



TOWN OF FAIRFAX

STAFF REPORT

July 24, 2013

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Consider FY13-14 Proposed Operating and Capital Improvement Budget

RECOMMENDATION

- 1) Open/Close Public Hearing
- 2) Direct staff as appropriate

DISCUSSION

On June 10th, the Council held a budget workshop to discuss the draft FY13-14 Operating and Capital Improvement budget. This proposed budget includes the direction received from the workshop.

The proposed FY13-14 budget includes:

- Town Manager transmittal letter
- Fund balances
- Five Year General Fund Forecast
- Department operating budgets
- Department narratives
- Department workplans and performance data
- 5 Year Capital Improvement Program

The overall budget is approximately \$11,538,000 of which \$7,414,000 is allocated for general fund operations, \$3,488,000 for capital improvement projects, and \$636,000 for special fund expenses/debt service. This proposed budget is approximately 1% higher than the draft budget presented at the workshop. The slight increase reflects a higher contribution to the retiree health trust fund, debt service for MERA, and the purchase of the Upper Ridgeway property by the Open Space Fund. The proposed budget also projects an ending General Fund balance of approximately \$1,621,000 which is lower than initially anticipated, but the same as the ending fund balance in June 2012. The reason for the decrease is related to the use of additional general fund reserves to pay for one-time capital improvement cost and to balance funds. For a summary of the proposed FY13-14 budget, please refer to the budget transmittal letter.

Staff recommends the Council conduct the public hearing on the budget and direct staff to make any revisions as appropriate. The final budget will incorporate all revisions discussed this evening and brought to the Council for approval at its August 7th meeting.

FISCAL IMPACT

n/a

TOWN OF FAIRFAX

2013 - 2014 Operating and Capital Improvement Proposed Budget



MAYOR

John Reed

VICE MAYOR

David Weinsoff

COUNCIL MEMBERS

Larry Bragman

Reneé Goddard

Barbara Coler

**PROPOSED BUDGET
FY 2013-2014
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TOWN OF FAIRFAX

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July 24, 2013

Town of Fairfax Operating and Capital Budgets for Fiscal Year 2013-14

Dear Mayor and Town Council:

I am pleased to present the Fiscal Year 2013-14 Operating and Capital Improvement Budget. This year's budget reflects the positive change in the economy and is more optimistic than previous years. While we are not anticipating a budget shortfall that will require the use of General Fund reserves, ever increasing health and retirement costs continue to be a concern. Staff and I are appreciative of the Town Council's commitment to recognize the contributions Town staff has made in the past to help close past projected budget deficits.

This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. The Council will note some significant changes to the documents. The goal was to simplify the budget as well as make it a better planning tool for staff and the Council. Specifically, we have added the following components, some of which are listed in the Town's fiscal policy:

- Five Year General Fund forecast
- Five Year Capital Improvement Program (CIP)
- Annual departmental workplan
- Departmental performance data

While the Council only approves the budget one year at a time, these new component will allow the Council to see the key activities departments are undertaking in the upcoming year as well as allow the Council to plan for the future.

This past year the Town experienced significant expenditure savings, primarily related to one time salary savings and higher than anticipated sales and property taxes. The sales tax related to the Measure D was about 60% higher than estimated. We anticipate that trend will continue over the next five years. For FY12-13, the Town generated a surplus of over \$500,000 in combined expenditure savings and additional revenue collections. The balance of the surplus monies will be used to: a) repay the Dry Period Fund earlier than anticipated, b) contribute to the Town's capital project funds to reduce the negative fund balances, and 3) pay for one time capital improvement projects. This is consistent with the Town's adopted fiscal policies and reflects sound financial practices for communities.

While the Town will not experience the same level of salary and others savings in FY13-14, we do anticipate General Fund revenues to be approximately \$300,000 higher in FY13-14 than in FY12-13. The overall budget is approximately \$11,538,000 of which \$7,414,000 is allocated for general fund operations, \$3,488,000 for capital improvement projects, and \$636,000 for special fund expenses/debt service. The proposed budget also projects an ending General Fund balance of approximately \$1,621,000 which is the same as the ending fund balance in June 2012.

Key Budget Assumptions for Fiscal Year 2013-14

The following are the key assumptions of the proposed budget:

Keep vacant positions unfunded

- Continue to leave Public Works Director position vacant.
- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.

Analysis: The duties of the Public Works Director are spread among the Town Manager, the Building Official/Public Works Manager, and outside consultants. While not the optimal situation, we do experience some salary savings and are able to manage capital improvements and public works activities at a satisfactory level. However, depending on Town finances, we will want to revisit the position next budget cycle.

Increase Sales Tax Revenues Annually

- Calendar year 2012 was the highest year on record for sales tax revenue collected by the Town. The greatest growth in sales tax over the last 10 years has been in the food product category (i.e., restaurants, grocery stores).
- The ½ cent sales tax measure (measure D) voted in by the residents was about 60% higher than budgeted. We estimate that the Measure D sales tax will generate approximately \$324,000 in FY12-13.
- For the FY13-14, we believe sales tax from Measure D will remain at that high level and projected a slight increase in overall sales tax revenues.

Analysis: The estimates are based on the “most likely” scenarios developed by our sales tax consultants.

Continue to operate all budgets at relatively same level as FY2012/13

- The costs for the administrative assistant has been moved out of non-departmental budget (Fund 01-715) and assigned equally among Planning, Building, Recreation, and the Town Manager budget. This adjustment more accurately reflects her time distributed to the various departments.
- Insurance and liability costs have been removed from departmental budgets and placed in the non-departmental budget because the costs are not related to specific departmental

activity.

- A portion of the Town Manager and the PW manager costs are now allocated to the Public Works budget.
- Police reflects the largest increase since they employ over 50% of the Town staff.
- Some permanent reduction in contractual services and one time increases for other activities.

Analysis: The re-allocation of costs does not increase the annual budget, but rather re-distributes the costs among the various departments.

The overall increase in the budget from FY2012-13 is primarily related to increases in health and retirement costs. The other increases reflect expenditure carryovers from the previous fiscal year. However, the overall increase in total general fund revenues will offset the costs.

