TOWN OF FAIRFAX
STAFF REPORT

To: **Mayor, Members of the Town Council**

From: **Michael Vivrette, Finance Director**

Date: **August 1, 2012**

Subject: **Resolution Adopting the Town of Fairfax Operating and Capital Improvement Budgets for Fiscal Year July 1, 2012 through June 30, 2013 and providing for the appropriation of expenditures in said budgets and repealing all resolutions in conflict wherewith**

RECOMMENDATION

(1) Review, discuss and/or amend the budget document Exhibit "B" submitted by the Town Manager on June 20th, including revisions by staff as a result of council discussion, public input, and staff revisions as detailed in the errata Exhibit "A"

(2) Hold a public hearing on the Proposed Budget for FY 2012-13

(3) Approve Resolution 12-___ adopting the FY 2012-13 Budget

DISCUSSION

At the June 20th meeting, the council held its first public hearing on the budget for Fiscal 2012-13. Based on discussion at the meeting, several adjustments were made (see Errata Exhibit "A").

(1) Revenue was added to Police Dispatch for services with the College of Marin
(2) Revenue was add for the recent garbage contract
    a. Chipper revenue + $10,000
    b. Reimb for Consulting fees + $3,000
    c. Other projected increases + $3,000
(3) Corresponding expenses for the garbage contract were added for chipper services + $10,000.

Additional projections and revisions for revenues and expenses have been added by staff based on revised assumptions and subsequent information, and detailed in the Errata. These have been incorporated into the revised budget document V 1.4 which is attached as Exhibit "B".

ATTACHMENTS

Exhibit "A" Budget Errata
Exhibit "B" Proposed Budget (V1.4) for Fiscal 2012-13
Resolution 12-___ Adopting the Town of Fairfax Operating and Capital Improvement Budgets for Fiscal Year July 1, 2012 through June 30, 2013 and providing for the appropriation of expenditures in said budgets and repealing all resolutions in conflict wherewith.

AGENDA ITEM # 8

RESOLUTION NO. 12-__

A RESOLUTION OF THE TOWN OF FAIRFAX TOWN COUNCIL ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND REPEALING ALL RESOLUTIONS IN CONFLICT WHEREWITH

WHEREAS, the Town Council of the Town of Fairfax Fairfax has reviewed the proposed Operating Budget for FY 2012-13 and Capital Improvement Program for FY 2012-13 and has held such public hearings as are necessary prior to adoption of the Final Budget

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

1. That the budget for FY 2012-13 presented by the Town Manager in the document "Town of Fairfax, 2012-13 Operating and Capital Improvement Budget" is hereby approved and adopted as amended herein attached as Exhibit "B".

2. That the total General Fund operating Budget is $7,017,670 and is hereby appropriated for Department expenses as follows:

Town Council	$ 193,124
General Administration	$ 727,050
Developmental Services	$ 542,034
Public Safety	$ 4,441,128
Public Works	$ 441,740
Parks & Facility Maintenance	$ 231,728
Non Departmental	$ 440,867
TOTAL OPERATING BUDGET	**$ 7,017,670**

3. That $ 640,298 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.

4. That $ 1,225,711 is hereby appropriated for Capital Improvement Programs for Fiscal Year 2012-13.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 1st day of August, 2012, by the following vote to wit:

AYES:

NOES:

ABSENT:

Pam Hartwell-Herrero, Mayor

Attest:

Town Clerk, Judith Anderson

Town of Fairfax - Budget Errata **Exhibit A**

Changes to 12/13 PROPOSED Budget v 1.0

	Pg	Description	Acct #	TOTAL	FUND BALANCE GEN 01	DRY PD 02	EQUIP 03	RETIREMNT 06	GASTAX 21	CIP-GRANT 51
	1	CASH BALANCE BEGINNING			**843,942**	**631,217**	**(79,488)**	**-**	**918**	**(169,960)**
		FY13 ACTIVITY			(157,859)	50,000	79,488	-	-	**209,506**
	STAFF REVISIONS							-		
	1	DECREASE TRANSFER FROM FUND 06	01-100-936	-	(157,800)			157,800		
	16	MOVE WEBMASTER FROM 221 TO 715	01-221-822	-	-					
	17	ELIMINATE CONF EXP	01-222-861	1,500	1,500					
	25	ELIMINATE FICA	01-411-495	1,860	1,860					
	25	CORR POLICE RETIREMENT	01-411-493	4,961	4,961					
1	26	TYPO CORR - $3,803 sb $38,303	01-411-725	(34,500)	(34,500)					
	27	ELIMINATE ALL	01-412-926	5,300	5,300					
	40	CORR TSFR RECREATION $40k-->$18k		22,000	22,000					
	40	REVISE OPEB CONTIB $80K-->$60k		20,000	20,000					
	40	REVISE OPEB CONTRACT COST	01-715-822	36,000	36,000					
	42	REALLOCATE BLDG MAINT TO ALL DEPTS	01-XXX-731	-	-					
	43	REVISE DRY PERIOD PAYBACK $50k -->$40k		-	10,000	(10,000)				
	44	ADD EQUIPMENT APPROP	03-923-921	(64,908)			(64,908)			
	44	INCREASE TSFR GF01 TO EQ03		-	(64,908)		64,908			
	47	DECR REV PROJ PENSION OVERRIDE	06-010-XXX	(57,800)				(57,800)		
		VARIOUS COST REVISIONS (NET REDUCTION)		(12,220)	(12,220)					
	53	REVISE GAS TAX REV ESTIMATE	20-060-XXX	(18,400)					(18,400)	
	53	REDUCE TRANSFER TO FUND 51		-					17,900	(17,900)
				-						
				-						
	CHANGES FROM BUDGET HEARING 6/20/12			-						
	1	INCREASE POLICE DISPATCH REVENUE	01-080-8XX	3,000	3,000					
	1	ADD REV FROM NEW GARBAGE CONTRACT	01-020-201	16,000	16,000					
	40	ADD CHIPPER SERVICES -->.$10K	01-715-881	(10,000)	(10,000)					
				-						
				-						
	CHANGES FROM BUDGET HEARING 8/01/12			-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
		TOTAL CHANGES TO FUND BALANCE - (INCR)/DECR		**(87,207)**	**(158,807)**	**(10,000)**	**-**	**100,000**	**(500)**	**(17,900)**
	1	REVISED CASH BALANCE ENDING			**527,276**	**671,217**	**-**	**100,000**	**418**	**21,646**
					0					

NOTES:

1	Admin changes & corrections	(7,787)	(90,679)	(10,000)	(64,908)	157,800	-
2	Changes from budget hearing June 20	9,000	-	-	-	-	-
3	Changes from budget hearing August 1						
	Admin changes after budget hearing						
	Totals	1,213	(90,679)	(10,000)	(64,908)	157,800	-

EXHIBIT "B"

TOWN OF FAIRFAX

2012-2013
Operating and
Capital Improvement
Proposed Budget

MAYOR
Pam Hartwell-Herrero

VICE MAYOR
John Reed

COUNCIL MEMBERS
Larry Bragman
Ryan O'Neil
David Weinsoff

V1.4

7/25/2012

PROPOSED BUDGET
FY 2012-2013
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FY 2012-2013
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TOWN OF FAIRFAX
142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
(415) 453-1584 Fax (415) 453-1618

June 20, 2012

Town of Fairfax Operating and Capital Budgets for Fiscal Year 2012-13

Dear Mayor and Town Council:

This is my last Town Budget message to the Town Council. It has been my pleasure serving the Town of Fairfax the past four and a half years. I have been very thankful for the Town Council's commitment to operating a responsible, and at times, very painfully lean operating budget. Despite large deficits the Town was able to carry out its core mission of providing local services to its residents in the form of public safety, public works, building, planning, recreation and administrative services.

Presented in this document are the Fiscal Year 2012-13 Operating and Capital Improvement Budgets. These budgets represent the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. While the economy is still recovering slowly this year's budget is much more optimistic than the previous four years. There is no projected deficit due to the following events working together:

The Town employees agreed last year to pay an additional portion of their base salary towards their retirement bringing the total paid by employees to 13.6% of retirement costs. This will save the Town $29,500 over last year's costs to the budget. In addition, the voters of Fairfax approved a one-half cent sales tax adding about $200,000 in new revenue. The general sales tax revenues are projected to slightly increase over last year and property tax revenues are not expected to increase over last year's actual revenues.

Despite the cost savings and new revenues there are still challenges for the Town over the long term. Health care costs continue to rise at about an 8% increase each year. CalPERS retirement costs will continue to rise each year due to the long term smoothing that was approved by the CalPERS Board last year. In addition, CalPERS reduced its return rate to 7.50% which will mean higher costs to member agencies over the long run. As new staff are hired, the Town Budget will benefit through the lower tier retirement system. Each lower tier (Non-safety employee-2%@55) hire saves the Town an average of $8,000 per year and each lower tier (Safety employee-3%@55) hire saves the Town an average of $20,000 per year.

To avoid slipping into another budget deficit year it is my recommendation that the Town leave positions vacant (Public Works Director, Maintenance Worker, Police Officer, Administrative Assistant), and continue to explore ways to control the cost to the Town for health care and retirement costs. Labor agreements expire on June 30, 2013 for all employees.

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 at the same level as FY2011/12

- Continues moving forward with Capital Projects that are funded through federal and state grants, FEMA and Measure K.

The proposed FY2012/13 General Fund Operating Budget expenditures total $7,026,189. We have projected that the Town will have a carryover from FY2011-12 of $138,000. General Fund revenues are projected at $4,936,100 with net transfers-in of $1,745,904. Transfers includes $40,000 to repay the Dry Period Fund; $80,000 to the Equipment Replacement Fund and $100,000 to the retirement fund (for future increases). This will result in a decrease in the unreserved fund balance of $206,185 leaving $500,000. Our projections are cautious on all revenues. We would rather be pleasantly surprised at year end than over-estimate revenues that may not materialize.

Dry Period Fund (Reserves)

The current Dry Period reserve fund level is $631,217. It is my recommendation that the Council return $40,000 per year for five years to the Dry Period Fund which is included in this budget (which will bring the total Dry Period Fund balance to $671,217). The source of the funding for this is the new local sales tax revenue approved by the voters in November 2011.

OPEB (Other Post Employment Benefits – Retiree Health Care)

It is my recommendation that the Town deposit $60,000 into the OPEB trust fund that was created a few years ago based on the GASB requirements to state all liabilities of the Town, funded or unfunded. The Town, if it adds the recommended $60,000 to the OPEB trust fund in the FY2012/13 fiscal year will have a total of $200,000 plus accrued interest. This fund will be used to pay for employees that have earned a retiree health benefit from the Town. An employee must work for the Town at least ten years to receive any retiree health care benefit.

Pension Costs

The Miscellaneous Plan rate (employer contribution) will increase from 16.312% for FY2011-12 to 16.806% for FY2012-13. The Safety Plan (employer contribution) rate has been expanded to include the first tier rate (original plan) of 51.657% for FY12/13 and a second tier rate (new plan) of 21.802% for FY12/13. The second tier rate will apply to all new hires.

CalPERS Pension rates for Fiscal Year 2012/13:

	Employer Cost		Employee Cost	
	Tier 1	Tier 2	Tier 1	Tier 2
Miscellaneous	19.806%	12.518%	5.000%	5.000%
Safety	55.657%	25.802%	5.000%	5.000%

Beginning July 1, 2012, the CalPERS employee pension contribution being paid for by the employee, increases to 5% of base salary.

The Pension over ride tax revenue projection for FY2012/13 is $1,023,000. Retirement costs are projected at $700,900 in this fiscal year. Retirement costs to the Town are less than in prior years due to the implementation of multi-tiered plans and the contribution by employees. The two-tiered retirement agreement which includes all staff has stabilized the Pension fund, but as CalPERS rates continue to increase each year, and exceed the savings from the two-tiered retirement, the Town may need funding from other sources. It is my recommendation, in order to keep the pension fund whole over the long term

that the Town set aside pension override revenues in the retirement fund for future increases in pension costs.

Personnel Costs

As a service-oriented agency, personnel costs (salaries and benefits) comprise approximately 80% of the Town's budget. The SEIU, POA and the Management Unit (comprising all staff) signed a two-year MOU that expires June 30, 2013.

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.

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

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, Michael Vivrette, for a dedicated and commendable job of putting together the FY2012/13 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
2012-13 Operating Budget

ALL FUNDS

FUND SUMMARY	Balance 30-Jun-12	FY 2012-13 Revenues	FY 2012-13 Approp	FY 2012-13 Transfers	Balance 30-Jun-13	CHANGE PRIOR YR
					7/25/2012	
GENERAL FUNDS						
01 General Fund	843,942	4,955,100	(7,017,670)	1,745,904	527,276	(316,666)
02 Dry Period Fund	631,217	-	-	40,000	671,217	40,000
03 Equipment Replacement Fund	(79,488)	-	(64,908)	144,396	-	79,488
04 Building & Planning Fund	108,279	403,600	-	(403,600)	108,279	-
05 Communication Equip Replace Fund	25,257	-	-	-	25,257	-
06 Retirement Fund	-	1,042,200	-	(942,200)	100,000	100,000
08 Office Equip Repacement Fund	19,613	-	(10,000)	-	9,613	(10,000)
Total General Funds	**1,548,821**	**6,400,900**	**(7,092,578)**	**584,500**	**1,441,643**	(107,178)
SPECIAL REVENUE FUNDS						
07 Special Police Fund	(0)	100,000	-	(100,000)	(0)	-
11 Recreation Fund	7,332	28,000	(52,916)	18,000	416	(6,916)
12 Fairfax Festival Fund	13,237	31,300	(31,200)	(10,000)	3,337	(9,900)
20 Measure I - Municipal Svs Tax Fund	(9,078)	465,000	-	(465,000)	(9,078)	-
21 Gas Tax Fund	918	194,000	-	(194,500)	418	(500)
Total Special Revenue Funds	**12,409**	**818,300**	**(84,116)**	**(751,500)**	**(4,907)**	(17,316)
DEBT SERVICE FUNDS						
4X Measure K - Debt Service	827,577	491,300	(481,273)	-	837,604	10,027
Total Debt Service Funds	**827,577**	**491,300**	**(481,273)**	**-**	**837,604**	10,027
CAPITAL PROJECTS						
49 Emergency Watershed Protection	-					
50 Fairfax Creek Restoration	-					
51 Capital Projects - Grants	(169,960)	1,089,317	(1,015,711)	118,000	21,645	191,606
52 Disaster Fund	0	-	-	-	0	-
53 Capital Projects - Town	234,234	-	-	49,000	283,234	49,000
55 Measure K - Capital Projects	338,445	-	(210,000)	-	128,445	(210,000)
Total Capital Projects Funds	**402,719**	**1,089,317**	**(1,225,711)**	**167,000**	**433,325**	30,606
FIDUCIARY FUNDS						
54 Pavilion Renovation	(136,869)	-	-	-	(136,869)	-
73 Open Space	15,324	-	-	-	15,324	-
Total Capital Projects Funds	**(121,545)**	**-**	**-**	**-**	**(121,545)**	-
TOTALS	**2,669,981**	**8,799,817**	**(8,883,679)**	**-**	**2,586,119**	(83,862)

