products
 - Diagrammatic products including public parcels, fire hazard, historic study areas, spotted owl protection, roads and trails, zoning
- Planning Commission
 - Ridgeline Scenic Corridor zoning map (10 hearings to date)
 - Objective Design and Development Standards: draft toolkit pending, public outreach, historic (2 meetings and subcommittee review)
 - Conducted public hearings and reviewed on 15 projects involving 40 discretionary permit applications, including 5 new houses
- Housing Element Work Program:
 - Planning Commission work program development
 - Housing consultant request for proposals and consultant selection
 - Initial outreach including website signup, informational articles
 - Historic consultant hired
 - Accessory Dwelling Units/Junior Accessory Dwelling Units promotional program initiated
 - Inclusionary Housing program initiated

2021-2022 Goals

- Initiate work on updates of Housing, Safety, and Land Use Elements, including work program and schedule, extensive public engagement, proactive housing strategies, and draft housing element
- Present draft Objective Design and Development Standards for public review, conduct public hearings, develop recommendations regarding adoption
- Improve public services functionality of Tyler Technologies for Planning and Building
- Recruit and hire a new Assistant Planner
- Process Marinda Heights



Town of Fairfax

2021-22 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 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
Actual	Actual	Adopted	Projected	PROPOSED

PERSONNEL

401 REGULAR SALARIES	260,323	268,283	274,895	274,895	274,895
411 REG PART-TIME SALARIES	19,997	35,027	30,000	25,000	30,000
415 ACCRUED LEAVE CASHOUT	2,717	2,798	9,880	9,880	9,880
421 TEMP EMPLOYEES	-	-	5,000	10,000	5,000
491 HEALTH INSURANCE	49,558	49,383	50,804	50,804	50,804
492 WORKERS COMP.	12,287	11,959	12,765	12,765	11,901
493 RETIREMENT	27,758	30,498	29,902	29,902	29,902
494 MEDICARE	3,745	4,121	4,266	4,266	4,266
495 FICA/PTS	592	1,191	1,222	1,222	1,222
496 PERS UAL/SIDEFUND	44,234	50,695	56,456	62,588	56,456
611 ALLOWANCES	720	3,518	720	720	720
SUBTOTAL PERSONNEL	421,931	457,473	475,910	482,042	475,046

SEE NOTE

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	2,448	2,514	4,337	2,685	3,000
802 POWER	590	505	450	430	450
804 TELEPHONE	1,861	1,801	1,500	1,166	1,500
811 POSTAGE	609	538	1,500	500	2,000
812 REPRODUCTION	-	47	1,000	547	10,000
813 OFFICE SUPPLIES	2,311	2,021	2,000	2,000	2,000
814 LEGAL ADS	719	449	1,500	1,000	1,500
815 PRINTING	342	-	2,000	1,500	2,000
821 OUTSIDE SERVICES	26,539	45,542	200,000	88,000	552,200
822 PROFESSIONAL SERVICES	7,206	4,847	5,000	16,000	15,000
842 SPECIAL DEPT SUPPLIES	3,903	-	2,000	1,500	1,500
861 BUS.MEET/CONF.	846	2,281	5,500	2,000	2,000
862 DUES & SUBSCRIPTIONS	194	5,595	5,500	7,333	5,000
SUBTOTAL OPERATING	47,567	66,142	232,287	124,662	598,150

SEE NOTE

SEE NOTE

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

469,497 523,615 708,197 606,704 1,073,196

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

Total Full Time Equivalent Employees

2.85 2.85 2.85 2.85 2.85

NOTES:	411 Planning Commission minutes / Zoning Tech & Intern
	814 Housing Element & zone changes updates
	821 Includes partially reimbursed outside services for HE update, ODDS, Inclusionary Hsg, and ADUs
	822 Televis, Zoom Planning Commission & Housing Element mtgs, GIS
	861 Marin Maps and MCEP fees



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	104,228	107,506	109,812	104,412	109,812
415 ACCRUED LEAVE CASHOUT	4,287	4,416	4,504	4,416	4,504
421 TEMP EMPLOYEES	-	-		-	
461 OVERTIME				-	
491 HEALTH INSURANCE	20,935	20,802	21,334	20,042	22,425
492 WORKERS COMP.	4,398	4,284	4,578	4,578	5,006
493 RETIREMENT	11,267	12,399	12,665	13,180	13,595
494 MEDICARE	1,453	1,511	1,530	1,475	1,536
496 PERS UAL/SIDEFUND	17,353	19,887	22,147	24,552	14,376
611 ALLOWANCES	270	664	270	709	720
SUBTOTAL PERSONNEL	164,191	171,468	176,840	173,364	171,974

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	321	-	321
722 VEHICLE MAINTENANCE	5,329	3,718	3,500	3,392	3,500
731 BLDG-GROUNDS MAINT.	2,311	2,428	2,000	2,685	2,000
802 POWER	590	505	500	420	500
804 TELEPHONE	1,861	1,801	1,500	1,618	1,500
811 POSTAGE	765	496	500	619	500
813 OFFICE SUPPLIES	1,041	620	1,200	802	1,200
821 OUTSIDE SERVICES	23,088	19,145	60,000	14,259	60,000
822 PROFESSIONAL SERVICES	6,180	1,120	5,000	-	5,000
861 BUS.MEET/CONF.	-	665	1,000	20	1,000
862 DUES & SUBSCRIPTIONS	310	325	500	-	500
SUBTOTAL OPERATING	41,475	30,823	76,021	23,815	76,021

TOTAL DEPARTMENT APPROPRIATION

205,666	202,291	252,861	197,179	247,995
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Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.00
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NOTES:	722 Fuel & upkeep on Building Official Vehicle
	821 Coastland Engineering plan check, Town Engineer
	822 Janitorial allocation; scanning building plans /relief building inspector
	861 Building official/ICBO meetings
	862 Professional membership renewals for Building Official

POLICE BUDGET MESSAGE

ORGANIZATION:

The department is budgeted for 16 full time positions. 11 sworn police officers and 5 non-sworn employees (4 dispatchers and 1 police service technician), and 7 part-time employees (1 police reserve, 1 police cadet, 1 PST and 4 part-time dispatchers).

The department is comprised of the following Classifications which in fiscal year are intended to be filled as follows.

- 1 Police Chief
- 1 Lieutenant
- 2 Sergeants
- 1 Corporal
- 6 patrol officers
- 1 frozen police officer position (unfilled since 10/2005)
- 4 dispatchers
- 1 police service technician
- 1 reserve police officers (part time /hourly as needed)
- 4 reserve dispatchers (part time/hourly as needed)
- 1 part-time Police Services Technician
- 1 part-time Police cadet

Total: 16 full-time employees (FTE's)
7 part-time reserve employees

While the classifications always remain the same, the filling of those positions is always fluid based on the needs of the organization and qualifications and capabilities of employees to fill these classifications.

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; Resolving community problems; Improving the quality of life.

FIELD EQUIPMENT/VEHICLE PURCHASES

The purchases of Police Department field equipment such as mobile laptops and vehicles is shown in Fund 03 Vehicle/Field Equipment" (pg. 57). The Department is purchasing a Hybrid marked police vehicle to replace an outgoing 2012 marked Police Vehicle that has outlived its service life. In addition, the car marked for replacement has been experiencing annual repairs costs that exceed the value of the vehicle.

2020–2021 ACCOMPLISHMENTS:

- Continued to receive a high rating on POST related Audits on Background Hiring Documents.
- Maintained healthy staffing levels and 24/7 operation throughout COVID-19 Pandemic.
- Obtained DOJ approval to initiate RIPA Data Stop process integration with current Sunridge RIMS Software before required reporting date of year 2023.
- Completed department wide daily policy training through use of Nixle KMS Daily Training Bulletin.
- Acquired and installed NICE Emergency 911, MERA Radio and non-emergency telephone logging recorder to comply with new DOJ requirements.

2021-2022 GOALS AND OBJECTIVES:

- Appoint and install a permanent Police Chief and bring the police department to full staffing levels.
- Complete all mandatory and elective training for police staff (delayed by COVID-19 constraints in 2020).
- Complete installation of the OES NG 9-1-1 Project in compliance with new DOJ requirements.
- Implement Sunridge RIMS Software and Internal Procedural process for collecting RIPA Stop Data and begin trial phase in reporting test data to DOJ.
- Continue to work with RESJ and RESJ PPPSA to understand Fairfax Police Department operations better.



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	356,472	373,730	399,031	335,000	381,118
402 SAFETY SALARIES	1,182,812	1,230,154	1,325,616	1,188,000	1,324,717
415 ACCRUED LEAVE PAYOUT	54,123	70,167	50,000	145,173	50,000
421 TEMP EMPLOYEES	85,121	94,223	75,000	139,000	100,000
461 OVERTIME	152,323	180,963	101,000	150,000	150,000
481 HOLIDAY PAY	80,441	85,873	82,602	74,174	78,908
491 HEALTH INSURANCE	220,155	234,700	249,565	251,389	261,907
492 WORKERS COMP.	73,598	73,598	73,598	73,588	69,892
493 RETIREMENT	237,695	227,537	273,483	273,000	257,719
494 MEDICARE	24,655	26,188	28,292	28,000	27,881
495 FICA/PTS	827	681	-	-	-
496 PERS UAL/SIDEFUND	556,766	638,219	689,717	722,381	461,345
497 OVERTIME REIMB	(1,600)	4,000	(15,000)	-	(15,000)
498 TUITION REIMB			10,000	10,000	10,000
611 ALLOWANCES	4,810	3,960	6,000	6,000	6,000
SUBTOTAL PERSONNEL	3,028,197	3,243,994	3,348,904	3,395,705	3,164,487

SEE NOTE
SEE NOTE

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	-	-	1.00	1.00	1.00
SERGEANT	3.00	3.00	2.00	2.00	2.00
DETECTIVE / JUVENILE OFFICER	-	-	-	-	-
CORPORAL	3.00	2.00	2.00	2.00	2.00
POLICE OFFICER	5.00	4.00	5.00	5.00	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

17.00 17.00 16.00 16.00 16.00

DISPATCHER, RESERVE	4.00	4.00	4.00	4.00	4.00
POLICE OFFICER, RESERVE	2.00	2.00	2.00	2.00	1.00
POLICE CADET	1.00	1.00	1.00	1.00	1.00
POLICE SERVICE TECH	1.00	1.00	1.00	1.00	1.00

NOTES:

496 See Fund 6 - Retirement for details; The Town refinanced the UAL which resulted in significant reduction in interest payments.

497 Reimbursible Overtime - Fairfax Festival \$9,100; Other \$5,900



Town of Fairfax

2021-22 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 411 POLICE

DEPARTMENT SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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OPERATING EXPENSES

631 COMM EQUIP REPLACE	-	999	7,000	-	7,000
711 OFFICE EQUIP MAINTENANCE SEE NOTE	757	-	1,500	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE SEE NOTE	34,799	37,558	33,000	33,000	68,000
721 FIELD EQUIP MAINTENANCE	348	1,146	1,000	1,000	1,000
722 VEHICLE MAINTENANCE	27,729	34,122	24,000	25,000	24,000
723 COMMUNICATION EQUIP MAINT	1,584	1,991	3,000	2,500	3,000
725 MERA DEBT SERVICE SEE NOTE	38,340	38,340	37,698	34,707	3,659
726 MERA MEMBERSHIP FEE	31,414	32,379	34,632	34,697	38,882
731 BLDG-GROUNDS MAINTENANCE	13,976	22,002	26,000	18,000	26,000
801 WATER	2,016	1,580	1,900	1,900	1,900
802 POWER	2,361	2,022	2,000	2,000	2,000
804 TELEPHONE	25,771	22,797	22,000	24,000	27,000
806 FUEL	21,074	21,017	18,000	20,000	18,000
811 POSTAGE	599	1,227	2,000	2,000	2,000
812 REPRODUCTION	2,585	3,282	4,000	4,000	4,000
813 OFFICE SUPPLIES	1,971	1,554	3,000	3,000	3,000
815 PRINTING	2,972	2,639	4,000	4,000	4,000
822 PROFESSIONAL SERVICES SEE NOTE	65,563	65,229	35,000	25,000	55,000
841 SMALL TOOLS	246	423	500	500	500
842 SPECIAL DEPT SUPPLIES	21,426	5,798	12,500	7,000	12,500
851 UNIFORM	18,939	22,711	19,200	18,600	19,200
861 BUS.MEET/CONF.	452	463	5,000	1,500	5,000
862 DUES & SUBSCRIPTIONS SEE NOTE	9,783	10,255	11,400	11,400	11,400
871 LIAB & PROP INSURANCE	-	-	-	-	-
883 P.O.S.T.	19,729	6,398	13,000	5,000	13,000
889 BOOKING FEES	402	-	3,000	-	3,000

SUBTOTAL OPERATING **344,833** **335,931** **324,330** **280,304** **354,541**

TOTAL DEPARTMENT APPROPRIATION **3,373,030** **3,579,925** **3,673,234** **3,676,009** **3,519,028**
 Original 3,785,049 3,613,154
 ▲ diff (109,040) (94,126)

NOTES:
711 Increase of \$35,000 due to Racial Identity and Profiling Act (RIPA) software & management
712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network and body cams.
725 Marin Emergency Services Costs are split with Public Works Dept 511 Note: MERA system debt paid off in FY21.
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). External Investigation professional services; Body cam maintenance
804 Increase of \$5,000 in pre MERA fiber system installation.



Town of Fairfax

2021-22 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 Mayor 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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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
8,279	7,470	14,000	20,000	14,300
6	129,755	1,000	-	1,000
-	3,000	3,600	1,258	3,600

SUBTOTAL OPERATING

8,286 140,225 18,700 21,258 19,000

TOTAL DEPARTMENT APPROPRIATION

8,286 140,225 18,700 21,258 19,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

- 821 Marin County Sheriff OES (\$4,300); disaster preparedness materials (\$5,000); and Neighborhood Resource Group (NRG) Coordinator (\$5,000); other
- 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.

FY2021-22 BUDGET:

The Ross Valley Fire Department operating budget for FY 2021-22 is approximately \$12.06M. The budget is primarily funded through member contributions (approx. \$10.8M), 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 \$96,000 or 4% from \$2,505,148 to \$2,601,413. The Town's contributions include the annual base contribution plus prior obligations of the JPA before Ross joined. 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.

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 2020-21 ACCOMPLISHMENTS:

Completed design on Scenic Rd. retaining wall.

Purchased and installed new BEARS playground equipment in Peri Park.

Installed ADA lift in the Women's Club.

Painted the interior of the Women's Club.

Assisted with the set up and closure of the Mono Parking lot and Mono Alley for outdoor public uses.

Assisted with the closure of public facilities due to COVID-19 restrictions and the reopening of public facilities.

Replaced Town Hall furnace and air conditioning with an energy efficient unit (i.e., heat pump).

Road repair in various locations around town.

Replaced dry-rotted portion of Pavilion steps.