Personnel Costs- Increase in Health and Retirement Costs

- Health costs are projected to increase by 6% per year.
- The Miscellaneous Plan rate (employer contribution) will increase from 16.806% in FY2012-13 to 18.208% for FY2012-13. The Safety Plan (employer contribution) increases from 51.657% for FY12/13 to 55.96% for FY13/14. There is now a third tier rate which will apply to all new members to CalPERS. For public safety employees, the Town share will be 12.25%. For Misc employees, the rate is 6.7%. To illustrate the potential tremendous savings associated with hiring new employees, for every \$100,000 in salary, the Town will save \$5,000-\$12,000 per Misc employees and \$30,000-\$40,000 per Public Safety employee. The actual amount will depend on whether the employee is transferring from another CalPERS agency or is new to CalPERS.
- Includes step increases for eligible staff.

Analysis: Personnel costs (salaries and benefits) comprise over 50% of the Town's budget not including the cost of the fire contract. Combined with the fire contract, the percentage increases to almost 80% of the Town's budget. The current MOU with SEIU, POA and the Management group (comprising of all non-represented staff) all expire June 30, 2013. Negotiations with POA have been completed and a revised MOU will be brought to the Council for approval.

As management is currently in negotiations with the remaining bargaining groups, the proposed budget makes some baseline assumptions in recognition of the fact that staff has not received any COLA increases since 2008 as well as agreed to pick up a share of their retirement costs to help balance previous Town budgets. It should also be noted that RVFD is currently negotiating with its bargaining groups and any increases in personnel costs will result in the Town paying more for fire service than what is contained in this budget.

Workplan and Performance Data

This information is being presented as part of the budget to assist the Council with its understanding of departmental activities. Specifically, the workplan identifies key new programs/initiatives or actions that a department will be working on in FY13-14. It differs from a goal in that it lists key milestones for success.

The performance data reflects the type of work a department is doing, but is not meant to assess effectiveness or efficiency of the work.

Five Year Capital Improvement Plan

A new component of the budget is the Five Year Capital Improvement Program (5 Yr CIP). This planning document will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr CIP. The total 5 Yr CIP budget is \$9,000,000 with almost 40% of the funds (approx. \$3,500,000) being committed in the first year. Over 80% of the funding will come from federal and state grants, primary for bridges in town. It should be noted that while the funds are allocated during FY13-14, they will most likely be spent over a 2 year period.

Five Year General Fund Forecast

A new section in the Budget is the Five Year General Fund Forecast. This section projects General Fund expenses and revenues over a five year period (FY13-14 thru FY17-18). The forecast allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures.

Over the 5 year period, the Town will need to slightly dip into General Fund (GF) reserves annually to balance the budget. As a percentage of overall GF expenses, the amount is less than 1% each year. However, the net effect is that the Town would be unable to increase its general fund reserves to the desired level of 25% of GF expenses.

Over the five year forecast period, overall revenues are only projected to increase by 1.5% to 2.0% per year. Similarly, General Fund appropriations/expenditures are projected to increase from 1.2%-1.6% per year over the five year period. These expenditures can change drastically due to two cost factors the Town has no control over: health care and retirement costs. The forecast assumes an annual increase of 6% and 7% for health care and retirement costs, respectively.

Future Issues to Consider

The Five Year forecast assumes a stable revenue base. However, the Five Year Forecast shows what would happen if two revenue measures are not renewed: Measure I (parcel tax) and Measure D (1/2% sales tax). Measure I is slated to expire in 2015. Measure I accounts for \$460,000 or almost 9% (not including transfers) of the total GF revenue to the Town. Similarly, Measure D would represent almost 7% of GF revenues in FY17-18. The combined effect of

losing both funding sources and keeping expenditures at the same level as forecasted would result in a negative GF reserve fund in FY17-18.

While revenues are higher than anticipated, the Town will need to explore future revenue sources, especially if existing tax measures are not renewed (e.g., Measure I). The significant untapped future resource is parking revenue, which is part of the managed parking concept to be discussed in the development of the Town Center Plan.

Special Thanks

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 appreciation to Deputy Town Clerk, Michele Gardner, Police Chief Chris Morin, Planning and Building Director Jim Moore, Building Official Mark Lockaby, and the Fire Chief Roger Meagor. A special thanks to our Finance staff, mainly Finance Director, Michael Vivrette, for a dedicated and commendable job of putting together the FY2013/14 Town Budget for the Town of Fairfax.

The long term plan for the budget is to create a budget that meets the budget guidelines for CSMFO and GFOA. These standards reflect sound budget practices and are meant to be easier to understand for the lay-person, but provide enough detail to satisfy those budget wonks in the community.

My overall impressions are that 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.

It's month 6 for me and I'm still smiling☺

Sincerely,



GARRETT TOY
Town Manager

TABLE A
Five Year General Fund Forecast

	Proposed				
	Budget	Projected	Projected	Projected	Projected
	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
Total GF Appropriations	\$ 7,375,420	\$ 7,486,300	\$ 7,573,808	\$ 7,673,341	\$ 7,773,927
GF Revenue (taxes, fees)	\$ 5,247,200	\$ 5,354,518	\$ 5,447,676	\$ 5,532,089	\$ 5,617,771
Other GF Rev*	\$ 1,470,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Transfers In**	\$ 537,000	\$ 612,000	\$ 612,000	\$ 612,000	\$ 612,000
Subtotal GF Revenue	\$ 7,254,200	\$ 7,466,518	\$ 7,559,676	\$ 7,644,089	\$ 7,729,771
Surplus(Deficit) in GF reserves	\$ (121,220)	\$ (19,782)	\$ (14,132)	\$ (29,252)	\$ (44,156)
In % of GF Exp	-1.6%	-0.3%	-0.2%	-0.4%	-0.6%
Ending GF Bal	\$ 1,759,257	\$ 1,739,475	\$ 1,725,343	\$ 1,696,090	\$ 1,651,934
In % of GF Exp	23.9%	23.2%	22.8%	22.1%	21.2%
Target 25% of GF Exp	\$ 1,843,855	\$ 1,871,575	\$ 1,893,452	\$ 1,918,335	\$ 1,943,482
Surplus(Deficit) for GF reserves	\$ -	\$ -	\$ (168,110)	\$ (222,245)	\$ (291,547)

* contributions from Planning and Building revenues and retirement fund

** Measure I, COPS Grant, Gas Tax, Festival; increase of \$100,000 in Measure I to \$330,000 from \$230,000 which reflects annual practice.