Town of Fairfax
2012-13 Operating Budget

GENERAL FUND

7/24/2012

	REVENUE DETAIL	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed	DIFF BUDGET
01-010-101	Property Taxes - Secured	1,910,870	1,888,420	1,922,735	1,896,033	1,917,000	(5,735)
01-010-102	Property Taxes - Unsecured	50,759	54,790	40,400	60,266	50,000	9,600
01-010-103	Property Taxes - Prior	5,276	2,750		6,851	-	-
01-010-104	Real Estate Transfer Tax	25,622	30,260	30,000	36,721	30,000	-
01-010-105	In-Lieu Sales Tax (Triple Flip)	106,532	115,488	97,210	100,984	100,000	2,790
01-010-106	Sales Tax	317,661	318,719	338,150	373,867	380,000	41,850
01-010-111	1/2 cent Sales Tax - Prop. 172	53,246	48,471	-	51,361	50,000	50,000
NEW	1/2 cent Sales Tax - Measure D	-	-	-	-	200,000	200,000
01-010-107	$50 General Municipal Services Tax	182,162	182,378	188,870	182,245	185,000	(3,870)
01-010-108	Utility Users Tax - Telecom	166,404	137,931	153,400	157,167	154,000	600
01-010-109	Utility Users Tax - Energy	225,031	213,077	215,250	226,566	220,000	4,750
01-010-110	Supplemental Property Taxes	32,157	40,611	35,500	47,750	40,000	4,500
01-010-112	ERAF Excess Distribution	446,325	406,323	406,323	357,716	350,000	(56,323)
01-010-114	Hotel Users Tax	16,616	18,038	12,100	19,227	18,000	5,900
01-010-117	Property Tax In-Lieu of VLF (VLF Swap)	566,062	562,268	562,268	561,404	560,000	(2,268)
	Total Taxes	**4,104,723**	**4,019,525**	**4,002,206**	**4,078,158**	**4,254,000**	251,794
01-020-201	Garbage	131,400	138,011	165,000	140,756	156,000	(9,000)
01-020-202	Gas & Electric	58,132	59,950	60,000	61,415	60,000	-
01-020-203	Cable	132,033	121,457	117,000	111,698	117,000	-
	Total Franchise Fees	**321,565**	**319,418**	**342,000**	**313,869**	**333,000**	(9,000)
01-030-301	Business Licenses	111,788	109,544	105,000	112,644	110,000	5,000
	Business Licenses	**111,788**	**109,544**	**105,000**	**112,644**	**110,000**	5,000
01-040-401	Vehicle Code Fines	10,178	8,935	7,500	12,466	10,000	2,500
01-040-402	Parking & Other Fines	40,688	55,973	47,000	54,556	50,000	3,000
	Total Fines	**50,866**	**64,908**	**54,500**	**67,022**	**60,000**	5,500
01-045-501	Rents - Women's Club and Other	14,607	13,865	12,000	12,052	12,000	-
01-045-504	Rents - CYO - Pavilion	6,882	5,210	14,000	4,450	5,000	(9,000)
01-045-506	Rents - Pavilion - Other	12,889	6,349	2,000	11,288	10,000	8,000
01-045-507	Janitor.Maint fees	928	1,414		-		-
	Total Rental & Maintenance Fees	**35,306**	**26,838**	**28,000**	**27,790**	**27,000**	(1,000)
01-050-500	Interest Earnings - Bank	2,610	981	1,000	1,979	1,000	-
01-050-502	Interest Earnings - LAIF	5,926	735	20,000	1,420	4,000	(16,000)
	Total Investment Earnings	**8,536**	**1,716**	**21,000**	**3,400**	**5,000**	(16,000)
01-060-113	Storm Run-Off Fee	61,394	59,011	64,000	59,021	58,000	(6,000)
01-060-602	Motor Vehicle License Fees	23,074	30,409	-	21,137	20,000	20,000
01-060-607	Homeowners Exemption	16,727	13,990	11,000	13,851	13,000	2,000
01-060-610	Off Highway/Trailer Coach Vehicle Fees			-	-	-	-
01-060-615	Police Training Reimbursement (POST)	1,141	8,867	5,000	11,549	8,000	3,000
01-060-619	SB 90 Reimbursements			-	12,922	-	-
01-060-620	Workers Compensation Reimbursement		16,343	-	1,119	-	-
01-060-699	Other	806	4,130	1,000	-	1,000	-
	Total Revenues From Other Agencies	**103,141**	**132,751**	**81,000**	**119,599**	**100,000**	19,000
01-080-802	Sale Of Maps & Publications	282	89	100	32	100	-
01-080-803	Special Police Services (includes booking fees)	2,266	7,766	5,000	7,058	5,000	-
NEW	Police Dispatch Services					24,000	24,000
01-080-807	Public Works Services	1,500	960	1,000	-	1,000	-
01-080-814	Miscellaneous - General	38,866	33,789	25,000	49,146	35,000	10,000
	Total Charges For Current Services	**42,914**	**42,604**	**31,100**	**56,236**	**65,100**	34,000
01-090-699	Miscellaneous Revenues	-	1,000	1,000	-	1,000	-
	Total Other Revenues	**-**	**1,000**	**1,000**	**-**	**1,000**	-
	01 - GENERAL FUND TOTAL	**4,778,841**	**4,718,303**	**4,665,806**	**4,778,716**	**4,955,100**	289,294

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Town of Fairfax
2012-13 Operating Budget

GENERAL FUND

7/24/2012

	APPROPRIATIONS SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed	DIFF BUDGET
111	Town Council	27,344	28,301	25,252	28,374	26,481	1,229
112	Town Treasurer	3,600	3,600	4,870	3,740	4,143	(727)
116	Independent Auditor	23,067	61,093	45,000	48,541	52,500	7,500
121	Town Attorney	179,668	185,601	125,000	89,324	110,000	(15,000)
	Total Town Council	**233,679**	**278,595**	**200,122**	**169,979**	**193,124**	**(6,998)**
211	Town Manager	208,792	183,275	211,261	221,989	218,192	6,931
216	Volunteers for Fairfax	21,479	20,413	22,693	22,132	21,782	(911)
217	Recreation	22,728	25,049	21,843	25,982	27,402	5,559
218	Disaster Preparedness	-	-	-	-	100	100
221	Town Clerk	139,506	124,899	141,983	133,003	143,642	1,659
222	Elections	11,503	3,868	13,500	12,852	-	(13,500)
231	Personnel	731	12,699	12,300	6,277	31,000	18,700
241	Finance	218,535	202,629	267,104	253,312	284,932	17,828
	Total General Administration	**623,274**	**572,832**	**690,684**	**675,547**	**727,050**	**36,366**
311	Planning	388,863	373,361	395,905	403,382	388,255	(7,650)
321	Building Inspection & Permits	145,887	130,008	157,476	149,333	153,779	(3,697)
	Total Development Services	**534,750**	**503,369**	**553,381**	**552,715**	**542,034**	**(11,348)**
411	Police	2,466,769	2,268,794	2,644,201	2,582,470	2,665,074	20,873
412	Special Police Expenses	-	-	5,300	-	-	(5,300)
421	Ross Valley Fire Service	1,710,506	1,743,941	1,736,797	1,715,975	1,776,054	39,257
	Total Public Safety	**4,177,275**	**4,012,734**	**4,386,298**	**4,298,445**	**4,441,128**	**54,830**
510	Public Works Administration	185,565	131,381	69,563	87,352	66,673	(2,890)
511	Street Maintenance	323,277	315,493	290,569	295,050	295,067	4,497
512	Street Lighting & Traffic Signals	65,255	55,218	57,000	54,336	57,000	-
514	Pollution Prevention	20,864	16,250	21,000	21,102	23,000	2,000
	Total Public Works	**594,961**	**518,343**	**438,132**	**457,840**	**441,740**	**3,608**
611	Park Maintenance	132,657	124,390	149,878	149,674	153,354	3,476
625	Rental Facilities-WC & Ballfield	43,343	45,023	39,637	47,323	46,824	7,187
626	Rental Facilities-Pavilion	40,005	23,205	32,186	28,560	31,551	(636)
911	Building Maintenence	2,410	(12,713)	(15,503)	(17,485)	-	15,503
	Total Parks & Facility Maintenance	**218,414**	**179,905**	**206,198**	**208,071**	**231,728**	**25,530**
715	Non Departmental	558,544	395,456	426,007	380,650	440,867	14,860
	Total Non-Departmental	**558,544**	**395,456**	**426,007**	**380,650**	**440,867**	**14,860**
	TOTAL GENERAL FUND APPROPRIATIONS	**6,940,897**	**6,461,235**	**6,900,822**	**6,743,248**	**7,017,670**	**116,848**

Town of Fairfax
2012-13 Operating Budget

GENERAL FUND

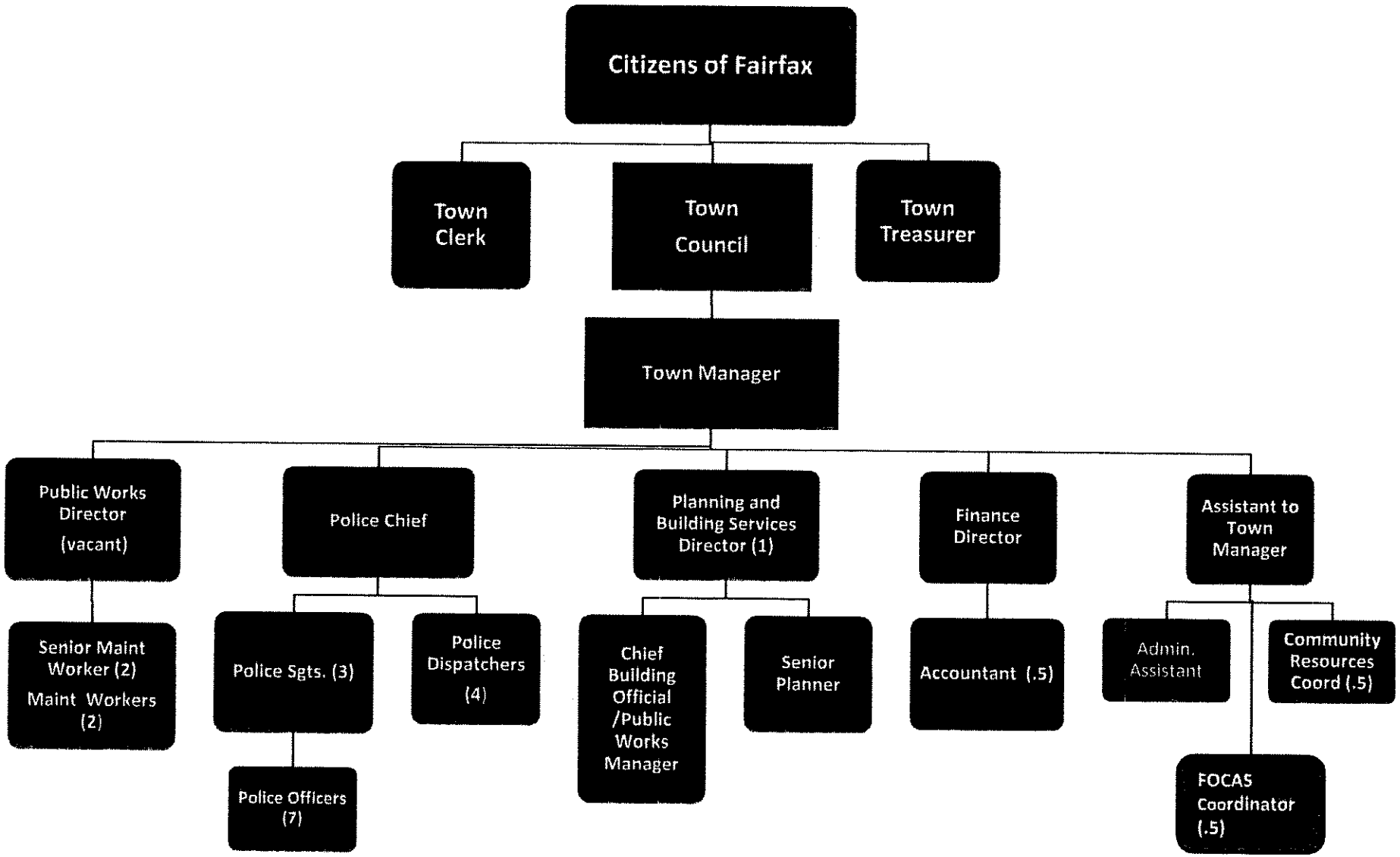
APPROPRIATIONS SUMMARY by Object	Payroll & Benefits	Contract Services	Supplies & Tools	Insurance & Claims	Other Operating	FY 2012-13 Proposed
111 Town Council	21,681	1,500	100		3,200	26,481
112 Town Treasurer	3,743	-	100		300	4,143
116 Independent Auditor	-	52,500			-	52,500
121 Town Attorney	-	110,000			-	110,000
Total Town Council	**25,424**	**164,000**	**200**	**-**	**3,500**	**193,124**
211 Town Manager	176,176	5,000	600	23,000	13,416	218,192
216 Volunteers for Fairfax	19,232		1,500		1,050	21,782
217 Recreation	19,232	-	120		8,050	27,402
218 Disaster Preparedness	-		100		-	100
221 Town Clerk	128,507	5,600	200		9,335	143,642
222 Elections	-	-			-	-
231 Personnel	-	27,000	1,500		2,500	31,000
241 Finance	194,392	55,740	1,000		33,800	284,932
Total General Administration	**537,539**	**93,340**	**5,020**	**23,000**	**68,151**	**727,050**
311 Planning	291,095	70,000	2,000	12,500	12,660	388,255
321 Building Inspection & Permits	126,899	6,250	1,500	8,600	10,530	153,779
Total Development Services	**417,994**	**76,250**	**3,500**	**21,100**	**23,190**	**542,034**
411 Police	2,393,095	35,000	10,300	7,270	219,409	2,665,074
412 Special Police Expenses	-				-	-
421 Ross Valley Fire Service	-	1,776,054		6,047	(6,047)	1,776,054
Total Public Safety	**2,393,095**	**1,811,054**	**10,300**	**13,317**	**213,362**	**4,441,128**
510 Public Works Administration	7,873	53,000	2,300		3,500	66,673
511 Street Maintenance	160,867	40,000	40,200	15,500	38,500	295,067
512 Street Lighting & Traffic Signals	-	31,000			26,000	57,000
514 Pollution Prevention	-	23,000			-	23,000
Total Public Works	**168,740**	**147,000**	**42,500**	**15,500**	**68,000**	**441,740**
611 Park Maintenance	88,154	14,000	8,000	25,000	18,200	153,354
625 Rental Facilities-WC & Ballfield	4,624	1,000	4,000	15,000	22,200	46,824
626 Rental Facilities-Pavilion	6,451	9,100	1,000	7,700	7,300	31,551
911 Building Maintenence	13,236	40,620	7,100		(60,956)	-
Total Parks & Facility Maintenance	**112,464**	**64,720**	**20,100**	**47,700**	**(13,256)**	**231,728**
715 Non Departmental	70,967	171,200	5,700	80,000	113,000	440,867
Total Non-Departmental	**70,967**	**171,200**	**5,700**	**80,000**	**113,000**	**440,867**
TOTAL GENERAL FUND APPROPRIATIONS	**3,726,222**	**2,527,564**	**87,320**	**200,617**	**475,947**	**7,017,670**