PUBLIC WORKS ADMINISTRATION

FY 2021-22 GOALS AND OBJECTIVES:

- Hire a full-time Public Works Director
- Start construction on the Pavilion Seismic Retrofit Project
- Keep CIP projects on schedule



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES		87,962	87,962	73,062	73,062	258,957
411 REG PART-TIME SALARIES	SEE NOTES	6,641	6,641	37,750	16,686	-
415 ACCRUED LEAVE CASHOUT		3,669	3,669	2,732	2,307	4,517
421 TEMP EMPLOYEES		-	-	2,626		
491 HEALTH INSURANCE		14,402	14,402	14,124	11,402	16,774
492 WORKERS COMP.		5,494	5,494	5,321	4,880	3,677
493 RETIREMENT		9,172	9,172	10,209	9,049	11,164
494 MEDICARE		1,226	1,226	1,778	988	1,346
495 FICA/PTS		-	-	1,148	-	
496 PERS UAL/SIDEFUND		7,290	7,290	9,309	10,320	6,042
611 ALLOWANCES		198	198	90	178	1,428
SUBTOTAL PERSONNEL		136,054	136,054	158,149	128,873	303,905

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE		-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE		136	136	134	124	134
804 TELEPHONE		-	-	500	-	500
811 POSTAGE		571	571	400	234	400
813 OFFICE SUPPLIES		-	-	308	-	308
815 PRINTING		-	-	100	-	100
821 OUTSIDE SERVICES	SEE NOTES	45,885	45,885	45,000	41,881	45,000
822 PROFESSIONAL SERVICES	SEE NOTES	5,677	5,677	21,500	4,131	21,500
823 STORMWATER POLLUTION	SEE NOTES	27,361	27,361	33,000	33,000	32,000
842 SPECIAL DEPT SUPPLIES		715	715	1,000	-	1,000
861 MTGS/TRAVEL		24	24	-	-	
890 MISCELLANEOUS	SEE NOTES	-	-	2,000	-	2,000
SUBTOTAL OPERATING		80,369	80,369	104,042	79,370	103,042

TOTAL DEPARTMENT APPROPRIATION

216,422 216,422 262,191 208,242 406,947

Allocation of Positions:

PUBLIC WORKS DIRECTOR						1.00
TOWN MANAGER/PW DIRECTOR	0.30	0.30	0.30	0.30	0.30	0.30
CONSULTING ENGINEER/PROJECT MANAGER (PT)		0.42	0.42	0.42	0.42	0.42
BUILDING OFFICIAL/PW MANAGER	0.25	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 1.97

NOTES:	401 For FY21-22, the full cost of a DPW director is allocated to DPW admin; est. costs \$165k; assume start date in Sept.
	821 Consulting PW Project Mgr, Outside Eng services; MTC-PTAP (\$3,000), IWOQ, StreetSaver
	822 Includes one-half Fairfax share of annual Marin Map (\$3,000)
	823 MCSTOPPP Fee (\$25,000) , 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

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	124,174	143,553	174,612	152,381	152,996
415 ACCRUED LEAVE CASHOUT	-	-		1,707	
411 REG PART-TIME SALARIES [PT PW DIR]	-	-	15,000	-	-
421 TEMP. EMPLOYEES				-	
461 OVERTIME	4,069	1,718	-	1,097	-
491 HEALTH INSURANCE	31,235	32,171	31,635	31,383	33,273
492 WORKERS COMP.	7,213	6,941	7,459	6,941	5,810
493 RETIREMENT	12,337	16,020	17,826	18,732	18,961
494 MEDICARE	1,679	2,008	2,493	2,140	2,144
495 FICA/PTS	-	-	911	-	-
496 PERS UAL/SIDEFUND	20,576	23,595	26,276	29,130	17,056
497 OVERTIME REIMBURSABLE SEE NOTE	-	-	(1,000)	-	
611 ALLOWANCES	675	1,331	956	1,425	1,425
SUBTOTAL PERSONNEL	201,959	227,336	276,168	244,935	231,665

OPERATING EXPENSES

641 EQUIPMENT RENTAL	-	-	500	-	500
721 FIELD EQUIP MAINTENANCE	113	1,140	500		500
722 VEHICLE MAINTENANCE	10,552	9,677	12,500	16,572	12,500
723 COMMUNICATION EQUIP MAINT	-	-	500	-	500
725 MERA DEBT SERVICE	8,890	8,777	8,722	7,937	846
726 MERA MEMBERSHIP FEE	7,269	7,492	8,013	8,722	8,997
731 BLDG-GROUNDS MAINTENANCE	564	13,034	-	13,036	733
802 POWER	-	-	1,500	-	1,500
803 DUMP FEES	133	96	300		300
804 TELEPHONE	1,235	1,259	1,000	1,185	1,000
806 FUEL	17,609	16,491	18,000	15,018	18,000
813 OFFICE SUPPLIES	9	305	500	356	500
821 OUTSIDE SERVICES SEE NOTE	36,702	35,744	58,000	11,963	55,000
841 SMALL TOOLS	893	1,208	-	1,167	-
842 SPECIAL DEPT SUPPLIES SEE NOTE	30,504	34,737	42,000	32,499	42,000
851 UNIFORM	956	956	956	956	956
861 TRAVEL/TOLLS	-	-	200	18	200
SUBTOTAL OPERATING	115,430	130,918	153,191	109,432	144,032

TOTAL DEPARTMENT APPROPRIATION

	317,389	358,254	429,359	354,367	375,697
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Allocation of Positions:

CONSULTING PW DIRECTOR PT	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	2.25
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NOTES: 497 Overtime charged to Festival Fund for annual festival.
 Maint Worker I - 50% of full-time worker + part-timer
 821 Outside labor for right-of-way clearing & Biennial street markings; Engineering Services; tree trimming
 inhouse contract services for maint of pavement sections (diggouts), 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

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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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

47,446	73,763	50,000	51,764	52,000
18,386	13,115	40,000	18,998	25,000
30,390	17,519	20,000	12,626	20,000

SUBTOTAL OPERATING

96,223 104,397 110,000 83,389 97,000

TOTAL DEPARTMENT APPROPRIATION

96,223 104,397 110,000 83,389 97,000

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

2021-22 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **513 FEDERAL STIMULUS FUNDS**

ACTIVITY DESCRIPTION

Funding of approx. \$1.8 million in Federal assistance . Eligible uses include, but are not limited to, business & renter assistance; water & sewer infrastructure, reimbursement for loss Town revenue, and homelessness. The Council will conduct a special workshop to discuss the allocation of funding. The funds do NOT need to be allocated prior to receiving the funds from the State (State distributes funds on behalf of the Feds). However, the Town can only use the funds for eligible expenses. Funds must be obligated in 3 yrs and spent within 5 yrs.

DEPARTMENT SUMMARY

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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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

			-	

SUBTOTAL OPERATING

- - - - -

TOTAL DEPARTMENT APPROPRIATION

- - - - -

Allocation of Positions:

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

NOTES:

PARKS MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .25 Maintenance Worker I

Total = 1.25 FTE

Staff maintains all the Town owned parks, parking lots, and landscaped areas. Repairs park equipment as needed. Assists with Town sponsored events such as the Fairfax Festival. Provides assistance to the streets division as needed.

ACCOMPLISHMENTS/GOALS

See the DPW administration narrative



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	97,406	102,680	106,055	100,995	104,870
411 REG PART-TIME SALARIES	-	-	-	200	-
415 ACCRUED LEAVE CASHOUT	-	-	-	-	-
461 OVERTIME	3,217	194	-	252	-
491 HEALTH INSURANCE	34,963	34,732	35,677	34,084	37,829
492 WORKERS COMP.	4,804	4,581	4,928	4,928	3,869
493 RETIREMENT	9,650	10,622	10,954	11,436	11,627
494 MEDICARE	1,372	1,401	1,647	1,380	1,433
495 FICA/PTS	-	-	574	-	574
496 PERS UAL/SIDEFUND	11,418	13,078	14,565	16,147	9,454
611 ALLOWANCES	450	713	900	750	1,350
SUBTOTAL PERSONNEL	163,280	168,000	175,300	170,171	171,006

OPERATING EXPENSES

641 EQUIPMENT RENTAL	300	-	500	-	500
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801 WATER	23,577	29,245	20,000	25,481	20,000
802 POWER	1,805	2,084	2,300	1,791	2,300
821 OUTSIDE SERVICES	35,402	51,539	35,000	43,000	35,000
841 SMALL TOOLS	94	-	1,000	538	1,000
842 SPECIAL DEPT SUPPLIES	18,462	8,471	15,000	6,603	15,000
851 UNIFORM	638	638	638	638	638
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	80,278	91,977	75,938	78,051	75,938

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

243,558 259,977 251,237 248,222 246,943

Allocation of Positions:

CONSULTING PW DIRECTOR	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 II					
MAINT. WORKER I	0.50	0.50	0.50	0.50	0.50

SEE NOTE

Total Full Time Equivalent Employees

1.63 1.63 1.63 1.63 1.50

NOTES: 821 Tree trimming and replacement of sidewalk trees.
 Maintenance of Peri park redwoods
 Trail Maintenance

FAIRFAX RECREATION AND COMMUNITY SERVICES

ORGANIZATION:

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

- 1 Recreation and Community Service (RCS) Manager (.5 FTE)
- 1 Events & Volunteers (E&V) Coordinator (.5 FTE)
= 1.5 FTE hourly/ part-time employees.
- The Communication & Marketing Specialist has been transferred to the Town Clerk Department

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

The RCS Manager oversees the department including classes, Pavilion rentals and programs, park projects, and youth and senior recreational programs/activities. The 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 F and the General Fund we are able to establish high quality and affordable events and programs for the community.

2020-21 ACCOMPLISHMENTS:

RECREATION & COMMUNITY SERVICES

- Created content and oversaw publication of two Fairfax Recreation catalogs in new magazine format, with information encompassing entire town activities and updates.
- Reinvented summer camp programming to meet covid protocols for school aged youth and middle school Counselor-In-Training students.
- Opened up the Pavilion for the Flying Dutchman Gymnastics to offer classes.
- Opened outdoor music pods for toddlers with local musician Dani Levy.
- Continued Age Friendly free classes: online yoga six times a week, in person dance classes on Contratti field, outdoor yoga with proceeds going towards social justice programs; attended Age Friendly monthly meetings.
- Celebrated our 90+ residents with gift baskets procured by local businesses and delivered in person by the Age Friendly Fairfax team.
- Continued rotating art exhibit at the Parkade parking lot.
- Held virtual holiday events such as Fairfax Craft Fair, Wreathmaking and Egg Hunt baskets with curbside pick up.
- Continued to support the Artist-in-Residence Collaborative and supported Pop up events and online art show.
- Provided staff support to the Racial Equity Social Justice Committee (RESJ) and the Police Practices and Public Safety Alternatives subcommittee (PPPSA).
- Selected Bear Playgrounds for Peri Park renovations and installed the new playground structures.
- Expanded vegetation management program to 7 chipper day drop off events and increased pick up program to entire Town.
- Continued to provide support for trails programs via the Fairfax Volunteers and recruit more volunteers.
- Launched 1 to 1 Volunteer Donation Match to meet the needs of community and supported program with over 100 PPE masks and hand sanitizer to volunteers.
- Supported Covid19 sanitation measures: created signage, researched new cleaning services, and secured a public portable restroom.

FY 2021-22 GOALS AND OBJECTIVES:

RECREATION & COMMUNITY SERVICES

- Develop content and oversee two Fairfax Recreation catalogs
- Continue to offer in-person and online programming options, including summer camps
- Support RESJ and PPPSA
- Continue to advance Age Friendly Fairfax and Artist in Residence Collaborative
- Establish permanent Skate Park in Town
- Build stationary fitness equipment in Peri Park
- Re-paint mural on Merwin Street and Bank Street
- 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

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

411 REGULAR PT SALARIES	21,370	21,966	21,071	22,275	50,286
415 ACCRUED LEAVE CASHOUT					
491 HEALTH/LIFE INS	750	1,500	750	1,041	75
492 WORKERS COMP	729	819	873	819	923
493 RETIREMENT	2,310	2,533	2,430	2,818	3,130
494 MEDICARE	285	288	292	293	341
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	2,793	3,201	3,565	3,952	2,314
611 ALLOWANCES	-	263		300	300
SUBTOTAL PERSONNEL	28,236	30,570	28,982	31,498	57,369

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	150	-	150
801 WATER	200	199	200	199	200
804 TELEPHONE	296	285	700	259	700
811 POSTAGE	329	482	400	521	400
813 OFFICE SUPPLIES	1,417	717	500	817	500
842 SPECIAL DEPT SUPPLIES	5,327	4,412	5,000	2,925	5,000
SUBTOTAL OPERATING	7,569	6,094	6,950	4,720	6,950

TOTAL DEPARTMENT APPROPRIATION

35,805 36,664 35,932 36,218 64,319

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
411 Includes \$25,000 for shared sustainability coordinator with San Anselmo



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	14,812	18,936	18,576	15,941	22,791
411 REGULAR PT SALARIES	21,613	21,966	18,622	22,743	18,622
415 ACCRUED LEAVE CASHOUT	-	-	750	-	-
491 HEALTH INSURANCE	4,136	3,402	3,471	4,059	4,460
492 WORKERS COMP	1,337	1,416	1,517	1,517	1,511
493 RETIREMENT	4,501	4,339	4,290	4,823	5,127
494 MEDICARE	494	505	507	511	557
496 PERS UAL/SIDEFUND	5,299	2,789	6,757	7,491	4,386
611 ALLOWANCES	-	263		301	
SUBTOTAL PERSONNEL	52,192	53,615	54,490	57,386	57,454

OPERATING EXPENSES

811 POSTAGE	-	-	200	-	
813 OFFICE SUPPLIES	-	-	120	-	
821 OUTSIDE SERVICES	-	-		-	
878 FAIRFAX ARTS & CULTURE COLLAB	SEE NOTE	9,853	7,008	7,000	11,741
881 SPECIAL SERVICES	SEE NOTE	1,903	1,141	1,200	1,070
SUBTOTAL OPERATING		11,756	8,149	8,520	12,811

TOTAL DEPARTMENT APPROPRIATION

63,948 61,764 63,010 70,196 65,654

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.55 0.55 0.55 0.55 0.55

NOTES:

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
878 Fairfax Arts & Culture Collaborative					
- Artist in Residence	3,688	2,146	3,000	4,000	3,000
- Fairfax Theater Co	3,556	3,522	3,500	3,177	3,500
- Art Collaboration Activities	2,609	1,340	500	4,564	500
881 Special Services					
- Easter egg hunt	485		400		400
- English Tea			400		400
- Holiday/Special Events	1,418	1,141	400	1,421	400

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



Town of Fairfax

2021-22 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 and committee work for the town/community. Fairfax Recreation and Community Services's (RCS) mission is to improve community services and activities for youth, adults, and senior as well as enhance utilization of our buildings and parks within our budgetary resources.