Expense Assumptions

Salaries in FY15-16 increase by 0.5%

Salaries/benefits assume new employee savings of \$30,000/yr beginning FY15-16

Health benefits increase by 6%/yr

Retirement increase by 7%/yr

All other expenses increase by 1%/yr; non payroll/benefits expenses reduced by \$40,000/yr beginning FY14-15; assume sal/ben savings from staff turnover or retirements

**TABLE B
GENERAL FUND REVENUE AND EXPENDITURE FORECAST INCREASES (DECREASES)**

	Adopted Budget FY12-13	Est Yr End FY12-13	Projected FY13-14	Projected FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18
Total GF Revenue	\$ 4,955,100	\$ 5,188,771	\$ 5,247,200	\$ 5,354,518	\$ 5,447,676	\$ 5,532,089	\$ 5,617,771
Revenue Increase		\$ 233,671	\$ 292,100	\$ 107,318	\$ 93,158	\$ 84,413	\$ 85,683
Increase in %		4.7%	5.9%	2.0%	1.7%	1.5%	1.5%
Total GF Expenses	\$ 7,092,578	\$ 6,821,037	\$ 7,375,420	\$ 7,486,300	\$ 7,573,808	\$ 7,673,341	\$ 7,773,927
Expenditure Increase		\$ (271,541)	\$ 282,842	\$ 110,880	\$ 87,508	\$ 99,533	\$ 100,586
Increase in %		-3.8%	4.0%	1.6%	1.2%	1.3%	1.3%

Note: Comparisons are budgeted to budgeted

**TABLE C
GENERAL FUND REVENUE ACTUAL AND 5 YEAR FORECAST**

Revenue Detail	Actual FY09-10	Actual FY10-11	Actual FY11-12	Est Yr End FY12-13	Projected FY13-14	Projected FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18
Property Tax	\$ 3,219,233	\$ 3,167,800	\$ 3,142,013	\$ 3,154,518	\$ 3,165,000	\$ 3,212,475	\$ 3,260,662	\$ 3,309,572	\$ 3,359,216
Sales Tax (1%)	\$ 477,439	\$ 482,678	\$ 533,342	\$ 595,797	\$ 605,000	\$ 619,000	\$ 635,000	\$ 651,000	\$ 667,000
Measure D Sales Tax			\$ 14,300	\$ 324,219	\$ 329,500	\$ 340,000	\$ 350,500	\$ 361,400	\$ 372,700
Other- Utility	\$ 408,051	\$ 369,046	\$ 403,579	\$ 395,983	\$ 393,500	\$ 397,435	\$ 401,409	\$ 405,423	\$ 409,478
Subtotal Taxes	\$ 4,104,723	\$ 4,019,524	\$ 4,093,234	\$ 4,470,517	\$ 4,493,000	\$ 4,568,910	\$ 4,647,571	\$ 4,727,396	\$ 4,808,393
Other Revenues									
Franchise Fees	\$ 321,565	\$ 319,418	\$ 362,963	\$ 368,090	\$ 365,000	\$ 366,825	\$ 368,659	\$ 370,502	\$ 372,355
Business License	\$ 111,788	\$ 109,544	\$ 113,137	\$ 128,920	\$ 125,000	\$ 125,625	\$ 126,253	\$ 126,884	\$ 127,519
Fines	\$ 50,866	\$ 64,908	\$ 60,690	\$ 60,206	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Rental & Maintenance Fees	\$ 35,306	\$ 26,836	\$ 29,610	\$ 31,380	\$ 29,500	\$ 30,975	\$ 32,524	\$ 34,150	\$ 35,857
Revenues from other Agencies	\$ 103,141	\$ 133,751	\$ 96,141	\$ 87,341	\$ 96,600	\$ 97,083	\$ 97,568	\$ 98,056	\$ 98,547
Charges for Svc	\$ 51,450	\$ 44,320	\$ 53,938	\$ 42,317	\$ 63,100	\$ 90,100	\$ 100,100	\$ 100,100	\$ 100,100
Subtotal Other Rev	\$ 674,116	\$ 698,777	\$ 716,479	\$ 718,254	\$ 754,200	\$ 785,608	\$ 800,104	\$ 804,693	\$ 809,378
TOTAL GENERAL FUND REVENUE	\$ 4,778,839	\$ 4,718,301	\$ 4,809,713	\$ 5,188,771	\$ 5,247,200	\$ 5,354,518	\$ 5,447,676	\$ 5,532,089	\$ 5,617,771

Assumptions for 5 yr GF Projections
 Total Prop Tax increase by 1.5% in FY14-15
 Sales tax based on consultant data
 Utility taxes increase by 1% per year
 Franchise fees, other revenues, and business license increased by 0.5%/yr
 Revenues from other agencies slight increase
 Fines increased by \$15,000 to reflect parking fine increase
 Other Charges for svcs increased per Dispatch contract
 Rentals increase by 5% in FY14-15

TABLE D
Revenue Scenarios Five Year Forecast

	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
Total GF Appropriations	\$ 7,375,420	\$ 7,486,300	\$ 7,573,808	\$ 7,673,341	\$ 7,773,927
Total GF Revenues and Transfers	\$ 7,254,200	\$ 7,466,518	\$ 7,559,676	\$ 7,644,089	\$ 7,729,771
Surplus (Deficit)	\$ (121,220)	\$ (19,782)	\$ (14,132)	\$ (29,252)	\$ (44,156)
Less Measure I	\$ -	\$ -	\$ (460,000)	\$ (460,000)	\$ (460,000)
Less Measure D	\$ -	\$ -	\$ -	\$ (90,350)	\$ (372,700)
Adjusted Surplus(deficit)	\$ (121,220)	\$ (19,782)	\$ (474,132)	\$ (579,602)	\$ (876,856)
Proj. GF Fund Balance	\$ 1,759,257	\$ 1,739,475	\$ 1,265,343	\$ 685,740	\$ (191,116)
In % of GF Exp		23.2%	16.7%	8.9%	-2.5%