Town of Fairfax
2012-13 Operating Budget

ALL FUNDS

FUND	INTERFUND TRANSFERS	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
01	Transfer From 02 - Dry Period Fund		-	226,836	226,836	-
01	Transfer From 04 - Building & Planning Fund	289,193	387,560	362,750	371,660	403,600
01	Transfer From 06 - Retirement Fund	1,051,749	1,048,130	1,048,930	1,113,015	942,200
01	Transfer From 07 - Special Police Fund	134,262	100,000	100,000	110,005	100,000
01	Transfer From 12 - Fairfax Festival	30,137	10,000	10,000	10,000	10,000
01	Transfer From 20 - Measure I - Muni Serv Tax	274,785	348,000	348,000	348,000	348,000
01	Transfer From 21 - Gas Tax Fund	193,366	144,500	144,500	144,500	144,500
01	Transfer To 02 - Dry Period Fund					(40,000)
01	Transfer To 03 - Equipment Replacement		(50,000)	(50,000)	(50,000)	(144,396)
01	Transfer To 08 - Office Equipment			(8,000)	(8,000)	
01	Transfer To 11 - Recreation		(28,700)	(18,000)	(18,000)	(18,000)
	Total Transfers General Fund - 01	**1,973,492**	**1,959,490**	**2,165,016**	**2,248,016**	**1,745,904**
02	Transfer From 01 - General Fund		-	-	-	40,000
02	Transfer To 01 - General Fund			(226,836)	(226,836)	
	Total Transfers Dry Period Fund - 02	**-**	**-**	**(226,836)**	**(226,836)**	**40,000**
03	Transfer From 01 - General Fund		50,000	50,000	50,000	144,396
04	Transfer To 01 - General Fund	(289,193)	(387,560)	(362,750)	(371,660)	(403,600)
06	Transfer To 01 - General Fund	(1,051,749)	(1,048,130)	(1,048,930)	(1,113,015)	(942,200)
07	Transfer To 01 - General Fund	(134,262)	(100,000)	(100,000)	(110,005)	(100,000)
08	Transfer From 01 - General Fund		-	8,000	8,000	-
11	Transfer From 01 - General Fund		28,700	18,000	18,000	18,000
12	Transfer To 01 - General Fund	(30,137)	(10,000)	(10,000)	(10,000)	(10,000)
20	Transfer To 01 - General Fund	(274,785)	(348,000)	(348,000)	(348,000)	(348,000)
20	Transfer To 51 - CIP Grants	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)
20	Transfer To 53 - CIP - Town	(49,000)	(49,000)	(49,000)	(49,000)	(49,000)
	Total Transfers Measure I - Municipal Services	**(391,785)**	**(465,000)**	**(465,000)**	**(465,000)**	**(465,000)**
21	Transfer To 01 - General Fund	(193,366)	(144,500)	(144,500)	(144,500)	(144,500)
21	Transfer To 51 - CIP - Grants	(48,866)	(67,900)	(67,900)	(40,000)	(50,000)
	Total Transfers Gas Tax - 21	**(242,232)**	**(212,400)**	**(212,400)**	**(184,500)**	**(194,500)**
51	Transfer From 20 - Measure I - Muni Serv Tax	68,000	68,000	68,000	68,000	68,000
51	Transfer From 21 - Gas Tax Fund	48,866	67,900	67,900	40,000	50,000
	Total Transfers CIP - Grants - 51	**116,866**	**135,900**	**135,900**	**108,000**	**118,000**
53	Transfer From 20 - Measure I - Muni Serv Tax	49,000	49,000	49,000	49,000	49,000
	TOTAL INTERFUND TRANSFERS	**0**	**-**	**-**	**-**	**-**

Town of Fairfax
Organizational Chart



TOWN MANAGER BUDGET MESSAGE

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

ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected Town Council members 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

2011-12 ACCOMPLISHMENTS:

- Voters approved a one half cent local sales tax which will generate about $200,000 per year for five years;
- Council adopted a Final General Plan;
- Adopted an updated Master Fee Resolution;
- Extended a one year moratorium on smart meters;
- Adopted a FY 2011/12 budget August 17, 2011 and had to balance a $226,836 deficit
- Worked closely with the Fair Anselm owners and the Good Earth owners to open their new store on Center and Pastori;
- 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

FY 2012-13 GOALS AND OBJECTIVES:

- Hire the next Town Manager of Fairfax;
- 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. Need to find enough financing through partnerships and grants to make projects a reality;
- Adopt a Green Building Ordinance;
- 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 financial accounting software systems and replace BDS with a new accounting software system that will integrate all financial accounting functions, the cash receipt system, asset inventory, budget document;
- Complete a Climate Action Plan

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES	19,516	16,556	18,000	18,000	18,000
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				406	416
493 RETIREMENT	3,751	3,495	2,941	2,754	3,025
494 MEDICARE	115	286	261	149	240
SUBTOTAL PERSONNEL	**23,382**	**20,337**	**21,202**	**21,309**	**21,681**
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES	60	138	100	-	100
815 PRINTING	159	82	100	156	200
822 OUTSIDE CONTRACT SVS	1,149	1,311	1,500	2,332	1,500
842 SPECIAL DEPT SUPPLIES	865	910	700	466	800
861 BUS.MEET/CONF.	979	1,023	900	3,510	1,500
862 DUES & SUBSCRIPTIONS	750	4,500	750	600	700
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**3,962**	**7,964**	**4,050**	**7,065**	**4,800**
TOTAL DEPARTMENT APPROPRIATION	**27,344**	**28,301**	**25,252**	**28,374**	**26,481**
Allocation of Positions:					
Councilmembers	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Total Full Time Equivalent Employees	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**

NOTES: 822 State Lobbyist

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES	3,600	3,600	3,600	3,600	3,600
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				88	91
493 RETIREMENT			818	-	
494 MEDICARE			52	52	52
SUBTOTAL PERSONNEL	**3,600**	**3,600**	**4,470**	**3,740**	**3,743**
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES			100	-	100
815 PRINTING				-	
822 OUTSIDE CONTRACT SVS				-	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.			300	-	300
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**-**	**-**	**400**	**-**	**400**
TOTAL DEPARTMENT APPROPRIATION	**3,600**	**3,600**	**4,870**	**3,740**	**4,143**
Allocation of Positions:					
Town Treasurer	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Total Full Time Equivalent Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**

NOTES:

Town of Fairfax
2012-13 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	14,222	7,425	7,000	7,000	7,500
822 OUTSIDE CONTRACT SVS	8,845	53,668	38,000	41,541	45,000
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.				-	
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**23,067**	**61,093**	**45,000**	**48,541**	**52,500**
TOTAL DEPARTMENT APPROPRIATION	**23,067**	**61,093**	**45,000**	**48,541**	**52,500**

Allocation of Positions:

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

NOTES:

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

The Town Attorney is appointed by the Town Council and is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in lawsuits, litigation and hearings, and reviews all ordinances, contracts and other legal documents and renders legal advice and opinions for the Town. The Town Attorney attends all Council Meetings. The Town Attorney is Jim Karpiak of Richards, Watson & Gershon in San Francisco

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	179,668	185,601	125,000	89,324	110,000
822 OUTSIDE CONTRACT SVS				-	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.				-	
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**179,668**	**185,601**	**125,000**	**89,324**	**110,000**
TOTAL DEPARTMENT APPROPRIATION	**179,668**	**185,601**	**125,000**	**89,324**	**110,000**

Allocation of Positions:

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

NOTES:
821 Attorney fees

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	131,122	115,188	125,660	125,660	125,660
415 ACCRUED VACATION	-		7,563	12,416	2,417
421 TEMP EMPLOYEES	1,346	250	-	109	-
491 HEALTH INSURANCE	5,107	2,886	2,400	2,889	22,038
492 WORKERS COMP	2,000	2,000	2,000	3,048	3,128
493 RETIREMENT	26,188	24,667	26,816	27,173	16,930
494 MEDICARE	1,886	1,709	1,822	1,573	1,803
511 TRAVEL/CONF	371	-	-	-	-
611 CAR ALLOWANCE	4,200	3,850	4,200	4,200	4,200
SUBTOTAL PERSONNEL	**172,220**	**150,550**	**170,461**	**177,069**	**176,176**
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT	-	1,060	500	-	500
711 OFFICE EQUIP MAINT.	440	1,910	100	-	100
731 BLDG-GROUNDS MAINT.	5,660	3,353	5,200	5,200	3,136
801 WATER	333	389	400	730	450
802 POWER	778	391	800	502	800
804 TELEPHONE	2,331	1,714	1,800	1,483	1,500
811 POSTAGE	447	166	200	336	300
813 OFFICE SUPPLIES	1,355	968	500	791	600
821 OUTSIDE CONSULTING SVS	3,456	159	7,000	10,390	5,000
822 OUTSIDE CONTRACT SVS	1,949	1,490	1,000	1,646	
842 SPECIAL DEPT SUPPLIES	430			-	
861 BUS.MEET/CONF.	-	105	-	310	2,000
862 DUES & SUBSCRIPTIONS	1,211	1,068	1,300	1,372	1,350
871 LIAB & PROPERTY INSURANCE	18,182	19,952	22,000	20,127	23,000
881 SPECIAL SERVICES				2,032	2,000
SUBTOTAL OPERATING	**36,572**	**32,725**	**40,800**	**44,920**	**40,736**
TOTAL DEPARTMENT APPROPRIATION	**208,792**	**183,275**	**211,261**	**221,989**	**216,912**
Allocation of Positions:					
Town Manager	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Management Analyst (VACANT)	**0.25**	**0.25**	-	-	-
Total Full Time Equivalent Employees	**1.25**	**1.25**	**1.00**	**1.00**	**1.00**

NOTES:

VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE

2011-12 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 $200 application fee in exchange for sponsoring event.
- Helped to organize neighborhood chipper days in the following neighborhoods: Scenic/Tamalpais, Cascade, and Deer Park as part of fuel reduction grant.
- Prepared educational flyers and poster for distribution to residents in target zone to promote chipper days as part of fuel reduction grant.
- Submitted quarterly and final reports to the California Fire Safe Council for the fuel reduction grant.
- Conducted creek clean-up day with Fairfax Volunteers towards flood prevention efforts.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings.
- Promoted food pantry program with the Fairfax Volunteers in conjunction with the Marin/SF Food Bank and the Fairfax Community Church to expand program.
- Organized Fairfax poetry reading event as part of the Volunteer Board goals.
- Applied for $750 grant from KABOOM organization for park clean-ups and received funding.
- Purchased tools and supplies for Peri Park clean-up.
- Assisted with updating Town's website content on an on-going basis to keep the public abreast of current issues.
- Monitor and help set up www.eventsvolunteer.com website to streamline volunteer sign-ups.

FY 2012-13 GOALS AND OBJECTIVES:

- 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.

  Help with banner production to solicit increased volunteer participation in conjunction with the Chamber of Commerce.

Town of Fairfax
2012-13 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	216 VOLUNTEERS FOR FAIRFAX

ACTIVITY DESCRIPTION

The Volunteers for Fairfax program is designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. The program is overseen by the Community Resource Coordinator working with the Volunteer Board. Volunteers participate in creek cleanup for flood prevention, trail marking & maintenance, brush clearing for fire prevention and community service. On the fun side, Volunteers host the annual town-wide picnic, and the holiday caroling & wreath making event.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	15,450	14,530	16,160	15,162	15,538
492 WORKERS COMP	300	300	300	381	391
493 RETIREMENT	3,102	2,980	3,449	3,282	3,078
494 MEDICARE	220	207	234	214	226
SUBTOTAL PERSONNEL	**19,072**	**18,017**	**20,143**	**19,039**	**19,232**
OPERATING EXPENSES					
711 OFFICE EQUIP MAINT.	-	-	-	-	-
804 TELEPHONE	243	261	550	252	550
811 POSTAGE	660	307	500	562	500
813 OFFICE SUPPLIES	1,491	1,325	500	1,117	500
842 SPECIAL DEPT SUPPLIES	13	504	1,000	1,162	1,000
SUBTOTAL OPERATING	**2,407**	**2,396**	**2,550**	**3,093**	**2,550**
TOTAL DEPARTMENT APPROPRIATION	**21,479**	**20,413**	**22,693**	**22,132**	**21,782**

Allocation of Positions:					
Community Resources Coord	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
Total Full Time Equivalent Employees	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**

NOTES:

401 - One half of part-time Community Resources Coord

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 217 RECREATION

ACTIVITY DESCRIPTION

The Recreation Department provides recreational activities and events for the citizens of Fairfax. The program is overseen by the Community Resources Corordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	16,484	14,530	15,655	15,162	15,538
492 WORKERS COMP	300	300	300	381	391
493 RETIREMENT	3,102	2,980	3,341	3,282	3,078
494 MEDICARE	220	207	227	214	225
SUBTOTAL PERSONNEL	**20,105**	**18,017**	**19,523**	**19,039**	**19,232**
OPERATING EXPENSES					
804 TELEPHONE	105	-	-	-	-
811 POSTAGE	-	-	1,000	-	1,000
813 OFFICE SUPPLIES	61	312	120	46	120
821 OUTSIDE CONSULTING SVS	622	300	-		-
881 SPECIAL SERVICES	1,836	6,420	1,200	6,897	7,050
SUBTOTAL OPERATING	**2,623**	**7,032**	**2,320**	**6,943**	**8,170**
TOTAL DEPARTMENT APPROPRIATION	**22,728**	**25,049**	**21,843**	**25,982**	**27,402**

Allocation of Positions:					
Community Resources Coord	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
Total Full Time Equivalent Employees	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**

NOTES:

401 - One half of part-time Community Resources Coord

881 includes Fairfax theater program ($3350) to support play production costs

Town of Fairfax
2012-13 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	218 DISASTER PREPAREDNESS

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and was reactivated as a result of the 2005/06 flood. It is charged with reviewing the Town policies and procedures for emergencies and providing outreach and education to the residents & businesses of Fairfax. The Council is made up of representatives of local public safety agencies including the Sheriff's Office of Emergency Services, and disaster relief agencies such as the American Red Cross. The fund name whas been changed to expand the function to included training and information.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
492 WORKERS COMP				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	100
821 OUTSIDE CONSULTING SVS					
881 SPECIAL SERVICES				-	
SUBTOTAL OPERATING	-	-	-	-	**100**
TOTAL DEPARTMENT APPROPRIATION	-	-	-	-	**100**

Allocation of Positions:

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

NOTES:

TOWN CLERK/ELECTIONS BUDGET MESSAGE

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

Accomplishments for 2011-2012:

- Updates to the Town Code and continuing efforts to eliminate paper copies;
- Continuing efforts to eliminate paper copies of Town Council packets;
- Continuing implementation of a Records Management System;
- Conducted an election for Council positions and Measure "D";
- Began training of Deputy Town Clerk to transition into the position when I retire;
- Worked with FOCAS to help grow the program to offer more classes to the community;
- Increased the use of the Web site for communication to the community;
- I have kept the Home Page of the Town's Web site up to date, with the very competent assistance of our consultant, Carol Golsch.
- Successfully transitioned out of the business license outsourcing by revising all the forms and streamlining the process in-house. Worked closely with Susan Waters to send out the renewals.

GOALS FOR 2012-2013

- 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;
- Complete the training of a Deputy Town Clerk;
- Work with Management Staff to update and adopt new personnel rules;
- Coordinate training for emergency preparedness.

ELECTIONS

There is not an election this year.

ASSISTANT TO THE TOWN MANAGER

This position is evolving and being defined as the Town Manager and I continue to work more closely together.

