

# TOWN OF FAIRFAX

## 2011-2012 Operating and Capital Improvement Draft Budget



### **MAYOR**

Larry Bragman

### **VICE MAYOR**

Pam Hartwell-Herrero

### **COUNCIL MEMBERS**

John Reed

Lew Tremaine

David Weinsoff

**2011 – 2012 BUDGET  
TABLE OF CONTENTS**

<u>TITLE</u>	<u>PAGE</u>
<b><u>OPERATING BUDGET</u></b>	<b>i - 12</b>
Budget Message .....	i
Pie Charts of Revenue and Expenditures.....	1
Changes in Fund Balances.....	1A
Comparative Revenue Detail by Fund.....	2
Comparative Expenditure Detail by Fund.....	6
Comparative Expenditure Detail by Department.....	7
Consolidated Expenditures by Expense Category.....	8
Summary of Personnel.....	9
Annual Salary Roster.....	9A
Town of Fairfax Organizational Chart .....	9B
<b><u>DEPARTMENT/ACTIVITY DETAIL</u></b>	<b><u>FUND-DEPT. #</u></b>
	<b>9C - 105</b>
Town Manager Department Budget Message.....	9C
Town Council.....	10
Town Treasurer.....	12
Independent Auditor.....	13
Town Attorney.....	14
Town Manager.....	15
Volunteer/Parks & Recreation Department Message.....	16A
Volunteers For Fairfax.....	17
Recreation .....	19
Disaster Council.....	21
Town Clerk/Elections Department Message.....	21A
Town Clerk.....	22
Elections .....	24
Personnel.....	25
Finance Department Message.....	25A
Finance.....	26
Building & Planning Department Message.....	27A
Planning.....	28
Building Inspection.....	30
Police.....	32
Special Police .....	34
Fire .....	35
Public Works Department Message.....	35A
Public Works Administration.....	36
Street Maintenance Message.....	37A
Street Maintenance.....	38
Street Lighting & Traffic Signals Message.....	39A
Street Lighting & Traffic Signals .....	40
Pollution Prevention .....	41
Park Maintenance Department Message.....	41A
Park Maintenance .....	42
Rental Facilities – Message .....	43A
Rental Facilities – Women’s Club and Ballfield.....	44
Rental Facilities - Pavilion .....	46
Administrative Non-Departmental Message.....	47A
Miscellaneous .....	48
Building Maintenance Department Message.....	49A

**2011 – 2012 BUDGET  
TABLE OF CONTENTS**

Building Maintenance.....01-911..... 50

<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>	<u>PAGE</u>
Dry Period Fund.....	02-715.....	52
Equipment/Vehicle Replacement .....	03-923.....	53
Building and Planning .....	04-715.....	54
Communication Equipment Replacement .....	05-924.....	55
Retirement Fund .....	06-715.....	56
Special Police Fund .....	07-715.....	57
Office Equipment Replacement.....	08-928.....	58
Youth Center.....	11-624.....	59
Fairfax Festival.....	12-622.....	60
Measure I Municipal Services Tax Fund.....	20-715.....	61
Gas Tax .....	21-715.....	62
Measure K Debt Service Funds .....	41, 42 & 43-716 .....	63
Capital Projects Cover Sheet.....		63A
Capital Projects Department Message.....		63B
Capital Projects Summary.....	50, 51, 53 & 55.....	63C
Capital Projects – Grants .....	51-Various .....	64
Storm Damage Recovery.....	52-513, 515, 517 & 520.....	65
Capital Projects – General Revenue .....	53-887, 888 & 889.....	66
Measure K .....	55-719.....	67
Open Space Fund.....	73-673.....	68



# TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930  
PHONE (415) 453-1584 / FAX (415) 453-1618

June 22, 2011

## Town of Fairfax Budget for Fiscal Year 2011-12

Dear Mayor and Town Council:

I present to you the Fiscal Year 2011-12 Operating and Capital Improvement Budget. This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. Due to the continued slow economy and rising costs of health care and retirement costs this proposed draft budget has a deficit of \$305,642. This is lower than the \$350,000 figure that has been used for many months now because the Town received more revenue than anticipated in the line items of the triple flip and Vehicle License Fees (VLF) swap.

To eliminate the deficit the Town will need to leave positions vacant (Public Works Director, Maintenance Worker, Police Officer, Administrative Assistant), reduce fringe benefits paid to employees, and find new revenues.

Labor negotiations are in process for all bargaining groups. To have fiscal sustainability there will need to be shared sacrifice on the part of employees and the community (in terms of possible new revenue sources). It is not possible to have long term fiscal sustainability without both cuts to expenditures and new revenues generated for the Town. New revenues cannot be generated until the beginning of the next calendar year. Thus, the Town must use its Unrestricted Reserve (Dry Period Fund) to balance part of the deficit with the following items:

Vacant position savings:	\$ 45,642
Operating budget cuts:	\$ 50,000
Unrestricted Reserves (Dry Period Fund)	\$ 210,000

<b>TOTAL SAVINGS AND NEW REVENUES</b>	<b>\$ 305,642</b>
<b>General Fund Expenditures and Revenues Balance</b>	<b>\$ 0</b>

When labor negotiations are completed and should a local sales tax measure pass in November of this year then staff will bring a mid-year budget review to the Council that could return the borrowed money from the Unrestricted Reserve (Dry Period Fund).

The reason for the deficit is two fold. There has been a decrease in property and sales tax revenues for the last four years. In addition, retirement and health care costs (and general operating costs) are increasing faster than Town revenues are increasing.

In addition, after polling the other municipalities in Marin and monitoring state legislature actions it seems appropriate to exclude the annual projected COPS allocation of \$100K. It is possible that when the state

budget is adopted that COPS funding will be included. However, at this time there is no guarantee and the state must balance a deficit over \$11 billion.

### ***Outline of Fiscal Year 2011-12***

The draft budget presented:

- Continues to leave Public Works Director position vacant;
- Continues to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- Continues to operate all budgets by 4% less than in 2009/10
- Does not include \$100,000 of COPS funding from state as this has not been verified by the state as being available to cities.
- Requires borrowing money from the unrestricted reserve (Dry Period Fund) in the amount of \$210,000
- Continues moving forward with Capital Projects that are funded through FEMA and Measure K.

The proposed FY10-11 General Fund Operating Budget expenditures total \$7,028,052. General Fund revenues are projected at \$6,932,410. Our projections are cautious on all revenues. We would rather be pleasantly surprised at year end than over-project revenues that may not materialize. We also predict that expenditures in FY11/12 and FY 12/13 will stabilize as labor costs will be more predictable with new employee agreements completed, which include a two-tiered retirement system and employees paying for a portion of their retirement costs out of pocket.

### ***Budget – Projected Deficit***

Due to the consumer price index not increasing by two percent or more the annual maximum increase of two percent in property tax revenue will not be realized, a loss of \$45,000 in projected revenue. Property tax revenue continues to be flat compared to a typical year (about a 4% increase) resulting in a loss of about \$100,000 in our projections for FY 2011/12. Rising retirement and medical costs are also contributing to the deficit. The additional costs over last year for retirement and medical costs is \$ 117,000. The pension override tax is generating the maximum amount and it is not sufficient to pay for the retirement costs, even with five employees in the second tier.

We are fortunate that our sales tax is down only a few percentage points as some cities are experiencing 20-30 percent declines in sales tax revenues for the last several years.

### ***Dry Period Fund (Reserves)***

Our projected Dry Period reserve fund level will be \$569,465. This is lower than last year's fund balance because we are unable to balance the budget without using this fund. It is possible this fund will be made whole if a local sales tax is approved. At a minimum, part of the money used from the Dry Period Fund to balance the FY 2011/12 budget can be repaid when labor agreements are completed.

**FEMA Projects and Reimbursements (Fund 52)**

After intense lobbying and follow-up, the Town received \$213,916 in FY09-10 and \$455,479 in FY 10-11 from FEMA and OES and began the FEMA Audit process. The Town's disaster fund transactions are projected to be \$48,631 as we begin the new fiscal year. We completed most of the flood restoration projects and have one remaining FEMA project for the FY 2011/2012. The project is the Pastori Storm Drain Outfall.

**Pension Costs**

The Miscellaneous Plan rate (employer contribution) will increase from 13.414% for FY10-11 to 16.34% for FY11-12. The Safety Plan (employer contribution) rate has been expanded to include the first tier rate (original plan) of 48.94% for FY 2010/11 and a second tier rate (new plan) of 22.06% for FY10/11. The second tier rate will apply to all new hires.

CalPERS Pension costs for Fiscal Year 2011-2012:

	<u>Miscellaneous</u>	<u>Safety</u>
Employer rate	16.34%	48.94%
Employee rate (paid by Town)	6.50% **	9%
<u>Total</u>	<u>19.34%</u>	<u>57.94%</u>

\*\* Beginning January, 2010, 1.5% of the CalPERS employee pension contribution is being paid for by the employee.

The pension over ride tax revenue projection for 2011/12 is \$1,049,930. Retirement costs are projected at \$1,226,814. This is not sustainable over the long term. The two-tiered retirement agreement which will include all staff will help stabilize the Pension fund, but if CalPERS rates continue to increase each year, and exceed the savings from the two-tiered retirement, the Town will need funding from other sources and/or initiate discussions with the labor groups about the possibility of having employees pay an even larger portion of the employee contribution to retirement benefits.

**Personnel Costs**

As a service-oriented agency, personnel costs (salaries and benefits) comprise approximately 80% of the Town's budget. Both the POA and the Management Unit signed a one year MOU that expires June 30, 2011. SEIU signed a two year labor agreement from July 1, 2009-June 30, 2011. Negotiations with the POA, SEIU and Managers are in process.

Staff members continue to wear multiple hats to balance the competing priorities of the Town, and we all take pride in our work and what we have been able to accomplish on a limited budget. Many staff members are working far more than 40 hours per week and are donating a great deal of their own time to get the job done.

**Major Capital Improvement Projects proposed or continuing:**

1. Pastori Outfall Pipe: \$68,267
2. Street Resurfacing Projects: \$254,585
3. Measure K Projects: \$84,000

***Unfunded Projects:***

As Council is aware, the Town has many needs we are not able to fund. I would like to take this opportunity to point out the following list of "one-time" projects consequently not included in this draft budget.

**ONE TIME PROJECTS OR REPLACEMENT FUNDS NEEDED (Unfunded):**

1. Contingency Fund for unplanned capital projects: \$50,000.
2. Retaining Wall Replacements: 65,000
3. Replacement fund for capital projects (Town owned facilities): \$100,000
4. Fund remaining OPEB annual contribution requirement: \$80,600

**ONE TIME PROJECTS TO BE FUNDED:**

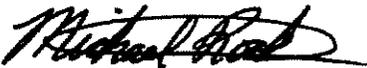
I am not recommending any one time projects to be funded due to the deficit. We have decreased expenditures in our efforts to minimize the deficit. We are also not able to add any new revenue to the "Dry Period" fund and it remains below levels of the 2007/08 and 2008/09 and 2009/10 budgets.

***Conclusion***

Staff has worked very hard on this budget and we look forward to reviewing this document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to Assistant to the Town Manager/Town Clerk Judy Anderson, Police Chief Chris Morin, and Planning and Building Director Jim Moore. Fire Chief Roger Meagor most ably assisted us with the Ross Valley Fire JPA budget. A special thanks to our Finance staff, chiefly Finance Director, Laurie Ireland-Ashley, for a dedicated and commendable job of putting together the FY 2011/12 Town Budget for the Town of Fairfax.

As always, feel free to contact me should you have any questions.

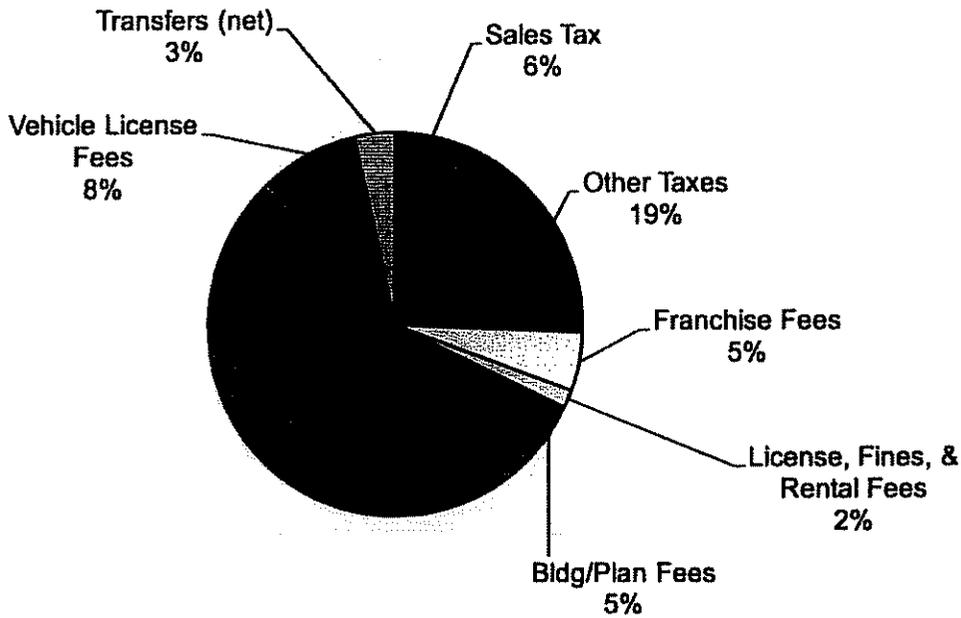
Sincerely,



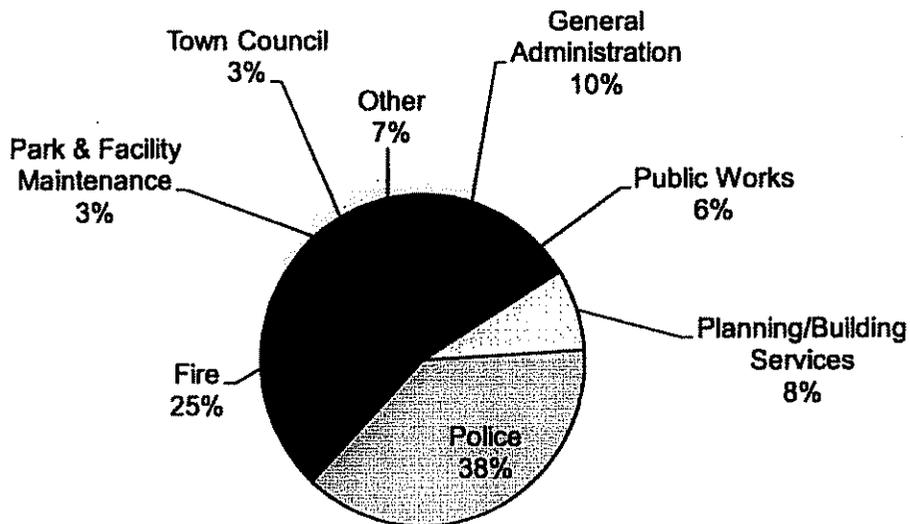
Michael Rock  
Town Manager

TOWN OF FAIRFAX  
2011 - 2012 DRAFT BUDGET

OPERATING REVENUE-GENERAL FUND



OPERATING EXPENDITURES-GENERAL FUND



**TOWN OF FAIRFAX  
2010 - 2011 BUDGET  
CHANGES IN FUND BALANCES**

	<b>Est Balance At JUNE 30, 2011 Unaudited ***</b>	<b>2010-2011 REVENUE</b>	<b>2010-2011 XFER IN</b>	<b>2010-2011 XFER OUT</b>	<b>2010-2011 EXPENSES</b>	<b>Est Balance At JUNE 30, 2012</b>
01 - General Fund*	\$ 674,409	\$ 4,685,228	\$ 2,286,180	\$ 68,000	\$ 6,960,052	\$ 617,765
02 - Dry Period Fund	769,465	-	-	210,000	-	559,465
03 - Equipment Replacement Fund	15,638	-	50,000	50,000	-	15,638
04 - Building & Planning Fund	117,064	362,750	-	362,750	-	117,064
05 - Communication Equipment Replacement Fund	25,257	-	-	-	-	25,257
06 - Retirement Fund	-	1,048,930	-	1,048,130	-	800
07 - Special Police Fund	-	100,000	-	100,000	-	-
08 - Office Equip. Replacement Fund	20,058	-	8,000	-	8,000	20,058
11 - Recreation Fund	2,500	32,389	18,000	-	46,401	6,488
12 - Fairfax Festival Fund	6,816	28,000	-	10,000	15,000	9,816
20 - Measure J - Municipal Svs Tax Fund	-	465,000	-	465,000	-	0
21 - Gas Tax Fund	-	212,400	-	212,400	-	-
41,42 & 43 - Measure K Debt Service	51,269	515,055	-	-	448,181	118,143
51 - Capital Projects, Grants Fund	98,101	1,312,927	87,000	-	1,399,927	98,101
52 - Disaster Fund	-	48,631	-	-	48,631	-
53 - Capital Projects, Town Fund	174,190	99,685	184,900	-	284,585	174,190
54 - Pavilion Renovation Fund (Fiduciary Fund)	155,645	700	-	-	-	156,345
55 - Measure K Capital Project Fund	43	84,000	-	-	84,000	43
73 - Open Space Fund	32,333	1,000	26,400	-	27,400	32,333
<b>Total Of All Funds</b>	<b>\$ 2,142,789</b>	<b>\$ 8,996,695</b>	<b>\$ 2,660,480</b>	<b>\$ 2,526,280</b>	<b>\$ 9,322,177</b>	<b>\$ 1,951,506</b>

\*\*\*\*\*These are subject to change pending the outcome of the year end audit.