General Fund 5 yr Forecast

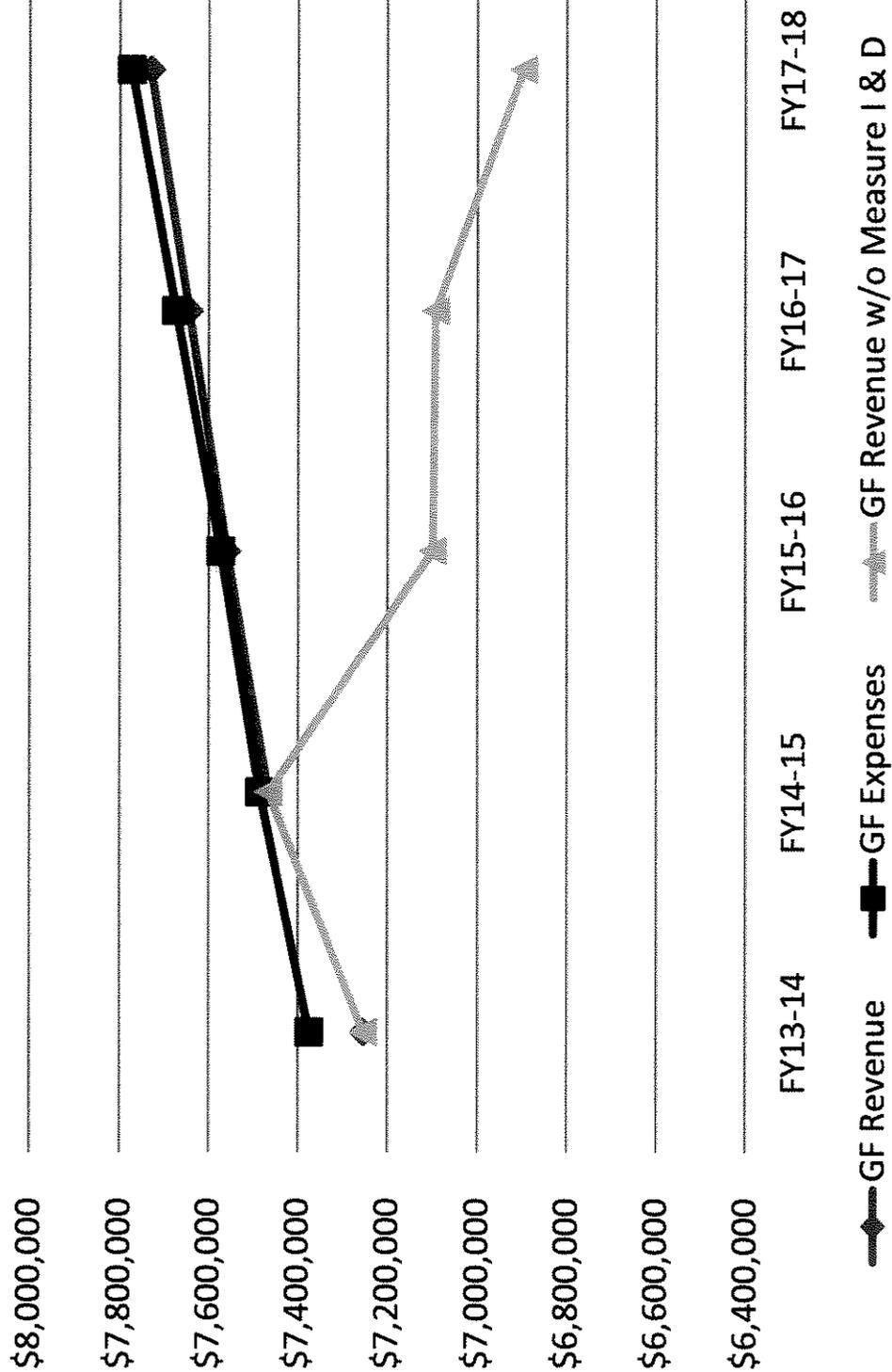


TABLE E
Revenue Options To Consider

	FY14-15	FY15-16	FY16-17	FY17-18
Target	\$ (19,782)	\$ (474,132)	\$ (579,602)	\$ (876,856)
In % of GF Exp	-0.3%	-6.3%	-7.6%	-11.3%
OPTIONS				
Allocated General Fund Reserve	\$ 20,000	\$ -	\$ -	\$ -
Renew Measure I	\$ -	\$ 460,000	\$ 460,000	\$ 460,000
Renew Measure D	\$ -	\$ -	\$ 90,350	\$ 372,000
Max Utility Tax	\$ 100,000	\$ 101,000	\$ 102,010	\$ 103,030
Parking Revenue (\$5000/weekend)	\$ 250,000	\$ 252,500	\$ 255,025	\$ 257,575
Increase Planning & Building Fees and Permits (cost recovery)	\$ 130,000	\$ 131,300	\$ 132,613	\$ 133,939
Reduce Op Expenses (5% give back)	\$ 127,180	\$ 126,937	\$ 126,691	\$ 126,443
Total	\$ 627,180	\$ 1,071,737	\$ 1,166,689	\$ 1,452,988