DEPARTMENT SUMMARY

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

411 REGULAR PT SALARIES	65,809	65,809	105,780	112,103	62,975
415 ACCRUED LEAVE CASHOUT	-	-	3,000	-	-
491 HEALTH/LIFE INS	2,998	2,998		2,571	1,500
492 WORKERS COMP.	2,464	2,464	4,419	4,419	2,336
493 RETIREMENT	-	-	7,481	9,074	4,868
494 MEDICARE	973	973	1,477	1,532	862
495 FICA/PTS	2,206	2,206	3,820	-	-
611 ALLOWANCES	-	-		1,133	600
SUBTOTAL PERSONNEL	74,451	74,451	125,977	130,831	73,141

OPERATING EXPENSES

804 TELEPHONE	2,735	2,735	840	1,824	840
805 CABLE				-	
821 OUTSIDE SERVICES	6,921	6,921	10,000	2,000	5,000
822 PROFESSIONAL SERVICES	400	400	-	1,763	-
842 SPECIAL DEPT SUPPLIES	9,412	9,412	3,000	3,000	3,000
843 SENIOR PROGRAMS	12,750	12,750	15,000	15,000	15,000
861 MEETING/CONF & TRAVEL	-	-	200	-	200
881 SPECIAL SERVICES	8,453	8,453	9,000	4,496	10,000
890 MISCELLANEOUS	330	330	800	830	800
SUBTOTAL OPERATING	41,001	41,001	38,840	28,914	34,840

TOTAL DEPARTMENT APPROPRIATION

	115,452	115,452	164,817	159,745	107,981
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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	0.50	-

Total Full Time Equivalent Employees

	1.00	1.00	1.13	1.50	0.63
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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 outdoors at Womens Club, Pavilion, and Community Center and online
- 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 F.



Town of Fairfax

2021-22 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
 Other summer camp activities include Art & Nature camp

DEPARTMENT SUMMARY

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

411 REGULAR PT SALARIES		7,039	3,056		4,650
492 WORKERS COMP.			-		-
494 MEDICARE		102	100		67
495 FICA/PTS		264	300		174
492 WORKERS COMP.			-		-
SUBTOTAL PERSONNEL	-	7,405	3,456	-	4,892

OPERATING EXPENSES

821 OUTSIDE SERVICES	SEE NOTE	3,600	2,350	1,300		300
822 PROFESSIONAL SERVICES		705	425			
842 SPECIAL DEPT SUPPLIES		2,319	2,476	750	1,613	1,474
890 MISCELLANEOUS		-	-	70		134
SUBTOTAL OPERATING		6,624	5,251	2,120	1,613	1,908

TOTAL DEPARTMENT APPROPRIATION 6,624 12,656 5,576 1,613 6,800

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00

NOTES:

821 Expenses are offset by tuition fees & donations
 - Camp Fairfax Staffing - RCS Manager, 2 Counselors, Specialty teacher

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

	FY22
- Camp Fairfax (10 campers for 3 weeks)	11,520
- Art & Nature Camp	3,900
	15,420





Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

401 REGULAR SALARIES	13,013	14,222	14,647	14,467	15,318
421 TEMP LABOR	-	-		-	
415 ACCRUED LEAVE CASHOUT	527			-	
461 OVERTIME	5,939	97		-	
491 HEALTH INSURANCE	513	5,927	6,096	6,230	6,613
492 WORKERS COMP.	944	555	598	598	572
493 RETIREMENT	175	1,006	1,043	1,197	1,192
494 MEDICARE	-	186	200	190	200
611 ALLOWANCES	75	206	140	242	212
SUBTOTAL PERSONNEL	21,186	22,200	22,724	22,923	24,107

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	SEE NOTE	20,271	25,747	42,304	25,776	36,001
801 WATER		1,445	3,314	800	1,061	800
802 POWER		2,081	2,056	1,650	2,761	3,000
803 SANITARY		-	-	-	-	-
804 TELEPHONE		517	571	400	280	400
821 OUTSIDE SERVICES		-	605	500	-	500
822 PROFESSIONAL SERVICES	SEE NOTE	9,625	9,625	23,851	12,467	9,000
841 SMALL TOOLS		-	-		-	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	1,759	2,509	6,000	1,319	6,000
851 UNIFORM		106	106	106	142	106
SUBTOTAL OPERATING		35,804	44,534	75,611	43,805	55,808

TOTAL DEPARTMENT APPROPRIATION

	56,990	66,734	98,335	66,728	79,915
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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 and increase from 3 days to 5 days per week service
- 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

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

491 HEALTH INSURANCE				-	
491 RETIREE HEALTH BENEFITS SEE NOTE	65,059	68,810	76,475	76,475	81,063
492 WORKERS COMP ADJ	(14)	(3,202)		(12,643)	
493 RETIREMENT/PARS		8,834		11,854	12,000
SUBTOTAL PERSONNEL	65,045	74,442	76,475	75,685	93,063

OPERATING EXPENSES

821 OUTSIDE SERVICES				-	
822 PROFESSIONAL SERVICES SEE NOTE	222,076	230,999	267,000	250,000	259,772
842 SPECIAL DEPT SUPPLIES	1,186	953	4,000	307	4,000
871 LIAB & PROP INSURANCE	155,859	151,324	160,000	190,251	216,500
881 SPECIAL SERVICES SEE NOTE	1,270	134,169	96,000	96,000	96,000
890 MISCELLANEOUS SEE NOTE	1,116	449	100,000	70,000	50,000
891 CLAIMS - WC / SETTLEMENTS SEE NOTE	226,781	12,114	160,000	40,000	160,000
895 COUNTY LOANS SEE NOTE	103,385	106,885	110,385	110,385	114,133
896 CERTB/OPEB	100,000	120,000	100,000	100,000	100,000
SUBTOTAL OPERATING	811,673	756,892	997,385	856,943	1,000,405

TOTAL DEPARTMENT APPROPRIATION

876,718 831,335 1,073,860 932,628 1,093,468

NOTES:

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,395		-	-	-
COALITION CONNECTION (RVSD)			-		-
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	7,037	4,641	9,000	9,000	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	15,631	13,925	16,716	16,716	16,716
COUNTYWIDE HOMELESS PROGRAM (SAN RAFAEL)	11,781	11,781	11,781	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE			500	500	500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	5,162	5,486	5,000	5,000	5,000
MANDATORY MEDIATION			3,500	3,500	3,500
MARIN COUNTY TAX COLLECTOR (LAFCO)	5,669	5,649	8,000	8,000	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)	10,000	30,500	30,500	30,500	30,500
MARIN GENERAL SERVICES (Humane Society, General, Mediation)	103,305	98,674	101,634	101,634	101,406
MARIN IT, INC (IT MAINT & EQUIP)	13,324	13,680	24,000	24,000	24,000
R3 CONSULTING (SOLID WASTE RATE REVIEW)	20,591	15,419	10,000		10,000
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)	14,557	12,323	20,000	20,000	20,000
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)					
WEBSITE SUPPORT SERVICES (NOW PROUD CITY)	3,900	SEE 221	7,000	7,000	SEE 221
OTHER	8,724	18,922	19,369	9,841	19,369
	222,076	230,999	267,000	247,472	259,772

491 includes CalPERS PEMHCA payments and OPEB retiree payments

881 \$96,000 for chipper & pickup services; vegetation management; lower income grants

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 programs

891 Allocation for Worker's Comp claims and settlements

895 Repayment of Feb 2018 \$500K County Loan (See appendix for detail)



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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PERSONNEL

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

OPERATING EXPENSES

803 SANITARY/DUMP	-	-	500	-	500
821 OUTSIDE SERVICES	1,527	373	3,000	1,300	3,000
822 PROFESSIONAL SERVICES	30,486	36,572	76,000	41,000	66,000
842 SPECIAL DEPT SUPPLIES	13,278	13,109	5,500	11,400	5,500
851 CLOTHING	-	-		-	
SUBTOTAL OPERATING	45,291	50,053	85,000	53,700	75,000
SUBTOTAL APPROPRIATION	45,291	50,053	85,000	53,700	75,000

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(43,420)	(47,917)	(85,000)	(53,700)	(75,000)
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TOTAL DEPARTMENT APPROPRIATION

1,871	2,136	-	-	-
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Allocation of Positions:

MAINT. LEADWORKER	-
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Total Full Time Equivalent Employees

ALLOCATION OF BUILDING MAINTENANCE TO DEPARTMENTS:

	FY 21	JANITOR	OTHER	FY 22
211 TOWN MANAGER	2,685	3,450	300	3,727
221 TOWN CLERK	2,685	3,450	300	3,746
241 FINANCE	2,685	3,450	300	3,746
311 PLANNING	2,685	3,450	300	3,781
321 BUILDING INSP	2,685	3,450	300	3,768
411 POLICE	13,425	17,250	1,500	18,742
510 PUBLIC WORKS ADM	537	690	60	754
511 STREET MAINT/PW	537	690	60	733
625 RENTAL - W/C PAVILION	25,776	33,120	2,880	36,001
	53,700	69,000	6,000	75,000

NOTES:

822 Repairs & maintenance

Increased Janitorial costs due to Covid-19

842 Supplies/materials needed for upkeep of town-owned buildings



Town of Fairfax

2021-22 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 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
		Actual	Actual	Adopted	Projected	PROPOSED
BEGINNING FUND BAL		1,000,000	1,000,000		1,000,000	1,000,000
REVENUES						
050	502 INVESTMENT EARNINGS				-	
	SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS						
					-	
					-	
					-	
	SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS						
725	901 TSFR TO 01-GENERAL FUND			(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	1,000,000
COMPONENTS OF FUND BALANCE:						

NOTES:

CALCULATION OF GENERAL FUND RESERVE BALANCE				
General Funds Appropriations			11,624,301	100.0%
<u>Fund #</u>	<u>Description</u>			<u>Approp.</u>
02	Dry Period Reserve	Undesignated	1,000,000	8.6%
01	General Fund	Undesignated	2,138,876	18.4%
03	Equipment Replacement	Designated	209,304	1.8%
04	Building & Planning Fees	Designated	113,395	1.0%
05	Building Reserve	Designated	46,395	0.4%
06	Retirement	Designated	272,117	2.3%
08	Office Equipment	Designated	25,417	0.2%
Total General Fund Reserves			3,805,505	32.7%
			Designated	666,628
			Undesignated	3,138,877
				27.0%

Designated means identified for future, specific use



Town of Fairfax

2021-22 Operating Budget

FUND 03 FIELD EQUIP/VEHICLE REPLC
DEPT 923 EQUIP REPLACEMENT

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

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

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

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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BEGINNING FUND BAL	44,220	363,025		266,993	225,904
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REVENUES

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

APPROPRIATIONS

903 920 SOLAR PANEL LEASE SEE NOTE	16,600	16,600	16,600	16,600	16,600
903 996 INTEREST	-	-	-	-	
923 921 FIELD EQUIPMENT SEE NOTE	94,595	79,432	59,489	24,489	100,000
923 STORM WATER POLLUTION REQ	-	-		-	-
SUBTOTAL APPROPRIATIONS	111,195	96,032	76,089	41,089	116,600

TRANSFERS

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

NET DEPARTMENT ACTIVITY

318,805	(96,032)	(27,200)	(41,089)	(16,600)
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ENDING FUND BAL

363,025	266,993		225,904	209,304
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COMPONENTS OF FUND BALANCE:

STORM WATER POLLUTION IMPROV. REQ BY STATE	-
VEHICLE REPLACEMENT RESERVE	209,304

NOTES:	ORIGINAL	LAST PMT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	16,600
921 FIELD EQUIPMENT						
RADIOS						5,000
MOBILE COMPUTING						30,000
Note Maintenance costs for equipment is charged to the specific department using the equipment.						
VEHICLE LEASE/PURCHASES						
FY17 POLICE CAR & (6) MDC	83,514	08/01/19	22,578	22,579		
FY18 POLICE CAR (2)	93,657	02/19/21	24,410	24,489	24,489	
POLICE CAR			47,607	27,364		65,000
FY20 BUCKET TRUCK				5,000		
TOTAL			111,195	96,032	41,089	116,600
931 Vehicle replacement reserve to (1)replace vehicles subject to environmental legislation; and (2) police vehicles						



Town of Fairfax

2021-22 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 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Actual	Adopted	Projected	PROPOSED

BEGINNING FUND BAL	255,843	26,969		(26,635)	77,395
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REVENUES

030 311 BUILDING PERMITS	146,568	202,751	190,000	186,000	175,000
030 312 GENERAL PLAN MAINTENANCE FEES	5,776	8,215	6,500	6,700	8,000
030 313 TECHNOLOGY IMPROVEMENT FEES	8,193	10,139	9,000	9,300	9,000
030 314 ENCROACHMENT FEES	(253)	5,819	5,000	-	5,000
030 315 HOUSING INSPECTIONS	36,420	31,045	30,000	48,500	30,000
030 316 STATE GREEN FEES	1,235	(1,687)	-	900	-
030 317 SEISMIC FEES	3,219	(4,476)	-	1,300	-
030 318 PLAN RETENTION	1,095	325	1,000	500	1,000
030 319 STREET UTILITY ENCROACHMENT PERMITS	45,693	38,806	60,000	64,900	45,000
030 320 ROAD IMPACT FEES	126,568	194,126	150,000	156,000	150,000
030 321 INFRASTRUCTURE IMPROV FEES	8,210	10,379	13,000	9,500	8,000
030 904 MISCELLANEOUS	-	-	-	-	-
TOTAL PERMITS AND FEES	382,724	495,441	464,500	483,600	431,000
080 801 ZONING & FILING FEES	55,519	857	35,000	73,000	50,000
080 805 BUILDING PLAN CHECK FEES	26,478	41,412	30,000	45,500	30,000
080 806 ENGINEERING PLAN CHECKS	6,404	20,654	30,000	1,930	25,000
TOTAL CURRENT CHARGES	88,401	62,923	95,000	120,430	105,000
SUBTOTAL REVENUES	471,126	558,365	559,500	604,030	536,000

APPROPRIATIONS

SUBTOTAL APPROPRIATIONS

				-	
				-	
				-	
				-	
				-	

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND

SUBTOTAL TRANSFER

(700,000)	(585,000)	(580,000)	(500,000)	(500,000)
(700,000)	(585,000)	(580,000)	(500,000)	(500,000)

NET DEPARTMENT ACTIVITY

(228,875) (26,635) (20,500) 104,030 36,000

ENDING FUND BAL

26,969 333 77,395 113,395

COMPONENTS OF FUND BALANCE:

UNRESERVED	15,028	(26,787)	50,274	21,454
RESERVED - PLANNING DEPOSITS	11,941	27,121	27,121	91,941

NOTES:

Reserves are for economic downturns and deposits from developers.
 Victory Village reimbursement agreement defers \$200,000 of revenues for five years
 Street Opening is for encroachments permits for road work (e.g., PG&E, utilities)