**TOWN OF FAIRFAX  
COMPARATIVE REVENUE DETAIL BY FUND  
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	PROPOSED BUDGET 2011-2012
<b>01 - GENERAL FUND</b>	Draft June 2010		UnAdjusted May	
Property Taxes - Secured	1,798,285	1,942,157	1,840,064	1,942,157
Property Taxes - Unsecured	50,759	40,400	53,214	40,400
Supplemental Property Taxes	35,161	35,500	29,257	35,500
Real Estate Transfer Tax	24,946	30,000	25,968	30,000
Sales Tax	291,920	338,150	283,391	338,150
In-Lieu Sales Tax (Triple Flip)	106,532	97,210	115,488	97,210
\$50 General Municipal Services Tax	179,410	188,870	179,546	188,870
Utility Users Tax - Telephone	180,041	153,400	136,542	153,400
Utility Users Tax - Energy	225,369	215,250	196,165	215,250
1/2 cent Sales Tax - Prop. 172	53,057	-	33,433	-
ERAF Excess Distribution	200,846	446,325	227,606	406,323
ERAF III Shift to State	-	-	-	-
Property Tax In-Lieu of VLF (VLF Swap)	566,062	499,918	562,268	562,268
Hotel Users Tax	16,616	12,100	18,038	12,100
<b>Total Taxes</b>	<b>3,729,006</b>	<b>3,999,280</b>	<b>3,700,979</b>	<b>4,021,628</b>
Garbage	130,995	165,000	136,979	165,000
Gas & Electric	58,132	60,000	59,950	60,000
Cable	111,907	63,000	117,810	117,000
<b>Total Franchise Fees</b>	<b>301,034</b>	<b>288,000</b>	<b>314,739</b>	<b>342,000</b>
	111,788	105,000	106,284	105,000
<b>Business Licenses</b>	<b>111,788</b>	<b>105,000</b>	<b>106,284</b>	<b>105,000</b>
Vehicle Code Fines	10,178	7,500	6,702	7,500
Parking & Other Fines	41,194	47,000	54,012	47,000
<b>Total Fines</b>	<b>51,373</b>	<b>54,500</b>	<b>60,714</b>	<b>54,500</b>
Women's Club and Other	15,999	12,000	13,775	12,000
CYO - Pavilion	13,817	14,000	5,210	14,000
Pavilion - Other	6,882	2,000	6,682	2,000
<b>Total Rental &amp; Maintenance Fees</b>	<b>36,698</b>	<b>28,000</b>	<b>25,666</b>	<b>28,000</b>
Interest Earnings - Bank	2,610	1,000	-	1,000
Interest Earnings - LAIF	-	20,000	8,400	20,000
<b>Total Investment Earnings</b>	<b>2,610</b>	<b>21,000</b>	<b>8,400</b>	<b>21,000</b>
Vehicle License Fees	23,184	21,000	14,222	-
Storm Run-Off Fee	60,458	64,000	58,059	64,000
Homeowners Exemption	11,815	7,000	11,891	11,000
Off Highway/Trailer Coach Vehicle Fees	-	-	-	-
Police Training Reimbursement (POST)	606	5,000	9,402	5,000
Workers Compensation Reimbursement	-	-	11,766	-
SB 90 Reimbursements	-	-	-	-
FEMA Reimbursements	-	-	-	-
Other	806	101,370	4,130	1,000
<b>Total Revenues From Other Agencies</b>	<b>96,868</b>	<b>198,370</b>	<b>109,471</b>	<b>81,000</b>
Sale Of Maps & Publications	282	500	89	100
Special Police Services (includes booking fees)	2,266	5,000	7,567	5,000
Public Works Services	1,500	-	1,010	1,000
Miscellaneous - General	159,868	25,000	38,539	25,000
<b>Total Charges For Current Services</b>	<b>163,917</b>	<b>30,500</b>	<b>47,205</b>	<b>31,100</b>
Miscellaneous Revenues	-	1,000	1,000	1,000
Transfer From 02-Dry Period Fund	-	-	-	210,000
Transfer From 04-Building & Planning Fund	289,193	387,560	395,309	362,750
Transfer From 06-Retirement Fund	1,051,749	1,048,130	1,034,819	1,048,930
Transfer From 07-Special Police Fund	134,262	100,000	75,000	100,000
Transfer From 12-Fairfax Festival	30,137	10,000	20,945	10,000
Transfer From 20-Measure F/I - Municipal Services Tax Fund	274,785	348,000	267,510	348,000
Transfer From 21-Gas Tax Fund	193,366	144,500	168,900	144,500
Carryover from 10-11	-	-	-	62,000
COPS and Prop 172 Revenue Received FY09-10 (Unbudgeted)	-	137,661	-	-
<b>Total Other Revenues</b>	<b>1,973,492</b>	<b>2,176,851</b>	<b>1,963,482</b>	<b>2,287,180</b>
<b>01 - GENERAL FUND TOTAL</b>	<b>6,486,786</b>	<b>6,901,501</b>	<b>6,336,939</b>	<b>6,971,408</b>

**TOWN OF FAIRFAX  
COMPARATIVE REVENUE DETAIL BY FUND  
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	PROPOSED BUDGET 2011-2012
<b>02 - DRY PERIOD FUND</b>				
Miscellaneous Revenues	-	-	-	-
Transfer from 2006-07 General Fund Carryover	-	-	-	-
<b>02 - DRY PERIOD FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>03 - EQUIPMENT REPLACEMENT FUND</b>				
Sale of surplus police chief vehicle	-	-	-	-
Transfer From 01-General Fund	-	50,000	-	50,000
<b>03 - EQUIPMENT REPLACEMENT FUND TOTAL</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>04 - BUILDING AND PLANNING FUND</b>				
Building Permits	67,754	100,000	100,000	125,000
Road Impact Fees	94,706	90,750	95,943	95,000
General Plan Maintenance Fees	2,223	3,000	2,454	2,500
Technology Improvement Fees	3,362	4,500	3,736	3,500
Bldg/Planning Infrastructure Improvement Fees	3,361	4,500	3,725	3,500
Engineering/Excavation	39	250	-	250
Housing Inspections	16,915	15,000	15,000	20,000
Seismic Fees	532	500	1,027	500
Plan Retention	(884)	500	209	500
Street Opening	7,287	3,000	14,408	10,000
Encroachment Fees	-	30,000	30,000	-
Master Fee Increases	-	47,560	34,465	-
<b>Total Permits and Fees</b>	<b>195,295</b>	<b>299,560</b>	<b>300,967</b>	<b>260,750</b>
Zoning & Filing Fees	56,677	57,000	36,740	57,000
Building Plan Checks	18,996	16,000	28,568	25,000
Engineering Plan Checks	18,225	15,000	29,035	20,000
<b>Total Charges For Current Services</b>	<b>93,899</b>	<b>88,000</b>	<b>94,342</b>	<b>102,000</b>
<b>04 - BUILDING AND PLANNING FUND TOTAL</b>	<b>289,193</b>	<b>387,560</b>	<b>395,309</b>	<b>362,750</b>
<b>05 - COMMUNICATIONS REPLACEMENT FUND</b>				
Miscellaneous Revenues	-	-	-	-
<b>05 - COMMUNICATIONS REPLACEMENT FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>06 - RETIREMENT FUND</b>				
Taxes - Current Secured	1,035,785	1,029,717	1,013,029	1,029,717
Taxes - Current Unsecured	60	1,213	529	1,213
Supplemental	9,979	11,000	11,264	11,000
Secured Homeowners Exemption	5,926	6,200	9,997	7,000
Investment Earnings	-	-	-	-
<b>06 - RETIREMENT FUND TOTAL</b>	<b>1,051,749</b>	<b>1,048,130</b>	<b>1,034,819</b>	<b>1,048,930</b>
<b>07 - SPECIAL POLICE REVENUE FUND</b>				
COPS	134,262	100,000	75,000	100,000
STAR Program	-	-	-	-
Miscellaneous	4,111	-	10,854	-
<b>07 - SPECIAL POLICE REVENUE FUND TOTAL</b>	<b>138,373</b>	<b>100,000</b>	<b>85,854</b>	<b>100,000</b>

**TOWN OF FAIRFAX  
COMPARATIVE REVENUE DETAIL BY FUND  
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	PROPOSED BUDGET 2011-2012
<b>08 - OFFICE EQUIPMENT REPLACEMENT FUND</b>				
Transfer From 53-Capital Projects - Town	-	8,000	-	8,000
<b>08 - OFFICE EQUIPMENT REPLACEMENT FUND</b>	<b>-</b>	<b>8,000</b>	<b>-</b>	<b>8,000</b>
<b>11 - RECREATION FUND</b>				
County Funding	-	-	-	-
Youth Programs	-	-	6,352	32,389
Transfer From 01-General Fund (Measure F)	-	18,000	-	18,000
<b>11 - RECREATION FUND TOTAL</b>	<b>-</b>	<b>18,000</b>	<b>6,352</b>	<b>50,389</b>
<b>12 - FAIRFAX FESTIVAL FUND</b>				
Festival Revenue	30,137	28,000	20,945	28,000
<b>12 - FAIRFAX FESTIVAL FUND</b>	<b>30,137</b>	<b>28,000</b>	<b>20,945</b>	<b>28,000</b>
<b>20 - MEASURE F/I - MUNICIPAL SVS TAX FUND</b>				
Designated for Police Services	157,106	180,000	152,947	180,000
Designated for Fire Services	100,027	150,000	97,379	150,000
Designated for Youth Program	17,652	18,000	17,185	18,000
Designated for Public Works Safety Improvements	62,273	49,000	60,625	49,000
Designated for Matching Funds related to Grants	118,956	68,000	115,807	68,000
<b>20 - MEASURE F/I - MUNICIPAL SVS TAX FUND TOTAL</b>	<b>456,015</b>	<b>485,000</b>	<b>443,941</b>	<b>485,000</b>
<b>21 - GAS TAX FUND</b>				
Gas Tax 2106	34,470	37,500	54,703	37,500
Gas Tax 2107	53,274	60,000	32,288	60,000
Gas Tax 2107.5	2,000	2,000	787	2,000
Gas Tax 2105	40,032	45,000	24,631	45,000
Prop 42	63,590	67,900	56,490	67,900
<b>21 - GAS TAX FUND TOTAL</b>	<b>193,366</b>	<b>212,400</b>	<b>168,900</b>	<b>212,400</b>
<b>41,42 &amp; 43 - MEASURE K BOND DEBT SERVICE FUNDS</b>				
Taxes - Current Secured	519,326	452,383	500,750	500,000
Taxes - Current Unsecured	31	3,393	275	3,400
Taxes - Supplemental	5,228	28,274	2,430	6,000
Homeowners' Exemption	3,054	5,655	5,097	5,655
Interest Earnings - Fund 43	-	-	-	-
<b>41, 42 &amp; 43 - MEASURE K BOND DEBT SERVICE FUNDS TOT</b>	<b>527,640</b>	<b>489,705</b>	<b>508,551</b>	<b>515,055</b>

**TOWN OF FAIRFAX  
COMPARATIVE REVENUE DETAIL BY FUND  
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	PROPOSED BUDGET 2011-2012
<b>51 - CAPITAL PROJECTS FUND, GRANTS</b>				
Federal/State Grant Revenue	16,869	1,010,009	256,204	907,009
Park Bond Revenue		104,592		104,592
Transportation Development Act Revenue		-		-
Measure A - Transportation Authority of Marin		54,500	48,000	54,500
Recycling Grant		-		-
Non-Motorized Transportation Grant		112,375		95,629
MMWD Watershed Grant		1,197		1,197
Prob 1B - Street Resurfacing		-		-
Measure F Carryover from 2008-09		8,463		-
Transfer From 01-General Fund		-		-
Transfer From 01-General Fund		-		-
Transfer From 01-General Fund		-		-
Transfer From 04-Building & Planning Fund		-		-
Transfer From 20-Measure F/I - Municipal Services Tax Fund		87,000	63,000	87,000
Transfer From 21-Gas Tax Fund		-		-
Transfer From 53-Capital Projects - Town		-		-
Transfer From 55-Measure K-Center Blvd Grants Match		-		-
Transfer From 54 - Pavilion Restoration Fund		150,000		150,000
<b>51 - CAPITAL PROJECTS FUND, GRANTS TOTAL</b>	<b>16,869</b>	<b>1,526,136</b>	<b>387,204</b>	<b>1,399,927</b>
<b>52 - DISASTER FUND</b>				
Revenue from FEMA/OES	474,119	645,736	468,702	48,631
Transfer From 01-General Fund 2006-07 Carryover		-		-
<b>52 - DISASTER FUND TOTAL</b>	<b>474,119</b>	<b>645,736</b>	<b>468,702</b>	<b>48,631</b>
<b>53 - CAPITAL PROJECTS FUND, TOWN</b>				
Energy Efficiency		-		-
Measure A - Transportation Authority of Marin	64,160	57,000	58,296	58,000
Measure F - Carryover 08/09		41,685		41,685
County - Emergency Warning System		-		-
Transfer From 01-General Fund (Utility Tax)		-		-
Transfer From 01-General Fund		-		-
Transfer From 01-General Fund-Garbage Road Impact Fee		-		-
Transfer From 01-General Fund 2006-07 Carryover		-		-
Transfer From 04-Building & Planning Fund-Road Impact		-		-
Transfer From 20-Measure F/I - Municipal Services Tax Fund		30,000		117,000
Transfer From 21-Gas Tax Fund		67,900		67,900
Transfer from Traffic Impact Fee Fund	24,804	-		-
Carryover from 2008-09	15,675	-		-
<b>53 - CAPITAL PROJECTS FUND, TOWN TOTAL</b>	<b>104,639</b>	<b>196,585</b>	<b>58,296</b>	<b>284,585</b>
<b>55 - MEASURE K FUND</b>				
Interest Earnings		-		-
Proceeds of Bond Sale - Refi		-		-
Measure A County Sales Tax		-		-
Allocation of Measure K Bond Funds		84,000		84,000
<b>55 - MEASURE K FUND</b>		<b>84,000</b>		<b>84,000</b>
<b>73 - OPEN SPACE FUND</b>				
Transfer from the General Fund of the Dunn Proceeds		10,700		26,400
Donations and Other Revenue	25	1,000	25	1,000
<b>73 - OPEN SPACE FUND TOTAL</b>	<b>25</b>	<b>11,700</b>	<b>25</b>	<b>27,400</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>9,748,910</b>	<b>12,174,453</b>	<b>9,895,836</b>	<b>11,656,475</b>

TOWN OF FAIRFAX

2011-2012 FISCAL YEAR

FUND	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2009-2010	BUDGET 2010-2011	ACTUAL 2010-2011	BUDGET 2011-2012
	Unaudited		Through May 2011	
01 - General Fund	6,753,978	6,901,502	6,437,136	7,028,052
02 - Dry Period Fund	-	-	-	210,000
03 - Equipment Replacement Fund	25,689	50,000	18,500	50,000
04 - Building & Planning Fund	287,092	387,560	393,207	362,750
05 - Communication Equip. Replacement Fund	-	-	-	-
06 - Retirement Fund	945,560	1,048,130	945,560	1,048,130
07 - Special Police Fund	138,373	100,000	85,854	-
08 - Office Equip. Replacement Fund	8,009	8,000	12,547	8,000
11 - Recreation Fund	9,951	18,000	18,342	46,401
12 - Fairfax Festival Fund	32,087	28,000	7,953	25,000
20 - Measure F/I - Municipal Svs Tax Fund	465,000	465,000	465,000	465,000
21 - Gas Tax Fund	212,400	212,400	212,400	212,400
41,42 & 43 - Measure K Debt Service	494,258	489,705	542,601	448,181
51 - Grants Capital Projects Fund	466,470	1,528,136	155,995	1,399,927
52 - Storm Damage Recovery Fund	214,065	645,736	675,160	48,631
53 - Town Capital Projects Fund	201,629	196,585	17,614	284,585
55 - Measure K Capital Project Fund	117,786	84,000	-	84,000
73 - Open Space Fund	7,100	11,700	-	27,400
<b>TOTAL EXPENDITURES &amp; XFER OUT</b>	<b>10,379,447</b>	<b>12,174,454</b>	<b>9,987,867</b>	<b>11,748,457</b>