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES
2007 TO 2013

	2007	2008	INCR	2009	INCR	2010	INCR	2011	INCR	2012	INCR	2013	INCR	INCR 6 YR
KAISER (HMO)														
1	431.17	470.67	9.2%	508.30	8.0%	532.56	4.8%	568.99	6.8%	610.44	7.3%	668.63	9.5%	55.1%
2	862.34	941.34	9.2%	1,016.60	8.0%	1,065.12	4.8%	1,137.96	6.8%	1,220.88	7.3%	1,337.26	9.5%	55.1%
3+	1,121.04	1,223.74	9.2%	1,321.58	8.0%	1,384.66	4.8%	1,479.37	6.8%	1,587.14	7.3%	1,738.44	9.5%	55.1%
PERS CHOICE (PPO)														
1	455.18	482.48	6.0%	482.48	0.0%	508.74	5.4%	563.40	10.7%	574.15	1.9%	667.03	16.2%	46.5%
2	910.36	964.96	6.0%	964.96	0.0%	1,017.48	5.4%	1,126.80	10.7%	1,148.30	1.9%	1,334.06	16.2%	46.5%
3+	1,183.47	1,254.45	6.0%	1,254.45	0.0%	1,322.72	5.4%	1,464.84	10.7%	1,492.79	1.9%	1,734.28	16.2%	46.5%
BLUE SHIELD ACCESS + (HMO)														
1	484.21	532.93	10.1%	560.57	5.2%	577.33	3.0%	675.51	17.0%	711.10	5.3%	784.63	10.3%	62.0%
2	968.42	1,065.86	10.1%	1,121.14	5.2%	1,154.66	3.0%	1,351.02	17.0%	1,422.20	5.3%	1,569.26	10.3%	62.0%
3+	1,258.95	1,385.62	10.1%	1,457.48	5.2%	1,501.06	3.0%	1,756.33	17.0%	1,848.86	5.3%	2,040.04	10.3%	62.0%
PERS SELECT (PPO)														
1	467.18	467.18	0.0%	453.16	-3.0%	474.93	4.8%	492.68	3.7%	487.39	-1.1%	487.20	0.0%	4.3%
2	934.36	934.36	0.0%	906.32	-3.0%	949.86	4.8%	985.36	3.7%	974.78	-1.1%	974.40	0.0%	4.3%
3+	1,214.67	1,214.67	0.0%	1,178.22	-3.0%	1,234.82	4.8%	1,280.97	3.7%	1,267.21	-1.1%	1,266.72	0.0%	4.3%
PORAC (ASSOC)														
1	439.00	452.00	3.0%	484.00	7.1%	484.00	0.0%	527.00	8.9%	556.00	5.5%	581.00	4.5%	32.3%
2	822.00	847.00	3.0%	906.00	7.0%	906.00	0.0%	987.00	8.9%	1,041.00	5.5%	1,088.00	4.5%	32.4%
3+	1,045.00	1,076.00	3.0%	1,151.00	7.0%	1,151.00	0.0%	1,254.00	8.9%	1,323.00	5.5%	1,382.00	4.5%	32.2%
BLUESHIELD NETVALUE (HMO)														
1	478.22	478.22	0.0%	495.50	3.6%	500.35	1.0%	581.24	16.2%	611.59	5.2%	670.21	9.6%	40.1%
2	956.44	956.44	0.0%	991.00	3.6%	1,000.70	1.0%	1,162.48	16.2%	1,223.18	5.2%	1,340.42	9.6%	40.1%
3+	1,243.37	1,243.37	0.0%	1,288.30	3.6%	1,300.91	1.0%	1,511.22	16.2%	1,590.13	5.2%	1,742.55	9.6%	40.1%
PERSCARE (PPO)														
1	769.50	749.83	-2.6%	749.83	0.0%	868.17	15.8%	893.95	3.0%	1,029.23	15.1%	1,083.11	5.2%	40.8%
2	1,539.00	1,499.66	-2.6%	1,499.66	0.0%	1,736.34	15.8%	1,787.90	3.0%	2,058.46	15.1%	2,166.22	5.2%	40.8%
3+	2,000.70	1,949.56	-2.6%	1,949.56	0.0%	2,257.24	15.8%	2,324.27	3.0%	2,676.00	15.1%	2,816.09	5.2%	40.8%



Town of Fairfax

2013-14 Operating Budget

ALL FUNDS FY14

FUND SUMMARY	Balance	FY 2013-14	FY 2013-14	FY 2013-14	Balance
	30-Jun-13	Revenues	Approp	Transfers	30-Jun-14
7/19/2013					
GENERAL FUNDS					
01 General Fund	601,536	5,345,000	(7,324,294)	1,876,414	498,655
02 Dry Period Fund	858,053	-	-	-	858,053
03 Equipment Replacement Fund	19,144	-	(88,718)	71,600	2,026
04 Building & Planning Fund	117,251	363,000	-	(363,000)	117,251
05 Communication Equip Replace Fund	25,257	-	(8,000)	(17,257)	0
06 Retirement Fund	100,000	1,107,000	-	(1,107,000)	100,000
08 Office Equip Replacement Fund	34,680	-	(10,000)	20,000	44,680
Total General Funds	1,755,922	6,815,000	(7,431,012)	480,757	1,620,667
					-21.8%
SPECIAL REVENUE FUNDS					
07 Special Police Fund	31,902	100,000	-	(125,000)	6,902
11 Recreation Fund	7,154	53,000	(63,860)	18,000	14,294
12 Fairfax Festival Fund	6,978	36,000	(32,000)	(5,000)	5,978
20 Measure I - Municipal Svs Tax Fund	1,313	460,000	-	(460,000)	1,313
21 Gas Tax Fund	43,395	224,018	-	(259,000)	8,413
Total Special Revenue Funds	90,742	873,018	(95,860)	(831,000)	36,900
DEBT SERVICE FUNDS					
41-45 Measure K - Debt Service	758,900	491,300	(489,153)	-	761,047
Total Debt Service Funds	758,900	491,300	(489,153)	-	761,047
CAPITAL PROJECTS					
49 Emergency Watershed Protection	(0)				(0)
50 Fairfax Creek Restoration	0				0
51 Capital Projects - Grants	24,341	2,487,503	(2,769,000)	281,497	24,341
52 Disaster Fund	0	48,631	(200,000)	151,369	0
53 Capital Projects - Town	(298,467)	438,339	(502,120)	63,781	(298,467)
54 Pavilion Renovation	150,000	-	-	(150,000)	-
55 Measure K - Capital Projects	(0)	-	-	-	(0)
Total Capital Projects Funds	(124,125)	2,974,473	(3,471,120)	346,647	(274,125)
FIDUCIARY FUNDS					
73 Open Space	31,356	21,000	(50,958)	3,596	4,994
Total Capital Projects Funds	31,356	21,000	(50,958)	3,596	4,994
TOTALS	2,512,794	11,174,791	(11,538,103)	-	2,149,481