Town of Fairfax

2021-22 Operating Budget

FUND 05 BUILDING IMPROVEMENT
DEPT 905 TOWN FACILITY IMPROVEMENT

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

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	-	40,000		61,395	71,395
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
924 921 FIELD EQUIPMENT					
905 932 ENERGY IMPROVEMENTS SEE NOTE		3,605	25,000	-	25,000
905 821 OUTSIDE SERVICES SEE NOTE				-	75,000
SUBTOTAL APPROPRIATIONS	-	3,605	25,000	-	100,000
TRANSFERS					
725 971 TSFR TO 03-EQUIPMENT REPLACEMENT					
100 931 TSFR FROM 01-GENERAL FUND	40,000	25,000	10,000	10,000	75,000
SUBTOTAL TRANSFER	40,000	25,000	10,000	10,000	75,000
NET DEPARTMENT ACTIVITY	40,000	21,395	(15,000)	10,000	(25,000)
ENDING FUND BAL	40,000	61,395		71,395	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.
 821 Firestation - Roof (\$25K) Kitchen (\$25K). Misc. town facilities (\$25k)



Town of Fairfax

2021-22 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 1/3 (3% of 9%) of employer share of cost

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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BEGINNING FUND BAL	239,653	24,582		167,010	71,117
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,534,514	1,519,342	1,662,000	1,628,771	1,693,900
010 102 PROPERTY TAX - CURRENT UNSEC	-	891	1,685	1,126	-
010 103 PROPERTY TAX - PRIOR YEARS	3,973	611	1,160	47	-
010 110 SUPPLEMENTAL PROPERTY TAX	35,147	112,249	37,600	64,164	66,700
050 607 SECURED HOPTR	7,167	9,334	10,400	10,000	10,400
050 500 MISC INTEREST	4,127			-	-
SUBTOTAL REVENUES	1,584,928	1,642,428	1,712,845	1,704,107	1,771,000
		incr (decr)			
			3.63%	4.29%	3.76%
					3.93%

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND	(1,800,000)	(1,500,000)	(1,765,000)	(1,800,000)	(1,570,000)
SUBTOTAL TRANSFER	(1,800,000)	(1,500,000)	(1,765,000)	(1,800,000)	(1,570,000)

NET DEPARTMENT ACTIVITY	(215,072)	142,428	(52,155)	(95,893)	201,000
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ENDING FUND BAL	24,582	167,010		71,117	272,117
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Retirement Costs - Recap by Department

	ALLOCATION	FY22			TOTAL
		UAL PAYMT	REFI PMT	ER PERS	
111 Town Council	0.29%	36	1,573	1,002	2,610
211 Town Manager	1.06%	132	5,861	16,592	22,586
221 Town Clerk	0.00%	-	-	14,433	14,433
231 Personnel	0.00%	-	-	4,089	4,089
241 Finance	0.86%	108	4,765	15,190	20,063
311 Planning & Building Services	6.50%	809	35,836	33,263	69,908
321 Building Inspection & Permits	2.55%	317	14,058	13,595	27,971
411 Police	81.79%	10,186	451,159	263,733	725,078
510 Public Works Administration	1.07%	133	5,909	11,164	17,206
511 Street Maintenance	3.02%	377	16,679	18,961	36,017
611 Park Maintenance	1.68%	209	9,245	11,627	21,081
616 Community Services	0.41%	51	2,263	3,130	5,444
617 Recreation - Events	0.78%	97	4,289	5,127	9,513
621 Recreation - Class/Activities	0.00%	-	-	4,868	4,868
625 Rental - Womens Club	0.00%	-	-	1,192	1,192
Subtotal Retirement	100.00%	12,454	551,640	417,966	982,060
421 Ross Fire *	SEE NOTE	342,301	-	222,039	564,340
Total Retirement		354,755	551,640	640,005	1,546,400

NOTES:

421 Ross Fire Contribution calculated from Town share of JPA costs (23.3%)

The Town also contributes retirement funds to the PARS Benefit Trust



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	-	55,402		18,837	16,837
REVENUES					
070 733 COPS GRANT	155,402	163,435	100,000	188,000	190,000
SUBTOTAL REVENUES	155,402	163,435	100,000	188,000	190,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(100,000)	(200,000)	(110,000)	(190,000)	(190,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(100,000)	(200,000)	(100,000)	(190,000)	(190,000)
NET DEPARTMENT ACTIVITY	55,402	(36,565)	-	(2,000)	-
ENDING FUND BAL	55,402	18,837		16,837	16,837
COMPONENTS OF FUND BALANCE:					

NOTES:
 COPS funds are distributed by the state to counties



Town of Fairfax

2021-22 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 purchase, computers, and software licenses.

FUND SUMMARY	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Actual	Adopted	Projected	PROPOSED

BEGINNING FUND BAL	131,651	152,399		55,836	25,417
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REVENUES

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

APPROPRIATIONS

822 PROFESSIONAL SERVICES SEE NOTE	2,778	8,890		22,302	
911 OFFICE EQUIPMENT SEE NOTE	11,474	12,345	20,000	16,710	30,000
912 FINANCIAL SOFTWARE SEE NOTE		75,329		24,406	
SUBTOTAL APPROPRIATIONS	14,252	96,563	20,000	63,418	30,000

TRANSFERS

725 971 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	35,000	-	-	33,000	30,000
SUBTOTAL TRANSFER	35,000	-	-	33,000	30,000

NET DEPARTMENT ACTIVITY	20,748	(96,563)	(20,000)	(30,418)	-
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ENDING FUND BAL	152,399	55,836		25,417	25,417
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COMPONENTS OF FUND BALANCE:

DESIGNATED FOR FINANCIAL SOFTWARE	60,000	25,000			
COMPUTER/SOFTWARE	40,000	30,000			-
UNDESIGNATED	52,399	836		25,417	25,417

NOTES:

- 822 Copier service contract & charges
- 911 Copier leases /Docstar license; Computer & Software replacement & updates
- 912 Tyler Incode Saas (Software as a service) Financial Software



Town of Fairfax

2021-22 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. The festival was cancelled in FY20 and FY21 due to COVID. This budget anticipates a festival in June 2022

FUND SUMMARY		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL		(6,879)	(17,676)		(19,485)	515
REVENUES						
090 882 FESTIVAL REVENUE	SEE NOTE	45,036	830		-	
090 823 SPONSORS		-	-	3,000		3,000
090 824 VENDORS/BOOTH		-	-	35,000		35,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000		3,000
070 699 OTHER						
SUBTOTAL REVENUES		45,036	830	41,000	-	41,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE			5,000		5,000
814 ADVERTISING		4,368	-	2,500		2,500
815 PRINTING	SEE NOTE	699	113	300		300
821 OUTSIDE SERVICES	SEE NOTE	15,871	971	2,500	-	2,500
822 PROFESSIONAL SERVICES		10,058	-	7,000		7,000
882 FAIRFAX FESTIVAL - OTHER		18,494	1,522	4,000		4,000
890 MISCELLANEOUS		6,343	33	10,400		10,400
SUBTOTAL APPROPRIATIONS		55,833	2,638	31,700	-	31,700
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		-	-			(5,000)
100 931 TSFR FROM 01-GENERAL FUND					20,000	
SUBTOTAL TRANSFER		-	-	-	20,000	(5,000)
NET DEPARTMENT ACTIVITY		(10,798)	(1,808)	9,300	20,000	4,300
ENDING FUND BAL		(17,676)	(19,485)		515	4,815

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

2021-22 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.

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	4,291	71,280		78,657	1,034
REVENUES					
010 120 MUNICIPAL SERVICES TAX	706,989	707,377	713,600	707,377	725,515
SUBTOTAL REVENUES	706,989	707,377	713,600	707,377	725,515
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(26,000)	(60,000)	(20,000)	(20,000)	(30,000)
725 953 TSFR TO FUND 53 - CIP TOWN	(14,000)	(40,000)	(20,000)	(20,000)	(30,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(600,000)	(600,000)	(745,000)	(745,000)	(665,000)
SUBTOTAL TRANSFER	(640,000)	(700,000)	(785,000)	(785,000)	(725,000)
NET DEPARTMENT ACTIVITY	66,989	7,377	(71,400)	(77,623)	515
ENDING FUND BAL	71,280	78,657		1,034	1,549
ALLOCATION OF REVENUES:					
49% POLICE SERVICES	260,000	300,000	378,000	378,000	358,000
37% FIRE SERVICES	242,000	262,000	289,000	289,000	269,000
5% YOUTH & SENIOR PROGRAMS	38,000	38,000	38,000	38,000	38,000
4% PUBLIC WORKS IMPROVEMENTS	40,000	40,000	20,000	20,000	30,000
4% WILDFIRE PREVENTION/TRAIL IMPROV	40,000	40,000	40,000	40,000	30,000
0% MATCHING FUNDS FOR GRANTS	60,000	60,000	20,000	20,000	-
100% TOTAL	640,000	700,000	785,000	785,000	725,000

DESIGNATION OF FUND BALANCE:

NOTES:

Measure F funds are transferred and spent from other funds



Town of Fairfax

2021-22 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.

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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BEGINNING FUND BAL	-	64,394		192,591	192,532
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REVENUES

060 604 Gas Tax - Section 2106	32,859	30,197	33,204	30,942	33,057
060 605 Gas Tax - Section 2107	51,985	49,732	52,981	52,275	56,558
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	41,336	39,385	44,378	41,184	44,444
060 609 Gas Tax - Loan Repayment	8,496	2,492	-		-
060 610 Gas Tax - Road Main & Rehab	129,549	137,963	145,825	137,789	150,905
060 611 Gas Tax - Section 2103 (Prop 42)	25,169	59,428	68,449	59,751	68,207
ESTIMATED COVID IMPACT			(41,300)		
TOTAL REVENUES	291,394	321,197	305,537	323,941	355,171

APPROPRIATIONS

SUBTOTAL	-	-	-	-	-

TRANSFERS

725 951 TSFR TO FUND 51 - CIP GRANTS	(102,000)		(149,000)	(149,000)	(193,347)
725 953 TSFR TO FUND 53 - CIP TOWN		(18,000)			(175,000)
725 971 TSFR TO FUND 01 - GENERAL FUND	(125,000)	(175,000)	(175,000)	(175,000)	(175,000)
SUBTOTAL	(227,000)	(193,000)	(324,000)	(324,000)	(543,347)

NET DEPARTMENT ACTIVITY

	64,394	128,197		(59)	(188,176)
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ENDING FUND BAL

	64,394	192,591		192,532	4,356
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FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 DRAFT
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GAS TAX - CIP APPROPRIATIONS

51 810 SS&R SELECTED STREETS				100,000
51 813 SS&R SEL ROADS (SCENIC@RIDGE)	102,000		129,000	149,000
51 856 MEADOW WAY BRIDGE				66,967
51 871 SPRUCE, MARIN, CANYON				26,380
53 804 SIDEWALK REPLACE/REPAIR			20,000	
53 887 STREET RESUFACING & REPAIR				175,000
53 894 PARKADE		18,000		
	102,000	18,000	149,000	368,347

NOTES:

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

NOTE 2



Town of Fairfax

2021-22 Operating Budget

FUND 22 MEASURE A/AA- TRANSPORTATION
DEPT 715 MISCELLANEOUS

Measure A/AA transportation funds are generated from a 20 year 1/2 cent sales tax passed in Nov. 2004 and 2018. The Transportation Authority of Marin (TAM) administers the tax. TAM is a joint powers agency (JPA) consisting of the 11 cities and towns in the County of Marin. Additional funding was added in November 2010 with the passing of Measure B which added \$10 per vehicle to the annual Vehicle Licence Fee to fund transportation programs. Funds are allocated to Town based 50% on road miles and 50% on population.

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	243,658	319,018		237,658	161,128
REVENUES					
060 920 MEASURE A&B FUNDS	91,360	171,779	134,830	134,830	143,220
SUBTOTAL REVENUES	91,360	171,779	134,830	134,830	143,220
APPROPRIATIONS					
715 893 VARIOUS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(6,000)	(221,360)	(206,190)	(71,360)	(294,240)
725 953 TSFR TO FUND 53 - CIP TOWN	(10,000)	(31,779)	(140,000)	(140,000)	
725 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER	(16,000)	(253,139)	(346,190)	(211,360)	(294,240)
NET DEPARTMENT ACTIVITY	75,360	(81,360)	-	(76,530)	(151,020)
ENDING FUND BAL	319,018	237,658		161,128	10,108

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 DRAFT
MEASURE A TRANSPORTATION - APPROPRIATIONS					
51 810 SS&R SELECTED ROADS			134,830		78,050
51 812 TAMALPAIS REPAVEMENT					
51 813 SS&R SCENIC RD		140,000	-		134,830
51 814 MOUNTAIN VIEW RD REPAVING					
51 816 CANYON RD STABILIZATION		81,360	71,360	71,360	81,360
53 887 STREET RESURFACING & REPAIR	6,000	31,779	140,000	140,000	
53 894 PARKADE IMPR	10,000				
	<u>16,000</u>	<u>253,139</u>	<u>346,190</u>	<u>211,360</u>	<u>294,240</u>

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

2021-22 Operating Budget

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

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

FUND SUMMARY		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
		Actual	Actual	Adopted	Projected	PROPOSED
BEGINNING FUND BAL		150,502	192,010		181,284	89,242
REVENUES						
060 920 MEASURE A FUNDS		62,170	31,959	47,044	61,000	60,877
SUBTOTAL REVENUES		62,170	31,959	47,044	61,000	60,877
APPROPRIATIONS						
715 893 VARIOUS		20,662	24,685		8,500	
SUBTOTAL APPROPRIATIONS		20,662	24,685	-	8,500	-
TRANSFERS						
100 941 TSFR FROM FUND 51 - CIP GRANTS		-			-	
725 951 TSFR TO FUND 51 - CIP GRANT			(18,000)	(144,542)	(144,542)	(109,245)
725 972 TSFR TO FUND 73 - OPEN SPACE		-				
SUBTOTAL TRANSFER		-	(18,000)	(144,542)	(144,542)	(109,245)
NET DEPARTMENT ACTIVITY		41,508	(10,726)	(97,498)	(92,042)	(48,368)
ENDING FUND BAL		192,010	181,284		89,242	40,874
MEASURE A PARKS - APPROPRIATIONS		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
		ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED
51-820	RENOVATION OF WOMENS CLUB	25,000	25,000	21,463	20,646	19,973
51-841	OUTDOOR FURNITURE		4,000	4,000		
51-841	VEGETATION MANAGEMENT		5,000			
51-841	REPLC OF PERI PARK EQUIPMENT	29,000	49,000	80,000	80,000	19,371
51-841	TRAIL REPAIR & IMPROVEMENT	30,000	20,000	23,000	24,525	45,024
51-841	PERI PARK EXERCISE EQUIP.					8,877
51-841	PAVILION LIGHTING & WATER HEATER	6,000	8,000	12,600	19,371	-
51-841	PERI PARK PUMP TRACK	10,000	10,000			10,000
51-841	PERI PARK SWING REPLACEMENT					6,000
73-673	PARKLAND ACQUISITION	30,000	40,000	53,000	70,000	87,500
		130,000	161,000	194,063	214,542	196,745

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.