We have worked together on the preparation of the Town Council packets to make them as accurate and timely as possible; on the Town's Web site to provide more information to the public; the reorganization of the administrative functions at Town Hall; and the representation on the Board of the Bay Area Joint Powers Insurance Authority.
Since I have taken over the supervision of several employees previously performed by the Town Manager (Administrative Assistant Waters; Community Resources Coordinator Baird; FOCAS employees Anne Mannes and Camille Esposito), communication and performance has improved. The challenge this year will be to conduct a successful search for a new manager.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

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 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, and authenticates official records on behalf of the Town.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	86,836	77,639	82,245	82,245	82,245
411 REG PART-TIME SALARIES			3,487	1,000	6,000
415 ACCRUED VACATION				-	1,582
421 TEMP EMPLOYEES					
461 OVERTIME				-	
491 HEALTH INSURANCE	15,894	16,204	18,707	18,518	19,014
492 WORKERS COMP	1,000	1,000	1,000	2,088	2,142
493 RETIREMENT	16,483	16,144	17,551	17,785	16,289
494 MEDICARE	1,226	1,101	1,193	1,207	1,235
SUBTOTAL PERSONNEL	**121,439**	**112,088**	**124,183**	**122,843**	**128,507**
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT			500	-	500
711 OFFICE EQUIP MAINT.		385		-	
731 BLDG-GROUNDS MAINT.	4,355	2,580	4,000	4,000	3,685
801 WATER			100	-	100
804 TELEPHONE	708	486	1,000	654	1,000
811 POSTAGE	435	143	700	389	700
813 OFFICE SUPPLIES	1,144	1,135	1,200	784	1,200
814 LEGAL ADS	427	154	350	454	350
815 PRINTING			100	-	100
821 OUTSIDE CONSULTING SVS	7,026	360	600	432	600
822 OUTSIDE CONTRACT SVS	3,859	4,190	7,500	2,689	5,000
842 SPECIAL DEPT SUPPLIES		543	200	176	200
861 BUS.MEET/CONF.	33	2,525	1,300	325	1,300
862 DUES & SUBSCRIPTIONS	80	310	250	258	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**18,067**	**12,811**	**17,800**	**10,161**	**15,135**
TOTAL DEPARTMENT APPROPRIATION	**139,506**	**124,899**	**141,983**	**133,003**	**143,642**
Allocation of Positions:					
Town Clerk/Asst to Town Manager	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Deputy Town Clerk					**0.20**
Total Full Time Equivalent Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.20**

NOTES:

821 Website hosting $600
822 Code updates $2500; janitorial; minutes clerk
Note: webmaster is funded in dept 715

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

Councilmember elections are held at least every two years in November of odd number years.
By law elections are administered by the Town Clerk.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES			100	-	
814 LEGAL ADS	171	60	200	121	
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS				12,000	
822 OUTSIDE CONTRACT SVS	10,745	2,835	12,000	731	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.	587	973	1,200	-	-
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**11,503**	**3,868**	**13,500**	**12,852**	**-**
TOTAL DEPARTMENT APPROPRIATION	**11,503**	**3,868**	**13,500**	**12,852**	**-**

Allocation of Positions:
Town Clerk/Asst to Town Manager
Deputy Town Clerk

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

NOTES:

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

Personnel covers costs of recruitment, testing, physical & psychological exams as required.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
814 LEGAL ADS		149		-	2,500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	731	11,941	12,000	5,996	20,000
822 OUTSIDE CONTRACT SVS				-	7,000
842 SPECIAL DEPT SUPPLIES		597	300	281	1,500
861 BUS.MEET/CONF.		12		-	
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	**731**	**12,699**	**12,300**	**6,277**	**31,000**
TOTAL DEPARTMENT APPROPRIATION	**731**	**12,699**	**12,300**	**6,277**	**31,000**

Allocation of Positions:

Town Clerk/Asst to Town Manager
Deputy Town Clerk

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

NOTES:

814 Advertising - Recruitment for Town Manager
821 Search firm - Recruitment for Town Manager
822 Recruitment for Town Manager
842 Staff recognition

FINANCE DEPARTMENT BUDGET MESSAGE

FY 2011-12 ACCOMPLISHMENTS:

- Transitioned to new Finance Director
- Worked on record retention management and computer file retention and restructuring.
- Restructured & improved budget document
- Facilitated Private Placement TRAN with County of Marin
- Refunded General Obligation Bond saving citizens $500,000 in bond interest and generating $185,000 in new funds for Measure K road projects.
- Completed training for new CalPERS reporting system
- Completed the 10-11 Annual Audit .
- Completed closing of FY 10/11
- Prepared and processed Request for proposal for banking services
- Prepared for the FEMA Audit & State Gas Tax audit

FY 2011-12 GOALS AND OBJECTIVES:

- Continue Research for new revenue streams
- Formalize finance policies and procedures and improve internal control
- Evaluate and replace BDS accounting software
- 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
- Negotiate TRAN financing for FY12-13
- Continue restructuring the budget to create a cohesive articulating document.
- Finalize the 10-11 Audit.
- Continue creation of system structure and support.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 241 FINANCE

ACTIVITY DESCRIPTION

The Finance Department is responsible for all the Town financial and accounting operations, payables, receivables, retirement, payroll, and managing portions of the insurance requirements for the town. They oversee business license collection, prepare monthly revenue & expenditure reports, and maintain the fixed asset inventories on an annual basis. The 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.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	111,585	98,853	108,284	114,028	107,202
411 REG PART-TIME SALARIES		19,030	35,964	36,394	37,762
415 ACCRUED VACATION			2,708	-	2,062
421 TEMP EMPLOYEES	1,910		2,000	2,500	5,000
461 OVERTIME			500	-	-
491 HEALTH INSURANCE	23,520	18,062	19,094	19,442	22,038
492 WORKERS COMP	1,500	1,500	1,500	3,529	3,621
493 RETIREMENT	23,487	21,168	23,108	18,155	14,620
494 MEDICARE	1,449	1,688	2,091	2,260	2,087
SUBTOTAL PERSONNEL	**163,451**	**160,301**	**195,249**	**196,308**	**194,392**
OPERATING EXPENSES					
636 OFFICE EQUIP REPLACEMENT	-	-	1,000	508	20,000
711 OFFICE EQUIP MAINT.	-	60	300	-	300
731 BLDG-GROUNDS MAINT.	4,355	2,580	4,000	4,000	2,400
801 WATER	-	-	100	100	100
804 TELEPHONE	1,347	791	1,500	1,001	1,500
811 POSTAGE	472	198	700	500	700
813 OFFICE SUPPLIES	2,819	2,871	1,000	1,648	1,000
815 PRINTING	78	539	1,200	249	1,200
821 OUTSIDE CONSULTING SVS	12,859	13,334	21,000	23,498	21,000
822 OUTSIDE CONTRACT SVS	31,605	19,504	34,740	25,197	34,740
861 BUS.MEET/CONF.	117	2,430	2,250	127	2,250
862 DUES & SUBSCRIPTIONS	1,428	22	1,065	-	1,065
881 SPECIAL SERVICES				32	
890 MISCELLANEOUS	5	-	3,000	143	3,000
SUBTOTAL OPERATING	**55,084**	**42,328**	**71,855**	**57,004**	**89,255**
TOTAL DEPARTMENT APPROPRIATION	**218,535**	**202,629**	**267,104**	**253,312**	**283,647**
Allocation of Positions:					
Finance Director	**1.00**	**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**	**0.50**
Total Full Time Equivalent Employees	**2.00**	**2.00**	**1.50**	**1.50**	**1.50**

NOTES:

636 Replace BDS accounting software using lease-purchase financing. Based on cost of $50,000

821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review

822 Payroll service, Sales tax analysis, janitor allocation, merchant fees, bank analysis
Accounting Software (BDS, AssetMaxx)

PLANNING & BUILDING SERVICES BUDGET MESSAGE

ORGANIZATION:

The Department of Planning & Building Services is comprised of the following personnel:

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

Total = 3 FTE with benefits

FY 2011-12 ACCOMPLISHMENTS:

- Completed CEQA review of the final draft 2010-30 General Plan.
- Final adoption of the 2010-30 General Plan by the Town Council on 4/4/12.
- Combined the functions of the Design Review Board with the Planning Commission.
- Convened the General Plan Implementation Committee (GPIC).
- Submitted an administrative draft Climate Action Plan (CAP) to GPIC for review.
- On behalf of the Department of Public Works (DPW), completed the Local Hazard Mitigation Plan Annex for ABAG and FEMA review: necessary to received funds for the Pavilion upgrade.
- On behalf of the DPW, completed the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Plan for the Pastori Outfall Pipe Project.

FY 2012-13 GOALS AND OBJECTIVES:

- Staff the newly created General Plan Implementation Committee (GPIC) meetings.
- Update the Town's Zoning Ordinance in order to bring it into compliance with the new GP.
- Forward a draft CAP to Town Council for final adoption after GPIC review.
- Augment "CALGreen" guidelines (part of the new California Building Code) with additional "green building" requirements within the Town's Zoning Ordinance.
- Work with the Affordable Housing Committee to move forward with the analysis, funding and development of the Lutheran Church site for Senior Housing, 10 Olema Road site for Workforce Housing, infill housing within Central Commercial (CC) zoned properties - and draft a 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 2010-30 General Plan; and conduct a "managed parking" feasibility analysis.
- Employ a part-time, contract Zoning Technician to augment the Senior Planner and/or Building Officials staff time at the front counter and provide administrative assistance for processing planning applications.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

The Department of Building & Planning Services provides staff services to the public at the front counter at Town Hall, to the Town Council, Planning Commission/Design Review Board, and the General Plan Implementation Committee; related to the creation and implementation of planning and land use policies and regulations in Fairfax. Department staff also oversees the contracted work of a Town Civil Engineer, the work of a prime planning consultant and sub-consultants assisting in the General Plan revisions and/or the Zoning Ordinance update as well as special environmental review (CEQA) tasks.The Planning Division processes "entitlement" permit applications, and oversees the enforcement of Town ordinances that govern the development and use of property within the community.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	199,769	177,818	194,419	194,419	199,800
415 ACCRUED VACATION	-	-	6,372	3,739	3,842
421 TEMP EMPLOYEES	5,018	2,669	7,500	2,041	7,500
491 HEALTH INSURANCE	28,101	25,379	40,807	34,134	32,703
492 WORKERS COMP.	2,500	2,500	2,500	4,746	4,871
493 RETIREMENT	44,051	38,164	41,489	42,042	39,572
494 MEDICARE	2,734	2,511	2,819	2,795	2,807
496 UNEMPLOYMENT	1,291	12,118	-	-	-
SUBTOTAL PERSONNEL	**283,464**	**261,159**	**295,905**	**283,917**	**291,095**
OPERATING EXPENSES					
711 OFFICE EQUIP MAINT.	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	7,614	4,511	7,000	7,000	5,485
801 WATER	911	-	-	813	-
802 POWER	358	199	250	276	250
804 TELEPHONE	1,985	1,227	1,500	1,628	1,500
811 POSTAGE	429	187	500	361	500
812 REPRODUCTION	(73)	411	1,000	31	1,000
813 OFFICE SUPPLIES	1,888	1,391	1,500	1,901	1,500
814 LEGAL ADS	-	-	-	193	-
815 PRINTING	1,042	1,224	1,500	-	1,500
821 OUTSIDE CONSULTING SVS	75,069	86,244	70,000	90,673	70,000
822 OUTSIDE CONTRACT SVS	4,406	1,339	1,500	1,462	
842 SPECIAL DEPT SUPPLIES	-	364	500	103	500
861 BUS.MEET/CONF.	1,690	3,024	2,000	2,236	2,000
862 DUES & SUBSCRIPTIONS	-	32	250	600	425
871 LIAB. & PROP. INSURANCE	10,080	12,048	12,500	12,188	12,500
SUBTOTAL OPERATING	**105,398**	**112,202**	**100,000**	**119,465**	**97,160**
TOTAL DEPARTMENT APPROPRIATION	**388,863**	**373,361**	**395,905**	**403,382**	**388,255**
Allocation of Positions:					
Planning Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	-	-
Total Full Time Equivalent Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**

NOTES:

421 Planning Commission minutes
821 Pass thru engineering plan reviews - General plan update CEQA compliance
822 Janitorial allocation is now included in 731 (building maint)

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

The Building Inspection Division provides "building" permits for construction activity and and code enforcement related to the California Building Code.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	91,137	79,578	86,812	86,939	87,415
415 ACCRUED VACATION	-	-	2,830	-	1,681
421 TEMP EMPLOYEES	3,260	-	7,500	1,476	7,500
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	9,476	9,283	10,924	9,401	9,596
492 WORKERS COMP.	1,000	1,000	1,000	2,052	2,106
493 RETIREMENT	16,727	17,041	18,526	18,794	17,387
494 MEDICARE	1,316	1,161	1,259	1,237	1,214
SUBTOTAL PERSONNEL	**122,917**	**108,063**	**128,851**	**119,899**	**126,899**
OPERATING EXPENSES					
711 OFFICE EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	3,781	4,878	5,000	3,235	3,000
723 COMM EQUIPMENT MAINTENANCE	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,482	2,063	3,200	3,200	1,800
801 WATER	-	-	-	-	-
802 POWER	355	185	500	251	500
804 TELEPHONE	1,545	1,215	1,500	1,263	1,500
811 POSTAGE	660	316	300	478	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	855	1,724	1,500	619	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	2,155	1,515	5,000	9,291	5,000
822 OUTSIDE CONTRACT SVS	1,174	1,174	1,250	1,068	1,250
851 CLOTHING	-	-	-	-	370
861 BUS.MEET/CONF.	555	-	1,000	-	1,000
862 DUES & SUBSCRIPTIONS	173	275	275	1,428	275
871 LIAB. & PROP. INSURANCE	8,234	8,600	8,600	8,600	8,600
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	**22,971**	**21,945**	**28,625**	**29,434**	**25,595**
TOTAL DEPARTMENT APPROPRIATION	**145,887**	**130,008**	**157,476**	**149,333**	**152,494**
Allocation of Positions:					
Building Official	**1.00**	**1.00**	**0.87**	**0.87**	**0.87**
Total Full Time Equivalent Employees	**1.00**	**1.00**	**0.87**	**0.87**	**0.87**

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

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
- 2 reserve police officers
- 4 reserve dispatchers
- 1 Frozen Police Officer position (unfilled since 10/2005)

Total: 16 full time employees and 6 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.