**TOWN OF FAIRFAX  
COMPARATIVE EXPENDITURE DETAIL BY DEPARTMENT  
2011-2012 FISCAL YEAR**

**01 - GENERAL FUND**

	ACTUAL 2009-2010 Unaudited	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011 Through May 2011	PROPOSED BUDGET 2011-2012
Mayor & Council	27,344	26,145	28,301	26,692
Town Treasurer	3,600	4,830	3,300	4,928
Auditor	23,067	37,000	61,093	45,000
Legal	179,668	125,000	185,601	125,000
<b>Total Town Council</b>	<b>233,679</b>	<b>192,975</b>	<b>278,296</b>	<b>201,621</b>
Manager	208,792	196,860	183,276	207,146
Volunteers	21,479	22,485	20,413	22,935
Recreation	22,728	21,750	25,049	22,078
Disaster Council	-	100	-	-
Town Clerk	139,506	136,445	124,899	143,217
Elections	11,503	1,500	3,867	13,500
Personnel	731	7,800	12,700	12,300
Finance	218,536	263,563	202,629	268,728
<b>Total General Adminl</b>	<b>623,274</b>	<b>650,503</b>	<b>572,834</b>	<b>689,904</b>
Planning	388,863	397,438	373,361	398,822
Building Inspection	145,887	159,520	130,008	158,778
<b>Total Development S</b>	<b>534,750</b>	<b>556,958</b>	<b>503,369</b>	<b>557,600</b>
Police	2,466,769	2,566,184	2,225,299	2,663,705
Special Police Expens	-	5,300	-	5,300
Fire	1,710,506	1,736,797	1,743,941	1,736,797
<b>Total Public Safety</b>	<b>4,177,275</b>	<b>4,308,261</b>	<b>3,969,239</b>	<b>4,405,802</b>
Public Works Administ	185,565	75,645	131,381	69,758
Streets	323,277	329,097	315,493	292,157
Lighting	65,255	65,800	55,218	57,000
Pollution Prevention	20,864	21,000	16,250	21,000
<b>Total Public Works</b>	<b>594,961</b>	<b>491,342</b>	<b>518,343</b>	<b>439,914</b>
Park Maintenance	135,067	129,773	111,677	148,130
Rental Facilities-WC 8	43,343	39,934	45,023	48,679
Rental Facilities-Pavilk	40,005	41,303	23,205	41,660
<b>Total Parks &amp; Facility</b>	<b>218,414</b>	<b>211,010</b>	<b>179,905</b>	<b>238,470</b>
Miscellaneous	371,625	422,454	415,150	426,742
Transfers Out	-	68,000	-	68,000
<b>Total Non-Departmer</b>	<b>371,625</b>	<b>490,454</b>	<b>415,150</b>	<b>494,742</b>

**TOTAL GENERAL FUND EXPENSES**

**TOWN OF FAIRFAX  
CONSOLIDATED GENERAL FUND OPERATING EXPENDITURES BY EXPENSE CATEGORY  
2011-2012 FISCAL YEAR**

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2009-2010	BUDGET	ACTUAL	BUDGET
	Unaudited	2010-2011	2010-2011	2011-2012
			Through May 2011	
<b><u>PAYROLL AND BENEFITS</u></b>				
PAYROLL	2,540,304	2,483,025	2,136,921	2,461,064
ACCRD VAC & COMP	10,811	8,000	69,824	36,867
HEALTH INSURANCE	339,942	386,771	358,833	405,979
WORKERS COMP.	52,446	51,200	55,017	55,542
RETIREMENT	1,114,052	1,251,153	1,126,961	1,226,814
MEDICARE	32,875	31,805	31,137	33,559
UNEMPLOYMENT	1,291	-	12,118	-
AUTO ALLOWANCE	4,200	4,200	3,850	4,200
CLOTHING ALLOWANCE	16,474	12,500	8,891	14,900
PAYROLL TRANSFERS	-	(53,600)	-	(19,100)
<b>SUBTOTAL</b>	<b>4,112,394</b>	<b>4,175,054</b>	<b>3,803,551</b>	<b>4,219,825</b>
<b><u>OPERATING EXPENSES</u></b>				
LIAB. & PROP. INSURANCE	97,223	94,518	108,709	115,976
FIRE SERVICE CONTRACT	1,297,729	1,274,284	1,203,620	1,274,284
OTHER CONTRACT SVCS	787,050	800,527	923,893	836,976
DONATIONS	8,081	7,000	17,935	7,000
OTHER EXPENSES	451,500	482,119	379,427	505,992
FEMA CIP PROJECTS	-	-	-	-
TRANSFERS OUT	-	68,000	-	68,000
<b>SUBTOTAL</b>	<b>2,641,583</b>	<b>2,726,448</b>	<b>2,633,585</b>	<b>2,808,228</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>6,753,978</b>	<b>6,901,502</b>	<b>6,437,136</b>	<b>7,028,052</b>

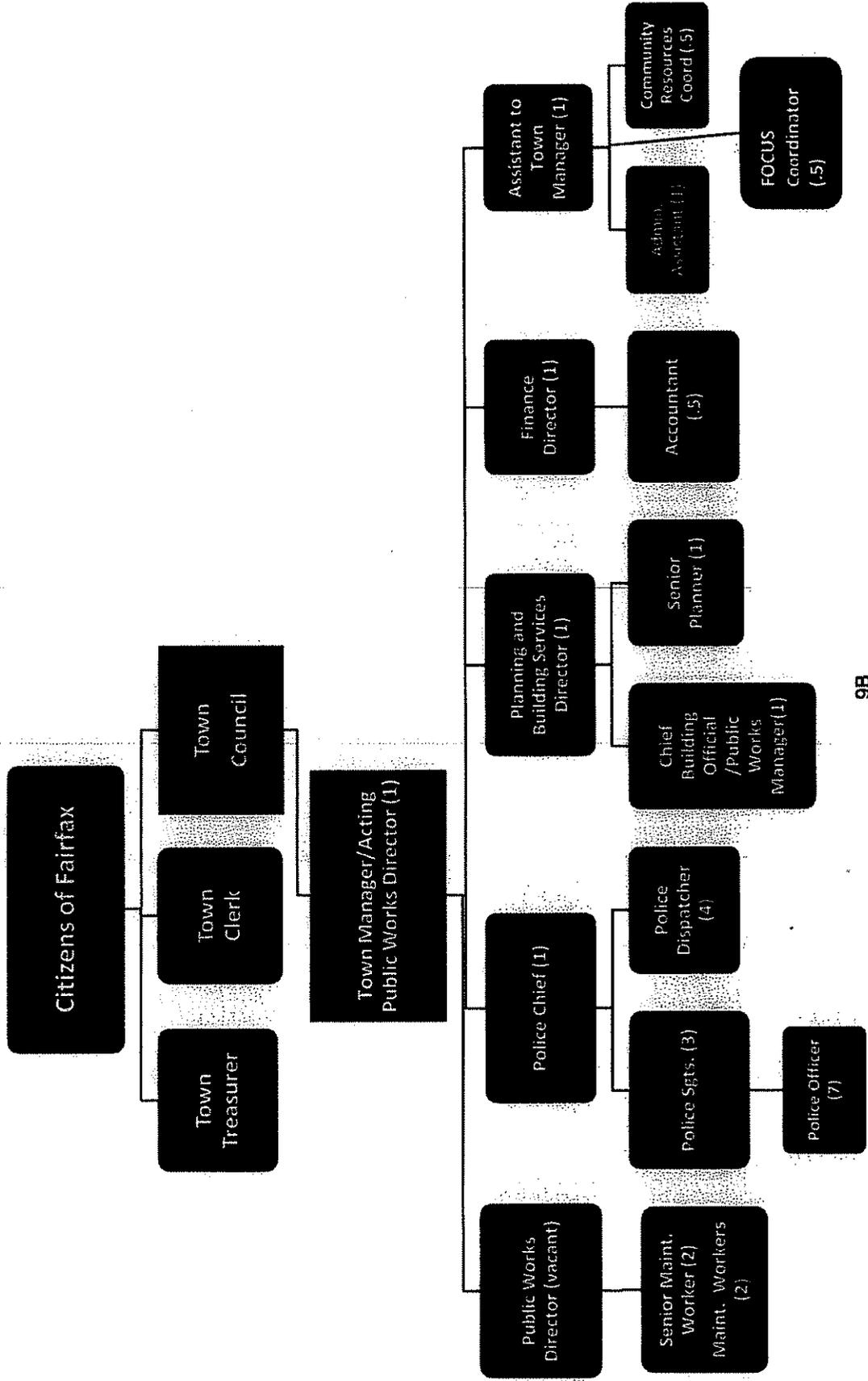
**TOWN OF FAIRFAX  
2011-2012 BUDGET  
PERSONNEL  
# of Employees**

ACTIVITY	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TOWN MANAGER	1.00	1.25	1.00	1.00
TOWN CLERK	1.00	1.00	1.00	1.00
FINANCE	1.50	2.00	1.50	1.50
PLANNING/ BUILDING SERVICES	3.50	3.50	3.00	3.00
POLICE	16.25	16.25	16.25	16.00
PUBLIC WORKS ADMINISTRATION	1.00	1.25	1.00	-
STREETS	3.00	3.00	2.00	2.00
PARK MAINTENANCE	1.00	1.00	1.00	1.00
RENTAL FACILITIES	0.50	0.50	0.50	0.50
BUILDING MAINTENANCE	0.50	0.50	0.50	0.50
ADMINISTRATIVE NON-DEPT	-	-	1.50	1.00
COMM. RESOURCES COORDINATOR	0.50	0.50	0.50	0.50
FOCUS COORDINATOR	-	-	-	0.25
	<u>29.75</u>	<u>30.75</u>	<u>29.75</u>	<u>28.25</u>

Positions reflected are full-time equivalents (FTEs).

Town Of Fairfax Annual Salary Roster			FY 2011/12
	Low	High	%
Assistant to the Town Manager	\$71,040.00	\$82,245.00	42.33%
Chief Building Official	\$74,992.00	\$86,812.00	33.09%
Chief of Police	\$116,196.00	\$122,005.00	58.54%
Detective/Officer	\$61,173.00	\$77,944.00	58.54%
Senior Maintenance Worker	\$47,808.00	\$58,104.00	42.02%
Maint. Worker I	\$38,316.00	\$46,580.00	42.02%
Maint. Worker II	\$40,248.00	\$48,912.00	43.57%
Maint. Worker II	\$42,648.00	\$51,828.00	42.02%
Planning & Building Services Director	\$97,596.00	\$112,987.00	41.00%
Police Community Service Officer	\$46,788.00	\$59,748.00	58.54%
Police Corporal/Officer	\$61,173.00	\$77,944.00	58.54%
Police Corporal/Officer	\$61,173.00	\$77,944.00	58.54%
Police Dispatcher	\$48,788.00	\$59,748.00	58.54%
Police Dispatcher	\$48,788.00	\$59,748.00	58.54%
Police Dispatcher	\$48,788.00	\$59,748.00	58.54%
Police Dispatcher	\$48,788.00	\$59,748.00	58.54%
Police Officer	\$58,260.00	\$74,232.00	58.54%
Police Officer	\$58,260.00	\$74,232.00	58.54%
Police Officer	\$58,260.00	\$74,232.00	58.54%
Police Officer	\$58,260.00	\$74,232.00	58.54%
Police Sergeant	\$69,996.00	\$89,364.00	58.54%
Police Sergeant	\$69,996.00	\$89,364.00	58.54%
Police Sergeant	\$69,996.00	\$89,364.00	58.54%
Public Works Director	\$97,596.00	\$112,987.83	41.00%
Administrative Assistant	\$40,332.00	\$49,020.00	41.00%
Community Resources Coordinator	\$33,075.00	\$33,075.00	21.09%
Finance Director	\$97,596.00	\$112,987.00	41.00%
Accountant - PT	\$35,000.00	\$42,500.00	0.00%
Senior Planner	\$74,988.00	\$86,812.00	41.00%
Town Manager	\$125,660.04	\$125,660.04	40.90%
Focus Coordinator	\$31,200.00	\$31,200.00	0.00%
	\$1,901,578.04	\$2,270,086.87	48.29%

# Town of Fairfax Organizational Chart



**TOWN MANAGER BUDGET MESSAGE**  
**INCLUDES TOWN COUNCIL, TOWN TREASURER, TOWN ATTORNEY,**  
**DISASTER COUNCIL AND TOWN MANAGER BUDGET UNITS**

**ORGANIZATION:**

This department is comprised of the following personnel:

- 5 elected Town Council members of which one is chosen by Council Members to serve a one year term as 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

The Town Council consists of five representatives elected at large by the citizens of Fairfax. The 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.

The Town Treasurer is elected to provide assistance to the Town Council and Town staff regarding the Town's investments and assist in reviewing 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.

The Town Attorney is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in lawsuits, litigation, and hearings; prepares and reviews all ordinances, contracts and other legal documents and renders legal advice and opinions for the Town. The Town Attorney attends all Council meetings.

The Town 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 unless excused. The Manager serves as the human resources director and rotates with the Town of San Anselmo as the Executive Officer of the Ross Valley Fire Authority.

**2010-11 ACCOMPLISHMENTS:**

- Approved a draft General Plan
- Adopted an updated Master Fee Resolution
- Updated the Town Building and Fire Codes
- Hired a new Police Chief (Chris Morin) upon the retirement of Ken Hughes
- Placed a one year moratorium on smart meters
- Adopted a FY 2010/11 budget October 6, 2010 and had to balance a \$205,000 deficit
- Fair Anselm sold to new owners; Good Earth Natural Foods signs lease agreement with the new owners of Fair Anselm
- Hired Camille Esposito to part-time to expand the FOCAS recreational programming

- Completed the installation of a new Pedestrian Bridge (that collapsed in the floods of 2005/06) in Peri Park and stabilized the bank along Fairfax Creek and the Tennis Courts in Peri Park as part of a FEMA project
- Town adopts an amended smoking ordinance further restricting smoking in public places and requiring 75% of all apartment units be smoke free units for complexes with four or more units
- Town adopts a marijuana dispensary ordinance that regulates the location, number and operation of medical marijuana dispensaries. The key points are that there will not be more than three dispensaries in the Town. The other key point is that dispensaries shall be located only within the Central Commercial (CC), Highway Commercial (CH), and Light Commercial (CL) area as designated in the General Plan and Zoning Map. In addition, a dispensary cannot be located within 600 feet of a school or directly abutting a residential property unless there is a fence or an intervening natural landform between the commercial property and the residential property such as a creek or significant undeveloped parcel of land.
- Worked with the Finance Director on bringing the Town current on all financial audits and improving internal controls such as the separation of powers and duties
- Town adopted overall financial policies and a reserve policy
- Approved and MOU to work with the Chamber of Commerce and Sustainable Fairfax on the FairBuck Project

#### **FY 2011-12 GOALS AND OBJECTIVES:**

- Major update to the Town's personnel policies
- Complete all FEMA funded projects related to the floods of December 31, 2005
- Create affordable housing at two sites in Fairfax, possibly three sites. Need to find enough financing through partnerships and grants to make projects a reality
- Adopt a Green Building Ordinance
- Research and recommend new revenue streams for the Town to consider including local sales tax and managed parking
- Continue to formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the Town financial system
- Evaluate the latest version of BDS financial systems for FY 2012-13 upgrade
- Adoption of the Town General Plan
- Complete a Climate Action Plan

**TOWN COUNCIL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
111 - TOWN COUNCIL  
TOWN COUNCIL

**SUMMARY**

---

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	23,382	22,195	20,338	22,642
OPERATING EXPENSES	3,962	3,950	7,964	4,050
<b>TOTAL DEPARTMENT</b>	<b>27,344</b>	<b>26,145</b>	<b>28,301</b>	<b>26,692</b>

---

**POSITIONS**

---

COUNCIL MEMBERS	5.00	5.00	5.00	5.00
<b>TOTAL POSITIONS</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**TOWN COUNCIL**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 111 - TOWN COUNCIL  
 RESPONSIBILITY: TOWN COUNCIL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
421 TEMP EMPLOYEES	19,516	18,000	16,556	18,000
493 RETIREMENT	3,751	4,095	3,495	4,381
494 MEDICARE MATCH	115	100	286	261
SUBTOTAL	23,382	22,195	20,338	22,642
<b><u>OPERATING EXPENSES</u></b>				
813 OFFICE SUPPLIES	60	100	138	100
815 PRINTING	159	200	82	100
822 STATE LOBBYIST	1,149	1,200	1,311	1,500
842 SPECIAL DEPT SUPPLIES	865	800	910	700
861 BUS.MEET/CONF.	979	900	1,023	900
862 DUES & SUBSCRIPTIONS	750	750	4,500	750
SUBTOTAL	3,962	3,950	7,964	4,050
<b>TOTAL DEPARTMENT</b>	<b>27,344</b>	<b>26,145</b>	<b>28,301</b>	<b>26,692</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 815 For business cards and stationery.
- 822 MCCMC State Lobbyist (Reinstated starting in 2005-2006).
- 842 For plaques and other means to recognize special service of citizens, community groups, and commissioners
- 861 MCCMC meetings, Northern California League Conferences, Mayors/Councilmembers executive forums
- 862 MCCMC dues

**TOWN TREASURER**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
112 - TOWN COUNCIL  
TOWN TREASURER

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	3,600	4,430	3,300	4,528
OPERATING EXPENSES	-	400	-	400
<b>TOTAL DEPARTMENT</b>	<b>3,600</b>	<b>4,830</b>	<b>3,300</b>	<b>4,928</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>PAYROLL AND BENEFITS</b>				
421 TEMP EMPLOYEES	3,600	3,600	3,300	3,600
493 RETIREMENT	-	800	-	876
494 MEDICARE MATCH	-	30	-	52
SUBTOTAL	3,600	4,430	3,300	4,528
<b>OPERATING EXPENSES</b>				
813 OFFICE SUPPLIES	-	100	-	100
815 PRINTING	-	-	-	-
861 BUS.MEET/CONF.	-	300	-	300
862 DUES & SUBSCRIPTIONS	-	-	-	-
SUBTOTAL	-	400	-	400
<b>TOTAL DEPARTMENT</b>	<b>3,600</b>	<b>4,830</b>	<b>3,300</b>	<b>4,928</b>

**INDEPENDENT AUDITOR**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
116 - INDEPENDENT AUDITOR  
TOWN COUNCIL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	23,067	37,000	61,093	45,000
<b>TOTAL DEPARTMENT</b>	<b>23,067</b>	<b>37,000</b>	<b>61,093</b>	<b>45,000</b>

ACTIVITY DESCRIPTION

The Town Council hires an independent auditor to annually conduct an audit of Town expenditures and to ensure that the Town conforms to generally accepted accounting procedures and compliance with GASB rulings.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING	14,222	3,000	7,425	7,000
822 OUTSIDE CONTRACT SVS	8,845	34,000	53,668	38,000
<b>TOTAL DEPARTMENT</b>	<b>23,067</b>	<b>37,000</b>	<b>61,093</b>	<b>45,000</b>

COMMENTS ON EXPENDITURE DETAIL

821 Independent auditor contract cost. Includes cost of State Controller's Annual Street Audit Report and Cities Financial Repo  
822 Independent auditor contract cost. Includes preparation of annual Town Financial Audit, and Single Audit.