Funding for Pavilion is reallocated to pay for Peri Park playground equipment

See Appendix for Measure A Parks annual workplan



Town of Fairfax

2021-22 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 was .0265 per \$100 of Assessed valuation in FY20-21. The rate in FY21-22 will remain the same.

FUND SUMMARY		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
		Actual	Actual	Adopted	Projected	PROPOSED
BEGINNING FUND BAL		863,838	804,409		722,720	663,929
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	446,903	412,936	444,528	477,163	496,200
010 102	PROPERTY TAX - CURRENT UNSEC	-	267	7,904	293	300
010 103	PROPERTY TAX - PRIOR YEARS	1,743	237	416	8	-
010 110	SUPPLEMENTAL PROPERTY TAX	12,408	40,622	12,584	11,105	11,500
050 607	SECURED HOPTR	3,338	3,015	3,640	3,200	3,300
SUBTOTAL REVENUES		464,392	457,078	469,072	491,768	511,300
APPROPRIATIONS						
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	117,500	132,400	142,300	142,300	157,100
716 996	INTEREST	74,845	67,598	59,631	59,631	50,949
		192,345	199,998	201,931	201,931	208,049
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	148,700	161,800	174,300	174,300	186,400
716 996	INTEREST	50,863	45,988	40,663	40,663	34,963
		199,563	207,788	214,963	214,963	221,363
FUND 46 - 2016 GENERAL OBLIGATION BONDS						
716 995	PRINCIPAL	105,000	107,000	109,000	109,000	110,000
716 996	INTEREST	22,859	20,633	18,365	18,365	16,065
		127,859	127,633	127,365	127,365	126,065
ADMIN FEES						
821	CONTRACT SERVICES	2,255	1,800	2,700	2,700	2,700
871	INSURANCE & FEES	1,800	1,550	3,600	3,600	3,600
SUBTOTAL APPROPRIATIONS		523,821	538,768	550,559	550,559	561,776
NET DEPARTMENT ACTIVITY		(59,429)	(81,689)	(81,487)	(58,791)	(50,476)
ENDING FUND BAL		804,409	722,720		663,929	613,453

NOTES:	Summary of the Town's portion of Measure K Debt Service Payments	Original Issue	Final Payment	Principal Balance		
				6/30/2020	6/30/2021	6/30/2022
Fund 44	2008 Refunding General Obligation Bonds	\$ 1,977,600	8/1/2025	\$ 1,098,500	\$ 956,200	\$ 799,100
Fund 45	2012 Refunding General Obligation Bonds	\$ 2,772,800	8/1/2027	\$ 1,768,700	\$ 1,594,400	\$ 1,408,000
Fund 46	2016 General Obligation Bonds	\$ 1,239,000	8/1/2027	\$ 929,000	\$ 820,000	\$ 710,000
821 Disclosure & dissemination compliance services (Urban Futures)						



Town of Fairfax

2021-22 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 refinanced September 29, 2020 with the existing lease holder, which waived all prepayment provisions and agreed to add \$6,460,955 of additional UAL to lease debt increasing the issue to **\$9,402,000**. The "Taxable Lease Revenue Bond, Series 2020" holds an all-in interest cost of 3.66% resulting in an estimated total cash flow savings of \$4,280,615 and maturing on August 1, 2036. By comparison, the refinanced lease issue had an interest rate of 5.4% and the UAL with CalPERS was 7.0%. The issue began paying semi-annual principal and interest payments on February 1, 2021 and will continue 15 years to 7/15/36.

FUND SUMMARY	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Actual	Adopted	Projected	PROPOSED
BEGINNING FUND BAL	1,294	1,294		1,294	1,294
REVENUES					
INTERDEPARTMENTAL CHARGES	466,842	481,182	455,469	533,410	551,640
SUBTOTAL REVENUES	466,842	481,182	455,469	533,410	551,640
APPROPRIATIONS					
716 994 DEBT ISSUE/ADMIN					
716 997 LEASE PAYMENT	466,842	481,182	455,469	533,410	551,640
SUBTOTAL APPROPRIATIONS	466,842	481,182	455,469	533,410	551,640
TRANSFERS					
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	(0)	-
ENDING FUND BAL	1,294	1,294		1,294	1,294

ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)		PRIOR		
01 - 111	Town Council	1,850	0.29%	1,573
01 - 211	Town Manager	6,894	1.06%	5,861
01 - 241	Finance	5,605	0.86%	4,765
01 - 311	Planning & Building Services	42,150	6.50%	35,836
01 - 321	Building Inspection & Permits	16,535	2.55%	14,058
01 - 411	Police	530,644	81.79%	451,159
01 - 510	Public Works Administration	6,950	1.07%	5,909
01 - 511	Street Maintenance	19,618	3.02%	16,679
01 - 611	Park Maintenance	10,874	1.68%	9,245
01 - 616	Volunteers for Fairfax	2,662	0.41%	2,263
01 - 617	Recreation	5,045	0.78%	4,289
UAL/Side Fund charge to departments		648,827		551,640

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



Town of Fairfax

2021-22 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 F and Gas Tax funds.

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	912,461	466,472		601,085	447,808
REVENUES					
070 695 COUNTY				-	-
70 864 STATE PARK BOND REVENUE				-	200,000
070 711 FEDERAL/STATE GRANT REVENUE		214,308		158,236	100,000
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	366,524	49,107	571,901	223,138	1,073,833
070 600 FED/STATE FINANCING					1,885,000
070 699 OTHER			110,660	110,660	357,060
SUBTOTAL REVENUES	366,524	263,414	682,561	492,035	3,615,893
APPROPRIATIONS					
821 OUTSIDE SERVICES			40,000	40,000	80,000
825 ENVIRONMENTAL & PERMITS			5,903	5,903	29,700
826 ENGINEERING & DESIGN			701,488	701,488	1,428,850
827 CONSTRUCTION			286,360	286,360	3,043,605
OTHER					-
SUBTOTAL APPROPRIATIONS	611,513	531,698	1,033,751	1,033,751	4,660,155
TRANSFERS					
100 931 TSFR FROM FUND 01 - GENERAL FUND	-	103,537	3,537	3,537	3,537
100 941 TSFR FROM FUND 20 - MEASURE F	26,000	60,000	20,000	20,000	30,000
100 942 TSFR FROM FUND 21 - GAS TAX	102,000	-	149,000	149,000	193,347
100 956 TSFR FROM FUND 22 - MEAS A TRANS	6,000	221,360	206,190	71,360	294,240
100 957 TSFR FROM FUND 23 - MEAS A PARK	-	18,000	144,542	144,542	109,245
725 971 TSFR TO FUND 01 - GENERAL FUND					
725 976 TSFR TO FUND 23 - MEAS A PARK	-	-	-	-	-
725 953 TSFR TO FUND 53 - CIP TOWN	(335,000)	-			
SUBTOTAL TRANSFER	(201,000)	402,897	523,269	388,439	630,369
NET DEPARTMENT ACTIVITY	(445,989)	134,614	172,079	(153,277)	(413,893)
ENDING FUND BAL	466,472	601,085		447,808	33,915
ALLOCATION OF APPROPRIATIONS:					
51- 810 ST RESURF & REPAIR - SELECTED SFD	-	3,480	134,830	134,830	178,050
51- 812 ST RESURF & REPAIR - TAMALPAIS RD	-				
51- 813 ST RESURF & REPAIR - SCENIC RD	101,776	145,343			200,000
51- 814 ST RESURF & REPAIR - MTN VIEW RD	-				
51- 816 ST RESURF & REPAIR - CANYON RD STABLE	5,875	21,216	81,360	81,360	81,360
51- 820 WOMENS CLUB REHABILITATION	9,246	818	25,000	25,000	27,973
51- 827 STORM DRAIN IMPROVEMENTS					100,000
51- 841 MISC PARK & TRAIL IMPROVEMENTS	27,858	-	110,000	110,000	114,272
51- 843 AZALEA AVENUE BRIDGE	170,499	109,155	285,571	285,571	361,000
51- 856 MEADOW WAY BRIDGE	171,528	173,962	316,990	316,990	583,800
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	26,580	11,724	-	-	203,440
51- 873 CREEK ROAD BRIDGE	49,210	25,873	-	-	202,260
51- 875 BIKE SPINE CLASS 1 BIKE LANE	-				
51- 909 PAVILION SEISMIC RETROFIT	48,941	40,126	80,000	80,000	2,608,000
Totals	611,513	531,698	1,033,751	1,033,751	4,660,155



Town of Fairfax

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FUND 52 CIP - STORM RECOVERY
DEPT CAPITAL PROJECTS

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

FUND SUMMARY		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL		(193,973)	(278,567)		(445,131)	(0)
REVENUES						
070 600 FEDERAL/STATE GRANT REVENUE				-	-	-
070 695 COUNTY					-	
070 720 FEMA					-	
OES						
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
821 OUTSIDE SERVICES						DETAIL
822 PROFESSIONAL SERVICES						IN NOTES
825 ENVIRONMENTAL & PERMITS						
826 ENGINEERING & DESIGN						
827 CONSTRUCTION						
828 CONSTRUCTION ENGINEERING						
699 OTHER						
SUBTOTAL APPROPRIATIONS		84,593	166,564	-	-	-
TRANSFERS						
100 941 TSFR FROM FUND 01 - GENERAL FUND					445,131	
100 941 TSFR FROM FUND 20 - MEASURE F				-		-
100 941 TSFR FROM FUND 51 - CIP TOWN						
SUBTOTAL TRANSFER		-	-	-	445,131	-
NET DEPARTMENT ACTIVITY		(84,593)	(166,564)	-	445,131	-
ENDING FUND BAL		(278,567)	(445,131)		(0)	(0)

ALLOCATION OF APPROPRIATIONS:

52- 530 WOMENS CLUB/PERI PARK SLIDE REPAIR	-	-			
52- 532 REPAIR/REPLACE PICNIC TABLES	5,576	906			
52- 534 HEADWALL SCOUR (6 Bridge Ct)	11,397	75,169			
52- 536 355 FOREST AVE REPAIR (FHWA project)	6,455	-			
52- 538 92 MADRONE RD	6,426	-			
52- 540 300 TAMPALPAIS		-			
52- 542 173 TAMALPAIS RD	37,234	-			
52- 544 35 BERRY TRAIL	405	10,945			
52- 548 SCENIC DR POT HOLE REPAIR	-	-			
52- 550 CREST AVE POT HOLE REPAIR	-	-			
52- 554 46 CANYON RD	438	-			
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		15,928			
52- 566 378 SCENIC		9,600			
52- 815 COVID 2020		36,922			
Totals	84,593	166,564	-	-	-

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
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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 F.

FUND SUMMARY	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
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BEGINNING FUND BAL	(125,757)	(767,666)		(952,411)	7,589
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REVENUES

070 695 COUNTY			-	-	-
060 920 MEASURE A TAM TRANSP TAX	-	-	50,000	50,000	250,000
070 711 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-
070 699 OTHER SEE NOTE	-	7,136	-	-	-
SUBTOTAL REVENUES	-	7,136	50,000	50,000	250,000

APPROPRIATIONS

821 OUTSIDE SERVICES			-	-	-
825 ENVIRONMENTAL & PERMITS			-	-	-
826 ENGINEERING & DESIGN			75,000	75,000	100,000
827 CONSTRUCTION			155,000	155,000	670,000
828 CONSTRUCTION ENGINEERING			-	-	-
814 OTHER			-	-	-
SUBTOTAL APPROPRIATIONS	1,000,909	286,660	230,000	230,000	770,000

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND		5,000		980,000	315,000
100 941 TSFR FROM FUND 20 - MEASURE F	14,000	40,000	20,000	20,000	30,000
100 942 TSFR FROM FUND 21 - GAS TAX	-	18,000	-	-	175,000
100 946 TSFR FROM FUND 22 - MEAS A TRANS	10,000	31,779	140,000	140,000	-
100 949 TSFR FROM FUND 51 - CIP GRANTS	335,000	-	-	-	-
SUBTOTAL TRANSFER	359,000	94,779	160,000	1,140,000	520,000

NET DEPARTMENT ACTIVITY

(641,909)	(184,745)	(20,000)	960,000	-
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ENDING FUND BAL

(767,666)	(952,411)		7,589	7,589
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ALLOCATION OF APPROPRIATIONS:

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	14,033	4,500	40,000	40,000	40,000
53- 825 AZALEA/SDF INTERSECTION					250,000
53- 830 DOWNTOWN IMPROVEMENTS	-	64,700	50,000	50,000	80,000
53- 887 STREET RESURFACING/REPAIR	64,700	103,777	140,000	140,000	400,000
53- 894 PARKADE IMPROVEMENTS	922,176	113,683	-	-	-
Totals	1,000,909	286,660	230,000	230,000	770,000

NOTES:

699 In-kind contribution (Staff Time)



Town of Fairfax

2021-22 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 Projected	FY 2021-22 PROPOSED
BEGINNING FUND BAL	33,460	37,474		41,888	46,088
REVENUES					
070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	4,014	4,415	2,000	4,200	2,000
070 923 COUNTY MEASURE A PARK					
SUBTOTAL REVENUES	4,014	4,415	2,000	4,200	2,000
APPROPRIATIONS					
COMMITTEE					
811 POSTAGE			2,000		2,000
812 REPRODUCTION			-		-
815 PRINTING			-		-
879 FUNDRAISING COST	2,745	728	2,000	2,500	2,000
890 MISCELLANEOUS	-	-	-		-
931 BLDGS & LAND					
SUBTOTAL APPROPRIATIONS	2,745	728	4,000	2,500	4,000
TRANSFERS					
100 931 TSFR FROM GENERAL FUND	2,745	728	4,000	2,500	4,000
100 TSFR FROM FUND 23 - MEAS A PARK				-	
100 699 LOAN FROM GENERAL FUND					
SUBTOTAL TRANSFER	2,745	728	4,000	2,500	4,000
NET DEPARTMENT ACTIVITY	4,014	4,415	2,000	4,200	2,000
ENDING FUND BAL	37,474	41,888		46,088	48,088

ALLOCATION OF FUND BALANCE:

			-	-
			-	-
Designated for Capital Acquisition	300	300	10,000	10,000
Undesignated Balance	37,174	41,588	36,088	38,088
	37,474	41,888	46,088	48,088

Property Acquisitions

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

NOTES: 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. This has been revised so that the Town will replenish the funds used each year, but the unused funds will not rollover into the FOSC fund balance.