2011-12 ACCOMPLISHMENTS

- Completed upgrade of department main server and dispatching servers (non budgeted) through the use of existing funds saving the town from encumbering $18,000 in future costs
- Secured dispatching contract with the Ross Police Department resulting in $21,000 in new revenue each year for 3 years, then $31,000 each year for the remaining two years of the contract.
- Reached agreement to share personnel with the San Rafael Police Department on the Crime Scene Investigation Team saving on costs for each agency
- Completed agreement with Ross Police Department to share supervisory coverage between the two agencies to reduce overtime costs
- Kept overtime costs within budget despite vacancies and several sworn personnel on extended leave due to work related injuries
- Participated in numerous enforcement activities and meetings throughout the county
- Managed safety issues associated with a number of public events

2012 – 2013 GOALS AND OBJECTIVES:

- Continue to keep spending at or below budgeted funds
- Continue to provide cost effective high level of public safety service for the entire community
- Provide problem solving policing to address quality of life issues
- Promote positive recruitment and retention strategies
- Continue our public awareness campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings)
- Continue our program of residential vacation checks

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

The Police Department has the overall responsibility for law enforcement, crime prevention & investigation, parking and public awareness programs. The Police Department is responsible for receiving & dispatching all 911 emergency calls, using computer aided dispatch center with police lobby open 24 hours a day. The department maintains comprehensive records management, property & evidence management and coordinates special events. The department is responsible for ABC evaluations and approvals; emergency management and disaster planning; personnel services including payroll management, recruitment and training.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	405,895	297,136	318,849	318,509	322,305
402 SAFETY SALARIES	767,106	776,698	976,018	946,818	993,329
402 SALARY VACANCY SAVINGS	-	-	(26,000)	-	-
415 ACCRUED VACATION	10,811	66,416	7,000	6,550	7,000
421 TEMP EMPLOYEES	49,408	44,743	30,000	53,378	30,000
461 OVERTIME	140,049	86,930	125,000	75,890	125,000
481 HOLIDAY PAY	53,425	33,263	67,367	70,604	68,464
491 HEALTH INSURANCE	192,043	225,115	263,397	254,347	268,343
492 WORKERS COMP.	31,951	33,805	33,805	33,149	34,018
493 RETIREMENT	518,528	440,392	565,140	549,490	532,584
494 MEDICARE	19,842	18,344	20,370	20,847	21,152
496 UNEMPLOYMENT	-	-	-	45	-
497 FESTIVAL OVERTIME REIMB	-	-	(9,100)	(9,100)	(9,100)
SUBTOTAL PERSONNEL	**2,189,058**	**2,022,843**	**2,371,846**	**2,320,526**	**2,393,095**
Allocation of Positions:					
POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	1.00	-	-	-
SERGEANT	2.00	2.00	1.00	1.00	3.00
DETECTIVE / JUVENILE OFFICER	-	-	1.00	1.00	-
CORPORAL	1.00	1.00	2.00	2.00	-
POLICE OFFICER	6.00	6.00	6.00	6.00	7.00
DISPATCHER	4.25	4.25	4.00	4.00	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00
Total Full Time Equivalent Employees	**16.25**	**16.25**	**16.00**	**16.00**	**16.00**
DISPATCHER, RESERVE					4.00
POLICE OFFICER, RESERVE					2.00

NOTES:

497 Overtime charged to Festival Fund for annual festival.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
OPERATING EXPENSES					
711 OFFICE EQUIP MAINTENANCE	413	1,043	1,500	142	1,500
712 COMPUTER EQUIP MAINTENANCE	14,341	5,709	28,000	43,544	28,000
721 FIELD EQUIP MAINTENANCE	271	11	1,000	232	1,000
722 VEHICLE MAINTENANCE	28,649	31,357	18,000	10,552	20,000
723 COMMUNICATION EQUIP MAINTENANCE	4,454	767	3,000	1,719	3,000
725 MERA DEBT SERVICE	47,257	48,000	38,260	38,260	38,303
726 MERA MEMBERSHIP FEE	32,874	29,953	24,325	24,325	26,006
731 BLDG-GROUNDS MAINTENANCE	34,477	20,639	26,000	26,000	21,900
801 WATER	985	1,328	1,900	1,658	1,900
802 POWER	6,879	1,151	2,000	1,206	2,000
804 TELEPHONE	19,832	14,093	17,000	13,368	17,000
806 FUEL	-	-	18,000	19,281	18,000
811 POSTAGE	1,940	1,160	2,000	2,570	2,000
812 REPRODUCTION	2,826	2,364	2,500	2,369	2,500
813 OFFICE SUPPLIES	1,219	1,177	1,300	507	1,300
815 PRINTING	2,868	3,928	3,000	1,311	3,000
822 OUTSIDE CONTRACT SVS	38,408	47,109	38,000	35,187	35,000
841 SMALL TOOLS	130	295	500	288	500
842 SPECIAL DEPT SUPPLIES	5,035	3,457	5,500	5,519	8,500
851 CLOTHING	14,774	7,616	13,000	8,382	13,000
861 BUS.MEET/CONF.	199	-	500	72	500
862 DUES & SUBSCRIPTIONS	5,993	6,162	6,800	4,740	6,800
871 LIAB. & PROP. INSURANCE	9,422	9,318	7,270	9,688	7,270
883 P.O.S.T.	4,466	9,313	10,000	8,363	10,000
889 BOOKING FEES	-	-	3,000	2,664	3,000
SUBTOTAL OPERATING	**277,711**	**245,951**	**272,355**	**261,944**	**271,979**
TOTAL DEPARTMENT APPROPRIATION	**2,466,769**	**2,268,794**	**2,644,201**	**2,582,470**	**2,665,074**

NOTES:

712 Includes Records Management System maintenance contract and maintenance and repair of 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

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 412 SPECIAL POLICE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP.				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
926 CLEEP			5,000	-	-
927 SLESF			-	-	-
929 RACIAL PROFILING			-	-	-
932 STAR PROGRAM			-	-	-
933 CERT TRAINING			300	-	-
SUBTOTAL OPERATING	-	-	**5,300**	-	-
TOTAL DEPARTMENT APPROPRIATION	-	-	**5,300**	-	-
Allocation of Positions:					
Total Full Time Equivalent Employees	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

NOTES:
No activity anticipated for FY13

ROSS VALLEY FIRE DEPARTMENT BUDGET MESSAGE

BACKGROUND: July 1, 1982, the Fairfax Fire Department merged with the San Anselmo Fire Department to form the Ross Valley Fire Department (RVFD), which is administered under joint powers agreement (JPA) to provide fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo.

July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. With the addition of Sleepy Hollow, the percentage shares of the Fire Department budget for the three members were set at: Fairfax 30.4%, San Anselmo 52.9%, and Sleepy Hollow 16.7%.

May 2012, the joint powers agreement was amended to include the Town of Ross. With the addition of the Town of Ross, which takes effect on July 1, 2012, the percentage shares of the Fire Department budget for the four members are: Fairfax 23.30%, San Anselmo 40.53%, Ross 23.37% and Sleepy Hollow 12.8%.

ORGANIZATION: The JPA is governed by a Board of Directors consisting of eight (8) Directors, two from each agency. An Executive Officers position rotates between the Town Managers of each of the towns. The Executive Officer and the Fire Chief report directly to the Board of Directors.

The department is comprised of the following personnel:

1 Fire Chief
3 Battalion Chiefs
12 Captains*
15 Engineers*
1 Administrative Assistant
1 Fire Inspector
2 Apprentice Firefighters
13 Volunteer Firefighters

* 2 Captains and 7 Engineers are certified Paramedics

Total: 33 full time employees, 2 apprentice firefighters and 13 volunteers

2012-13 BUDGET: The Ross Valley Fire Department operating budget for FY 2012-13 is $8,303,110. The budget is funded through member contributions of $7,587,480; outside revenues, in the form of contracts for service provided to County of Marin and Ross Valley Paramedic Authority, as well as fees for service related to plan checks and inspections, of $478,630; and reserves of $237,000. The Town's member contribution to the JPA, for FY 2012-13, is $1,770,007.

The expansion to include the Town of Ross has resulted in the addition of a fourth fire station and an increase of daily on-duty department-wide firefighter staffing from 7 personnel to 9 personnel. The expansion is expected to save the Town approximately $40,000 in FY 2012-13. It is anticipated that the Town will realize increased annual savings in future years.

Additional information regarding the Ross Valley Department is available at www.rossvalleyfire.org.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE SERVICE

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 Sleepy Hollow Fire Protection District subsequently joined, as did the The Town of Ross in July, 2012. The Authority is governed by a board consisting of representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Service operation budget is divided between the participating agencies. Fairfax's share is approximately 23.47% of the total. Each town is responsible for budgeting equipment replacement reserves and fire & contents insurance on the station houses.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP.				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
493 RVFS RETIREMENT	376,000	506,308	430,691	424,049	439,049
724 RVFS DEBT SERVICE	28,916	26,868	28,916	28,916	26,868
731 BUILDINGS & GROUNDS MAINT	2,177	1,290	-	-	-
871 LIAB. & PROP. INSURANCE	5,684	5,854	2,906	6,047	6,047
881 RVFS CONTRACT	1,297,729	1,203,620	1,274,284	1,256,963	1,304,090
SUBTOTAL OPERATING	**1,710,506**	**1,743,941**	**1,736,797**	**1,715,975**	**1,776,054**
TOTAL DEPARTMENT APPROPRIATION	**1,710,506**	**1,743,941**	**1,736,797**	**1,715,975**	**1,776,054**
Allocation of Positions:					
Total Full Time Equivalent Employees	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

NOTES:

493 The Town's share of the RVFD net operating budget is 23.33 % of the total fire budget including 23.3% of the contribution and 30.4% of all other costs (other costs include debt service, prior OPEB, Comp Absenses and MERA bond)

724 Fire Engine, Turnouts, and Breathing Apparatus lease payments.

PUBLIC WORKS ADMINISTRATION BUDGET MESSAGE

ORGANIZATION:
This division is comprised of the following personnel:

- 1 Consultant (Not to exceed $50K per fiscal year)

2011-12 ACCOMPLISHMENTS:

- 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).

Changes in Budget from FY 11/12
Public Works Director position is left vacant (FBLR of $142,380 per year) for a net savings of about $102,000. A part-time Interim Public Works Director has been hired at a cost of about $40,000 for the fiscal year which will allow for the timely completion of several capital projects in process or about to begin.

FY 2012-13 GOALS AND OBJECTIVES:

- Will begin construction of the following capital projects in summer of 2012:
    - Pastori Sidewalk Project;
    - Sir Francis Drake Blvd. Bike Lane Striping Project;
    - Pastori Sidewalk Project;
    - Street Resurfacing Project (
        - Belle, Belmont, Alder, Baywood , Coolidge, Piper Lane, Piper Court and Winnie Lane;
    - Street Light Energy Efficiency Project;
    - Pavilion Seismic Retrofit Project;
    - Pastori Outfall Pipe Project;
    - Peri Park Pathway Project; and
    - Oak Manor Sidewalk Project
- Construct street resurfacing on Belle, Belmont, Coolidge, Alder and Baywood Courts and Winnie Lane as funded by Measure A, Measure I, Measure K, 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.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 510 PUBLIC WORKS ADMINISTRATION

ACTIVITY DESCRIPTION

Administration is responsible for the oversight of all maintenance divisions, encroachment permits, contract administration and capital projects. Staff participates in community and multiple joint-agency coordination efforts including neighborhood traffic calming, MCSTOPPP, MarinMap, ICLEI and others. Staff is responsible for writing grant proposals and submitting required documentation and invoices, and corresponding with FEMA and Caltrans. 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.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	119,152	70,182	13,000	12,976	13,085
415 ACCRUED VACATION	-	-	-	-	252
421 TEMP EMPLOYEES	-	1,127	-	-	-
491 HEALTH INSURANCE	6,119	3,616	-	1,302	1,436
492 WORKERS COMP.	2,000	2,000	2,000	307	315
493 RETIREMENT	40,435	12,749	2,774	2,813	2,603
494 MEDICARE	1,662	1,022	189		182
497 PAYROLL TRANSFER	-	-	(10,000)	-	(10,000)
SUBTOTAL PERSONNEL	**169,368**	**90,697**	**7,963**	**17,398**	**7,873**
OPERATING EXPENSES					
711 OFFICE EQUIP MAINTENANCE	327	-	-	-	100
731 BLDG-GROUNDS MAINTENANCE	4,077	2,416	4,000	4,000	8,800
804 TELEPHONE	480	-	600	-	600
811 POSTAGE	738	143	400	381	300
813 OFFICE SUPPLIES	310	230	300	-	300
815 PRINTING	-	87	300	74	100
821 OUTSIDE CONSULTING SVS	4,993	33,811	50,000	63,539	50,000
822 OUTSIDE CONTRACT SVS	4,481	3,998	3,500	1,764	3,000
842 SPECIAL DEPT SUPPLIES	-	-	2,000	195	2,000
861 BUS.MEET/CONF.	790	-	500	-	-
SUBTOTAL OPERATING	**16,197**	**40,685**	**61,600**	**69,954**	**65,200**
TOTAL DEPARTMENT APPROPRIATION	**185,565**	**131,381**	**69,563**	**87,352**	**73,073**
Allocation of Positions:					
Public Works Director	**1.00**	**1.00**	-	-	-
Building Official			-	**0.13**	**0.13**
Administrative Assistant	-	-	-	-	-
Management Analyst	**0.25**	**0.25**	-	-	-
Total Full Time Equivalent Employees	**1.25**	**1.25**	**0.00**	**0.13**	**0.13**

NOTES:

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

STREET MAINTENANCE BUDGET MESSAGE

ORGANIZATION:
This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

2011-12 ACCOMPLISHMENTS:

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

- Repaired Town street sweeper and began sweeping streets again saving the Town about $30,000 per year;

Changes in Budget from FY 11/12

This budget unit overall costs are about the same as the current 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 2012-13 GOALS AND OBJECTIVES:

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

- Install asphalt at the new catch basin near 500 Scenic to provide a paved parking area;
- Repair the storm drain pipe at 73 Tamalpais Rd;
- Install a new trash rack in Fairfax Creek prior to the Town Hall grate:
- Paint and mark crosswalks, stop legends, and other markings on the roadway including school routes;
- Work with property owners to repair sidewalks where there is an immediate health and safety risk

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 511 STREET MAINT & PUBLIC WORKS

ACTIVITY DESCRIPTION

The street maintenance division is responsible for preventive maintenance of storm water systems, traffic signs, streets, sidewalk and bike path maintenance. Routine activities include responding to citizen requests, patching pot holes, sweeping the downtown area and changing advertising and holiday banners weekly, and repainting the street markings and lane lines annually. Many hours are spent responding to emergency flooding and felled trees during the winter months while summer months are used to freshen up the town.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	98,628	90,068	105,826	101,520	110,220
415 ACCRUED VACATION	-	-	4,485	120	2,000
421 TEMP. EMPLOYEES	-	9,883	1,000	-	1,000
461 OVERTIME	1,807	2,984	1,500	-	1,500
491 HEALTH INSURANCE	37,065	33,397	21,240	33,335	21,680
492 WORKERS COMP.	6,395	6,400	6,400	2,591	2,659
493 RETIREMENT	19,896	19,484	22,583	24,692	20,275
494 MEDICARE	1,458	1,540	1,534	1,936	1,532
SUBTOTAL PERSONNEL	**165,250**	**163,755**	**164,569**	**164,195**	**160,867**
OPERATING EXPENSES					
641 EQUIPMENT RENTAL	73	-	-	-	500
721 FIELD EQUIP MAINTENANCE	238	-	-	19	500
722 VEHICLE MAINTENANCE	21,521	19,704	15,000	13,290	15,000
723 COMMUNICATION EQUIP MAINT	-	-	500	-	500
731 BLDG-GROUNDS MAINTENANCE	5,443	3,527	5,800	5,800	9,900
802 POWER	2,102	392	1,500	-	1,500
803 DUMP FEES	-	-	500	-	500
804 TELEPHONE	1,267	999	1,200	827	1,000
806 FUEL	-	-	10,000	12,134	10,000
813 OFFICE SUPPLIES	315	44	300	104	200
821 OUTSIDE CONSULTING SVS	68,248	85,199	40,000	45,982	40,000
841 SMALL TOOLS	477	175	4,000	181	4,000
842 SPECIAL DEPT SUPPLIES	47,829	29,259	30,000	39,170	40,000
851 CLOTHING	850	850	1,200	1,771	1,000
861 TRAVEL/TOLLS	20	18	1,000	5	500
871 LIAB. & PROP. INSURANCE	9,643	11,572	15,000	11,572	15,500
SUBTOTAL OPERATING	**158,027**	**151,738**	**126,000**	**130,855**	**140,600**
TOTAL DEPARTMENT APPROPRIATION	**323,277**	**315,493**	**290,569**	**295,050**	**301,467**
Allocation of Positions:					
MAINT. LEADWORKER	1.00	1.00	-	-	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER I	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	-	-	-
Total Full Time Equivalent Employees	**4.00**	**4.00**	**2.00**	**2.00**	**2.00**

NOTES:

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.
inhouse contracted services for maint of pavement sections (digouts), retaining walls, and drainage.

842 Maint materials including pipe, asphalt, concrete and hardware; required Hazardous Materials
response, street signs, and paint for curbs, crosswalks, street markings, replacing barracades etc...

Town of Fairfax
2012-13 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	512 STREET LIGHTING

ACTIVITY 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 All Marin County member agencies will share the cost of pole replacements.