**TOWN ATTORNEY**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
121 - TOWN ATTORNEY  
TOWN COUNCIL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	179,668	125,000	185,601	125,000
<b>TOTAL DEPARTMENT</b>	<b>179,668</b>	<b>125,000</b>	<b>185,601</b>	<b>125,000</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>OPERATING EXPENSES</b>				
811 POSTAGE	-	-	-	-
812 REPRODUCTION	-	-	-	-
821 OUTSIDE CONSULTING SVS - RWG	179,668	125,000	185,601	125,000
822 OUTSIDE CONTRACT SVS - BFE				
<b>TOTAL DEPARTMENT</b>	<b>179,668</b>	<b>125,000</b>	<b>185,601</b>	<b>125,000</b>

**TOWN MANAGER**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
211 - TOWN MANAGER  
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	172,220	166,410	150,550	172,346
OPERATING EXPENSES	36,572	30,450	32,726	34,800
<b>TOTAL DEPARTMENT</b>	<b>208,792</b>	<b>196,860</b>	<b>183,276</b>	<b>207,146</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
TOWN MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0.25	-	0.25	-
<b>TOTAL POSITIONS</b>	<b>1.25</b>	<b>1.00</b>	<b>1.25</b>	<b>1.00</b>

**TOWN MANAGER**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 211 - TOWN MANAGER  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	131,122	125,660	115,188	125,660
415 ACCRUED VACATION	-	-	-	7,563
421 TEMP EMPLOYEES	1,346	-	250	-
491 HEALTH INSURANCE	5,107	4,300	2,886	2,400
492 WORKERS COMP.	2,000	2,000	2,000	2,000
493 RETIREMENT	26,188	26,250	24,667	28,701
494 MEDICARE	1,886	2,000	1,709	1,822
511 TRAVEL/CONF	371	2,000	-	-
611 AUTO ALLOWANCE	4,200	4,200	3,850	4,200
SUBTOTAL	172,220	166,410	150,550	172,346
<b><u>OPERATING EXPENSES</u></b>				
636 OFFICE EQUIP REPLACEMENT	-	-	1,060	500
711 OFFICE EQUIP MAINT.	440	100	1,910	100
731 BLDG-GROUNDS MAINT.	5,660	5,200	3,353	5,200
801 WATER	333	400	389	400
802 POWER	778	1,200	391	800
804 TELEPHONE	2,331	1,700	1,714	1,800
811 POSTAGE	447	350	166	200
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,355	500	968	500
815 PRINTING	-	-	-	-
821 OUTSIDE CONSULTING SVS	3,456	500	159	1,000
822 OUTSIDE CONTRACT SVS	1,949	1,000	1,490	1,000
861 BUS.MEET/CONF.	430	-	105	-
862 DUES & SUBSCRIPTIONS	1,211	1,500	1,068	1,300
871 LIAB. & PROP. INSURANCE	18,182	18,000	19,952	22,000
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	36,572	30,450	32,726	34,800
<b>TOTAL DEPARTMENT</b>	<b>208,792</b>	<b>196,860</b>	<b>183,276</b>	<b>207,146</b>

**COMMENTS ON EXPENDITURE DETAIL**

401 Starting in FY 06-07, all of the Assistant to the Town Manager is budgeted under the Town Clerk.  
 821 Janitorial services allocation

## **VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE**

### **ORGANIZATION:**

This department is comprised of the following personnel:

- 0.50 Part-time coordinator

The Community Resources Coordinator prepares the Parks & Recreation Commission and Volunteer Board agendas; as well as the minutes of the Volunteer Board meetings and the Parks & Recreation Commission meetings. The Coordinator plans and organizes special events for the community, including the Town-wide picnic, winter ice skating in the Pavilion, Spring Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers for special events throughout town, updates the Town website to include calendar of special events and meetings. The Coordinator plans creek clean-up days to help flood prevention efforts, researches other town and cities' programs in the areas of recreation and disaster preparedness in order to better assist the residents of Fairfax. The Coordinator helps to organize and serve the needs of the Ross Valley Seniors in set-up of meetings and meal preparations and, supports the scheduling of recreational activities in Town venues.

### **2010-11 ACCOMPLISHMENTS:**

- Held annual town-wide picnic.
- Sponsored 2 day ice skating event at the Pavilion.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Revised PARC application sponsorship form to include mandatory non-refundable maintenance fees for use of Town's buildings & parks.
- Helped to organize neighborhood chipper days in the following neighborhoods: Scenic/Tamalpais, Cascade, and Deer Park as part of fuel reduction grant.
- Prepared informational brochure/direct mail piece along with Ross Valley Fire Department for distribution to residents in target zone for wildfire safety/prevention and defensible space.
- Sponsored trail marking event for Earth Day through Fairfax Volunteers.
- Conducted creek clean-up day with Fairfax Volunteers towards flood prevention efforts.
- Revised Town building rental application form and included photo description of sites; made it available on-line on the Town's website.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings.
- Established food pantry program with the Fairfax Volunteers in conjunction with the Marin/SF Food Bank and the Fairfax Community Church to help feed those in need.

- Organized Fairfax theme song contest as part of the Volunteer Board goals.
- Hosted multi-Boards & Commissions social mixer event at Women's Club.
- Assisted with children's area at Fairfax Festival including picking up donations from vendors of purified water and sunscreen.
- Conducted Pavilion clean-up day and work party to improve building.
- Updated Town's website content on an on-going basis to keep the public abreast of current issues.

**FY 2011-12 GOALS AND OBJECTIVES:**

- Fill vacancy post on Volunteer Board.
- Renew Artists-in-Residence contract under Parks & Recreation.
- Continue to enhance Pavilion building through work parties and explore potential for volunteer labor for improvements.
- Explore additional funding resources through grants for Parks & Recreation and trails program.
- Establish database of volunteers to recruit more volunteer help at special events.

**VOLUNTEERS FOR FAIRFAX**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 216 - VOLUNTEERS FOR FAIRFAX  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	19,071	19,935	18,017	20,385
OPERATING EXPENSES	2,407	2,550	2,396	2,550
<b>TOTAL DEPARTMENT</b>	<b>21,479</b>	<b>22,485</b>	<b>20,413</b>	<b>22,935</b>

ACTIVITY DESCRIPTION

The Volunteers for Fairfax program is designated to accomplish a variety of community improvement projects through a program of recruiting community volunteers.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>POSITIONS</u>				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

**VOLUNTEERS FOR FAIRFAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
216 - VOLUNTEERS FOR FAIRFAX  
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	15,450	16,160	14,530	16,160
492 WORKERS COMP.	300	300	300	300
493 RETIREMENT	3,102	3,255	2,980	3,691
494 MEDICARE	220	220	207	234
SUBTOTAL	19,071	19,935	18,017	20,385
<b><u>OPERATING EXPENSES</u></b>				
711 OFFICE EQUIP MAINT.	-	-	-	-
804 TELEPHONE	243	550	261	550
811 POSTAGE	660	500	307	500
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,491	500	1,325	500
842 SPECIAL DEPT.SUPPLIES	13	1,000	504	1,000
SUBTOTAL	2,407	2,550	2,396	2,550
<b>TOTAL DEPARTMENT</b>	<b>21,479</b>	<b>22,485</b>	<b>20,413</b>	<b>22,935</b>

**COMMENTS ON EXPENDITURE DETAIL**

401 One-half of salary of Part-time Comm. Resources Coordinator

**RECREATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
217 - RECREATION  
GENERAL ADMINISTRATION

---

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	22,728	21,750	25,049	22,078
<b>TOTAL DEPARTMENT</b>	<b>22,728</b>	<b>21,750</b>	<b>25,049</b>	<b>22,078</b>

---

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

**RECREATION**

FUND: 01 - GENERAL FUND  
ACTIVITY: 217 - RECREATION  
RESPONSIBILITY: GENERAL ADMINISTRATION

---

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	16,484	15,655	14,530	15,655
492 WORKERS COMP	300	300	300	300
493 RETIREMENT	3,102	3,255	2,980	3,576
494 MEDICARE	220	220	207	227
SUBTOTAL	20,105	19,430	18,017	19,758
<b><u>OPERATING EXPENSES</u></b>				
804 TELEPHONE	105	-	-	-
811 POSTAGE	-	1,000	-	1,000
813 OFFICE SUPPLIES	61	120	312	120
821 OUTSIDE CONSULTING SVS	622	-	300	-
881 SPECIAL SERVICES	1,836	1,200	6,420	1,200
SUBTOTAL	2,623	2,320	7,032	2,320
<b>TOTAL DEPARTMENT</b>	<b>22,728</b>	<b>21,750</b>	<b>25,049</b>	<b>22,078</b>

**COMMENTS ON EXPENDITURE DETAIL**

401 One-half of salary of Part-time Comm. Resources Coordinator

**DISASTER COUNCIL**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 218 - DISASTER COUNCIL  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>	-	100	-	-
<b>TOTAL DEPARTMENT</b>	-	<b>100</b>	-	-

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and was re-activated as a result of the December 31, 2005 flood. The Disaster Council has been charged with reviewing the Towns policies and procedures related to emergency situations as well as providing outreach and education to the residents, merchants and visitors of Fairfax.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
811 POSTAGE	-	-	-	-
813 OFFICE SUPPLIES	-	100	-	-
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	-	100	-	-
<b>TOTAL DEPARTMENT</b>	-	<b>100</b>	-	-

## **TOWN CLERK/ELECTIONS**

### **TOWN CLERK:**

The Town Clerk is the local official who administers democratic processes such as elections, access to Town records, and all legislative actions ensuring transparency to the public. The Town Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The Town Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.

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

### **Accomplishments for 2010-2011:**

- Still working on the implementation of a Records Management System with the adopted Records Retention Schedule;

### **GOALS FOR 2011-2012:**

- Complete the implementation of new Records Retention Schedule and destruction of old records;
- Continue to reduce the number of paper copies of the Town Code by encouraging the use of the on-line version of the Code;

**TOWN CLERK**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 221 - TOWN CLERK  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	121,439	118,645	112,088	125,417
OPERATING EXPENSES	18,067	17,800	12,812	17,800
<b>TOTAL DEPARTMENT</b>	<b>139,506</b>	<b>136,445</b>	<b>124,899</b>	<b>143,217</b>

**ACTIVITY DESCRIPTION**

The Town Clerk is elected to provide assistance to the Mayor and Councilmembers and is custodian of all official town records. The Town Clerk oversees the Town's legal requirements as well as maintaining liability claims and personnel files.

As the Assistant to the Town Manager, this position works as assigned in the general administration of the town as a confidential employee. The Town Clerk also administers local elections prepares council meeting agendas and gives notice of public hearings, authenticates official records on behalf of the Town.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
TOWN CLERK/ ASST TO MANAGER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**TOWN CLERK**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 221 - TOWN CLERK  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	86,836	82,245	77,639	82,245
415 ACCRUED VACATION	-	-	-	3,487
421 TEMP. EMPLOYEES	-	-	-	-
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	15,894	17,283	16,204	18,707
492 WORKERS COMP.	1,000	1,000	1,000	1,000
493 RETIREMENT	16,483	16,867	16,144	18,785
494 MEDICARE	1,226	1,250	1,101	1,193
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	121,439	118,645	112,088	125,417
<b><u>OPERATING EXPENSES</u></b>				
711 OFFICE EQUIP MAINT.	-	500	385	500
731 BLDG-GROUNDS MAINT.	4,355	4,000	2,580	4,000
801 WATER	-	100	-	100
804 TELEPHONE	708	1,000	486	1,000
811 POSTAGE	435	700	143	700
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,144	1,200	1,135	1,200
814 LEGAL ADS	427	350	154	350
815 PRINTING	-	100	-	100
821 OUTSIDE CONSULTING SVS	7,026	600	360	600
822 OUTSIDE CONTRACT SVS	3,859	7,500	4,190	7,500
842 SPECIAL DEPT SUPPLIES	-	200	543	200
861 BUS.MEET/CONF.	33	1,300	2,525	1,300
862 DUES & SUBSCRIPTIONS	80	250	310	250
SUBTOTAL	18,067	17,800	12,812	17,800
<b>TOTAL DEPARTMENT</b>	<b>139,506</b>	<b>136,445</b>	<b>124,899</b>	<b>143,217</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 821 Website/ABAG
- 822 Town Code Update/ Janitor/ Minutes Clerk

**ELECTIONS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
222 - ELECTIONS  
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	11,503	1,500	3,867	13,500
<b>TOTAL DEPARTMENT</b>	<b>11,503</b>	<b>1,500</b>	<b>3,867</b>	<b>13,500</b>

**ACTIVITY DESCRIPTION**

At least every two years in November of odd numbered years, Council-member elections are held. By state law, the Town Clerk administers these elections.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>OPERATING EXPENSES</b>				
813 OFFICE SUPPLIES	-	100	-	100
814 LEGAL ADS	171	200	60	200
821 OUTSIDE CONSULTING SVS	-	-	-	-
822 OUTSIDE CONTRACT SVS	10,745	-	2,835	12,000
861 BUS.MEET/CONF.	587	1,200	973	1,200
<b>TOTAL DEPARTMENT</b>	<b>11,503</b>	<b>1,500</b>	<b>3,867</b>	<b>13,500</b>

**PERSONNEL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
231 - PERSONNEL  
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	731	7,800	12,700	12,300
<b>TOTAL DEPARTMENT</b>	<b>731</b>	<b>7,800</b>	<b>12,700</b>	<b>12,300</b>

ACTIVITY DESCRIPTION

This activity is intended to cover costs associated with recruitment, testing, physical, and psychological exams as required.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
814 LEGAL ADS	-	-	149	-
815 PRINTING	-	500	-	-
821 OUTSIDE CONSULTING SVS	731	7,000	11,941	12,000
842 SPECIAL DEPT SUPPLIES	-	300	597	300
861 BUS.MEET/CONF.	-	-	12	-
SUBTOTAL	731	7,800	12,700	12,300
<b>TOTAL DEPARTMENT</b>	<b>731</b>	<b>7,800</b>	<b>12,700</b>	<b>12,300</b>

## **FINANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This department is comprised of the following personnel:

- 1 Finance Director
- .5 Part-Time Accountant

Total = 1 FTE with benefits, .5 PT without benefits

### **SUMMARY OF DUTIES:**

The Finance Department is responsible for managing and performing all of the Town's financial and accounting operations. Overseeing budget preparation and management; financial management; accounts payable and receivables; payroll administration; investment management; risk management; and business license administration. The Department is also responsible for portions of the benefits administration, maintains the Town's Fixed Assets, and prepares all monthly, quarterly and annual financial reports. The Finance Director works with the independent Auditor to conduct the annual audit. The IT management also operates under the Finance Department administration.

The Administrative Assistant for the Town was moved to Administrative Non-Dept for the year 2009-2010.

### **2010-11 ACCOMPLISHMENTS:**

- Worked on record retention management and computer file retention and restructuring.
- Replaced existing computer infrastructure on a three year plan.
- Continued on restructuring the Finance Department
- Continued on budget modification and restructuring to make a cohesive articulating document
- Facilitated Private Placement TRAN
- Completed the Open Space Fund internal audit for the last five years.
- Completed the CalPERS audit of the last three years.
- Completed the 09-10 Annual Audit bringing the Town current for the first time in five years.
- Started prep for the 10-11 Annual Audit.
- Completed a FEMA cash on cash project grant review from '05-'06 to date.
- Prepared for the FEMA Audit
- Adopted Financial Policies and Reserve Policies
- Completed the creation of an updated chart of accounts for the Town financial system.

- Continued 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
- Improved internal audit control with new procedures.

**FY 2011-12 GOALS AND OBJECTIVES:**

- Research for new revenue streams
- Formalize accounting policies and procedures and improve internal control – ongoing process
- Evaluate the latest version of BDS financial systems for FY 2012-13 upgrade
- 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 restructuring the budget to create a cohesive articulating document.
- Finalize the 10-11 Audit.
- Continue creation of system structure and support.

**FINANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 241 - FINANCE  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	163,452	187,708	160,301	196,873
OPERATING EXPENSES	55,084	75,855	42,328	71,855
<b>TOTAL DEPARTMENT</b>	<b>218,536</b>	<b>263,563</b>	<b>202,629</b>	<b>268,728</b>

ACTIVITY DESCRIPTION

The Finance Department is responsible for managing and performing all the Town's financial and accounting operations, retirement, payroll and portions of the insurance requirements for the town. The department oversees business license collection, prepares monthly revenue and expenditure reports, and maintains the town's fixed asset inventories on an annual basis. The director is also responsible for all financial reports required by the State of California and the County of Marin. This department also prepares and oversees budget appropriations.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	0.50	-
MANAGEMENT ANALYST	0.50	-	0.50	-
PART-TIME ACCOUNTANT	-	0.50	-	0.50
<b>TOTAL POSITIONS</b>	<b>2.00</b>	<b>1.50</b>	<b>2.00</b>	<b>1.50</b>

**FINANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 241 - FINANCE  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
401 REGULAR SALARIES	111,585	108,284	98,853	108,284
411 REG PART_TIME SALARIES		35,964	19,030	35,964
415 ACCRUED VACATION	-	-	-	2,708
421 TEM. EMPLOYEES	1,910	-	-	2,000
461 OVERTIME	-	500	-	500
491 HEALTH INSURANCE	23,520	17,640	18,062	19,094
492 WORKERS COMP.	1,500	1,500	1,500	1,500
493 RETIREMENT	23,487	21,819	21,168	24,732
494 MEDICARE	1,449	2,000	1,688	2,092
<b>SUBTOTAL</b>	<b>163,452</b>	<b>187,708</b>	<b>160,301</b>	<b>196,873</b>
<b>OPERATING EXPENSES</b>				
636 OFFICE EQUIP REPLACEMENT	-	1,000	-	1,000
711 OFFICE EQUIP MAINT.	-	300	60	300
731 BLDG-GROUNDS MAINT.	4,355	4,000	2,580	4,000
801 WATER	-	100	-	100
804 TELEPHONE	1,347	1,500	791	1,500
811 POSTAGE	472	700	198	700
813 OFFICE SUPPLIES	2,819	1,000	2,871	1,000
815 PRINTING	78	1,200	539	1,200
821 OUTSIDE CONSULTING SVS	12,859	21,000	13,334	21,000
822 OUTSIDE CONTRACT SVS	31,605	38,740	19,504	34,740
861 BUS.MEET/CONF.	117	2,250	2,430	2,250
862 DUES & SUBSCRIPTIONS	1,428	1,065	22	1,065
890 MISCELLANEOUS	5	3,000	-	3,000
<b>SUBTOTAL</b>	<b>55,084</b>	<b>75,855</b>	<b>42,328</b>	<b>71,855</b>
<b>TOTAL DEPARTMENT</b>	<b>218,536</b>	<b>263,563</b>	<b>202,629</b>	<b>268,728</b>

**COMMENTS ON EXPENDITURE DETAIL**

401-41: Salary for Finance Director and 50% of Part Time Accountant

821 Miscellaneous outside services (ie. bank charges, GASB 34 compliance), tax auditing service, actuarial study, CPA Review

822 Payroll Service,

Accounting software support - BDS, AssetMAXX

Mandated cost reimbursement preparation

Quarterly Sales Tax audits and reports

Janitorial services allocation

Merchant Fees for the Town

## **Department of Planning and Building Services**

### **ORGANIZATION:**

The Planning and Building Services department is comprised of the following personnel:

- 1 Planning and Building Services Director
- 1 Building Official
- 1 Senior Planner

Total = 3 FTE with benefits

### **SUMMARY OF DUTIES:**

The Department of Planning and Building Services provides staff services to the public at the front counter at Town Hall, Town Council, Planning Commission, Design Review Board, and the General Plan Advisory Committee (or what will now become the General Plan Implementation Committee) - related to the creation and implementation of planning and land use policies and regulations in Fairfax. The Planning Division also processes "entitlement" permit applications and oversees the enforcement of Town ordinances that govern the development and use of property within the community. The Building Division provides "building" permits for construction activity and code enforcement related to the California and Uniform Building Codes. Department staff also oversees the contracted work of a Town Civil Engineer; as well as the work of a prime consultant and sub-consultants assisting in the General Plan update, environmental review and implementation.

### **FY 2010-11 ACCOMPLISHMENTS:**

- Completed final drafting of the 2010 General Plan; accepted on 12/1/10.
- Commenced environmental review of the final draft 2010 General Plan, per (CEQA).
- Adjourned the General Plan Advisory Committee (GPAC).
- Convened the creation of a General Plan Implementation Committee (GPIC).
- Completed an administrative draft Climate Action Plan (CAP) for GPIC review; as a result of staff participation in the Marin Climate & Energy Partnership (MCEP).
- Held a Town Parking Forum to address "The High Price of Free Parking".
- Crafted a new Medical Marijuana Dispensary Ordinance for the Town.
- Assisted the Town Council in the updating of the Town's Fire Code with regards to new second unit sprinkler requirements in the central area of Town.
- Updated the Town's Building Code, which includes requirements for "green building" per the new CALGreen section of the California Building Code.
- Applied for 5.8M of Federal funding through TAM/MTC to implement the Cross Marin Bikeway & the Parkade Area Circulation Study; completed by staff in FY 2009-10.

**FY 2011-12 GOALS AND OBJECTIVES:**

- Complete environmental review of the draft 2010 General Plan, per (CEQA), and then formally adopt the 2010 General Plan.
- Update the Town's Zoning Ordinance after final adoption of the 2010 General Plan.
- Commence General Plan Implementation Committee (GPIC) meetings.
- Adopt a Climate Action Plan (CAP) for the Town.
- Augment "CALGreen" guidelines (part of the new Building Code) with additional "green building" requirements within the Town's Zoning Ordinance.
- Work with the Affordable Housing Committee to articulate a process for moving forward with the analysis, funding and development of the Lutheran Church site for Senior Housing and 10 Olema Road site for Workforce Housing.
- Re-draft/resurrect the Second Unit Amnesty Ordinance for adoption by Town Council.
- Commence public workshops for the creation of a Town Center Plan, as called for in the 2010 General Plan.
- Conduct a "managed parking" feasibility analysis.
- Introduce and implement a historic resources review procedure that complies with CEQA requirements.

**PLANNING**

FUND: 01 - GENERAL FUND  
ACTIVITY: 311 - PLANNING  
RESPONSIBILITY: DEVELOPMENT SERVICES

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	283,464	289,188	261,159	298,822
OPERATING EXPENSES	105,398	108,250	112,202	100,000
<b>TOTAL DEPARTMENT</b>	<b>388,863</b>	<b>397,438</b>	<b>373,361</b>	<b>398,822</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
PLANNING DIRECTOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
<b>TOTAL POSITIONS</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**PLANNING**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 311 - PLANNING  
 RESPONSIBILITY: DEVELOPMENT SERVICES

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	199,769	194,419	177,818	194,419
415 ACCRUED VACATION	-	1,000	-	6,372
421 TEMP EMPLOYEES	5,018	7,500	2,669	7,500
461 OVERTIME	-	1,000	-	-
491 HEALTH INSURANCE	28,101	37,700	25,379	40,807
492 WORKERS COMP.	2,500	2,500	2,500	2,500
493 RETIREMENT	44,051	41,988	38,164	44,405
494 MEDICARE	2,734	3,080	2,511	2,819
496 UNEMPLOYMENT	1,291	-	12,118	-
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	283,464	289,188	261,159	298,822
<b>OPERATING EXPENSES</b>				
711 OFFICE EQUIP MAINT.	-	1,000	-	-
731 BLDG-GROUNDS MAINT.	7,614	7,000	4,511	7,000
801 WATER	911	1,000	-	-
802 POWER	358	500	199	250
804 TELEPHONE	1,985	2,000	1,227	1,500
811 POSTAGE	429	1,000	187	500
812 REPRODUCTION	(73)	-	411	1,000
813 OFFICE SUPPLIES	1,888	1,000	1,391	1,500
814 LEGAL ADS	-	500	-	-
815 PRINTING	1,042	1,000	1,224	1,500
821 OUTSIDE CONSULTING SVS	75,069	75,000	86,244	70,000
822 OUTSIDE CONTRACT SVS	4,406	5,000	1,339	1,500
842 SPECIAL DEPT SUPPLIES	-	500	364	500
861 BUS.MEET/CONF.	1,690	2,000	3,024	2,000
862 DUES & SUBSCRIPTIONS	-	750	32	250
871 LIAB. & PROP. INSURANCE	10,080	10,000	12,048	12,500
SUBTOTAL	105,398	108,250	112,202	100,000
<b>TOTAL DEPARTMENT</b>	<b>388,863</b>	<b>397,438</b>	<b>373,361</b>	<b>398,822</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 421 Planning Commission Minutes
- 821 Pass Thru Engineering Plan reviews  
General Plan Update CEQA Compliance
- 822 Janitorial services allocation  
One-half Fairfax share of Fiscal Year 07/08 Marin Map

**BUILDING INSPECTION/PERMITS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
321 - BUILDING INSPECTION/PERMITS  
DEVELOPMENT SERVICES

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	122,917	125,920	108,063	130,153
OPERATING EXPENSES	22,971	33,600	21,945	28,625
<b>TOTAL DEPARTMENT</b>	<b>145,887</b>	<b>159,520</b>	<b>130,008</b>	<b>158,778</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**BUILDING INSPECTION/PERMITS**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 321 - BUILDING INSPECTION/PERMITS  
 RESPONSIBILITY: DEVELOPMENT SERVICES

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	91,137	86,812	79,578	86,812
415 ACCRUED VACATION	-	-	-	2,830
421 TEMP. EMPLOYEES	3,260	8,000	-	7,500
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	9,476	10,093	9,283	10,924
492 WORKERS COMP.	1,000	1,000	1,000	1,000
493 RETIREMENT	16,727	18,900	17,041	19,828
494 MEDICARE	1,316	1,115	1,161	1,259
SUBTOTAL	122,917	125,920	108,063	130,153
<b><u>OPERATING EXPENSES</u></b>				
711 OFFICE EQUIP MAINT.	-	500	-	500
722 VEHICLE MAINTENANCE	3,781	5,000	4,878	5,000
723 COMM.EQUIPMENT MAINTENANCE	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,482	3,200	2,063	3,200
801 WATER	-	100	-	-
802 POWER	355	500	185	500
804 TELEPHONE	1,545	1,500	1,215	1,500
811 POSTAGE	660.1	700	315.6	300
812 REPRODUCTION	-	100	-	-
813 OFFICE SUPPLIES	855	700	1,724	1,500
815 PRINTING	-	200	-	-
821 OUTSIDE CONSULTING SVS	2,155	10,000	1,515	5,000
822 OUTSIDE CONTRACT SVS	1,174	1,000	1,174	1,250
851 CLOTHING	-	-	-	-
861 BUS.MEET/CONF.	555	1,000	-	1,000
862 DUES & SUBSCRIPTIONS	173	500	275	275
871 LIAB. & PROP. INSURANCE	8,234	8,600	8,600	8,600
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	22,971	33,600	21,945	28,625
<b>TOTAL DEPARTMENT</b>	<b>145,887</b>	<b>159,520</b>	<b>130,008</b>	<b>158,778</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 401 Salary for Building Official.
- 722 Fuel and upkeep for Building Official's vehicle.
- 821 Coastland Plan Check & Town Engineer
- 822 Janitorial services allocation  
Scan building plans
- 861 Building Official/ICBO meetings.
- 862 Professional membership renewals for Building Official.

Department of Planning & Building Services				
311-321 (Account number series)				
Account No. & Title	Quantity, brief description and justification of items requested		FY 2010-11 Requested Appropriations	FY 2011-12 Projected Appropriations
01-311-821	GP/CEQA Env. Review; Prime and Sub-Consultants, and Outside Consulting Serv.	Zoning Ordinance Update LAK Associates, LLC: Prime Consultant, Contract Planner	75,000	70,000
01-311-822	Contracted Services/ Memberships	Misc. Town Hall expenses (i.e., janitorial, meter, etc.)	5,000	1,500
01-311-861	Bus Mtgs/Conf./Travel	ABAG/Marin Co. Planning Directors Meetings American Planning Associate Conference	2,000	2,000
01-311-862	Dues and Subscriptions	American Planning Association	750	250
01-321-421	Temp. Employees	Substitute Building Official (during vacation of perm. empl) Back-up Building Inspector	8,000	7,500
01-321-722	Vehicle Maintenance	Building Official Vehicle; Maintenance and Operation	5,000	5,000
01-321-821	Outside Consultan Serv.	Contract Civil Engineer Ray Wrynski: Contract Civil Engineer	10,000	5,000
01-321-822	Contract Services	Janitorial expenses (shared office space)	1,000	1,250
01-321-861	Bus. Mtg./Conf./Travel	Continuing Education	1,000	1,000
01-321-862	Dues and Subscriptions	Professional Licensing & Periodicals	500	275
			<b>108,250</b>	<b>93,775</b>

## **POLICE BUDGET MESSAGE**

### **ORGANIZATION:**

The department is comprised of the following personnel:

- 1 police chief
- 3 sergeants
- 7 patrol officers
- 4 dispatchers
- 1 police service technician
- 1 reserve police officer
- 3 reserve dispatcher

Total: 16 full time employees and 4 reserve employees

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement; parking regulations and related programs, public safety awareness programs, computer aided dispatch center with 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.

### **2010-11 ACCOMPLISHMENTS**

- Completed installation of new \$94,000 911 phone system at no cost to Town
- Completed installation of \$34,000 Live Scan fingerprinting system at no cost to town
- Saved over \$65,000 in overtime by Chief covering watch commander shifts due to vacant sergeant position the entire fiscal year
- Investigated over 13,000 calls for service ("incidents" reported and officer initiated)
- Generated over 1,200 investigative crime reports
- Over 356 arrests
- Issued over 2,600 citations
- Over 28,000 telephone calls answered by Dispatch Center
- DUI Checkpoints and Pedestrian Stings
- Managed safety issues associated with a large number of public events

### **2011-12 GOALS AND OBJECTIVES**

- Find ways to reduce costs to overall budget
- Continue to provide cost effective and high level of public safety service for entire community
- Provide problem solving policing to address quality of life issues within our community
- Promote positive recruitment and retention strategies
- Public Awareness Campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings)
- Complete Evidence Purging Project: Firearms & Ammunition Destruction
- Continue Resident Vacation Checks
- Expand Police Department's web site

**POLICE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 411 - POLICE  
 RESPONSIBILITY: PUBLIC SAFETY

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	2,189,058	2,325,194	2,022,843	2,397,350
OPERATING EXPENSES	277,711	240,970	202,456	266,355
<b>TOTAL DEPARTMENT</b>	<b>2,466,769</b>	<b>2,566,164</b>	<b>2,225,299</b>	<b>2,663,705</b>

ACTIVITY DESCRIPTION

The Police Department has the overall responsibility for criminal apprehension, crime prevention, recovery of stolen property, traffic and parking enforcement as well as public awareness programs. The Police Department is responsible for receiving all 9-1-1 emergency and non-emergency calls 24 - hours a day.

COPS money in the amount of \$100,000 partially offsets salary costs for one patrol position and a portion of salary for the Community Service Officer.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
POLICE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	1.00	1.00	-
SERGEANT	2.00	2.00	2.00	1.00
DETECTIVE / JUVENILE OFFICER	-	-	-	1.00
CORPORAL	1.00	1.00	1.00	2.00
POLICE OFFICER	6.00	6.00	6.00	6.00
DISPATCHER	4.25	4.25	4.25	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>16.25</b>	<b>16.25</b>	<b>16.25</b>	<b>16.00</b>

COMMENTS ON EXPENDITURE DETAIL

- 497 Overtime charged to Festival Fund for annual festival.
- 712 Includes Records Management System maintenance contract and maintenance and repair of department's extensive in-house and mobile computer network.
- 822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force and the Prandi Childrens Center (forensic interview for child victims of violent crimes).
- 862 Includes Lexipol police policy manual updates
- 889 Booking fees

## POLICE

FUND: 01 - GENERAL FUND  
 ACTIVITY: 411 - POLICE  
 RESPONSIBILITY: PUBLIC SAFETY

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2009-2010	BUDGET 2010-2011	ACTUAL 2010-2011	BUDGET 2011-2012
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	405,895	319,947	297,136	318,849
402 SAFETY SALARIES	767,106	934,945	776,698	976,018
402 SALARY VACANCY SAVINGS	-	(50,000)	-	(26,000)
415 ACCRUED VACATION	10,811	7,000	66,416	7,000
421 TEMP EMPLOYEES	49,408	30,000	44,743	30,000
461 OVERTIME	140,049	125,000	86,930	125,000
481 HOLIDAY PAY	53,425	62,577	33,263	67,367
491 HEALTH INSURANCE	192,043	246,750	225,115	263,397
492 WORKERS COMP.	31,951	30,000	33,805	33,805
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	518,528	610,365	440,392	590,644
494 MEDICARE	19,842	17,710	18,344	20,370
496 UNEMPLOYMENT	-	-	-	-
497 FESTIVAL OVERTIME REIMBURSIBLE	-	(9,100)	-	(9,100)
-----SUBTOTAL	2,189,058	2,325,194	2,022,843	2,397,350
<b>OPERATING EXPENSES</b>				
641 EQUIPMENT RENTAL	-	-	-	-
711 OFFICE EQUIP MAINT.	413	1,500	1,043	1,500
712 COMPUTER EQUIP MAINT.	14,341	10,000	5,709	28,000
721 FIELD EQUIP MAINT.	271	300	11	1,000
722 VEHICLE MAINTENANCE	28,649	30,000	31,357	15,000
723 COMMUNICATION EQUIP MAINT	4,454	1,500	767	3,000
725 MERA DEBT SERVICE	47,257	48,000	4,505	38,260
726 MERA MEMBERSHIP FEE	32,874	33,000	29,953	24,325
731 BLDG-GROUNDS MAINT.	34,477	13,000	20,639	26,000
801 WATER	985	1,300	1,328	1,900
802 POWER	6,879	3,000	1,151	2,000
804 TELEPHONE	19,832	20,000	14,093	17,000
806 FUEL	-	-	-	15,000
811 POSTAGE	1,940	2,000	1,160	2,000
812 REPRODUCTION	2,826	2,500	2,364	2,500
813 OFFICE SUPPLIES	1,219	1,300	1,177	1,300
815 PRINTING	2,868	3,000	3,928	3,000
821 OUTSIDE CONSULTING SVS	4	-	-	-
822 OUTSIDE CONTRACT SVS	38,404	28,000	47,109	38,000
841 SMALL TOOLS	130	500	295	500
842 SPECIAL DEPT SUPPLIES	5,035	5,500	3,457	5,500
851 CLOTHING	14,774	12,000	7,616	13,000
861 BUS.MEET/CONF.	199	500	-	500
862 DUES & SUBSCRIPTIONS	5,993	6,800	6,162	6,800
871 LIAB. & PROP. INSURANCE	9,422	7,270	9,318	7,270
881 SPECIAL SERVICES	-	-	-	-
883 P.O.S.T.	4,466	10,000	9,313	10,000
889 BOOKING FEES	-	-	-	3,000
-----SUBTOTAL	277,711	240,970	202,456	266,355
<b>TOTAL DEPARTMENT</b>	<b>2,466,769</b>	<b>2,566,164</b>	<b>2,225,299</b>	<b>2,663,705</b>