TOWN OF FAIRFAX

FY2021-22 TO FY2025-26

PROPOSED Five Year Capital Improvement Program



MAYOR

Bruce Ackerman

VICE MAYOR

Stephanie Hellman

COUNCIL MEMBERS

Barbara Coler

Renée Goddard

Chance Cutrano

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		-		-
	TOTALS		<u>\$ 1,263,751</u>	<u>\$ 571,901</u>	<u>\$ 30,000</u>	<u>\$ 40,000</u>	<u>\$ 396,190</u>	<u>\$ 110,646</u>	<u>\$ 50,014</u>	<u>\$ -</u>	<u>\$ 65,000</u>

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2021/22

Account No:	EXPENDITURES		----- FUNDING SOURCE -----								
	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	178,050		100,000	-	78,050		-		-
51-813	STREET RESURFACING & REPAIR SCENIC RD	Design & Const	200,000				200,000				
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	27,973			-		19,973	8,000		
51-827	STORM DRAIN IMPROVEMENTS	Design & Const	100,000	100,000	-	-	-	-	-		-
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	114,272			25,000		89,272			-
51-843	AZALEA AVENUE BRIDGE	Design & Const	361,000	357,000					4,000		
51-856	MEADOW WAY BRIDGE	Design & Const	583,800	516,833	66,967	-	-		-		-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	203,440	177,060	26,380		-	-	-		-
51-873	CREEK ROAD BRIDGE	Design & Const	202,260	200,000					2,260		
51-909	PAVILION SEISMIC RETROFIT	Design & Const	2,608,000	-		-		-	2,408,000	200,000	
52-ALL	DISASTER REPAIRS	Design & Const									
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000		-	10,000			30,000		
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	80,000		-	20,000	-		60,000		-
53-887	STREET RESURFACING & REPAIR	Annual Program	400,000		175,000	-	-		225,000		-
	TOTALS		<u>\$ 5,180,155</u>	<u>\$ 1,350,893</u>	<u>\$ 368,347</u>	<u>\$ 55,000</u>	<u>\$ 359,410</u>	<u>\$ 109,245</u>	<u>\$ 2,737,260</u>	<u>\$ 200,000</u>	<u>\$ -</u>



Town of Fairfax

2021-22 Capital Budget

PROJECT 51-810 STREET RESURFACING & REPAIR SELECTED ST.- BOLINAS RD. & SIR FRANCIS DRAKE

Repaving and repair for selected streets in Town

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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 SEE NOTE	-		-				
TO BE DETERMINED							
SUBTOTAL REVENUES	60,000	60,000	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	28,050		28,050				
827 CONSTRUCTION	210,000	60,000	150,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	238,050	60,000	178,050	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-		-				
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	100,000		100,000				
100 956 TSFR FUND 22 - MEAS A TAM	78,050		78,050				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	178,050	-	178,050	-	-	-	-

NET PROJECT ACTIVITY

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NOTES: Portions of Bolinas Rd. from approx. Broadway south to the Town Limits.
Portions of Sir Francis Drake from approx. Oak Manor Dr. west to the town limits



Town of Fairfax
2021-22 Capital Budget

PROJECT 51-813 STREET RESURFACING & REPAIR
SCENIC RD. RETAINING WALL

Repave/repair selected portions of streets: FY22 - Scenic Rd Retaining Wall (Ridge at Scenic)

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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 SEE NOTE	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-	-					
825 ENVIRONMENTAL & PERMITS	20,000	-	20,000				
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	180,000	-	180,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	200,000	-	200,000	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	-		-	-			
100 956 TSFR FUND 22 - MEAS A TRANSPORT	200,000		200,000				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	200,000	-	200,000	-	-	-	-

NET PROJECT ACTIVITY

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NOTES:	Reallocate FY20-21 TAM Measure A/AA \$134,830, plus \$65,170 of FY21-22 TAM funds
	TAM (Transportation Authority of Marin)



Town of Fairfax
2021-22 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 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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 SEE NOTE	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	91,360	10,000	81,360	-	-	-	-

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 TRANSPORT	91,360	10,000	81,360				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	91,360	10,000	81,360	-	-	-	-

NET PROJECT ACTIVITY

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NOTES: Using FY19-20 TAM Measure A funds



Town of Fairfax

2021-22 Capital Budget

PROJECT 51-820 PARK FACILITY IMPROVEMENTS

WOMEN'S CLUB REHABILITATION

Improvements to the Women's Club: 1) Improve lighting and 2) energy improvements to replace furnace and water heater.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-		-				
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	27,973		27,973				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	27,973	-	27,973	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	8,000		8,000				
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	30,646	10,673	19,973				
SUBTOTAL TRANSFER	38,646	10,673	27,973	-	-	-	-

NET PROJECT ACTIVITY

10,673	10,673	-	-	-	-	-
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NOTES: MEASURE A - Park funds



Town of Fairfax

2021-22 Capital Budget

PROJECT 51-827 STORM DRAIN IMPROVEMENTS

NEW

Installation of pollution control devices on storm drain inlets per State Requirements.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	100,000		100,000				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					-	
COUNTY FINANCING LOAN	-						
OTHER	-						
TO BE DETERMINED <i>see note</i>	-						
SUBTOTAL REVENUES	100,000	-	100,000	-	-	-	-

APPROPRIATIONS

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

TRANSFERS

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

NET PROJECT ACTIVITY

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NOTES: Eligible infrastructure expense under the American Rescue Plan Act.



Town of Fairfax

2021-22 Capital Budget

PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

Park improvements & pedestrian trail improvements funded by Measure A Park & Measure F funding including park improvements

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	488,272	174,000	114,272	50,000	50,000	50,000	50,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-				
SUBTOTAL APPROPRIATIONS	488,272	174,000	114,272	50,000	50,000	50,000	50,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	181,000	36,000	25,000	30,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	249,272	80,000	89,272	20,000	20,000	20,000	20,000
SUBTOTAL TRANSFER	430,272	116,000	114,272	50,000	50,000	50,000	50,000

NET PROJECT ACTIVITY

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NOTES:	Approx. \$70,000 for trail maintenance/repair: \$45,000 in Measure Park and \$25,000 in Measure F.
	See FUND 23 for detail on park improvements for the use of Measure A Park funds (approx. \$89,000).



Town of Fairfax

2021-22 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, ROW, and design costs. Phase I design will include preliminary environmental assessments, community outreach, conceptual design, and cost estimates. Phase II is engineering design and ROW. 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 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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)	5,494,120	601,730	357,000	356,890	2,178,500	2,000,000	
COUNTY FINANCING LOAN	-						
OTHER	41,806	25,600	4,000	12,206			
TO BE DETERMINED	-						
SUBTOTAL REVENUES	5,535,926	627,330	361,000	369,096	2,178,500	2,000,000	

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	41,806	25,600	4,000	12,206			
826 ENGINEERING & DESIGN	1,494,120	601,730	357,000	356,890	178,500		
827 CONSTRUCTION	4,000,000		-		2,000,000	2,000,000	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	5,535,926	627,330	361,000	369,096	2,178,500	2,000,000	

TRANSFERS

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

NET PROJECT ACTIVITY

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NOTES: Engineering & design costs include NEPA. Environmental & permits is for CEQA costs. The County (shown as "other" revenue) will reimburse up to \$60,000 for costs (e.g., CEQA) not eligible for HBP funding.



Town of Fairfax

2021-22 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 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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)	6,052,468	950,635	516,833	2,292,500	2,292,500		
COUNTY FINANCING LOAN	28,000	28,000					
OTHER	-		-				
TO BE DETERMINED	-		-				
SUBTOTAL REVENUES	6,080,468	978,635	516,833	2,292,500	2,292,500	-	-

SEE NOTE

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	184,000	184,000	-				
826 ENGINEERING & DESIGN	1,657,600	1,073,800	583,800				
827 CONSTRUCTION	4,585,000		-	2,292,500	2,292,500		
828 CONSTRUCTION ENGINEERING	-			-			
OTHER	-						
SUBTOTAL APPROPRIATIONS	6,426,600	1,257,800	583,800	2,292,500	2,292,500	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	235,165	235,165					
100 941 TSFR FUND 20 - MEASURE F	10,000	10,000					
100 942 TSFR FUND 21 - GAS TAX	100,967	34,000	66,967				
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	346,132	279,165	66,967	-	-	-	-

NET PROJECT ACTIVITY

- - - - -

NOTES: Engineering & design costs include NEPA. Environmental & permits is for CEQA costs. CEQA costs are not covered by HBP funding.



Town of Fairfax
2021-22 Capital Budget

PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM
SPRUCE, MARIN, CANYON

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	88,628		-	54,218	34,410		
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	1,254,086	393,400	177,060	418,036	265,590		
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	15,000	15,000					
OTHER	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	1,357,714	408,400	177,060	472,254	300,000	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	28,600	25,160	3,440				
826 ENGINEERING & DESIGN	791,528	444,360	200,000	147,168			
827 CONSTRUCTION	625,086			325,086	300,000		
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	1,445,214	469,520	203,440	472,254	300,000	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	61,120	61,120					
100 941 TSFR FUND 20 - MEASURE F	-	-					
100 942 TSFR FUND 21 - GAS TAX	26,380		26,380				
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	87,500	61,120	26,380	-	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax

2021-22 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	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	TOTAL	ACTUAL	PROPOSED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

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)	2,701,650	795,114	200,000	437,036	1,269,500	-	
COUNTY FINANCING LOAN	14,397	14,397					
OTHER	-						
TO BE DETERMINED see note	-						
SUBTOTAL REVENUES	2,716,047	809,511	200,000	437,036	1,269,500	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	28,600	26,340	2,260				
826 ENGINEERING & DESIGN	1,132,150	795,114	200,000	137,036			
827 CONSTRUCTION	1,569,500			300,000	1,269,500	-	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	2,730,250	821,454	202,260	437,036	1,269,500	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	14,203	11,943	2,260				
100 941 TSFR FUND 20 - MEASURE F	-	-					
100 942 TSFR FUND 21 - GAS TAX	-	-					
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	14,203	11,943	2,260	-	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax

2021-22 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	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	TOTAL	ACTUAL	PROPOSED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	90,000	90,000	-	-	-		
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	200,000		200,000	-			
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER	1,881,000		1,881,000	-			
RESERVES	200,000	20,000	180,000	-	-		
SUBTOTAL REVENUES	2,371,000	110,000	2,261,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	110,000	30,000	80,000	-	-		
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	130,000	80,000	50,000	-			
827 CONSTRUCTION	2,400,000		2,400,000	-	-		
828 CONSTRUCTION ENGINEERING	78,000		78,000	-	-		
OTHER	-						
SUBTOTAL APPROPRIATIONS	2,718,000	110,000	2,608,000	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	347,000	-	347,000				
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-			-			
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	347,000	-	347,000	-	-	-	-

NET PROJECT ACTIVITY

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NOTES:	The construction budget includes \$100,000 for warming kitchen.
	Other Revenues: FEMA Grant covers 75% of eligible project costs. Prop 64 State Park Bond monies will be used to pay for the Pavilion roof.
	Reserves includes funds transferred from Fund 54 - Pavilion Restoration.



Town of Fairfax

2021-22 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 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	SEE NOTE	-					
825 ENVIRONMENTAL & PERMITS		-					
826 ENGINEERING & DESIGN		-					
827 CONSTRUCTION	SEE NOTE	240,000	40,000	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING		-					
OTHER		-					
SUBTOTAL APPROPRIATIONS		240,000	40,000	40,000	40,000	40,000	40,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	150,000		30,000	30,000	30,000	30,000	30,000
100 941 TSFR FUND 20 - MEASURE F	50,000		10,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	-		-	-			-
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	200,000	-	40,000	40,000	40,000	40,000	40,000

NET PROJECT ACTIVITY

(40,000)	(40,000)	-	-	-	-	-
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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	20/21
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
2021-22 Capital Budget

PROJECT 53-825 AZALEA/SFD INTERSECTION

NEW

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PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	250,000		250,000				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					-	
COUNTY FINANCING LOAN	-						
OTHER	-						
TO BE DETERMINED see note	-						
SUBTOTAL REVENUES	250,000	-	250,000	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	50,000		50,000				
827 CONSTRUCTION	200,000		200,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-	-			
SUBTOTAL APPROPRIATIONS	250,000	-	250,000	-	-	-	-

TRANSFERS

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

NET PROJECT ACTIVITY

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NOTES:



Town of Fairfax
2021-22 Capital Budget

PROJECT 53-830 DOWNTOWN SIDEWALK IMPROVEMENTS

This project for ADA improvements in downtown including new sidewalk (e.g., north side of Sir Francis Drake between Taylor and Claus) and curb ramps.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-		-		-	-	-
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-		-				
827 CONSTRUCTION	320,000	80,000	80,000	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	320,000	80,000	80,000	40,000	40,000	40,000	40,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	130,000	30,000	60,000	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE F	170,000	30,000	20,000	30,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	300,000	60,000	80,000	40,000	40,000	40,000	40,000

NET PROJECT ACTIVITY

(20,000)	(20,000)	-	-	-	-	-
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NOTES:

827 Downtown sidewalk reconstruction and repair; the Council may allocate additional funding depending on the construction quotes received.



Town of Fairfax

2021-22 Capital Budget

PROJECT 53-887 STREET RESURFACING & REPAIR

This project is for street repair based on the recommendations of the pavement management study. Detail is in the appendices.
 The work will vary from maintenance (IE slurry seal at Napa & Dominga), repair of selected streets. Some of the work may be performed in-house.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2021-22 PROPOSED	FY 2022-23 ESTIMATED	FY 2023-24 ESTIMATED	FY 2024-25 ESTIMATED	FY 2025-26 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 SEE NOTE	-						
OTHER SEE NOTE	20,370	20,370					
TO BE DETERMINED	-						
SUBTOTAL REVENUES	20,370	20,370	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES SEE NOTE	-			-	-	-	-
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN SEE NOTE	90,000		50,000	10,000	10,000	10,000	10,000
827 CONSTRUCTION SEE NOTE	730,370	20,370	350,000	90,000	90,000	90,000	90,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	820,370	20,370	400,000	100,000	100,000	100,000	100,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	225,000		225,000				
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	575,000		175,000	100,000	100,000	100,000	100,000
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-		-				
100 957 TSFR FUND 23 - MEAS A PARK	-		-				
SUBTOTAL TRANSFER	800,000	-	400,000	100,000	100,000	100,000	100,000

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)
	See appendix for Pavement Management Plan

TOWN OF FAIRFAX

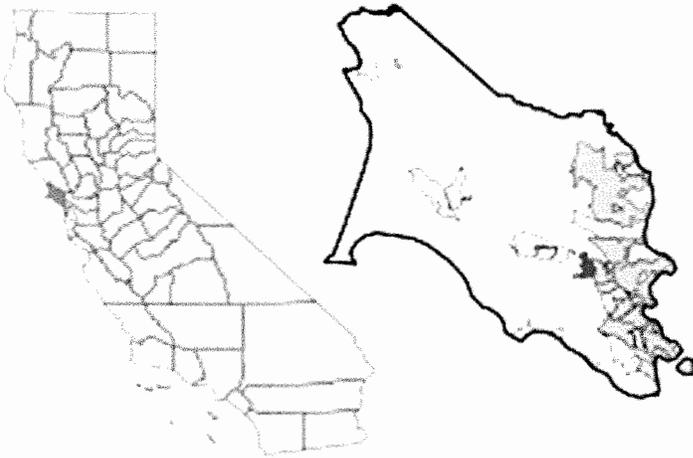
2021 - 2022 Operating and Capital Improvement **PROPOSED Budget**