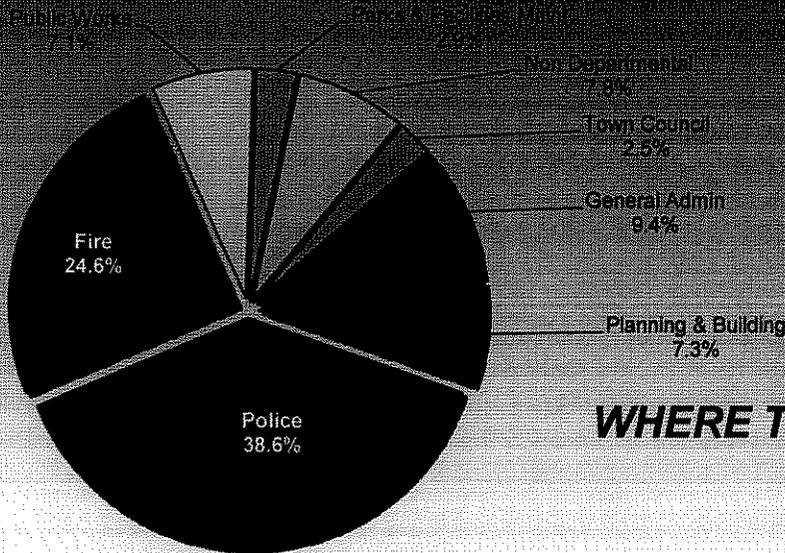
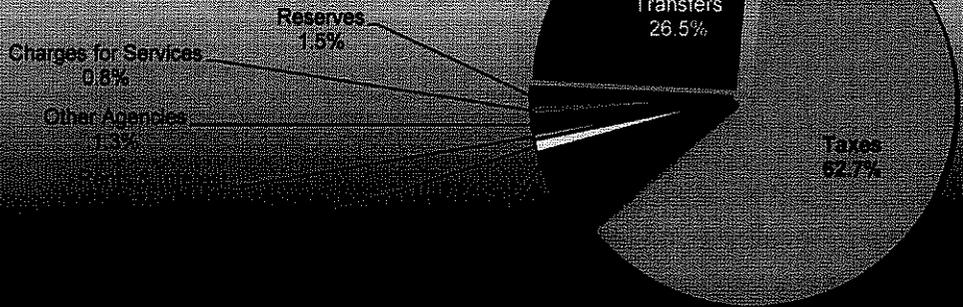
Town of Fairfax
2013-14 Operating Budget

INTERFUND TRANSFERS

ALL FUNDS	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
01 Transfer From 02 - Dry Period Fund	-	226,836	-	-	-
01 Transfer From 04 - Building & Planning Fund	394,717	393,207	403,600	400,000	363,000
01 Transfer From 05 - Communications Fund	-	-	-	-	17,257
01 Transfer From 06 - Retirement Fund	1,048,130	1,073,053	942,200	1,125,000	1,107,000
01 Transfer From 07 - Special Police Fund	100,000	125,000	100,000	50,000	125,000
01 Transfer From 12 - Fairfax Festival	10,000	3,805	10,000	10,000	5,000
01 Transfer From 20 - Measure I - Muni Serv Tax	348,000	348,000	348,000	335,000	230,219
01 Transfer From 21 - Gas Tax Fund	144,500	144,500	144,500	144,500	190,000
01 Transfer From 55 - Measure K	15,000	-	-	-	-
01 Transfer To 02 - Dry Period Fund	-	-	(40,000)	(226,836)	-
01 Transfer To 03 - Equipment Replacement	(50,000)	(50,000)	(144,396)	(144,396)	(71,600)
01 Transfer To 08 - Office Equipment	(8,000)	(8,000)	-	(20,000)	(20,000)
01 Transfer To 11 - Recreation	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
01 Transfer To 73 - Open Space	-	(15,700)	-	-	(3,596)
01 Transfer To CIP	-	(1,475,346)	-	(220,740)	(47,866)
Total Transfers General Fund - 01	1,984,347	747,355	1,745,904	1,434,528	1,876,414
02 Transfer From 01 - General Fund	-	-	40,000	226,836	-
02 Transfer To 01 - General Fund	-	(226,836)	-	-	-
Total Transfers Dry Period Fund - 02	-	(226,836)	40,000	226,836	-
03 Transfer From 01 - General Fund	50,000	50,000	144,396	144,396	71,600
04 Transfer To 01 - General Fund	(394,717)	(393,207)	(403,600)	(400,000)	(363,000)
05 Transfer To 01 - General Fund	-	-	-	-	(17,257)
06 Transfer To 01 - General Fund	(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
07 Transfer To 01 - General Fund	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
08 Transfer From 01 - General Fund	8,000	8,000	-	20,000	20,000
11 Transfer From 01 - General Fund	18,000	18,000	18,000	18,000	18,000
12 Transfer To 01 - General Fund	(10,000)	(3,805)	(10,000)	(10,000)	(5,000)
20 Transfer To 01 - General Fund	(348,000)	(348,000)	(348,000)	(335,000)	(230,219)
20 Transfer To 51 - CIP - Grants	(68,000)	(68,000)	(68,000)	(68,000)	(130,000)
20 Transfer To 53 - CIP - Town	(49,000)	(49,000)	(49,000)	(49,000)	(34,781)
20 Transfer To 53 - CIP - Town	-	-	-	-	(65,000)
Total Transfers Measure I - Municipal Services	(465,000)	(465,000)	(465,000)	(452,000)	(460,000)
21 Transfer To 01 - General Fund	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
21 Transfer To 51 - CIP - Grants	(40,000)	(40,000)	(50,000)	(50,000)	(25,000)
21 Transfer To 53 - CIP - Town	-	-	-	-	(44,000)
Total Transfers Gas Tax - 21	(184,500)	(184,500)	(194,500)	(194,500)	(259,000)
51 Transfer From 01 - General Fund	-	633,453	-	-	(23,503)
51 Transfer From 20 - Measure I - Muni Serv Tax	68,000	68,000	68,000	68,000	130,000
51 Transfer From 21 - Gas Tax Fund	40,000	40,000	50,000	50,000	25,000
51 Transfer From 54 - Pavilion Restoration	150,000	-	-	-	150,000
51 Transfer From 55 - Measure K	-	-	-	32,967	-
Total Transfers CIP - Grants - 51	268,000	741,453	118,000	150,967	281,497
49 Transfer From 01 - General Fund	-	83,206	-	-	-
50 Transfer From 01 - General Fund	-	475,889	-	-	-
52 Transfer From 01 - General Fund	-	187,246	-	70,740	86,369
52 Transfer From 20 - Measure I - Muni Serv Tax	-	-	-	-	65,000
Total Transfers CIP - Storm - 52	-	187,246	-	70,740	151,369
53 Transfer From 01 - General Fund	-	95,552	-	-	(15,000)
53 Transfer From 20 - Measure I - Muni Serv Tax	49,000	49,000	49,000	49,000	34,781
53 Transfer From 21 - Gas Tax Fund	-	-	-	-	44,000
Total Transfers CIP - Town	49,000	144,552	49,000	49,000	63,781
54 Transfer To 51 - CIP - Grants	(150,000)	-	-	150,000	(150,000)
55 Transfer To 51 - CIP - Grants	-	-	-	-	-
55 Transfer To 01 - General Fund	(15,000)	-	-	-	-
55 Transfer To 51 - CIP - Grants	-	-	-	(32,967)	-
Total Transfers CIP - Grants - 55	(15,000)	-	-	(32,967)	-
73 Transfer From 01 - General Fund	-	15,700	-	-	3,596
TOTAL INTERFUND TRANSFERS	-	-	-	-	-

WHERE THE MONEY COMES FROM...