The costs of providing and maintaining its street lighting is partially funded by Gas Tax funds.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP. EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP.				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
802 POWER	27,538	27,885	26,000	27,303	26,000
821 OUTSIDE CONSULTING SVS	37,117	26,733	30,000	27,033	30,000
822 OUTSIDE CONTRACT SVS	600	600	1,000	-	1,000
SUBTOTAL OPERATING	**65,255**	**55,218**	**57,000**	**54,336**	**57,000**
TOTAL DEPARTMENT APPROPRIATION	**65,255**	**55,218**	**57,000**	**54,336**	**57,000**

Allocation of Positions:

MAINT. LEADWORKER
SENIOR MAINTENANCE WORKER

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

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

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 514 STORMWATER POLLUTION PREVENTION

ACTIVITY DESCRIPTION

This budget is for the Marin County Stormwater Pollution Prevention Program.
Agreement is funded at the same level as prior year.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES				-	
415 ACCRUED VACATION				-	
421 TEMP. EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP.				-	
493 RETIREMENT				-	
494 MEDICARE				-	
SUBTOTAL PERSONNEL	-	-	-	-	-
OPERATING EXPENSES					
802 POWER				-	
821 OUTSIDE CONSULTING SVS				-	
822 OUTSIDE CONTRACT SVS	20,864	16,250	21,000	21,102	23,000
SUBTOTAL OPERATING	**20,864**	**16,250**	**21,000**	**21,102**	**23,000**
TOTAL DEPARTMENT APPROPRIATION	**20,864**	**16,250**	**21,000**	**21,102**	**23,000**

Allocation of Positions:

MAINT. LEADWORKER
SENIOR MAINTENANCE WORKER

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

NOTES:

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

PARKS MAINTENANCE BUDGET MESSAGE

ORGANIZATION:
This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

2011-12 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 11/12

No significant change from FY 11/12.

FY 2012-13 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.

Town of Fairfax
2012-13 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 611 PARK MAINTENANCE

ACTIVITY DESCRIPTION

The Park Maintenance Division responsibilities include the oversight of the Town-owned parks including Peri Park, Bolinas Park, and several pocket parks in the neighborhoods. This position is responsible for turf maintenance, irrigation management, weed abatement, trash removal and general clean-up of the downtown.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	49,482	44,942	54,960	54,960	54,960
415 ACCRUED VACATION	-	-	422	-	500
461 OVERTIME				476	
491 HEALTH INSURANCE	9,273	10,060	10,171	18,744	19,638
492 WORKERS COMP.	1,000	1,212	1,300	1,289	1,323
493 RETIREMENT	10,193	9,692	11,728	12,028	10,970
494 MEDICARE	747	680	797	826	763
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-	-
SUBTOTAL PERSONNEL	**70,696**	**66,585**	**79,378**	**88,322**	**88,154**
OPERATING EXPENSES					
621 RESERVE FOR VEHICLE REPLACEMENT	-	-	1,000	-	-
641 EQUIPMENT RENTAL	108	298	500	152	500
721 FIELD EQUIP MAINT.	60	-	500	-	500
722 VEHICLE MAINTENANCE	582	-	1,000	-	1,000
801 WATER	13,842	11,379	16,000	10,863	13,000
802 POWER	4,139	1,335	2,500	1,264	2,300
821 OUTSIDE CONSULTING SVS	14,419	12,008	15,000	16,431	14,000
841 SMALL TOOLS	-	1,555	1,000	-	1,000
842 SPECIAL DEPT SUPPLIES	8,945	8,823	7,000	9,054	7,000
851 CLOTHING	425	425	500	850	900
871 LIAB. & PROP. INSURANCE	18,970	21,833	25,000	22,738	25,000
881 SPECIAL SERVICES	473	150	500	-	-
SUBTOTAL OPERATING	**61,962**	**57,805**	**70,500**	**61,352**	**65,200**
TOTAL DEPARTMENT APPROPRIATION	**132,657**	**124,390**	**149,878**	**149,674**	**153,354**
Allocation of Positions:					
MAINT. LEADWORKER					
SENIOR MAINTENANCE WORKER					
MAINT. WORKER II	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Total Full Time Equivalent Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**

NOTES:

497 Overtime charged to Festival Fund for annual festival.
821 Tree trimming and replacement of dead or inappropriate sidewalk trees.

Town of Fairfax

2012-13 Operating Budget

FUND	01	GENERAL FUND
ACTIVITY	625	RENTAL FACILITIES - WOMEN'S CLUB & BALLFIELD

ACTIVITY DESCRIPTION

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.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	14,540	2,421	-	2,059	-
421 TEMP EMPLOYEES	-	-	6,250	4,877	4,350
415 ACCRUED VACATION	-	-	1,000	-	-
461 OVERTIME				-	100
491 HEALTH INSURANCE	2,346	1,770	-	1,016	-
492 WORKERS COMP.	1,000	1,200	746	108	110
494 MEDICARE	-	-	91	-	64
493 RETIREMENT	3,027	518	-	-	-
SUBTOTAL PERSONNEL	**20,913**	**5,909**	**8,087**	**8,061**	**4,624**
OPERATING EXPENSES					
731 BLDG-GROUNDS MAINT.	-	-	-	-	6,400
801 WATER	268	271	350	320	350
802 POWER	3,351	16,527	3,500	16,104	15,000
804 TELEPHONE	-	-	-	-	
821 OUTSIDE CONSULTING SVS	1,255	795	1,500	-	500
822 OUTSIDE CONTRACT SVS	6,371	6,518	6,500	7,277	500
841 SMALL TOOLS	-	324	500	45	400
842 SPECIAL DEPT SUPPLIES	1,681	2,847	4,000	3,527	4,000
851 CLOTHING	106	-	200	18	50
871 LIAB. & PROP. INSURANCE	9,397	11,832	15,000	11,970	15,000
SUBTOTAL OPERATING	**22,429**	**39,114**	**31,550**	**39,262**	**42,200**
TOTAL DEPARTMENT APPROPRIATION	**43,343**	**45,023**	**39,637**	**47,323**	**46,824**
Allocation of Positions:					
MAINT. LEADWORKER	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
Total Full Time Equivalent Employees	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**

NOTES:

822 Includes pest control. Janitor moved to 731

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.
Repainting and exterior repairs - Includes landscaping

Town of Fairfax
2012-13 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	626 RENTAL FACILITIES - PAVILION

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	14,540	2,421	-	2,059	-
421 TEMP EMPLOYEES	-	-	6,250	5,257	6,250
415 ACCRUED VACATION	-	-	-	-	-
491 HEALTH INSURANCE	2,295	1,754	-	1,016	-
492 WORKERS COMP.	1,000	1,200	746	108	110
494 MEDICARE			91	-	91
493 RETIREMENT	3,027	518	-	-	-
			-	-	-
SUBTOTAL PERSONNEL	**20,863**	**5,894**	**7,086**	**8,441**	**6,451**
OPERATING EXPENSES					
731 BLDG-GROUNDS MAINT.	-	-	-	-	6,400
801 WATER	-	297	-	333	-
802 POWER	382	64	500	-	500
804 TELEPHONE	330	329	400	393	400
821 OUTSIDE CONSULTING SVS	2,167	304	8,000	1,567	8,000
822 OUTSIDE CONTRACT SVS	7,591	7,684	7,500	7,025	1,100
842 SPECIAL DEPT SUPPLIES	953	933	1,000	3,080	1,000
851 CLOTHING	106	-	-	21	-
871 LIAB. & PROP. INSURANCE	7,612	7,700	7,700	7,700	7,700
SUBTOTAL OPERATING	**19,142**	**17,311**	**25,100**	**20,119**	**25,100**
TOTAL DEPARTMENT APPROPRIATION	**40,005**	**23,205**	**32,186**	**28,560**	**31,551**
Allocation of Positions:					
MAINT. LEADWORKER	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
Total Full Time Equivalent Employees	**0.25**	**0.25**	**0.25**	**0.25**	**0.25**

NOTES:

822 Includes pest control. Janitor moved to 731

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.

Town of Fairfax
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FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

This activity is to cover General Fund expenditures for items not funded by another department.
Formerly titled "Miscellaneous"

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	74,412	45,805	49,020	50,654	49,020
421 TEMP SALARIES	33,360	3,390		78	
461 OVERTIME	709	470			
491 HEALTH INSURANCE	10,166	8,833	8,722	8,176	10,392
492 WORKERS COMP.	-	-	-	1,141	1,171
493 RETIREMENT	10,030	10,436	10,461	10,631	9,709
494 MEDICARE	1,071	741	711	605	675
SUBTOTAL PERSONNEL	**129,748**	**69,675**	**68,913**	**71,286**	**70,967**
OPERATING EXPENSES					
822 OUTSIDE CONTRACT SVS	22,774	95,647	20,000	49,984	20,000
822 OUTSIDE CONTRACT SVS - OPEB	-	-	40,000	-	4,000
822 CONTRACTED SVCS	180,570	149,407	198,187	115,849	147,200
841 SMALL TOOLS		-	1,700	43	1,700
842 SPECIAL DEPT SUPPLIES	397	2,251	4,000	2,575	4,000
881 SPECIAL SERVICES	6,230	6,542	7,000	11,960	17,000
890 MISCELLANEOUS	6,752	10,936	16,000	(5)	16,000
891 CLAIMS - WC / SETTLEMENTS	65,594	59,975	50,000	108,751	80,000
895 TRAN INTEREST	26,478	1,023	20,207	20,207	20,000
CONTRIBUTION TO OPEB	120,000				60,000
SUBTOTAL OPERATING	**428,796**	**325,781**	**357,094**	**309,364**	**369,900**
TRANSFERS SEE TRANSFER DETAIL					
TOTAL DEPARTMENT APPROPRIATION	**558,544**	**395,456**	**426,007**	**380,650**	**440,867**
Allocation of Positions:					
Administrative Asst II	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Total Full Time Equivalent Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**

NOTES:			
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		
	Webpage Services	moved from 221	6,000
	Solid Waste Rate Study	moved from 211	1,200
881	Chipper services		10,000
891	Allocation for Worker's Comp claims and settlements		
895	TRAN (Tax and Revenue Anticipation Notes) interest		

BUILDING MAINTENANCE BUDGET MESSAGE

ORGANIZATION:
This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

2011-12 ACCOMPLISHMENTS:

- Repaired Town Hall and Pavilion roof sections that were leaking;
- Built a new Fence around the Women's Club;
- Installed new doors and carpet for Fire Station 21
- Cleaned and prepared the Pavilion floor for restriping

Changes in Budget from FY 11/12
No significant changes from prior year.

FY 2012-13 GOALS AND OBJECTIVES:

- Work with West Marin Little League to replace roof on restroom building at Contratti Field and replace the bathroom fixtures;
- Replace the doors on the Pavilion and include ADA compliant hardware.

Town of Fairfax
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FUND 01 GENERAL FUND

ACTIVITY 911 BUILDING MAINTENANCE

ACTIVITY DESCRIPTION

Provide daily maintenance of buildings, set up for public meetings, and respond to citizen complaints.
Also responsible for minor building repairs including but not limited to plumbing, lighting, doors and windows.

DEPARTMENT SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
PERSONNEL					
401 REGULAR SALARIES	31,074	4,842	-	-	
421 TEMP EMPLOYEES	-	-	12,500	14,559	13,000
415 ACCRUED VACATION	-	3,408	1,000	-	100
461 OVERTIME	391	295	-	-	
491 HEALTH INSURANCE	4,632	3,239	-	2,440	
492 WORKERS COMP.	500	600	1,492	-	136
494 MEDICARE	-	-	181	-	
493 RETIREMENT	6,054	1,037	-	-	
SUBTOTAL PERSONNEL	**42,652**	**13,421**	**15,173**	**16,999**	**13,236**
OPERATING EXPENSES					
821 OUTSIDE CONSULTING SVS	15,855	1,583	10,000	1,073	4,000
822 OUTSIDE CONTRACT SVS	3,500	4,315	6,000	10,476	36,620
842 SPECIAL DEPT SUPPLIES	7,809	6,850	8,000	7,052	7,000
851 CLOTHING	213	-	-	43	100
SUBTOTAL OPERATING	**27,376**	**12,748**	**24,000**	**18,644**	**47,720**
SUBTOTAL APPROPRIATION	**70,028**	**26,169**	**39,173**	**35,643**	**60,956**
ALLOCATION TO DEPARTMENTS					
731 BLDG-GROUNDS MAINT.	(67,618)	(38,882)	(54,676)	(53,128)	(60,956)
TOTAL DEPARTMENT APPROPRIATION	**2,410**	**(12,713)**	**(15,503)**	**(17,485)**	**-**
Allocation of Positions:					
MAINT. LEADWORKER	**0.50**	**0.50**	**0.50**	**0.50**	**0.50**
Total Full Time Equivalent Employees	**0.50**	**0.50**	**0.50**	**0.50**	**0.50**

ALLOCATION OF BUILDING MAINTENANCE TO DEPARTMENTS

	FY 12	JANITOR	OTHER	FY 13
211	5,200	1,280	3,136	4,416
221	4,000	1,285	2,400	3,685
241	4,000	1,285	2,400	3,685
311	7,000	1,285	4,200	5,485
321	3,200	1,285	1,800	3,085
411	26,000	6,400	15,500	21,900
510	4,000		2,400	2,400
511	5,800		3,500	3,500
625		6,400		6,400
626		6,400		6,400
	59,200	25,620	35,336	60,956

NOTES:

822 Sewer service - Ross Valley Sanitary District	10,000
Janitorial Service - San Rafael Building Maint	25,620
842 Supplies needed for upkeep of town-owned buildings	

Town of Fairfax
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FUND 02 DRY PERIOD FUND
DEPT 715 MISCELLANEOUS

The Dry Period fund is a reserve account component of the General Fund used to provide financing to the General Fund. The Town borrowed from the Dry Period Fund in FY12 to balance its General Fund budget. This is intended to be paid back over 5 years beginning in FY13,

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	858,053	858,053		858,053	631,217
REVENUES					
050 502 INVESTMENT EARNINGS				-	
				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND			(226,836)	(226,836)	
TSFR FROM 01-GENERAL FUND				-	40,000
SUBTOTAL TRANSFER	-	-	**(226,836)**	**(226,836)**	**40,000**
NET DEPARTMENT ACTIVITY	-	-	**(226,836)**	**(226,836)**	**40,000**
ENDING FUND BAL	858,053	858,053		631,217	671,217

COMPONENTS OF FUND BALANCE:

NOTES:

Town of Fairfax
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FUND 03 EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	(14,468)	(79,881)		(80,664)	(79,488)
REVENUES					
050 502 INVESTMENT EARNINGS				-	
				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT	65,413	50,783	50,000	48,824	64,908
				-	
				-	
SUBTOTAL APPROPRIATIONS	**65,413**	**50,783**	**50,000**	**48,824**	**64,908**
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND		50,000	50,000	50,000	144,396
SUBTOTAL TRANSFER	-	**50,000**	**50,000**	**50,000**	**144,396**
NET DEPARTMENT ACTIVITY	**(65,413)**	**(783)**	-	**1,176**	**79,488**
ENDING FUND BAL	(79,881)	(80,664)		(79,488)	0

COMPONENTS OF FUND BALANCE:

NOTES:

921	MOBILE COMPUTING	15,683
	COMPUTER LEASE - COMPLIANT	7,574
	VEHICLE LOAN - ALLY	8,910
	FY12 VEHICLE LOAN - FORD	20,494
	FY13 VEHICLE LOAN - FORD	12,247
		64,908

Town of Fairfax
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FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

The Building & Planning Fund is used to collect all Building and Planning fees and transfer the General Fund