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 - April 2020 to April 2021

Town of Fairfax, California



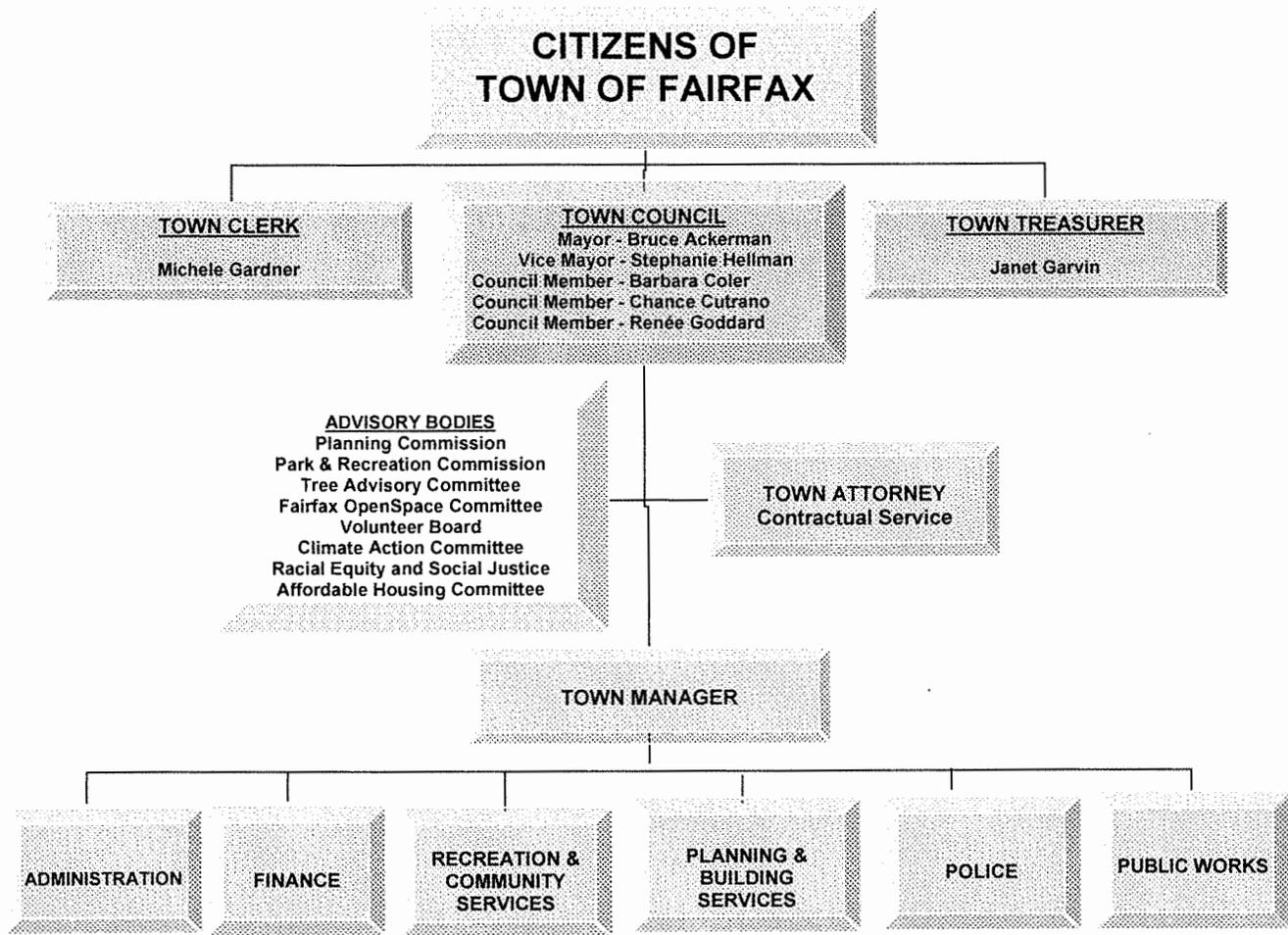
Demographics

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

Census

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

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



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

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2021/22**

AS OF 7/1/21

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
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00	MGMT	10,003	11,580	120,038	138,958
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
PUBLIC WORKS 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
SENIOR 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) 28.00

PART TIME EMPLOYEES:

	FTE	HOURLY	
		LOW	HIGH
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
ACCOUNTANT I/II(2)	0.80	-	43.69
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 PUBLIC WORKS DIRECTOR	0.67	-	60.00
RECREATION & COMMUNITY SERVICES MGR	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) 5.40

TOTAL FTE 33.40

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
SALARY SCHEDULE
FOR FISCAL YEAR 2021/22**

AS OF 7/1/21

FULL TIME EMPLOYEES:

			TOWN MGR	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	PAARK MAINT	VOLUNTEER	RECREATION	FOCUS	RENTALS	ALLOC
			211	221	231	241	311	321	411	510	511	611	616	617	621	625	911
TOWN MANAGER	note 1	1.00	CONTR	0.60		0.10				0.30							
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	0.25			0.25	0.25						0.25			
DEP TOWN CLERK/ASST TO THE TOWN MGR		1.00	MGMT		1.00												
FINANCE DIRECTOR		1.00	MGMT			0.10	0.90										
PLANNING & BUILDING DIRECTOR		1.00	MGMT				1.00										
PUBLIC WORKS DIRECTOR	NEW	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						
SENIOR MAINTENANCE WORKER		2.00	SEIU								1.00	1.00					
POLICE CHIEF	note 1	1.00	CONTR						1.00								
POLICE LIEUTENANT		1.00	POA						1.00								
POLICE SERGEANT		2.00	POA						2.00								
POLICE CORPORAL		2.00	POA						2.00								
POLICE OFFICER		5.00	POA						5.00								
POLICE SERVICES TECH/CSO		1.00	POA						1.00								
DISPATCHER		4.00	POA						4.00								

- MANAGEMENT ANALYST
- DEPUTY TOWN CLERK
- PUBLIC WORKS DIRECTOR
- ASSISTANT PLANNER
- ASSOCIATE PLANNER
- SENIOR PLANNER
- ADMINISTRATIVE ASSISTANT
- MAINTENANCE WORKER II

-	MGMT																
-	MGMT																
-	MGMT																
-	MGMT																
-	MGMT																
-	MGMT																
-	SEIU																
-	SEIU																

TOTAL FULL TIME (FTE)

28.00 0.85 1.00 0.20 0.90 2.25 1.00 16.00 1.55 2.25 1.50 - 0.25 - 0.25 -

PART TIME EMPLOYEES:

ADMINISTRATIVE ASSISTANT																	
DEPUTY TOWN CLERK																	
FINANCE OFFICE ASSISTANT	0.10				0.10												
PLANNING TECH	0.10					0.10											
POLICE CADET (2)	0.25							0.25									
ACCOUNTANT I/II(2)	0.80			0.10	0.70												
DISPATCHER (4)	1.00							1.00									
RESERVE POLICE OFFICER (2)	0.25							0.25									
ASSISTANT PLANNER	0.50					0.50											
CONSULTING PUBLIC WORKS DIRECTOR	0.67								0.42	0.125	0.125						
RECREATION & COMMUNITY SERVICES MGR	0.93												0.30	0.63			
EVENTS & VOLUNTEER COORDINATOR	0.30											0.30					
MARKETING & COMMUNICATION SPECIALIST	0.50		0.50														

TOTAL PART TIME (FTE)

5.40 - 0.50 0.10 0.80 0.60 - 1.50 0.42 0.13 0.13 0.30 0.30 0.63 - -

TOTAL FTE

33.40 0.85 1.50 0.30 1.70 2.85 1.00 17.50 1.97 2.38 1.63 0.30 0.55 0.63 0.25 -

TOWN OF FAIRFAX
DEBT SERVICE SCHEDULES

1. 2/1/18 - COUNTY OF MARIN - CAPITAL IMPROVEMENT LOAN 5 YEAR LOAN

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

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
TOTAL		<u>\$ 500,000</u>

2. 2017 LEASE REVENUE BONDS (REFUNDING PERS SIDEFUND AND PRE-2013 UAL) \$3,860,000

	PRINCIPAL	RATE	INTEREST	PAYMENT
FY17	\$ 113,000	5.40%	\$ 85,113	\$ 198,113
FY18	254,000	5.40%	198,909	452,909
FY19	282,000	5.40%	184,842	466,842
FY20	312,000	5.40%	169,182	481,182
FY21	151,000	5.40%	78,273	229,273
REFINANCED 9/29/20				
TOTALS	<u>\$ 1,112,000</u>		<u>\$ 716,319</u>	<u>\$ 1,828,319</u>

3. 2020 LEASE REVENUE BONDS (REFINANCING EXISTING 2017 LEASE AND UAL) \$9,402,000

	PRINCIPAL	RATE	INTEREST	PAYMENT
FY21	\$ 185,000	3.45%	\$ 109,925	\$ 294,925
FY22	237,000	3.45%	314,640	551,640
FY23	320,000	3.45%	305,101	625,101
FY24	375,000	3.45%	293,198	668,198
FY25	435,000	3.45%	279,312	714,312
FY26	472,000	3.45%	263,770	735,770
FY27	515,000	3.45%	246,848	761,848
FY28	557,000	3.45%	228,459	785,459
FY29	601,000	3.45%	208,587	809,587
FY30	649,000	3.45%	187,145	836,145
FY31	699,000	3.45%	164,013	863,013
FY32	751,000	3.45%	139,121	890,121
FY33	766,000	3.45%	113,091	879,091
FY34	781,000	3.45%	86,543	867,543
FY35	777,000	3.45%	59,806	836,806
FY36	752,000	3.45%	33,586	785,586
FY37	530,000	3.45%	9,143	539,143
TOTALS	<u>\$ 9,402,000</u>		<u>\$ 3,042,287</u>	<u>\$ 12,444,287</u>

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES (MONTHLY)
2011 TO 2021

	2011	2016	2020	2021	▲ chg 1 YR	▲ chg 5 YR	▲ chg 10 YR
KAISER (HMO)							
1	568.99	746.47	768.49	813.64	5.9%	9.0%	43.0%
2	1,137.96	1,492.94	1,536.98	1,627.28	5.9%	9.0%	43.0%
3+ (BENCHMARK)	1,479.37	1,940.82	1,998.07	2,115.46	5.9%	9.0%	43.0%
PERS CHOICE (PPO)							
1	563.40	798.36	861.18	935.84	8.7%	17.2%	66.1%
2	1,126.80	1,596.72	1,722.36	1,627.28	-5.5%	1.9%	44.4%
3+	1,464.84	2,075.74	2,239.07	2,115.46	-5.5%	1.9%	44.4%
BLUE SHIELD ACCESS + (HMO)							
1	675.51	1,016.18	1,127.77	1,170.08	3.8%	15.1%	73.2%
2	1,351.02	2,032.36	2,255.54	2,340.16	3.8%	15.1%	73.2%
3+	1,756.33	2,642.07	2,932.20	3,042.21	3.8%	15.1%	73.2%
PERS SELECT (PPO)							
1	492.68	730.07	520.29	566.67	8.9%	-22.4%	15.0%
2	985.36	1,460.14	1,040.58	1,133.34	8.9%	-22.4%	15.0%
3+	1,280.97	1,898.18	1,352.75	1,473.34	8.9%	-22.4%	15.0%
PORAC (ASSOC)							
1	527.00	699.00	774.00	799.00	3.2%	14.3%	51.6%
2	987.00	1,399.00	1,699.00	1,725.00	1.5%	23.3%	74.8%
3+	1,254.00	1,789.00	2,199.00	2,199.00	0.0%	22.9%	75.4%
PERS CARE (PPO)							
1	893.95	889.27	1,133.14	1,294.69	14.3%	45.6%	44.8%
2	1,787.90	1,778.54	2,266.28	2,589.38	14.3%	45.6%	44.8%
3+	2,324.27	2,312.10	2,946.16	3,366.19	14.3%	45.6%	44.8%
ANTHEM BLUE CROSS TRADITIONAL (HMO)							
1		855.42	1,184.84	1,307.86	10.4%	52.9%	N/A
2		1,710.84	2,369.68	2,615.72	10.4%	52.9%	N/A
3+		2,224.09	3,080.58	3,400.44	10.4%	52.9%	N/A
ANTHEM BLUE CROSS SELECT (HMO)							
1		721.79	868.98	925.60	6.5%	28.2%	N/A
2		1,443.58	1,737.96	1,851.20	6.5%	28.2%	N/A
3+		1,876.65	2,259.35	2,406.56	6.5%	28.2%	N/A

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 FY21-22, the County estimates Fairfax will receive approximately \$61,000 in Measure A sales tax revenue.

The Measure A Advisory Committee met in June 2021 to discuss the allocation of funds including the surplus sales tax revenue received in FY20-21 and carryover of funds from previous years.

MEASURE A PARK FUNDS ALLOCATION FY21-22

Project/Program	A	B	C	D
	Estimated Expenditures	Proposed Carryover	Proposed Allocation FY21-22	Proposed Recommended Allocation w/Carryover
			<i>Add. Sales Tax received</i>	
			\$ 14,000.28	
			<i>County Est</i>	
	<i>County Est.</i>		\$ 60,877.18	
	\$47,000	Total Available:	\$ 74,877.46	
	FY20-21	FY20-21	FY21-22	FY21-22
Parkland/Open Space Acquisition	\$ -	\$ 70,000	\$ 17,500	\$ 87,500
Maint/Repair Ped Trail Improvements	\$ 2,000.65	\$ 22,524	\$ 22,500	\$ 45,024
Replace Pavilion Lighting & Hot Water Heater	\$ -	\$ 19,371	\$ -	\$ -
Women's Club Improv. (e.g., stage, roof, bathrooms, lighting)	\$ 10,672.65	\$ 9,973	\$ 10,000	\$ 19,973
Replace Peri Park Equipment	\$ 80,000.00	\$ -	\$ -	\$ -
Reallocate Pavilion to Peri Park to reimb for costs	\$ -		\$ -	\$ 19,371
Replace wooden 2 seat swing with new BEARS 2-3 seat swing			\$ 6,000	\$ 6,000
Peri Park exercise equipment			\$ 8,877	\$ 8,877
Bicycle pump track			\$ 10,000	\$ 10,000
			\$ -	
	\$ -	\$ -	\$ -	\$ -
Total	\$ 92,673	\$ 121,869	\$ 74,877	\$ 196,746

Column A ("Est. Expenditures") reflects the estimated year end expenditures for projects. Column B ("Carry-Over") represents the funding allocated to a project in a previous year(s), but not spent in FY20-21. Column D ("Proposed Recommended Allocation") is the combination of funds from Column B and Column C. The County requires the Town to reallocate carryover funds each year.

The Measure A Advisory Committee consists of:

- Councilmember Goddard and Councilmember Coler
- 2 Fairfax Open Space members: Susan Pascal Beran, Brad Handel
- Fairfax Parks and Rec Commissioner: 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 \$400,000 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 FY21-22.