<b>POLICE DEPARTMENT</b>				
<b>01-411</b>				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2010 Requested Appropriations	FY 2011 Projected Appropriations	
<b>01-411-725</b>	<b>MERA New Project financing and Bond Fund</b>	48,000		
<b>MERA Debt Service</b>	MERA New Project Financing 2007 Bank Note (\$4505) Police and Public Works share this cost. Police share is 81.21% of total which is \$3659			3,659
	MERA Bond Fund (\$42,607). Police and Public Works share this cost. Police share is 81.21% of total which is \$34,601			34,601
	<b>Total MERA Debt Service</b>	<b>48,000</b>		<b>38,260</b>
<b>01-411-726</b>	<b>MERA Membership Fee</b>			
	MERA Membership Fee	33,000		24,325
	Police and Public Works share this cost. Police share is 81.21% of total which is \$24,325			
	Previous DPW portion of MERA is reflected in Dept 511			
<b>01-411-822</b>	<b>Outside Contract Services</b>			
	Major Crimes Task Force	28,000		17,782
	Prandi Center, Child Forensic Interviews			1,470
	Janitorial Services			6,400
	Evidence Facility Alarm			600
	Blood Analysis, Drunk Drivers			600
	Firing Range			848
	Blood Analysis, other			1,000
	Email Exchange Server			2,200
	Records Shredding			300
	Web Site Maintenance			1,800
	Forensic Evidence Analysis(Includes sex assault exam			5,000
		<b>28,000</b>		<b>38,000</b>
<b>03-923-921</b>	<b>Field Equipment</b>			
<b>Capital Account</b>	Panasonic Lease. 48 month lease for police vehicle mobile Data Computers. Entered into contract 7/1/2008. 4 yearly payments of \$15,517.03 with last payment due 7/1/2012	30,337		15,517
	Compellent Credit 60 month computer lease for office computers (Includes Town Hall). Entered into contract in 2008 5 yearly payments of \$7574 with last payment due Jan 2013. Police Portion is \$5910. Town Hall portion of \$1664 not reflected in total			5,910
	Ally Financial 4 year lease for a police vehicle. Entered into contract Jan 2011. Yearly cost \$8911 with through Jan 2014.			8,911
	Replacement of 2 marked patrol vehicles utilizing a 4 year lease purchase plan			24,000
		<b>30,337</b>		<b>54,338</b>
		<b>138,337</b>		<b>154,823</b>

**SPECIAL POLICE EXPENSES**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 412 - SPECIAL POLICE EXPENSES  
 RESPONSIBILITY: PUBLIC SAFETY

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
SPECIAL POLICE EXPENSES	-	5,300	-	5,300
<b>TOTAL DEPARTMENT</b>	-	<b>5,300</b>	-	<b>5,300</b>

ACTIVITY DESCRIPTION

This activity is to account for miscellaneous grant funds.  
 \$850.00 is available from the county for CERT training reimbursements.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
926 CLEEP	-	5,000	-	5,000
927 SLESF	-	-	-	-
929 RACIAL PROFILING	-	-	-	-
932 STAR PROGRAM	-	-	-	-
933 CERT TRAINING	-	300	-	300
<b>TOTAL DEPARTMENT</b>	-	<b>5,300</b>	-	<b>5,300</b>

**ROSS VALLEY FIRE SERVICE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 421 - ROSS VALLEY FIRE SERVICE  
 RESPONSIBILITY: PUBLIC SAFETY

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	1,710,506	1,736,797	1,743,941	1,736,797
<b>TOTAL DEPARTMENT</b>	<b>1,710,506</b>	<b>1,736,797</b>	<b>1,743,941</b>	<b>1,736,797</b>

ACTIVITY DESCRIPTION

The Fairfax Fire Department was integrated with the San Anselmo Fire Department to form the Ross Valley Fire Authority in July 1982. The Fire Authority is governed by a board consisting of two representatives from each Town plus a fifth non-voting representative from the Sleepy Hollow Fire Protection District. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Service operation budget is divided 69.6% San Anselmo and 30.4% Fairfax. Each town is responsible for budgeting their own level of equipment replacement reserves and fire and contents insurance on the station houses.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				No recognized cost increase
493 RVFS RETIREMENT	376,000	430,691	506,308	430,691
724 RVFS DEBT SERVICE	28,916	28,916	26,868	28,916
731 BUILDINGS & GROUNDS MAINT	2,177	-	1,290	-
871 LIAB. & PROP. INSURANCE	5,684	2,906	5,854	2,906
881 RVFS CONTRACT	1,297,729	1,274,284	1,203,620	1,274,284
<b>TOTAL DEPARTMENT</b>	<b>1,710,506</b>	<b>1,736,797</b>	<b>1,743,941</b>	<b>1,736,797</b>

COMMENTS ON EXPENDITURE DETAIL

493 The Town's share of the RVFD net operating budget is 30.4% of the total fire budget.  
 724 Fire Engine, Turnouts, and Breathing Apparatus lease payments.

## **PUBLIC WORKS BUDGET MESSAGE**

### **Division 510 – Administration**

#### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Consultant (Not to exceed \$40K per fiscal year)

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. The Division is also responsible for staffing Open Space, Measure K and Measure F committees and reviewing development plans for compliance with Town Codes relating to Public Works.

#### **2010-11 ACCOMPLISHMENTS:**

- Created a 50-Year Infrastructure Maintenance Master Plan that includes all Town facilities, parks, storm drains and streets. Elements of the plan include:
  - Ten-year capital improvement project schedule for maintenance projects;
  - An annual drainage system inspection and repair schedule;
  - An annual crack sealing schedule for streets and parking lots;
  - An annual traffic sign inspection program.
- Continued implementing the iWorQ on-line work request system resulting over 400 incoming requests for service from July 2010 through May 2011.
- Secured \$38,000 in Federal stimulus funds for the energy efficiency retrofit of the Downtown streetlights
- Implementing the Hazardous Fuel Reduction project (\$169,000 in federal funding).
- Implementing the Seismic Retrofit project for the Pavilion (\$450,000 in CalEMA and FEMA funds).
- Completed Construction of the Peri Park Bridge Replacement and Tennis Court Bank stabilization projects (FEMA Project -\$500,000).

#### **Changes in Budget from FY 10/11**

Public Works Director position is left vacant (FBLR of \$142,380 per year) for a net savings of about \$102,000. A consultant services contract not to exceed \$40,000 per year will be able to complete several capital projects in process or about to begin.

Decrease in transfer of payroll out to capital projects due to far fewer Capital projects for FY 11/12. Continued elimination of meetings, conferences, travel and dues and subscriptions line items.

## **FY 2011-12 GOALS AND OBJECTIVES:**

### **Special projects**

- Develop plans and specifications and then apply appropriate resurfacing material for Belle, Belmont, Coolidge and Hill Avenues and Alder and Baywood Courts as funded by Measure A, Measure I, Gas Tax and Road Impact fees.
- Continue developing a Ten-Year The institutional knowledge of the Public Works staff will be instrumental in developing the plan.
- Continue pursuing grant opportunities and FEMA, Federal & State reimbursement on miscellaneous capital projects
- Continue iWorQ request system improvements.

**PUBLIC WORKS ADMINISTRATION**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 510 - PUBLIC WORKS ADMINISTRATION  
 RESPONSIBILITY: PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	169,368	54,445	90,697	8,158
OPERATING EXPENSES	16,197	21,200	40,685	61,600
<b>TOTAL DEPARTMENT</b>	<b>185,565</b>	<b>75,645</b>	<b>131,381</b>	<b>69,758</b>

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	-
ADMINISTRATIVE ASSISTANT	-	-	-	-
MANAGEMENT ANALYST	0.25	-	0.25	-
<b>TOTAL POSITIONS</b>	<b>1.25</b>	<b>1.00</b>	<b>1.25</b>	<b>-</b>

**PUBLIC WORKS ADMINISTRATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
510 - PUBLIC WORKS ADMINISTRATION  
PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	119,152	112,988	70,182	13,000
401 SALARY SAVINGS	-	(46,000)	-	-
415 ACCRUED VACATION	-	-	-	-
TEMP EMPLOYEES	-	-	1,127	-
491 HEALTH INSURANCE	6,119	4,788	3,616	-
492 WORKERS COMP.	2,000	2,000	2,000	2,000
493 RETIREMENT	40,435	23,169	12,749	2,969
494 MEDICARE	1,662	2,000	1,022	189
497 PAYROLL TRANSFER	-	(44,500)	-	(10,000)
SUBTOTAL	169,368	54,445	90,697	8,158
<b><u>OPERATING EXPENSES</u></b>				
711 OFFICE EQUIP MAINT.	327	500	-	-
731 BLDG-GROUNDS MAINT.	4,077	4,000	2,416	4,000
801 WATER	-	-	-	-
804 TELEPHONE	480	600	-	600
811 POSTAGE	738	700	143	400
813 OFFICE SUPPLIES	310	300	230	300
815 PRINTING	-	300	87	300
821 OUTSIDE CONSULTING SVS	4,993	5,000	33,811	50,000
822 OUTSIDE CONTRACT SVS	4,481	7,300	3,998	3,500
842 SPECIAL DEPT SUPPLIES	-	2,500	-	2,000
861 BUS.MEET/CONF.	790	-	-	500
862 DUES & SUBSCRIPTIONS	-	-	-	-
SUBTOTAL	16,197	21,200	40,685	61,600
<b>TOTAL DEPARTMENT</b>	<b>185,565</b>	<b>75,645</b>	<b>131,381</b>	<b>69,758</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of Fiscal Year 10/11 Marin Map

## **Division 511 – Street Maintenance**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

The street maintenance 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.

### **2010-11 ACCOMPLISHMENTS:**

In addition to emergency response and routine maintenance, the division completed the following special projects during the past year:

- Worked with contractor on the bank stabilization and pedestrian bridge landscaping;
- Conducted regular safety meetings and all staff are injury free this year

### **Changes In Budget from FY 10/11**

This budget unit overall costs are decreasing due to returning the street sweeping operation to Town staff. The Marin Sanitary Service street sweeping contract in FY 2010/11 was \$50,000 per year. Town staff sweeping the streets should save the Town about \$30,000 per year. One line item is increasing due to the change in the way the Marin Emergency Radio Authority (MERA) share of costs to the Town is presented. The Public Works Department share of costs for MERA has, in past budgets, been presented in the Police budget. This increase of \$14,800 to the Street Maintenance budget is a decrease to the Police budget and has a zero net effect on the General Fund.

### **FY 2011-12 GOALS AND OBJECTIVES:**

In addition to routine maintenance the following special projects are planned:

- Maintain streets and storm drains to minimum safety standards
- Work with property owners on maintaining sidewalks to minimum safety standards and investigate grant opportunities to assist property owners in the repair of their sidewalks
- Provide excellent street sweeping services to residents and businesses

**STREET MAINTENANCE**

FUND: 01 - GENERAL FUND  
ACTIVITY: 511 - STREET MAINTENANCE  
RESPONSIBILITY: PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	165,250	158,685	163,755	166,157
OPERATING EXPENSES	158,027	170,413	151,738	126,000
<b>TOTAL DEPARTMENT</b>	<b>323,277</b>	<b>329,097</b>	<b>315,493</b>	<b>292,157</b>

**ACTIVITY DESCRIPTION**

The Street Maintenance operation has responsibility to maintain and repair street and storm damage systems on public property. The cost of maintenance and repair of the streets is partially funded by Gas Tax funds. Other responsibilities include: sweeping streets in the downtown and residential areas, performing minor maintenance and repair; painting street and curb markings, and installing and maintaining street signs.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
MAINT. LEADWORKER	1.00	-	1.00	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	1.00	-
MAINT. WORKER I	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>2.00</b>

**STREET MAINTENANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 511 - STREET MAINTENANCE  
 RESPONSIBILITY: PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	98,628	102,744	90,068	105,826
415 ACCRUED VACATION	-	-	-	4,485
421 TEMP. EMPLOYEES	-	8,000	9,883	1,000
461 OVERTIME	1,807	1,000	2,984	1,500
491 HEALTH INSURANCE	37,065	21,240	33,397	21,240
492 WORKERS COMP.	6,395	6,400	6,400	6,400
493 RETIREMENT	19,896	18,000	19,484	24,171
494 MEDICARE	1,458	1,300	1,540	1,534
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	165,250	158,685	163,755	166,157
<b><u>OPERATING EXPENSES</u></b>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	2,000	-	-
631 RESERVE FOR COMP EQUIP REPLACEMENT	-	2,000	-	-
641 EQUIPMENT RENTAL	73	500	-	-
721 FIELD EQUIP MAINT.	238	500	-	-
722 VEHICLE MAINTENANCE	21,521	23,750	19,704	25,000
723 COMMUNICATION EQUIP MAINT	-	500	-	500
731 BLDG-GROUNDS MAINT.	5,443	5,800	3,527	5,800
801 WATER	-	-	-	-
802 POWER	2,102	2,115	392	1,500
803 DUMP FEES	-	1,000	-	500
804 TELEPHONE	1,267	1,300	999	1,200
806 FUEL	-	-	-	-
813 OFFICE SUPPLIES	315	276	44	300
821 OUTSIDE CONSULTING SVS	68,248	80,000	85,199	40,000
841 SMALL TOOLS	477	4,000	175	4,000
842 SPECIAL DEPT SUPPLIES	47,829	35,000	29,259	30,000
851 CLOTHING	850	-	850	1,200
861 TRAVEL/TOLLS	20	100	18	1,000
871 LIAB. & PROP. INSURANCE	9,643	11,572	11,572	15,000
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	158,027	170,413	151,738	126,000
<b>TOTAL DEPARTMENT</b>	<b>323,277</b>	<b>329,097</b>	<b>315,493</b>	<b>292,157</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 497 Overtime charged to Festival Fund for annual festival.
- 641 Rental of equipment
- 821 Use of County equipment, outside labor for right-of-way clearing & Biennial street markings. This includes in-house and contracted services for maintenance of pavement sections (dugouts), retaining walls, and drainage.
- 842 Maintenance materials including pipe, asphalt, concrete and hardware. Also covers requires Hazardous Materials response, street signs, and paint for curbs, crosswalks, and street markings, replacing barricades signs, etc...

**Division 512 – Street Light Maintenance**

Description: This budget is for the ongoing operation and maintenance for street lights and traffic signals through contractual services as negotiated by the Marin General Services Authority.

The maintenance budget for streetlights has increased due to the inspection of all streetlight poles identifying 95 lights omitted from the previous inventory. In addition, the inspection of the streetlight poles has resulted in identifying the need for replacement or repairs to provide for public safety. All Marin County member agencies will share the cost of pole replacements.

**STREET LIGHTING & TRAFFIC SIGNALS**

FUND:  
 ACTIVITY: 01 - GENERAL FUND  
 RESPONSIBILITY: 512 - STREET LIGHTING & TRAFFIC SIGNALS  
 PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	65,255	65,600	55,218	57,000
<b>TOTAL DEPARTMENT</b>	<b>65,255</b>	<b>65,600</b>	<b>55,218</b>	<b>57,000</b>

ACTIVITY DESCRIPTION

A County wide JPA was formed to acquire street lights from PG & E and operate them as Town owned and maintained services. This action has resulted in significant savings to the Town over the years. To this end, a maintenance contract has been executed between all of the jurisdictions and Republic Electric to cover maintenance and repair costs. The costs of providing and maintaining its street lighting is partially funded by Gas Tax funds.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
802 POWER	27,538	30,000	27,885	26,000
821 OUTSIDE CONSULTING SVS	37,117	32,000	26,733	30,000
822 OUTSIDE CONTRACT SVS	600	3,600	600	1,000
<b>TOTAL DEPARTMENT</b>	<b>65,255</b>	<b>65,600</b>	<b>55,218</b>	<b>57,000</b>

COMMENTS ON EXPENDITURE DETAIL

- 802 Street lighting and signal charges by PG&E
- 821 Contract with Republic Electric to provide maintenance of light poles and traffic signal maintenance costs.