**SOURCE OF FUNDS
FOR GENERAL FUND
TOTAL = \$7.32 MILLION**

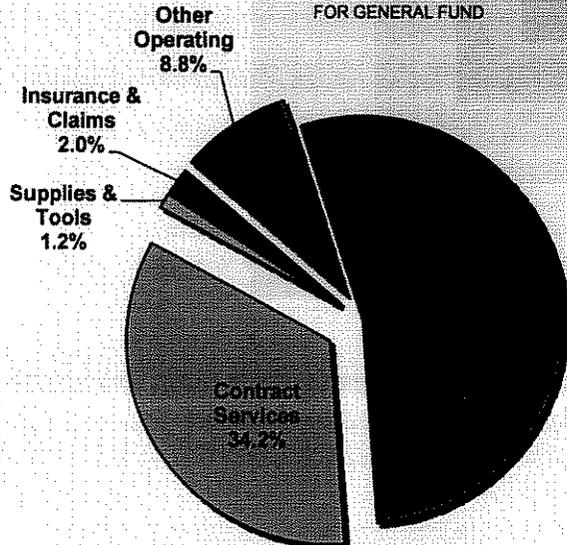


WHERE THE MONEY GOES TO...

**USE OF FUNDS
FOR GENERAL FUND
TOTAL = \$7.32 MILLION**

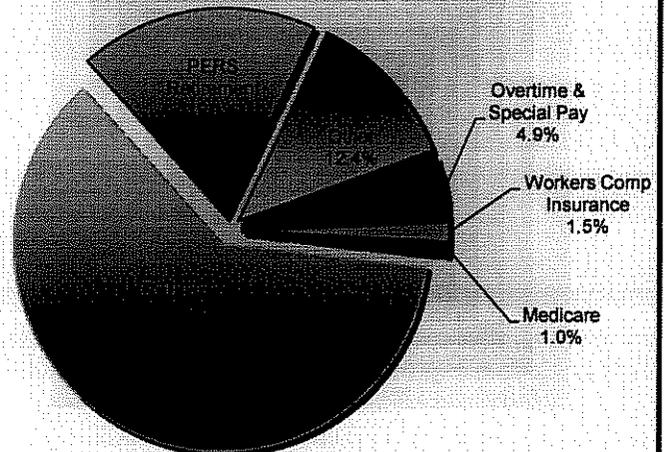
EXPENDITURES BY CATEGORY

**USE OF FUNDS
FOR GENERAL FUND**



PERSONNEL EXPENSES

**USE OF FUNDS
FOR GENERAL FUND**





Town of Fairfax

2013-14 Operating Budget

GENERAL FUND

REVENUE DETAIL	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
01-010-101 Property Taxes - Secured	1,888,420	1,905,528	1,917,000	1,970,146	2,042,800
01-010-102 Property Taxes - Unsecured	54,790	43,444	50,000	51,086	50,000
01-010-103 Property Taxes - Prior	2,750	6,809	-	6,800	5,000
01-010-104 Real Estate Transfer Tax	30,260	24,733	30,000	25,125	25,000
01-010-105 In-Lieu Sales Tax (Triple Flip)	115,488	100,983	100,000	134,219	140,000
01-010-106 Sales Tax	318,719	378,360	380,000	401,650	405,000
01-010-111 1/2 cent Sales Tax - Prop. 172	48,471	54,005	50,000	59,928	60,000
01-010-118 1/2 cent Sales Tax - Measure D	-	14,300	200,000	324,219	329,500
01-010-107 \$50 General Municipal Services Tax	182,378	184,504	185,000	184,750	185,000
01-010-108 Utility Users Tax - Telecom	137,931	133,794	154,000	128,570	130,000
01-010-109 Utility Users Tax - Energy	213,077	250,671	220,000	243,917	240,000
01-010-110 Supplemental Property Taxes	40,611	31,916	40,000	47,494	45,000
01-010-112 ERAF Excess Distribution	406,323	383,678	350,000	357,846	350,000
01-010-114 Hotel Users Tax	18,038	19,115	18,000	23,496	23,500
01-010-117 Property Tax In-Lieu of VLF (VLF Swap)	562,268	561,404	560,000	557,325	560,000
Total Taxes	4,019,525	4,093,244	4,254,000	4,516,571	4,590,800
01-020-201 Garbage	138,011	167,559	156,000	177,576	175,000
01-020-202 Gas & Electric	59,950	61,415	60,000	58,514	60,000
01-020-203 Cable	121,457	133,989	117,000	132,000	130,000
Total Franchise Fees	319,418	362,963	333,000	368,090	365,000
01-030-301 Business Licenses	109,544	113,137	110,000	128,920	125,000
Business Licenses	109,544	113,137	110,000	128,920	125,000
01-040-401 Vehicle Code Fines	8,935	19,886	10,000	30,323	25,000
01-040-402 Parking & Other Fines	55,973	40,804	50,000	29,883	50,000
Total Fines	64,908	60,690	60,000	60,206	75,000
01-045-501 Rents - Women's Club and Other	13,863	11,272	12,000	14,330	13,000
01-045-504 Rents - CYO - Pavilion	5,210	4,250	5,000	5,550	5,000
01-045-506 Rents - Pavilion - Other	6,349	11,638	10,000	10,225	10,000
01-045-507 Janitor.Maint fees	1,414	2,450	-	1,275	1,500
Total Rental & Maintenance Fees	26,836	29,610	27,000	31,380	29,500
01-050-500 Interest Earnings - Bank	981	1,571	1,000	500	1,000
01-050-502 Interest Earnings - LAIF	735	3,631	4,000	3,347	3,000
Total Investment Earnings	1,716	5,201	5,000	3,847	4,000
01-060-113 Storm Run-Off Fee	59,011	55,051	58,000	56,790	57,000
01-060-602 Motor Vehicle License Fees	30,409	10,166	20,000	3,856	1,000
01-060-607 Homeowners Exemption	13,990	13,903	13,000	13,428	13,000
01-060-615 Police Training Reimbursement (POST)	8,867	13,063	8,000	12,652	10,000
01-060-620 Workers Compensation Reimbursement	16,343	3,932	-	-	-
01-060-699 Other & Miscellaneous Revenues	5,130	26	2,000	615	15,600
Total Revenues From Other Agencies	133,751	96,141	101,000	87,341	96,600
01-080-802 Sale Of Maps & Publications/Copies	89	85	100	938	100
01-080-803 Special Police Services (includes booking fees)	7,766	5,705	5,000	8,919	5,000
01-080-804 Police Dispatch Services	-	-	24,000	21,000	44,000
01-080-807 Public Works Services	960	-	1,000	-	-
01-080-814 Miscellaneous - General	33,789	42,947	35,000	7,614	10,000
Total Charges For Current Services	42,604	48,737	65,100	38,470	59,100
01 - GENERAL FUND TOTAL	4,718,301	4,809,722	4,955,100	5,234,825	5,345,000