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 6/10/2021

Scenario: \$400K Scenario

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$400,000	10%	2022	\$400,000	10%	2024	\$400,000	10%
2021	\$400,000	10%	2023	\$400,000	10%			

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment
											Current PCI	PCI Before	PCI After			
BELMONT AVENUE	PASTORI AVENUE	KENT AVENUE	BELMON	10	271	24	6,504	R	AC/AC		58	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		65	68	77	\$14,320	33,667	MICROSURFACING
BROADWAY	CLAUS	BANK	BROADW	10b	155	60	9,300	C	AC/AC		65	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		57	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		64	67	76	\$10,885	22,760	MICROSURFACING
CENTER BOULEVARD	727' NORTH OF PASTORI AVENUE	PACHECO AVENUE	CENTER	30	599	54	32,346	R	AC/AC		63	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		65	68	77	\$7,778	33,053	MICROSURFACING
FRUSTUCK AVENUE	MANZANITA ROAD	WILLIS LANE	FRUSTU	30	1,029	14	14,406	C	AC		64	68	77	\$8,004	20,437	MICROSURFACING
LIVE OAK AVENUE	MAPLE AVENU	1027' WEST OF MAPLE AVENUE	LIVEOA	10	1,027	18	18,486	R	AC/AC		67	69	78	\$10,270	25,834	MICROSURFACING
MANZANITA ROAD	991 FRM WRENDEN FRUSTRUCK INT	FRUSTUCK AVENUE	MANZAR	20	594	14	8,316	R	AC/AC		59	62	72	\$4,620	22,268	MICROSURFACING
OAK TREE LANE	SIR FRANCIS DRAKE BOULEVARD	DEAD END	OAKTRE	10	494	29	14,326	R	AC/AC		61	64	74	\$7,959	23,678	MICROSURFACING
OLEMA ROAD	SIR FRANCIS DRAKE BOULEVARD	MARIN ROAD	OLEMAR	10	1,050	24	25,200	C	AC		62	66	76	\$14,000	19,617	MICROSURFACING
OLEMA ROAD	MARIN ROAD	TOWN LIMITS	OLEMAR	20	1,480	23	34,040	C	AC		65	69	78	\$18,912	20,754	MICROSURFACING
PINE DRIVE	635' WEST OF LAUREL DRIVE	1900' WEST OF LAUREL DRIVE	PINEDR	20	1,265	14	17,710	C	AC/AC		65	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		57	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		60	63	73	\$7,684	34,689	MICROSURFACING
SEQUOIA ROAD	LOWER SCENIC ROAD	SPRUCE ROAD	SEQUOI	10	974	19	18,506	R	AC/AC		66	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		65	68	77	\$30,520	44,289	MICROSURFACING
SIR FRANCIS DRAKE BOULEVARD	PACHECO AVENUE	BANK STREET	SIRFRA	20	819	35	28,665	A	AC		57	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		58	61	72	\$7,218	34,436	MICROSURFACING

** - Treatment from Project Selection

A-B (1)

MTC StreetSaver

Scenarios Criteria:

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 6/10/2021

Scenario: \$400K Scenario

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment	
												PCI Before	PCI After				
WESTBRAE DRIVE	OLEMA ROAD	OLEMA ROAD	WESTBR	10	760	25	19,000	R	AC/AC		57	60	70	\$10,556	21,966	MICROSURFACING	
WREDEN AVENUE	FRUSTUCK AVENUE	MANZANITA ROAD	WREDEN	20	543	15	8,145	R	AC/AC		62	65	74	\$4,525	23,605	MICROSURFACING	
												Treatment Total	\$235,176				
SCENIC ROAD	400' NORTH OF REDWOOD ROAD	REDWOOD ROAD	SCENIC	40	458	14	6,412	A	AC/AC		64	67	100	\$22,799	16,298	THICK AC OL/RUBBERIZED ASPHALT	
TAMALPAIS ROAD	BERRY TRAIL	MOUNTAIN VIEW TAMALP ROAD		40	835	15	12,525	A	AC/AC		66	69	100	\$44,534	15,652	THICK AC OL/RUBBERIZED ASPHALT	
												Treatment Total	\$67,333				
ALDER COURT	LANDSDALE AVE	DEAD END	ALDERC	10	195	12	2,340	R	AC/AC		81	83	90	\$910	28,827	SLURRY SEAL	
HICKORY ROAD	CASADE DR	CYPRESS DR	HICKOR	05	178	20	3,560	R	AC		78	80	88	\$1,385	41,329	SLURRY SEAL	
TAMALPAIS ROAD	SPRUCE ROAD	INT. 60 FT W. OF SCENIC	TAMALP	10B	370	16	5,920	A	AC/AC		78	80	87	\$2,303	80,964	SLURRY SEAL	
TAMALPAIS ROAD	SCENIC ROAD	1050' SOUTH OF SCENIC ROAD	TAMALP	20	1,050	15	15,750	A	AC/AC		83	84	91	\$6,125	91,420	SLURRY SEAL	
												Treatment Total	\$10,723				
REDWOOD ROAD	1240' WEST OF SCENIC ROAD	1800' WEST OF SCENIC ROAD	REDWOO	30	560	14	7,840	C	AC/AC		59	61	100	\$27,876	13,055	MILL AND THIN OVERLAY	
SHERMAN AVENUE	BOLINAS ROAD	DOMINGA AVENUE	SHERMA	10	262	18	4,716	R	AC/AC		61	64	100	\$16,768	11,089	MILL AND THIN OVERLAY	
												Treatment Total	\$44,644				
IVY LANE	PORTEOUS AVENUE	MEERNA AVENUE	IVYLAN	10	118	18	2,124	R	AC/AC		42	45	100	\$11,328	9,192	MILL AND THICK OVERLAY	
												Treatment Total	\$11,328				
Year 2020 Area Total									484,492	Year 2020 Total		\$369,204					

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
CENTER BOULEVARD	PASTORI AVENUE	727' NORTH OF PASTORI AVENUE	CENTER	20	727	51	37,077	R	AC		67	68	77	\$21,217	20,319	MICROSURFACING
FORREST AVENUE	SUMMER AVENUE	1230' EAST OF SUMMER AVENUE	FORREA	20	1,230	14	17,220	C	AC/PCC		68	69	78	\$9,854	34,051	MICROSURFACING

** - Treatment from Project Selection

A-8 (2)

MTC StreetSaver

Scenarios Criteria:

**TOWN OF FAIRFAX
ORDINANCES AND RESOLUTIONS
APRIL 2020 TO APRIL 2021**

Ordinance Titles

1. Providing for the termination of the Marin Telecommunications Agency and repealing the Telecommunications Ordinance codified in Chapter 13.12 of the Town Code. Adopted 05-06-20.
2. (Urgency ordinance) authorizing the town manager to establish and issue temporary outdoor use permits to allow restaurants and other businesses to provide outdoor dining and curbside pickup and waiving fees. adopted 06-03-20.
3. (Regular ordinance) Authorizing the Town Manager to Issue Temporary Outdoor Use Permits to Allow Restaurants and Other Businesses to Provide Outdoor Dining, Other Retail/Commercial Uses, and Curbside Pickup and Waiving Any Applicant Fees in the Town's Review Process and Authorizing the Expiration Date of Such Permits to Be Set by Resolution. Adopted 11-04-20.
4. Amending Section 8.36.030(A) ("Tree Advisory Committee") of the Town Code to Establish Terms of At-Large Members by Resolution. Adopted 02-03-21.
5. Adding back "Electric Vehicle Charging Stations" to Chapter 15.04, Construction Codes, Setting Forth Procedures for Expedited Permit Processing for Electric Vehicle Charging Stations. Adopted 03-03-2.
6. Adding Sections 10.28.020, "Designated Skate Park Area", And 10.28.030, "Safety Equipment Required", to Chapter 10.28 of the Fairfax Municipal Code, entitled "Skateboards", Setting Forth Procedures for Authorizing a Portion of the Pavilion/Bank Street Public Parking Lot as a Skating Facility and Requiring Use of Safety Equipment. Adopted 03-03-21.

Resolutions

1. Setting the Amount of the Special Municipal Services Tax For Fiscal Year 2020-202. Adopted 06-03-20.
2. Setting the Amount of The Utility Users' Tax for Fiscal Year 2020-2021. Adopted 06-03-20.
3. Setting the Pension Tax Rate to Support Fairfax Pension Obligations for Fiscal Year 2020-2021. Adopted 06-03-20.
4. Setting a Fee for the Purpose of Funding Local Stormwater Pollution Prevention Activities for Fiscal Year 2020-22. Adopted 06-03-20.

5. Setting the Tax Rate in Connection with Its General Obligation Bonds (Measure K Bond Assessment) For Fiscal Year 2020-2021. Adopted 06-03-20.
6. Approving the Ross Valley Paramedic Authority Tax Levy for the 2020-2021 Fiscal Year. Adopted 06-03-20.
7. Continuing Expenditures and Revenues in Accordance with The Fiscal Year 2019-2020 Town Budget and Continuing the Fiscal Year 2020-2021 Budget Adoption. Adopted 06-03-20.
8. Authorizing Execution of a Three-Year Cooperation Agreement with The County of Marin For the Community Development Block Grant (CDBG) And Home Programs. Adopted 06-03-20.
9. Adopting the California Environmental Quality Act (CEQA) Initial Study and Mitigated Negative Declaration (IS/MND) And Mitigation Monitoring and Reporting Program (MMRP), And Alternately, CEQA Exemptions, for the Proposed Meadow Way Bridge Replacement Project. Adopted 06-03-20.
10. Approving the Proposed Meadow Way Bridge Replacement Project. Adopted 06-03-20.
11. Authorizing the Town Manager to Enter into Certain Right-Of-Way Use Agreements for Temporary Outdoor Use and To Close Streets for Outdoor Events. Adopted 06-03-20.
12. Calling for A General Municipal Election to Be Held on November 3, 2020, For the Election of Certain Officers, Requesting the Marin County Board of Supervisors To Consolidate With The Any Other Election Conducted On That Date, And Requesting Election Services Of The County Elections Department. Adopted 06-03-20.
13. Establishing a Temporary Limit of 15% on Commissions Charged by Third-Party Food Delivery Companies to Support Restaurants in Fairfax During the Covid-19 Pandemic. Adopted 07-01-20.
14. Granting a Variance for a Second Driveway at 181 Meernaa Avenue, Assessor's Parcel No. 002-162-20. Adopted 07-01-20.
15. Authorizing the Town Manager to Enter into an Agreement with Ascent Environmental, Inc. to Prepare the Environmental Impact Report (EIR) for the Marinda Heights Subdivision (Project) and with Lamphier-Gregory to Perform Project Management and Coordination Services for the EIR And Overall Project, at the Applicant's Cost. Adopted 07-01-20.
16. 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.
Adopted 8-05-20.

17. Making Certain Findings and Determinations in Compliance with Section XIII B of the California Constitution (Gann Initiative) and Setting the Appropriations Limit for Fiscal Year 2020-21. Adopted 8-05-20.
18. Setting the Living Wage Pursuant to the Annual Review Requirements of Section 8.56.020 of the Town Code. Adopted 8-05-20.
19. Authorizing the Commencement of Proceedings in Connection with the Issuance and Sale of Lease Revenue Bonds of the Fairfax Financing Authority to Finance and Refinance Pension Obligations of the Town to the California Public Employees' Retirement System, Retaining a Municipal Advisor, an Underwriter/Placement Agent, Bond Counsel and Disclosure Counsel and Directing Certain Actions with Respect thereto. Adopted 08-19-20.
20. Approving the Issuance and Sale by the Fairfax Financing Authority to Fund All or A Portion of The Existing Unfunded Actuarial Liability of the Town to The California Public Employees' Retirement System, Refinance the Town's Obligations Under a 2017 Lease Agreement Executed To Fund A Portion of the Town's then Existing Unfunded Actuarial Liability and to Fund All or a Portion of the Town's Current Unfunded Actuarial Liability To CALPERS, Approving the Form and Authorizing Execution of Related Documents and Approving Official Actions. Adopted 09-02-20.
21. Forming the Racial Equity and Social Justice Committee ("RESJ"). Adopted 09-02-20.
22. Confirming Biennial Review of the Conflict of Interest Code for the Town of Fairfax With No Amendments. Adopted 09-02-20.
23. Denying Appeal and Upholding the Planning Commission July 16, 2020 Action Approving A Conditional Use Permit for Outdoor Seating for The Lodge Restaurant at 1573 Sir Francis Drake Boulevard. Adopted 09-02-20.
24. Establishing the Regular Council Meeting Dates for the Months of January and July in 2021. Adopted 11-04-20.
25. Authorizing the Mayor to Sign the Dissolution Agreement of the Marin County Major Crimes Task Force. Adopted 11-04-20.
26. Opposing Offshore Oil and Gas Drilling and Exploration Activities, Including Seismic Airgun Blasting. Adopted 11-04-20.
27. Setting an Expiration Date for The Issuance of Temporary Outdoor Use Permits to Allow Restaurants and Other Businesses To Provide Outdoor Dining, Other

- Retail/Commercial Uses, And Curbside Pickup. Adopted 11-04-20.
28. Extending the Terms of Certain Right-Of-Way Use Agreements for Temporary Outdoor Uses to May 31, 2021. Adopted 11-04-20.
 29. Reciting the Fact of the General Election Held on November 3, 2020, Declaring the Results and Such Other Matters as Provided by Law. Adopted 12-02-20.
 30. Approving Application for Per Capita Grant Funds. Adopted 12-02-20.
 31. Opposing Hateful Acts and All Manifestations of White Supremacy, Racism, And Bigotry. Adopted 12-16-20.
 32. Establishing Maximum Rates Collected by Marin Sanitary Service for Solid Waste Services, Effective January 1, 2021, In the Town of Fairfax. Adopted 12-16-20.
 33. Approving Job Classification for the Deputy Town Clerk/Assistant to the Town Manager. Adopted 2-03-21.
 34. Amending "Exhibit A – Salary Range" to Resolution 18-31. Adopted 2-03-21.
 35. Establishing Terms of Office for At-Large Members of The Tree Advisory Committee. Adopted 2-03-21.
 36. Amending the Interview and Appointment Policy to Amend the Appointment Process for the Tree Committee. Adopted 2-03-21.
 37. Authorizing Application For, And Receipt Of, Local Government Planning Support Grant Program Funds. Adopted 2-03-21.
 38. Appointing a Representative and Two Alternates to the Marin Emergency Radio Authority (MERA) Board of Directors. Adopted 02-17-21.
 39. Amending the Memorandum of Understanding (MOU) with the Fairfax Police Officers Association (FPOA) for the Period of July 1, 2018 through June 30, 2021, to Extend the Period by One Year to June 30, 2022. Adopted 02-17-21.
 40. Designating the Western Portion of the Pavilion/Bank Street Parking Lot for Use as a Temporary Skate/Scooter Park and Establishing the Rules and Regulations for the Temporary Skate/Scooter Park. Adopted 03-03-21.
 41. Recognizing and Declaring March 31st as Transgender Day of Visibility. Adopted 03-17-21.
 42. Endorsing the Overarching Goals and Concepts of the Climate Safe California Platform and Calling for Action by the State of California. Adopted 04-07-21.