**POLLUTION PREVENTION**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 514 - POLLUTION PREVENTION  
 RESPONSIBILITY: PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	20,864	21,000	16,250	21,000
<b>TOTAL DEPARTMENT</b>	<b>20,864</b>	<b>21,000</b>	<b>16,250</b>	<b>21,000</b>

ACTIVITY DESCRIPTION

This activity provides an account to charge costs related to the Marin County Pollution Prevention Program.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
822 OUTSIDE CONTRACT SVS	20,864	21,000	16,250	21,000
<b>TOTAL DEPARTMENT</b>	<b>20,864</b>	<b>21,000</b>	<b>16,250</b>	<b>21,000</b>

COMMENTS ON EXPENDITURE DETAIL

822 Marin County Stormwater Pollution Prevention Program contribution and NPDES State of California fees.

## **Division 611 – Parks Maintenance**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

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.

### **2010-11 ACCOMPLISHMENTS:**

- Provided set-up and take-down for the Fairfax Festival. The Town Staff spends one week in advance of the Festival in preparing the park facilities and one week following the Festival breaking down and cleaning up after the event.
- Provided maintenance of the ball park for the little league season. This requires continual grooming of the turf and clearing trash and other debris to keep the field in condition for games despite increased use by non-baseball groups.
- Provided new sand for the Peri Park playground & weekly maintenance of the picnic areas.
- Responded to numerous graffiti removal call-outs.
- Provided maintenance for the fish pond in front of Town Hall.
- Installed and maintained all additional holiday lighting and banners.

### **Changes in Budget from FY 10/11**

No significant change from FY 10/11.

### **FY 2011-12 GOALS AND OBJECTIVES:**

- Provide weed abatement on the parcel adjacent to the Bennett House to insure that the Town is in compliance with fire prevention practices.
- Continue ongoing maintenance activities on all Town-owned landscaped areas.
- Provide staff support for clean-up after special events including the Fairfax Festival, the Good Festival, the Town Picnic, the Car Show, the weekly Farmer's Market, Little League Parade and others that are scheduled throughout the year.

**PARK MAINTENANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 611 - PARK MAINTENANCE  
 RESPONSIBILITY: PARK & FACILITY MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	70,696	73,503	66,585	76,630
OPERATING EXPENSES	61,962	65,270	57,805	70,500
<b>TOTAL DEPARTMENT</b>	<b>132,657</b>	<b>138,773</b>	<b>124,390</b>	<b>147,130</b>

ACTIVITY DESCRIPTION

This activity is to cover costs associated with maintenance of park and playground areas, including areas surrounding Town owned buildings. One full time maintenance worker is charged to this activity.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
MAINT. WORKER II	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**PARK MAINTENANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 611 - PARK MAINTENANCE  
 RESPONSIBILITY: PARK & FACILITY MAINTENANCE

DESCRIPTION	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	49,482	52,000	44,942	54,960
415 ACCRUED VACATION	-	-	-	422
491 HEALTH INSURANCE	9,273	9,329	10,060	10,171
492 WORKERS COMP.	1,000	1,200	1,212	1,300
493 RETIREMENT	10,193	10,193	9,692	8,980
494 MEDICARE	747	780	680	797
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	70,696	73,503	66,585	76,630
<b><u>OPERATING EXPENSES</u></b>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	1,000	-	1,000
641 EQUIPMENT RENTAL	108	500	298	500
721 FIELD EQUIP MAINT.	60	500	-	500
722 VEHICLE MAINTENANCE	582	1,000	-	1,000
801 WATER	13,842	16,000	11,379	16,000
802 POWER	4,139	4,300	1,335	2,500
821 OUTSIDE CONSULTING SVS	14,419	15,000	12,008	15,000
841 SMALL TOOLS	-	-	1,555	1,000
842 SPECIAL DEPT SUPPLIES	8,945	7,000	8,823	7,000
851 CLOTHING	425	500	425	500
871 LIAB. & PROP. INSURANCE	18,970	18,970	21,833	25,000
881 SPECIAL SERVICES	473	500	150	500
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	61,962	65,270	57,805	70,500
<b>TOTAL DEPARTMENT</b>	<b>132,657</b>	<b>138,773</b>	<b>124,390</b>	<b>147,130</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 497 Overtime charged to Festival Fund for annual festival.
- 821 This account primarily covers the cost of outside contractors to perform tree trimming and replacement of dead or inappropriate sidewalk trees.
- 931 Fence repairs at all town parks.



**Divisions 625 & 626 – Rental Facilities**

**ORGANIZATION:**

This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

This division is responsible for the care and maintenance of the Women's Club and Pavilion. Duties include setting up for all Town meetings including the Town Council and Planning Commission.

**RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
625 - RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD  
PARK & FACILITY MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	20,913	16,634	5,909	17,129
OPERATING EXPENSES	22,429	23,300	39,114	31,550
<b>TOTAL DEPARTMENT</b>	<b>43,343</b>	<b>39,934</b>	<b>45,023</b>	<b>48,679</b>

ACTIVITY DESCRIPTION

This activity covers the cost associated with upkeep and maintenance of the Women's Club, Community Center, and Ballfield owned by the Town.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
LEAD WORKER	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 625 - RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD  
 RESPONSIBILITY: PARK & FACILITY MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	14,540	14,526	2,421	10,056
401 SALARY VACANCY SAVINGS	-	(4,500)	-	-
415 ACCRUED VACATION	-	-	-	1,000
491 HEALTH INSURANCE	2,346	2,363	1,770	2,576
492 WORKERS COMP.	1,000	1,200	1,200	1,200
494 MEDICARE	-	-	-	-
493 RETIREMENT	3,027	3,045	518	2,297
SUBTOTAL	20,913	16,634	5,909	17,129
<b><u>OPERATING EXPENSES</u></b>				
731 BLDG-GROUNDS MAINT.	-	-	-	-
801 WATER	268	300	271	350
802 POWER	3,351	3,500	16,527	3,500
804 TELEPHONE	-	-	-	-
821 OUTSIDE CONSULTING SVS	1,255	1,500	795	1,500
822 OUTSIDE CONTRACT SVS	6,371	6,500	6,518	6,500
841 SMALL TOOLS	-	-	324	500
842 SPECIAL DEPT SUPPLIES	1,681	2,000	2,847	4,000
851 CLOTHING	106	-	-	200
871 LIAB. & PROP. INSURANCE	9,397	9,500	11,832	15,000
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	22,429	23,300	39,114	31,550
<b>TOTAL DEPARTMENT</b>	<b>43,343</b>	<b>39,934</b>	<b>45,023</b>	<b>48,679</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 822 Includes cost of janitorial services and pest control.
- 842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.
- 842 Repainting and exterior repairs.
- 842 Includes landscaping

**RENTAL FACILITIES - PAVILION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
626 - RENTAL FACILITIES, PAVILION  
PARK & FACILITY MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	20,863	16,203	5,894	16,560
OPERATING EXPENSES	19,142	25,100	17,311	25,100
<b>TOTAL DEPARTMENT</b>	<b>40,005</b>	<b>41,303</b>	<b>23,205</b>	<b>41,660</b>

ACTIVITY DESCRIPTION

This activity covers the cost associated with upkeep and maintenance of the Pavilion.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>POSITIONS</b>				
LEAD WORKER	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**RENTAL FACILITIES - PAVILION**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 626 - RENTAL FACILITIES, PAVILION  
 RESPONSIBILITY: PARK & FACILITY MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	14,540	13,833	2,421	10,056
401 SALARY VACANCY SAVINGS	-	(4,500)	-	-
491 HEALTH INSURANCE	2,295	2,625	1,754	2,862
492 WORKERS COMP.	1,000	1,200	1,200	1,200
494 MEDICARE	-	-	-	146
493 RETIREMENT	3,027	3,045	518	2,297
	-	-	-	-
SUBTOTAL	20,863	16,203	5,894	16,560
<b><u>OPERATING EXPENSES</u></b>				
801 WATER	-	-	297	-
802 POWER	382	500	64	500
804 TELEPHONE	330	400	329	400
821 OUTSIDE CONSULTING SVS	2,167	8,000	304	8,000
822 OUTSIDE CONTRACT SVS	7,591	7,500	7,684	7,500
842 SPECIAL DEPT SUPPLIES	953	1,000	933	1,000
851 CLOTHING	106	-	-	-
871 LIAB. & PROP. INSURANCE	7,612	7,700	7,700	7,700
931 BLDGS & LAND	-	-	-	-
	-	-	-	-
SUBTOTAL	19,142	25,100	17,311	25,100
<b>TOTAL DEPARTMENT</b>	<b>40,005</b>	<b>41,303</b>	<b>23,205</b>	<b>41,660</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 822 Includes cost of janitorial services, alarm system, and pest control.
- 842 Supplies necessary for the upkeep of the Pavilion including cleaning supplies.

## **ADMINISTRATIVE NON-DEPARTMENTAL BUDGET MESSAGE**

### **ORGANIZATION:**

This department is comprised of the following personnel:

- Contractual FEMA/Grant Employee
- 1 Administrative Assistant

Total = 1 FTE with benefits

### **SUMMARY OF EXPENDITURES:**

The Administrative Non-Department records the salary and benefits of the Administrative Assistant. Effective with the budget for 2010-2011 all of the time for each of these positions will be tracked and allocated monthly to the departments that use them. This will represent for the Town the true cost of each department.

All of the Expenditures in this department are relational to the Town as a whole, and will be tracked and allocated accordingly. Current expenditures represented here are as follows: Worker's Compensation Claims and Settlements, Annual memberships for the Town, annual contribution to the Equipment Replacement Fund and the TRAN interest.

**MISCELLANEOUS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
715 - MISCELLANEOUS  
NON-DEPARTMENTAL

<b>DESCRIPTION</b>	<b>ACTUAL 2009-2010</b>	<b>ADOPTED BUDGET 2010-2011</b>	<b>ESTIMATED ACTUAL 2010-2011</b>	<b>PROPOSED BUDGET 2011-2012</b>
OPERATING EXPENSES	371,625	422,454	415,150	426,742
TRANSFERS	-	68,000	-	68,000
<b>TOTAL DEPARTMENT</b>	<b>371,625</b>	<b>490,454</b>	<b>415,150</b>	<b>494,742</b>

**ACTIVITY DESCRIPTION**

This activity is to cover General Fund expenditures for items not falling within the jurisdiction of any one department.

**MISCELLANEOUS**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 715 - MISCELLANEOUS  
 RESPONSIBILITY: NON-DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>OPERATING EXPENSES</b>				
401 GRANT EMPLOYEES	33,360	40,000	3,240	-
401 REGULAR SALARIES	74,412	48,000	45,805	49,020
491 HEALTH INSURANCE	4,070	8,000	8,069	8,722
492 WORKERS COMP.	-	-	-	-
494 MEDICARE	-	-	680	711
493 RETIREMENT	-	9,360	9,622	11,196
822 OUTSIDE CONTRACT SVS	11,135	20,000	105,295	20,000
822 OUTSIDE CONTRACT SVS - OPEB	-	-	-	40,000
822 CONTRACTED SVCS	188,197	198,187	172,731	198,187
841 SMALL TOOLS	3,805	1,700	-	1,700
842 SPECIAL DEPT SUPPLIES	397	4,000	2,251	4,000
861 BUS.MEET/CONF.	-	-	-	-
881 SPECIAL SERVICES	8,081	7,000	17,935	7,000
890 MISCELLANEOUS	6,752	16,000	-	16,000
891 CLAIMS - WC / SETTLEMENTS	28,905	50,000	49,521	50,000
895 TRAN-INTEREST	12,510	20,207	-	20,207
SUBTOTAL	371,625	422,454	415,150	426,742
<b>TRANSFERS OUT</b>				
902 TRANSFER TO 02-DRY PERIOD FROM CARRYOVER	-	-	-	-
903 TRANSFER TO 03-EQUIPMENT REPLACEMENT	-	50,000	-	50,000
911 TRANSFER TO 11-RECREATION	-	18,000	-	18,000
950 TRANSFER TO 50-CREEK REST. (PW ADMIN)	-	-	-	-
950 TRANSFER TO 50-CREEK REST. FROM CARRYOVER	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS (RAINY DAY FUND)	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS (PW ADMIN)	-	-	-	-
952 TRANSFER TO 52-CIP, TOWN, UPPER SCENIC FRC	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN (UUT ENERGY EFFIC	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, GARBAGE ROAD IMI	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, BUS SHELTER FROM	-	-	-	-
955 TRANSFER TO 55- MEASURE K (PW ADMIN)	-	-	-	-
SUBTOTAL	-	68,000	-	68,000
<b>TOTAL DEPARTMENT</b>	<b>371,625</b>	<b>490,454</b>	<b>415,150</b>	<b>494,742</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 822 Share of county-wide contract with Humane Society for Animal Control Services  
 Transportation Authority of Marin pro-rata share, LAFCO charges  
 Contribution for OES- Emergency Service Specialist  
 Share of Marin Telecommunications Agency  
 ABAG membership, League of California Cities membership  
 Chamber of Commerce membership, ICLEI membership
- 891 Allocation for Worker's Comp claims and settlements
- 895 Tax and Revenue Anticipation Notes Interest

## **Division 911 – Building Maintenance**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

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.

### **2010-11 ACCOMPLISHMENTS:**

- Installed new doors and carpet for Fire Station 21
- Cleaned and prepared the Pavilion floor for restriping

### **Changes in Budget from FY 10/11**

No significant changes from prior year.

### **FY 2011-12 GOALS AND OBJECTIVES:**

- Repair the Pavilion Stairs
- Recoat the floor in the Women's Club to prolong the life of the hardwood floor.
- Replace the doors on the Pavilion and include ADA compliant hardware.

**BUILDING MAINTENANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 911 - BUILDING MAINTENANCE  
 RESPONSIBILITY: BUILDING MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
PAYROLL AND BENEFITS	42,652	29,979	13,421	31,676
NET ALLOCATED EXPENSES	(40,242)	(38,979)	(26,134)	(30,676)
<b>TOTAL DEPARTMENT</b>	<b>2,410</b>	<b>(9,000)</b>	<b>(12,713)</b>	<b>1,000</b>

ACTIVITY DESCRIPTION

The building maintenance activity summarizes the cost to provide maintenance of all Town owned buildings except the rental facilities. It includes the salary and benefits of a maintenance worker II position and supplies. These costs are then allocated to the various departments.

POSITIONS	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
LEAD WORKER	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

**BUILDING MAINTENANCE**

FUND: 01 - GENERAL FUND  
 ACTIVITY: 911 - BUILDING MAINTENANCE  
 RESPONSIBILITY: BUILDING MAINTENANCE

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b><u>PAYROLL AND BENEFITS</u></b>				
401 REGULAR SALARIES	31,074	27,666	4,842	20,112
401 SALARY VACANCY SAVINGS	-	(9,000)	-	-
415 ACCRUED VACATION	-	-	3,408	1,000
461 OVERTIME	391	-	295	-
491 HEALTH INSURANCE	4,632	4,659	3,239	5,079
492 WORKERS COMP.	500	600	600	600
494 MEDICARE	-	-	-	292
493 RETIREMENT	6,054	6,054	1,037	4,594
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	42,652	29,979	13,421	31,676
<b><u>OPERATING EXPENSES</u></b>				
721 FIELD EQUIP MAINT.	-	-	-	-
731 BLDG-GROUNDS MAINT.	(67,618)	(81,806)	(38,882)	(54,676)
821 OUTSIDE CONSULTING SVS	15,855	25,500	1,583	10,000
822 OUTSIDE CONTRACT SVS	3,500	9,200	4,315	6,000
842 SPECIAL DEPT SUPPLIES	7,809	8,126	6,850	8,000
851 CLOTHING	213	-	-	-
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	(40,242)	(38,979)	(26,134)	(30,676)
<b>TOTAL DEPARTMENT</b>	<b>2,410</b>	<b>(9,000)</b>	<b>(12,713)</b>	<b>1,000</b>

**COMMENTS ON EXPENDITURE DETAIL**

- 822 Sewer service charge for buildings paid to Ross Valley Sanitary District
- 842 Supplies needed for upkeep of town-owned buildings

**DRY PERIOD FUND**

FUND: 02 - DRY PERIOD FUND  
 ACTIVITY: 715 - MISCELLANEOUS  
 RESPONSIBILITY: NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS	-	-	-	210,000
<b>TOTAL DEPARTMENT</b>	-	-	-	<b>210,000</b>

ACTIVITY DESCRIPTION

This activity is used to transfer fund balance to the General Fund

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>TRANSFERS</b>				
901 TRANSFER TO 01-GENERAL FUND	-	-	-	210,000
<b>TOTAL DEPARTMENT</b>	-	-	-	<b>210,000</b>

**EQUIPMENT/VEHICLE REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

03 - EQUIPMENT REPLACEMENT  
923 - EQUIPMENT REPLACEMENT  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	25,689	50,000	18,500	50,000
<b>TOTAL DEPARTMENT</b>	<b>25,689</b>	<b>50,000</b>	<b>18,500</b>	<b>50,000</b>

ACTIVITY DESCRIPTION

This activity is used for acquisition of major equipment purchases and leases.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
921 FIELD EQUIP.	25,689	50,000	18,500	50,000
<b>TOTAL DEPARTMENT</b>	<b>25,689</b>	<b>50,000</b>	<b>18,500</b>	<b>50,000</b>

COMMENTS ON EXPENDITURE DETAIL

921 Office Computers -\$7,500, Toughbooks for the PD cars- \$16,000, Vehicle Replacement \$12,000

**BUILDING AND PLANNING**

FUND:  
ACTIVITY:  
RESPONSIBILITY

04 -BUILDING & PLANNING FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS	287,092	387,560	393,207	362,750
<b>TOTAL DEPARTMENT</b>	<b>287,092</b>	<b>387,560</b>	<b>393,207</b>	<b>362,750</b>

ACTIVITY DESCRIPTION

This activity is used to transfer all Fund 04 revenues to the General Fund  
953 - transfer represents construction road impact fee

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>TRANSFERS</b>				
901 TRANSFER TO 01-GENERAL FUND	287,092	387,560	393,207	362,750
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>287,092</b>	<b>387,560</b>	<b>393,207</b>	<b>362,750</b>

**COMMUNICATION EQUIPMENT REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

05 - COMMUNICATION EQUIPMENT REPLACEMENT  
924 - COMMUNICATION EQUIPMENT REPLACEMENT  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

ACTIVITY DESCRIPTION

This activity is used for acquisition of new and replacement communications equipment.