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	(2,772)	(671)		1,430	108,279
REVENUES					
030 311 BUILDING PERMITS	67,754	100,000	125,000	134,415	135,000
030 320 ROAD IMPACT FEES	94,706	95,943	95,000	118,407	118,000
030 312 GENERAL PLAN MAINTENANCE FEES	2,223	2,454	2,500	2,342	2,500
030 313 TECHNOLOGY IMPROVEMENT FEES	3,362	3,736	3,500	3,353	3,500
030 321 BLDG/PLAN INFRASTRUCTURE IMPROV FEES	3,361	3,725	3,500	3,353	3,500
030 314 ENGINEERING/EXCAVATION	39	-	250	-	100
030 315 HOUSING INSPECTIONS	16,915	15,000	20,000	27,423	20,000
030 317 SEISMIC FEES	532	1,027	500	507	500
030 318 PLAN RETENTION	(884)	209	500	-	500
030 319 STREET OPENING	7,287	14,408	10,000	15,843	15,000
030 314 ENCROACHMENT FEES	-	30,000	-	-	-
MASTER FEE INCREASES	-	34,465	-	-	-
TOTAL PERMITS AND FEES	**195,295**	**300,967**	**260,750**	**305,644**	**298,600**
080 801 ZONING & FILING FEES	56,677	36,740	57,000	119,145	75,000
080 805 BUILDING PLAN CHECK FEES	18,996	28,568	25,000	8,453	10,000
080 806 ENGINEERING PLAN CHECKS	18,225	29,035	20,000	45,267	20,000
TOTAL CURRENT CHARGES	**93,899**	**94,342**	**102,000**	**172,865**	**105,000**
SUBTOTAL REVENUES	**289,193**	**395,309**	**362,750**	**478,509**	**403,600**
APPROPRIATIONS					
				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND	(287,092)	(393,207)	(362,750)	(371,660)	(403,600)
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	**(287,092)**	**(393,207)**	**(362,750)**	**(371,660)**	**(403,600)**
NET DEPARTMENT ACTIVITY	**2,101**	**2,102**	-	**106,849**	-
ENDING FUND BAL	(671)	1,430		108,279	108,279
COMPONENTS OF FUND BALANCE:					
RESERVE - PLANNING DEPOSITS	114,265	108,280		108,280	108,280
UNRESERVED	(114,936)	(106,849)		(0)	(0)

NOTES:

Town of Fairfax
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FUND 05 COMMUNICATION EQUIP REPLACEMENT

DEPT 924 COMM EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	25,257	25,257		25,257	25,257
REVENUES					
050 502 INVESTMENT EARNINGS				-	
				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	-	-
ENDING FUND BAL	25,257	25,257		25,257	25,257

COMPONENTS OF FUND BALANCE:

NOTES:

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FUND 06 RETIREMENT FUND
DEPT 715 MISCELLANEOUS

The Retirement Fund is the repository for retirement funds collected from the Pension Obligation Parcel Tax. The Pension Obligation Tax of .091 per $100 of Assessed Valuation was established in the 1960's. Proceeds are transferred as needed to the General Fund to offset retirement expenses. The Town participates in the California Public Retirement System and has two plans: Safety, for sworn Police and Fire and Miscellaneous for all others working over half time. To address rising pension costs, the Town instituted a second lower tier for employees hired after July 1, 2009. Employees contribute an increasing share of pension ranging from 3% to 8% of salary in FY2012/13.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	-	106,190		16,420	(0)
REVENUES					
010 101 PROPERTY TAX - CURRENT SEC	1,035,785	1,013,029	1,029,717	1,057,031	1,023,000
010 102 PROPERTY TAX - CURRENT UNSEC	60	529	1,213	10,555	1,200
010 103 PROPERTY TAX - PRIOR YEARS				11,755	-
010 110 SUPPLEMENTAL PROPERTY TAX	9,979	11,264	11,000	6,619	11,000
050 607 SECURED HOPTR	5,926	9,997	7,000	10,635	7,000
SUBTOTAL REVENUES	**1,051,750**	**1,034,819**	**1,048,930**	**1,096,595**	**1,042,200**
TRANSFERS					
901 TSFR TO 01-GENERAL FUND	(945,560)	(1,124,589)	(1,048,130)	(1,113,015)	(942,200)
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	**(945,560)**	**(1,124,589)**	**(1,048,130)**	**(1,113,015)**	**(942,200)**
NET DEPARTMENT ACTIVITY	**106,190**	**(89,770)**	**800**	**(16,420)**	**100,000**
ENDING FUND BAL	106,190	16,420		(0)	100,000

		Non-Safety		Police		Fire	
		Misc T1	Misc T2	Safety T1	Safety T2	Safety	Misc
	PERS PLAN	2.5%@55	2%@55	3%@50	3%@55	3%@55	2.7%@55
FY 2012/13	Employer Rate (1)	16.806%	10.518%	51.657%	21.802%	22.744%	9.924%
	Employee Rate	8.000%	7.000%	9.000%	9.000%	9.000%	8.000%
	Total Rate	24.806%	17.518%	60.657%	30.802%	31.744%	17.924%
	Employee Paid	5.000%	5.000%	5.000%	5.000%	3.000%	3.000%
	Town Paid	19.806%	12.518%	55.657%	25.802%	28.744%	14.924%
FY 2011/12	Employer Rate	16.312%	10.341%	48.941%	22.062%	40.779%	9.526%
	Employee Rate	8.000%	7.000%	9.000%	9.000%	9.000%	8.000%
	Total Rate	24.312%	17.341%	57.941%	31.062%	49.779%	17.526%
	Employee Paid	3.000%	3.000%	2.500%	2.500%	3.000%	3.000%
	Town Paid	21.312%	14.341%	55.441%	28.562%	46.779%	14.526%

NOTES:

Retirement Costs	Total Paid	Employee Paid	Town Paid	Town %
- FY 2012/13	$ 1,244,054	$ 147,110	$ 1,096,944	88.2%

(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime

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FUND 07 SPECIAL POLICE FUND
DEPT 715 MISCELLANEOUS

The Special Police Fund is the repository for special police revenues which are transferred to the General Fund to offset related police expenses.
COPS (Citizens' Option for Public Safety) is part of the state SLESF (Supplemental Law Enforcement Services Fund).

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	65,619	61,508		6,902	(0)
REVENUES					
070 733 COPS GRANT	134,262	100,000	100,000	103,103	100,000
				-	
SUBTOTAL REVENUES	**134,262**	**100,000**	**100,000**	**103,103**	**100,000**
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND	(138,373)	(154,606)	(100,000)	(110,005)	(100,000)
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	**(138,373)**	**(154,606)**	**(100,000)**	**(110,005)**	**(100,000)**
NET DEPARTMENT ACTIVITY	**(4,111)**	**(54,606)**	-	**(6,902)**	-
ENDING FUND BAL	61,508	6,902		(0)	(0)

COMPONENTS OF FUND BALANCE:

NOTES:

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FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	45,058	37,049		24,502	19,613
REVENUES					
050 502 INVESTMENT EARNINGS				-	
				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
911 OFFICE EQUIPMENT	8,009	12,547	8,000	12,890	10,000
				-	
				-	
SUBTOTAL APPROPRIATIONS	**8,009**	**12,547**	**8,000**	**12,890**	**10,000**
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND			8,000	8,000	
SUBTOTAL TRANSFER	-	-	**8,000**	**8,000**	-
NET DEPARTMENT ACTIVITY	**(8,009)**	**(12,547)**	-	**(4,890)**	**(10,000)**
ENDING FUND BAL	37,049	24,502		19,613	9,613

COMPONENTS OF FUND BALANCE:

NOTES:

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FUND 11 RECREATION
DEPT 621 FOCAS

The Town contributes to the operation of youth programs, including FOCAS (Fairfax Open Circle Arts & Sports).
Through Measure I, the Town contributes to the annual operation up to $18,000 within certain operational guidelines, with some of this funding to be used for Youth Commission activities.
The summer camp program, Camp Fairfax, receives revenues from fees which offset the costs of the program.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	(16,500)	(8,451)		(287)	7,332
REVENUES					
090 XXX RECREATION PROGRAMS		12,772	32,389		
RENTALS				7,401	7,500
FUNDRAISING				1,824	2,000
CLASSES					
PROGRAM FEES - CAMP				18,522	18,500
SUBTOTAL REVENUES	-	**12,772**	**32,389**	**27,747**	**28,000**
APPROPRIATIONS					
618 - YOUTH CENTER IMPROVEMENTS					
731 BUILDING & GROUNDS MAINT		86	-	-	
619 - SKATE PARK					
620 - YOUTH COMMISSION ACTIVITIES					
821 OUTSIDE CONSULTING SERVICES	8,227	510	-	-	
842 SPECIAL DEPARTMENT SUPPLIES	996	1,847	5,000	-	3,000
621 - FOCAS					
411 REGULAR PT SALARIES	-	13,189	18,000	18,866	24,000
494 MEDICARE		-	261	247	300
804 TELEPHONE	728	1,241	600	406	600
805 CABLE		18			
813 OFFICE SUPPLIES		607	250	269	500
821 OUTSIDE CONSULTING SVS		3,424	8,305	8,180	11,860
822 CONTRACTED SERVICES		661	295	2,366	535
842 SPECIAL DEPT SUPPLIES		685	2,650	546	1,010
879 FUNDRAISING COST		340		-	
881 SPECIAL SERVICES	-	-	1,450	479	1,450
890 MISCELLANEOUS			500	50	500
622 - CAMP FAIRFAX					
821 OUTSIDE CONSULTING SVS			500	5,470	525
822 CONTRACTED SERVICES			7,540	400	7,771
842 SPECIAL DEPT SUPPLIES			550	842	665
890 MISCELLANEOUS			500	7	200
624 - YOUTH PROGRAMS					
SUBTOTAL APPROPRIATIONS	**9,951**	**22,608**	**46,401**	**38,129**	**52,916**
TRANSFERS					
901 TSFR TO 01-GENERAL FUND				-	
TSFR FROM 01-GENERAL FUND	18,000	18,000	18,000	18,000	18,000
SUBTOTAL TRANSFER	**18,000**	**18,000**	**18,000**	**18,000**	**18,000**
NET DEPARTMENT ACTIVITY	**8,049**	**8,164**	**3,988**	**7,618**	**(6,916)**
ENDING FUND BAL	(8,451)	(287)		7,332	416

NOTES:

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FUND 12 RECREATION
DEPT 622 FAIRFAX FESTIVAL

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

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	27,225	29,978		10,237	13,237
REVENUES					
090 XXX FESTIVAL REVENUE	31,485	25,405	28,000	28,000	31,300
SUBTOTAL REVENUES	**31,485**	**25,405**	**28,000**	**28,000**	**31,300**
APPROPRIATIONS					
882 FAIRFAX FESTIVAL	5,259	28,833	15,000	15,000	31,200
890 MISCELLANEOUS	22,966	6,314		-	
SUBTOTAL APPROPRIATIONS	**28,225**	**35,147**	**15,000**	**15,000**	**31,200**
TRANSFERS					
622 TSFR TO 01-GENERAL FUND	(507)	(10,000)	(10,000)	(10,000)	(10,000)
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	**(507)**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**
NET DEPARTMENT ACTIVITY	**2,753**	**(19,742)**	**3,000**	**3,000**	**(9,900)**
ENDING FUND BAL	29,978	10,237		13,237	3,337

NOTES:
622 Reimburse Town for Police & Public Works overtime
Actual overtime expenses in 2011 were 1,089 for Public Works and $4,500 for Police

Town of Fairfax
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FUND 20 MEASURE I - MUNICIPAL SERVICES
DEPT 715 MISCELLANEOUS

Measure I (renewing Measure F) is a voter approved Municipal Sevices tax providing funding for:
(1) 24/7 staffing of Police and Fire department
(2) providing matching funds for state and federal grants, and
(3) revitalizing Youth Programs.
Measure I programs are overseen by a citizen committee. Revenue is based on a tax of $125 per parcel

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	-	6,997		(7,090)	(7,090)
REVENUES					
010 120 $125 SPECIAL MUNI SERV TAX	463,012	450,913	465,000	465,000	465,000
SUBTOTAL REVENUES	**463,012**	**450,913**	**465,000**	**465,000**	**465,000**
APPROPRIATIONS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
950 TSFR TO FUND 50 - FFX CREEK	-			-	
951 TSFR TO FUND 51 - CIP GRANTS	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)
953 TSFR TO FUND 53 - CIP TOWN	(49,000)	(49,000)	(49,000)	(49,000)	(49,000)
971 TSFR TO FUND 01 - GENERAL FUND	(339,015)	(348,000)	(348,000)	(348,000)	(348,000)
SUBTOTAL TRANSFER	**(456,015)**	**(465,000)**	**(465,000)**	**(465,000)**	**(465,000)**
NET DEPARTMENT ACTIVITY	**6,997**	**(14,088)**	-	-	-
ENDING FUND BAL	6,997	(7,090)		(7,090)	(7,090)

DESIGNATION OF REVENUES:					
POLICE SERVICES	157,106	152,947	180,000	180,000	180,000
FIRE SERVICES	100,027	97,379	150,000	150,000	150,000
YOUTH PROGRAMS	17,652	17,185	18,000	18,000	18,000
PUBLIC WORKS IMPROVEMENTS	62,273	60,625	49,000	49,000	49,000
MATCHING FUNDS FOR GRANTS	118,956	115,807	68,000	68,000	68,000
TOTAL	**456,014**	**443,943**	**465,000**	**465,000**	**465,000**

NOTES:

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FUND 21 GAS TAX FUND
DEPT 715 MISC

This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets. Gas tax is collected by the state through taxes on fuel sales and distributed to local agencies monthly on a per capita basis.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	14,981	18,763		(8,689)	918
REVENUES					
060 604 Gas Tax - Section 2106	34,470	33,067	37,500	27,578	28,000
060 605 Gas Tax - Section 2107	53,274	51,439	60,000	50,189	50,000
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	40,032	38,536	45,000	34,661	35,000
060 611 Gas Tax - Section 2103 (Prop 42)	67,372	59,907	67,900	79,679	79,000
060 Interest					
TOTAL REVENUES	**197,148**	**184,949**	**212,400**	**194,107**	**194,000**
APPROPRIATIONS					
SUBTOTAL	-	-	-	-	-
TRANSFERS					
951 TSFR TO FUND 100 - GENERAL FUND	(144,500)	(144,500)	(144,500)	(144,500)	(144,500)
953 TSFR TO FUND 51 CIP - GRANTS	(48,866)	(67,900)	(67,900)	(40,000)	(50,000)
SUBTOTAL	**(193,366)**	**(212,400)**	**(212,400)**	**(184,500)**	**(194,500)**
NET DEPARTMENT ACTIVITY	3,782	(27,451)	-	9,607	(500)
ENDING FUND BAL	18,763	(8,689)		918	418

Allocation of Salaries:

Total Full Time Equivalent Employees

NOTES:

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FUND 41,42,43,44 DEBT SERVICE MEASURE K

DEPT 716 DEBT SERVICE

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2006 series of the bonds were refunded in 2012 which provided $185,469 of additional capital to be used for Measure K purposes.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	818,065	851,446		817,398	827,577
REVENUES					
010 101 PROPERTY TAX - CURRENT SEC	519,326	500,750	500,000	500,000	483,300
010 102 PROPERTY TAX - CURRENT UNSEC	31	275	3,400	3,400	500
010 103 PROPERTY TAX - PRIOR YEARS				-	
010 110 SUPPLEMENTAL PROPERTY TAX	5,228	2,430	6,000	6,000	2,500
050 607 SECURED HOPTR	3,054	5,097	5,655	5,655	5,000
SUBTOTAL REVENUES	**527,639**	**508,552**	**515,055**	**515,055**	**491,300**
APPROPRIATIONS					
FUND 41 - 2000 GENERAL OBLIGATION BONDS					
995 PRINCIPAL					
996 INTEREST	43,300	45,300			
	43,300	**45,300**	-	-	-
FUND 42 - 2012 REFUNDING 2002 GENERAL OBLIGATION BONDS					
995 PRINCIPAL	50,000	55,000	65,000	65,000	105,000
996 INTEREST	139,565	137,465	135,065	135,065	66,955
	189,565	**192,465**	**200,065**	**200,065**	**171,955**
FUND 43 - 2006 GENERAL OBLIGATION BONDS					
995 PRINCIPAL	60,000	60,000	60,000	60,000	65,000
996 INTEREST	45,700	85,850	83,450	83,450	80,950
	105,700	**145,850**	**143,450**	**143,450**	**145,950**
FUND 44 - 2008 GENERAL OBLIGATION BONDS					
995 PRINCIPAL	67,000	70,000	74,000	74,000	78,000
996 INTEREST	88,193	86,991	85,366	85,366	83,368
	155,193	**156,991**	**159,366**	**159,366**	**161,368**
828 BOND ISSUANCE COSTS					
871 INSURANCE	500	1,995	2,500	1,995	2,000
SUBTOTAL APPROPRIATIONS	**494,258**	**542,601**	**505,381**	**504,876**	**481,273**
TRANSFERS					
				-	
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	**33,381**	**(34,049)**	**9,675**	**10,180**	**10,027**
ENDING FUND BAL	851,446	817,398		827,577	837,604