	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
910 COMMUNICATION EQUIP	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

**RETIREMENT FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

06 - RETIREMENT FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

<b>DESCRIPTION</b>	<b>ACTUAL 2009-2010</b>	<b>ADOPTED BUDGET 2010-2011</b>	<b>ESTIMATED ACTUAL 2010-2011</b>	<b>PROPOSED BUDGET 2011-2012</b>
TRANSFERS	945,560	1,048,130	945,560	1,048,130
<b>TOTAL DEPARTMENT</b>	<b>945,560</b>	<b>1,048,130</b>	<b>945,560</b>	<b>1,048,130</b>

**ACTIVITY DESCRIPTION**

This activity is used to transfer all Fund 06 revenues to the General Fund

<b>DESCRIPTION</b>	<b>ACTUAL 2009-2010</b>	<b>ADOPTED BUDGET 2010-2011</b>	<b>ESTIMATED ACTUAL 2010-2011</b>	<b>PROPOSED BUDGET 2011-2012</b>
<b>CAPITAL OUTLAY</b>				
901 TRANSFER TO 01-GENERAL FUND	945,560	1,048,130	945,560	1,048,130
<b>TOTAL DEPARTMENT</b>	<b>945,560</b>	<b>1,048,130</b>	<b>945,560</b>	<b>1,048,130</b>

**SPECIAL POLICE FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

07 - SPECIAL POLICE FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS	138,373	100,000	85,854	-
<b>TOTAL DEPARTMENT</b>	<b>138,373</b>	<b>100,000</b>	<b>85,854</b>	<b>-</b>

ACTIVITY DESCRIPTION

This activity is used to transfer all Fund 07 revenues to the General Fund

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
901 TRANSFER TO 01-GENERAL FUND	138,373	100,000	85,854	-
<b>TOTAL DEPARTMENT</b>	<b>138,373</b>	<b>100,000</b>	<b>85,854</b>	<b>-</b>

**OFFICE EQUIPMENT REPLACEMENT**

FUND:  
DEPARTMENT:  
RESPONSIBILITY

08 - OFFICE EQUIPMENT REPLACEMENT  
928 - OFFICE EQUIPMENT REPLACEMENT  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	8,009	8,000	12,547	8,000
<b>TOTAL DEPARTMENT</b>	<b>8,009</b>	<b>8,000</b>	<b>12,547</b>	<b>8,000</b>

ACTIVITY DESCRIPTION

This activity is used for the acquisition of new and replacement office equipment.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
911 OFFICE EQUIPMENT	8,009	8,000	8,009	8,000
<b>TOTAL DEPARTMENT</b>	<b>8,009</b>	<b>8,000</b>	<b>8,009</b>	<b>8,000</b>

**YOUTH CENTER**

FUND: 11 - RECREATION  
 ACTIVITY: YOUTH COMMISSION AND FOCUS  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	9,951	18,000	18,342	46,401
<b>TOTAL DEPARTMENT</b>	<b>9,951</b>	<b>18,000</b>	<b>18,342</b>	<b>46,401</b>

ACTIVITY DESCRIPTION

The Town of Fairfax contributes to the operation of an after school and summer activity program for youth through several programs, including FOCUS. With the passage of Measure I, the Town has committed to contribute to the annual operation up to \$18,000 within certain operational guidelines.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>YOUTH CENTER ACTIVITIES</u>				
842 SPECIAL DEPT SUPPLIES	1,724	-	559	5,000
821 OUTSIDE CONSULTING SVS	8,227	-	596	-
<u>FOCUS - DEPT 621</u>				
411 REGULAR PT SALARIES	-	18,000	10,652	18,000
494 MEDICARE	-	-	-	261
804 TELEPHONE	-	-	1,152	600
813 OFFICE SUPPLIES	-	-	528	250
821 OUTSIDE CONSULTING SVS	-	-	3,774	16,345
822 CONTRACTED SERVICES	-	-	591	295
842 SPECIAL DEPT SUPPLIES	-	-	149	2,650
881 SPECIAL SERVICES	-	-	-	2,000
890 MISCELLANEOUS	-	-	340	1,000
<b>TOTAL DEPARTMENT</b>	<b>9,951</b>	<b>18,000</b>	<b>18,342</b>	<b>46,401</b>

**FAIRFAX FESTIVAL**

FUND: 12 - FAIRFAX FESTIVAL  
 ACTIVITY: 622 - FAIRFAX FESTIVAL  
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
OPERATING EXPENSES	32,087	28,000	7,953	25,000
<b>TOTAL DEPARTMENT</b>	<b>32,087</b>	<b>28,000</b>	<b>7,953</b>	<b>25,000</b>

ACTIVITY DESCRIPTION

The Fairfax Festival is an enterprise account which raises funds to support the production of the annual festival. The Fairfax Festival funds all Police and Public Works overtime associated with Festival activities.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
497 POLICE & PW OVERTIME	507	10,000	-	10,000
882 OTHER FESTIVAL EXPENSE	31,581	18,000	7,953	15,000
<b>TOTAL DEPARTMENT</b>	<b>32,087</b>	<b>28,000</b>	<b>7,953</b>	<b>25,000</b>

**MEASURE I - MUNICIPAL SVS TAX FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

20 - MEASURE I - MUNICIPAL SVS TAX FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS	465,000	465,000	465,000	465,000
<b>TOTAL DEPARTMENT</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>

**ACTIVITY DESCRIPTION**

This activity is used to transfer Measure I revenues to various funds in support of public safety, youth program, public works safety programs, and matching grants.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	348,000	348,000	348,000	348,000
950 TRANSFER TO 50-CREEK RESTOR. OLEMA	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	68,000	68,000	68,000	68,000
953 TRANSFER TO 53-CIP, TOWN	49,000	49,000	49,000	49,000
<b>TOTAL DEPARTMENT</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>

**GAS TAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY

21 - GAS TAX FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
TRANSFERS	212,400	212,400	212,400	212,400
<b>TOTAL DEPARTMENT</b>	<b>212,400</b>	<b>212,400</b>	<b>212,400</b>	<b>212,400</b>

**ACTIVITY DESCRIPTION**

This activity is used to transfer Gas Tax revenues to various funds in support of labor and maintenance for street improvements and repairs.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>TRANSFERS</b>				
901 TRANSFER TO 01-GENERAL FUND	144,500	144,500	144,500	144,500
951 TRANSFER TO 51-CIP, GRANTS	67,900	67,900	67,900	67,900
953 TRANSFER TO 53-CIP, ROAD I	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>212,400</b>	<b>212,400</b>	<b>212,400</b>	<b>212,400</b>

**MEASURE K DEBT SERVICE SERVICE FUNDS**

FUND: 41, 42 AND 43, 44 - DEBT SERVICE FUNDS  
 ACTIVITY: 716 - MEASURE K DEBT SERVICE  
 RESPONSIBILITY: NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
DEBT SERVICE	494,258	489,705	542,601	448,181
<b>TOTAL DEPARTMENT</b>	<b>494,258</b>	<b>489,705</b>	<b>542,601</b>	<b>448,181</b>

ACTIVITY DESCRIPTION

This activity contains the debt service requirements for the Town's Measure K General Obligation Bonds that were passed in November 1999. The first debt service payment was due on February 2001 and the last payment will be due on August 1, 2025. The debt service schedule is based on an escalating schedule meaning that each year through 2025, the Town's debt service will increase on a gradual basis.

The Town borrowed the third and final Measure K series (\$1,765,000) in August of 2006. The interest and principal payments related to this third series began in the 2006-2007 fiscal year.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
995 PRINCIPAL - 2000 SERIES	-	-	-	-
996 INTEREST - 2000 SERIES	43,300	-	45,300	-
995 PRINCIPAL - 2002 SERIES	50,000	55,000	55,000	6,500
996 INTEREST - 2002 SERIES	139,565	136,365	137,465	136,365
995 PRINCIPAL - 2006 SERIES	60,000	60,000	60,000	60,000
996 INTEREST - 2006 SERIES	45,700	77,879	85,850	83,450
995 PRINCIPAL - 2008 SERIES	67,000	70,000	70,000	74,000
996 INTEREST - 2008 SERIES	88,193	86,991	86,991	85,366
994 BOND ISSUE COSTS	-	1,720	-	-
871 INSURANCE	500	1,750	1,995	2,500
<b>TOTAL DEPARTMENT</b>	<b>494,258</b>	<b>489,705</b>	<b>542,601</b>	<b>448,181</b>

# TOWN OF FAIRFAX

## 2011-2012 Operating and Capital Improvement Draft Budget



## **Capital Projects**

### **2010-2011 ACCOMPLISHMENTS:**

- Completed the Pedestrian Bridge Replacement and Tennis Courts Bank Stabilization FEMA Projects
- Began the design and engineering for the Seismic Retrofit of the Pavilion
- Began the design and engineering for the Pastori Storm Drain Pipe Replacement FEMA project
- Began the design and engineering for the Pastori sidewalk project under the NMTTP grant
- Began the design of the sidewalk project on Oak Manor Drive under the Safe Routes to Schools grant

### **FY 2011-12 GOALS AND OBJECTIVES:**

To implement all projects that provide significant flood protection, those with environmental permits for this year, those that are at risk of funding loss if not completed, and those that address public safety.

- Measure K Remaining projects
  - To be determined by the Measure K Advisory Committee after the completion of the pavement condition index study.
- Complete two remaining NTPP Projects including Pastori Sidewalk & Sir Francis Drake Bike Lane continuation.
- Complete the Oak Manor sidewalk Safe Routes to School project
- Continue the annual Sidewalk hazard elimination and Tree Maintenance programs.
- Complete roadway pavement repairs/resurfacing for Baywood Ct., Belle Ave., & Piper Ct. if funding is available.
- Complete the remaining FEMA project: Pastori Outfall Pipe Replacement
- Complete Hazardous Fuel Reduction Grant project
- Begin design on the seismic retrofit of the Creek Rd. and scour mitigation plan and new design for Meadow Way bridge. Both projects have funding through the state Local Bridge Program
- Begin design and construction for the Pavilion Seismic Retrofit project funded by FEMA and CalEMA.

**CAPITAL PROJECTS**

FUND: GRANTS (51)  
 ACTIVITY: VARIOUS  
 DEPT NO. 808, 866, 870, 879, 880 & 881

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	466,470	1,528,136	155,995	1,399,927
<b>TOTAL DEPARTMENT</b>	<b>466,470</b>	<b>1,528,136</b>	<b>155,995</b>	<b>1,399,927</b>

ACTIVITY DESCRIPTION

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants. The balance of the funding will come from Measure I taxes and Gas Tax.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>CAPITAL OUTLAY</b>				
497 PAYROLL TRANSFER	481		859	
821 OUTSIDE CONSULTING SVS	76,744	152,814	35,877	139,993
825 ENVIRON & PERMITS	-		-	
826 ENGINEERING & DESIGN	29,721	152,814	7,958	139,993
827 CONSTRUCTION	357,523	1,222,509	111,300	1,119,942
828 CONSTRUCTION ENGINEERING	-		-	
842 SPECIAL DEPT SUPPLIES	2,000	-		
<b>TOTAL DEPARTMENT</b>	<b>466,470</b>	<b>1,528,136</b>	<b>155,995</b>	<b>1,399,927</b>

COMMENTS ON EXPENDITURE DETAIL

The following capital projects are budgeted for fiscal year 2011-2012

- 51-891 Sir Francis Drake sidewalk improvements from Olema to Broadway at the library -NMPTG
- 51-892 Pastori Avenue sidewalk - NMPTG
- 51-895 Oak Manor sidewalk - SP2S
- 51- 909 Pavilion Seismic Retrofit

NMPTG = Non-Motorized Pilot Transportation grant funded  
 SP2S = Safe Pathways to Schools grant funded

**CAPITAL PROJECTS**

FUND: **STORM DAMAGE RECOVERY (52)**  
 ACTIVITY: **TOWN HALL, FIRE DEPARTMENT, POLICE DEPARTMENT AND**  
**VARIOUS TOWN SITE REPAIRS**  
 DEPT NO. **513, 515, 517 & 520**

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	214,065	645,736	675,160	48,631
<b>TOTAL DEPARTMENT</b>	<b>214,065</b>	<b>645,736</b>	<b>675,160</b>	<b>48,631</b>

ACTIVITY DESCRIPTION

This activity encompasses the costs of capital projects for the repairs to places which were damaged in the flood.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
821 OUTSIDE CONSULTING	112,870	64,574	210,325	4,863
826 ENGINEERING & DESIGN	989	64,574	16,579	4,863
827 CONSTRUCTION	100,207	516,589	448,256	38,905
842 SPECIAL DEPT SUPPLIES		-		-
<b>TOTAL DEPARTMENT</b>	<b>214,065</b>	<b>645,736</b>	<b>675,160</b>	<b>48,631</b>

COMMENTS ON EXPENDITURE DETAIL

The majority of the funding for these activities will come from FEMA and the State Office of Emergency Services. There is one outstanding project for this fund; Pastori Outfall Pipe Replacement

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

TOWN (53)  
VARIOUS  
804, 859, 867, 868, 870, 871, 872 & 873

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	201,629	196,585	17,614	284,585
<b>TOTAL DEPARTMENT</b>	<b>201,629</b>	<b>196,585</b>	<b>17,614</b>	<b>284,585</b>

ACTIVITY DESCRIPTION

This activity encompasses the costs of capital projects funded by Town general revenue allocated to this fund.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>CAPITAL OUTLAY</b>				
821 OUTSIDE CONSULTING SVS	21,597	19,659	800	28,459
826 ENGINEERING & DESIGN	2,000	19,659	214	28,459
827 CONSTRUCTION	141,736	157,268	16,600	227,668
842 SPECIAL DEPT SUPPLIES	36,296	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>201,629</b>	<b>196,585</b>	<b>17,614</b>	<b>284,585</b>

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

MEASURE K (55)  
MEASURE K  
719

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
CAPITAL OUTLAY	117,786	84,000	-	84,000
<b>TOTAL DEPARTMENT</b>	<b>117,786</b>	<b>84,000</b>	<b>-</b>	<b>84,000</b>

ACTIVITY DESCRIPTION

This activity encompasses the costs of capital improvements funded by Measure K bond proceeds. Funds available of approximately \$1,765,000 originate from the 2006 Third Bonds Offering.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>CAPITAL OUTLAY</b>				
497 PAYROLL TRANSFER	-		-	
821 OUTSIDE CONSULTING SVS	30,810	8,400	-	8,400
825 ENVIRON & PERMITS	-		-	
826 ENGINEERING & DESIGN	1,200	8,400	-	8,400
827 CONSTRUCTION	85,775	67,200	-	67,200
828 CONSTRUCTION ENGINEERING				
955 TRANSFER TO CIP FUND 51-CTR BL GRANT MATCH	-		-	
994 BOND ADMIN COSTS	-		-	
<b>TOTAL DEPARTMENT</b>	<b>117,786</b>	<b>84,000</b>	<b>-</b>	<b>84,000</b>

COMMENTS ON EXPENDITURE DETAIL

The total budgeted expenditures for fiscal year 2010-11 will be \$84,000.  
The Measure K Oversight Committee is involved in prioritizing projects for funding.

**OPEN SPACE**

FUND: OPEN SPACE (73)  
 ACTIVITY: OPEN SPACE (73)  
 DEPT NO: 673

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	PROPOSED BUDGET 2011-2012
<b>OPERATING EXPENSES</b>				
811 POSTAGE	-	2,500	-	3,000
812 REPRODUCTION	-	500	-	500
815 PRINTING	-	-	-	535
871 LIAB. & PROP. INSURANCE	-	-	-	-
879 FUNDRAISING COST	-	-	-	1,500
890 MISCELLANEOUS	1,000	3,000	-	1,865
931 BLDGS & LAND	6,100	5,700	-	20,000
<b>TOTAL DEPARTMENT</b>	<b>7,100</b>	<b>11,700</b>	<b>-</b>	<b>27,400</b>

ACTIVITY DESCRIPTION

The Open Space Fund was established in June 2004. It is a fiduciary-type fund whose activities are managed by the the Open Space Committee. In March 2005, the Town purchased the Melvin property from donations and an advance from the General Fund. In July 2008 the Town Council authorized the transfer of \$29,996.04 from the General Fund to the Open Space Fund.

890 - T-shirts and other FOSC items for sale/donation, Website annual fee, Email marketing/distribution list service

931 - Land Purchases for Open Space\* (including pre-purchase costs, such as appraisal, title insurance, etc)

\*Purchase of land is subject to prior Council approval or to Town Manager approval if within delgated authority.