NOTES:

CAPITAL PROJECTS BUDGET MESSAGE

2011-2012 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 plans and specifications and environmental permitting for the Pastori Storm Drain Pipe Replacement FEMA project
- Began the plans and specifications for the Pastori Sidewalk Project under the NMTPP grant
- Completed plans and specifications, awarded a low bid and completed construction of the Oak Manor Drive Sidewalk Project under the Safe Routes to Schools grant

FY 2012-13 GOALS AND OBJECTIVES:

To complete one final FEMA flood protection project and complete several NMTPP projects and a street resurfacing project

- Measure K Remaining projects
    - Measure K Committee recommends $70,000 be allocated to street resurfacing projects and $105,000 be allocated on sidewalk repair on Sir Francis Drake, Bolinas and Broadway. This total of $175,000 comes from the refinancing of the 2002 Measure K Bonds.
- Complete construction of the following capital improvement projects:

  Pavilion Seismic Retrofit Project;

  Pastori Outfall Pipe Project;

  Street Resurfacing Project (Belle, Belmont, Baywood, Alder, Coolidge, Piper Lane, Piper Court and Winnie Lane);

  Pastori Sidewalk Project

  Sir Francis Drake Bike Lane Striping Project;
- Continue the annual Sidewalk hazard elimination and Tree Maintenance programs;
- Begin design on the replacement of the Meadow Way and Azalea bridges. Both projects have funding through the State Local Bridge Program;

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2012/13

	EXPENDITURES		FUNDING SOURCE 2012/13												
Account No.	PROJECT	Project Phase	Estimated Total Project Costs	Spent to Date	Requested Funds from Previous Years	FEMA	Federal / State Funding	Measure I CIP	Measure I Match Grant Funds	TAM Measure A Transp. Tax	NMTPP Grant Funding	Measure K	Road and Permit Impact Fees	2002 Parks Bond Act	HazSolid Waste JPA
51-751	BIKE SPINE PROJECT	Design & Const	110,000							110,000					
51-755	ZERO WASTE GRANT	Design & Const	12,422												12,422
51-870	PERI PARK PATHWAY IMPROVEMENTS	Design & Const	124,000											124,000	
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	84,311	35,680	48,631	48,631									
51-891	SIR FRANCIS DRAKE BLVD BIKE LANE STRIPING PROJECT - NTPP **	Design & Const	59,895	20,105	-						59,895				
51-892	PASTORI AVENUE SIDEWALK - NTPP **	Design & Const	83,000	-	-						83,000				
51-895	OAK MANOR SIDEWALK (SAFE PATHWAYS TO SCHOOLS)	Design & Const	-	-	48,867						-				
51-900	ENERGY EFFICIENCY BLOCK GRANT-STREET LIGHT RETROFIT	Design & Const	-	-	38,178										
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	300,000	-	68,000		250,000		68,000						
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	150,000		450,000								
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	20,000	-	20,000			20,000							
53-867	TREE MAINTENANCE PROGRAM	Annual Program	20,000	10,000	10,000			10,000							
53-887	NON-MEASURE K STREET RESURFACING	Design & Const	141,000	-	-			15,000		70,000			68,000		
55-828	DOWNTOWN SIDEWALKS	Design & Const	125,000		-							105,000			
55-719	2011/12 MEASURE K STREET RESURFACING	Design & Const	84,000	-	84,000							35,000			
55-	2012/13 MEASURE K STREET RESURFACING	Design & Const	100,000	-								70,000			
	TOTALS		$ 1,863,628	$ 65,785	$ 467,676	$ 48,631	$ 700,000	$ 45,000	$ 68,000	$ 180,000	$ 142,895	$ 210,000	$ 68,000	$ 124,000	$ 12,422

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FUND 51 CIP - GRANTS
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.
Additional funding is provided by transfers from Measure I taxes and Gas Tax

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	(437,971)	(770,224)		(244,947)	(169,960)
REVENUES					
050 502 INVESTMENT EARNINGS				-	
070 699 FEDERAL/STATE GRANT REVENUE	16,869	256,204	907,009	33,000	700,000
070 868 BICYCLE RACK				5,946	
PARK BOND REVENUE	-	-	104,592		124,000
MEASURE A PROCEEDS	-	48,000	54,500	59,732	110,000
NON MOTORIZED TRANSP GRANT	-	-	95,629		142,895
MMWD WATERSHED GRANT			1,197		
PAVILION RESTORATION FUND		150,000	150,000		
HAZ SOLID WASTE JPA					12,422
OTHER		58,557			
SUBTOTAL REVENUES	**16,869**	**512,761**	**1,312,927**	**98,678**	**1,089,317**
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	76,744	36,576	139,993	44,355	137,422
825 ENVIRONMENTAL & PERMITS	-				4,000
826 ENGINEERING & DESIGN	29,721	15,062	139,993	20,876	82,825
827 CONSTRUCTION	357,523	119,569	1,119,942	64,309	1,046,600
828 CONSTRUCTION ENGINEERING	-				
OTHER	2,000	1,177		2,151	
SUBTOTAL APPROPRIATIONS	**465,988**	**172,384**	**1,399,928**	**131,691**	**1,015,711**
TRANSFERS					
TSFR FROM FUND 20 - MEASURE I	68,000	68,000	68,000	68,000	68,000
TSFR FROM FUND 21 - GAS TAX	48,866	116,900	67,900	40,000	50,000
SUBTOTAL TRANSFER	**116,866**	**184,900**	**135,900**	**108,000**	**118,000**
NET DEPARTMENT ACTIVITY	**(332,253)**	**525,277**	**48,899**	**74,987**	**191,606**
ENDING FUND BAL	(770,224)	(244,947)		(169,960)	21,645

ALLOCATION OF APPROPRIATIONS:

Projects FY 2012/13		TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13
	Prior year Projects			86,484	
51-751	Bike Spine Project	110,000	-	10,000	100,000
51-755	Zero Waste Grant	12,422	-		12,422
51-870	Peri Park Pathway Improvements	124,000			124,000
51-891	SFD Bike Lane Striping	59,895	20,105		39,790
51-892	Pastori Ave Sidewalk	83,000		10,548	72,452
51-895	Oak Manor Sidewalk (Safe Pathways to School)	-	48,867	9,707	
51-900	Energy Efficiency Block Grant - Street Light Retrofit	-	38,178		
51-908	Bridge Design - Creek Rd & Meadow Way'	300,000	68,000		232,000
51-909	Pavilion Seismic Retrofit	600,000	150,000	14,953	435,047
	Totals	1,289,317	325,150	131,691	1,015,711

NOTES:

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FUND	52 CIP - STORM DAMAGE RECOVERY
DEPT	CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	-	-		-	-
REVENUES					
050 502 INVESTMENT EARNINGS				-	
070 699 FEDERAL/STATE GRANT REVENUE					48,631
OTHER					
SUBTOTAL REVENUES	-	-	-	-	**48,631**
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
OTHER					
SUBTOTAL APPROPRIATIONS	-	-	-	-	**48,631**
TRANSFERS					
TSFR FROM FUND 20 - MEASURE I					
TSFR FROM FUND 21 - GAS TAX					
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	-	-
ENDING FUND BAL	-	-		-	-

ALLOCATION OF APPROPRIATIONS:

Projects FY 2012/13		TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13
	Prior year Projects				
52-524	Pastori Outfall Pipe Replacement	84,311	35,680		48,631
	Totals	84,311	35,680	-	48,631

NOTES:

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FUND 53 CIP - TOWN
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects funded by Town General Fund revenue
Additional sources inclide Measure A (TAM Transportation tax) and Measure I

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL					
REVENUES					
050 502 INVESTMENT EARNINGS					
070 699 FEDERAL/STATE GRANT REVENUE					
MEASURE F			41,685		
MEASURE A TAM TRANSP TAX	64,160	58,296	58,000		70,000
OTHER					
SUBTOTAL REVENUES	**64,160**	**58,296**	**99,685**	**-**	**70,000**
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	21,597	800	28,459		
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN	2,000	214	28,459		
827 CONSTRUCTION	141,736	16,600	227,668		
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES	36,296				
OTHER					
SUBTOTAL APPROPRIATIONS	**201,629**	**17,614**	**284,586**	**-**	**171,000**
TRANSFERS					
TSFR FROM FUND 20 - MEASURE I			67,900		45,000
TSFR FROM TRAFFIC IMPACT			117,000		68,000
SUBTOTAL TRANSFER	**-**	**-**	**184,900**	**-**	**113,000**
NET DEPARTMENT ACTIVITY	**(137,469)**	**40,682**	**(1)**	**-**	**12,000**
ENDING FUND BAL					

ALLOCATION OF APPROPRIATIONS:

Projects FY 2012/13		TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13
	Prior year Projects				
53-804	Sidewalk Hazard Elimination Program	20,000			20,000
53-867	Tree Mainteneance Program	20,000	10,000		10,000
53-887	Non Measure K Street Resurfacing Program	141,000			141,000
53-	Ballpark Restroom				
	Totals	181,000	10,000	-	171,000

NOTES:

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FUND 55 CIP- MEASURE K
DEPT 719 MEASURE K

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2006 series of the bonds were refunded in 2012 which provided $185,469 of additional capital to be used for Measure K purposes. The Measure K fund tracks the expenditure of the capital funds.

FUND SUMMARY	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	1,282,930	168,823		170,386	338,445
REVENUES					
050 502 INVESTMENT EARNINGS	3,678	1,562		-	
010 115 MEASURE K PROCEEDS			84,000	-	
010 911 BOND PROCEEDS				185,469	
SUBTOTAL REVENUES	**3,678**	**1,562**	**84,000**	**185,469**	**-**
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	30,810	-	8,400	12,594	
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN	1,200		8,400	4,816	
827 CONSTRUCTION	85,775		67,200		
828 CONSTRUCTION ENGINEERING					
994 BOND ADMIN COSTS					
SUBTOTAL APPROPRIATIONS	**117,785**	**-**	**84,000**	**17,409**	**210,000**
TRANSFERS					
953 TSFR TO FUND 51 CIP - GRANTS	(1,000,000)				
				-	
SUBTOTAL TRANSFER	**(1,000,000)**	**-**	**-**	**-**	**-**
NET DEPARTMENT ACTIVITY	**(1,114,107)**	**1,562**	**-**	**168,060**	**(210,000)**
ENDING FUND BAL	168,823	170,386		338,445	128,445

ALLOCATION OF APPROPRIATIONS:

Projects FY 13		TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13
	Prior year Projects			17,409	
55-828	Downtown Sidewalks	125,000	-		105,000
55-712	Street Resurfacing 11/12	84,000			35,000
	Street Resurfacing 12/13	100,000			70,000
	Totals	309,000	-	17,409	210,000

NOTES:

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FUND 73 OPEN SPACE
DEPT 673 OPEN SPACE

The Open Space Fund was established in June 2004. It is a fiduciary type fund whose activities are managed by the Open Space Committee. In March 2005, the Town purchased the Melvin Property from donations and an advance from the General Fund, which was paid back. In July 2008, the Town Council authorized transferring $29,996 from the proceeds from the sale of 32 Powers Ln (Dunn) to the Open Space fund to be used for Capital Acquisition.

FUND SUMMARY		FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Projected	FY 2012-13 Proposed
BEGINNING FUND BAL	**NOTE 1**	19,486	10,969		10,777	21,615
REVENUES						
070 816 DONATIONS (COMMITTEE)		4,239	2,820	1,000	238	1,000
070 816 DONATIONS (TOWN)		25	351		-	
SUBTOTAL REVENUES		**4,264**	**3,171**	**1,000**	**238**	**1,000**
APPROPRIATIONS						
COMMITTEE						
811 POSTAGE		4,086	1,539	3,000		3,500
812 REPRODUCTION		812		500	-	500
815 PRINTING			328	535		500
879 FUNDRAISING COST		754	849	1,500	-	1,500
890 MISCELLANEOUS		1,029	276	1,865		1,180
TOWN						
LEGAL FEES	**NOTE 2**				15,000	
931 BLDGS & LAND		6,100	370	20,000	800	
SUBTOTAL APPROPRIATIONS		**12,781**	**3,362**	**27,400**	**15,800**	**7,180**
TRANSFERS						
TSFR FROM GENERAL FUND	**NOTE 3**		-	26,400	26,400	-
					-	
SUBTOTAL TRANSFER		**-**	**-**	**26,400**	**26,400**	**-**
NET DEPARTMENT ACTIVITY		**(8,517)**	**(191)**	**-**	**10,838**	**(6,180)**
ENDING FUND BAL		10,969	10,777		21,615	15,435

COMPONENTS OF FUND BALANCE:						
CASH (TOWN)		11,448	4,375	4,724	15,324	15,324
CASH (COMMITTEE)	**NOTE 5**	8,037	6,594	6,053	6,291	111
		19,486	**10,969**	**10,777**	**21,615**	**15,435**
ALLOCATION OF FUND BALANCE:						
Designated for Wall Property		12,070	12,070	12,070	12,070	12,070
Designated for Capital Acquisition					11,400	11,400
Undesignated Balance		7,416	(1,101)	(1,293)	(1,855)	(8,035)
		19,486	**10,969**	**10,777**	**21,615**	**15,435**

Property Acquisitions

Melvin Property (APN: 197-070-05)	2005	200,000
Tax Default (APN: 03-673-931)	2009	6,100

NOTES:

NOTE 1 Includes funds on hand with Town and with Committee
NOTE 2 Berg Retainer & Fees (1/2)
NOTE 3 Transfer from the General Fund (Dunn Proceeds) for Capital Acquisition
NOTE 5 Based on available records through 12/23/11
890 Website $180 / Tee shirts $1,000
931 2009 Property purchase - Tax default @ Toyon Dr

Proposed FY 2012/2013 FOSC Budget (July 1, 2012 – June 30, 2013)

1. Mailings – postage, copies, stationary (postcards) - $3,500
2. T-Shirts & other FOSC items for sale/donation - $1,000
3. Signs for selected Open Space properties - $500
4. Fundraisers - $1,500
5. Miscellaneous – copies, etc. - $500
6. Website annual fee - $180
7. Open Space Property Acquisition(s) (TBD) in accordance with Resolution 11-54 "Priority Criteria for Protecting Open Space" - $20,000
8. Email marketing/distribution list service (annual costs) - $160

Total proposed budget for FY 2012/2013 for FOSC $27,340

[FOSC shall be allowed to expend up to an additional $500 for items within the budgeted line items above, not to exceed a total of $27,840 for FY 2012/2013; for any expenditure above $20,000 or for items not listed above, FOSC shall seek expenditure approval from the Fairfax Town Council]