Town of Fairfax

2013-14 Operating Budget

GENERAL FUND

7/19/2013

APPROPRIATIONS SUMMARY		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed	DIFF BUDGET
111	Town Council	30,226	28,107	26,481	26,991	27,450	968
112	Town Treasurer	3,600	4,092	4,143	3,744	4,153	10
116	Independent Auditor	65,111	46,667	52,500	51,462	52,500	-
121	Town Attorney	152,054	89,222	110,000	84,903	100,000	(10,000)
Total Town Council		250,992	168,088	193,124	167,100	184,102	(9,022)
211	Town Manager	199,366	183,275	218,192	145,830	161,121	(57,070)
216	Volunteers for Fairfax	23,134	22,243	21,782	21,462	25,318	3,536
217	Recreation	28,567	35,452	27,402	23,670	47,836	20,433
218	Disaster Preparedness	-	-	100	2,400	8,700	8,600
221	Town Clerk	139,825	126,889	143,642	132,680	104,313	(39,329)
222	Elections	3,867	12,852	-	-	13,250	13,250
231	Personnel	13,967	11,555	31,000	8,401	23,600	(7,400)
241	Finance	242,827	261,258	284,932	240,407	303,134	18,202
Total General Administration		651,554	653,525	727,050	574,849	687,272	(39,777)
311	Planning	413,094	381,236	388,255	358,079	381,202	(7,053)
321	Building Inspection & Permits	141,916	145,294	153,779	146,244	149,962	(3,817)
Total Development Services		555,009	526,530	542,034	504,323	531,164	(10,870)
411	Police	2,591,413	2,628,100	2,665,074	2,669,379	2,816,240	151,166
412	Special Police Expenses	4,842	(1,377)	-	-	-	-
421	Ross Valley Fire Service	1,756,174	1,712,834	1,776,054	1,776,354	1,803,292	27,238
Total Public Safety		4,352,428	4,339,557	4,441,128	4,445,733	4,619,532	178,404
510	Public Works Administration	134,703	96,502	66,673	68,474	186,907	120,234
511	Street Maintenance	266,895	287,335	295,067	253,088	279,241	(15,826)
512	Street Lighting & Traffic Signals	44,321	54,448	57,000	47,022	56,600	(400)
514	Pollution Prevention	16,250	20,655	23,000	22,362	-	(23,000)
Total Public Works		462,169	458,940	441,740	390,945	522,748	81,008
611	Park Maintenance	142,874	145,707	153,354	156,743	151,570	(1,784)
625	Rental Facilities-WC & Ballfield	54,631	52,798	46,824	46,738	58,746	11,923
626	Rental Facilities-Pavilion	25,724	25,731	31,551	26,399	-	(31,551)
911	Building Maintenance	(243)	4,414	-	(731)	(540)	(540)
Total Parks & Facility Maintenance		222,985	228,651	231,728	229,149	209,776	(21,952)
715	Non Departmental	519,092	352,230	440,867	475,908	569,700	128,834
Total Non-Departmental		519,092	352,230	440,867	475,908	569,700	128,834
TOTAL GENERAL FUND APPROPRIATIONS		7,014,229	6,727,521	7,017,670	6,788,008	7,324,294	306,624



Town of Fairfax
2013-14 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY by Object	Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2013-14 Adopted
111 Town Council	18,000	3,150	1,500	100	4,700	27,450
112 Town Treasurer	3,600	153	-	100	300	4,153
116 Independent Auditor	-	-	52,500	-	-	52,500
121 Town Attorney	-	-	100,000	-	-	100,000
Total Town Council	21,600	3,302	154,000	200	5,000	184,102
211 Town Manager	101,928	39,578	3,500	600	15,516	161,121
216 Volunteers for Fairfax	18,360	4,058	-	1,500	1,400	25,318
217 Recreation	31,105	9,760	-	120	6,850	47,836
218 Disaster Preparedness	-	-	-	100	8,600	8,700
221 Town Clerk	63,844	25,334	5,600	200	9,335	104,313
222 Elections	-	-	12,000	-	1,250	13,250
231 Personnel	4,867	733	15,000	600	2,400	23,600
241 Finance	169,256	49,338	49,740	1,000	33,800	303,134
Total General Administration	389,360	128,801	85,840	4,120	79,151	687,272
311 Planning	234,432	88,810	43,300	2,000	12,660	381,202
321 Building Inspection & Permits	100,143	31,909	6,250	1,500	10,160	149,962
Total Development Services	334,575	120,719	49,550	3,500	22,820	531,164
411 Police	1,429,514	1,120,149	35,000	10,300	221,277	2,816,240
412 Special Police Expenses	-	-	-	-	-	-
421 Ross Valley Fire Service	-	-	1,803,292	-	-	1,803,292
Total Public Safety	1,429,514	1,120,149	1,838,292	10,300	221,277	4,619,532
510 Public Works Administration	64,854	23,254	63,000	2,300	33,500	186,907
511 Street Maintenance	106,581	46,957	40,000	40,200	45,503	279,241
512 Street Lighting & Traffic Signals	-	-	30,600	-	26,000	56,600
514 Pollution Prevention	-	-	-	-	-	-
Total Public Works	171,434	70,211	133,600	42,500	105,003	522,748
611 Park Maintenance	57,158	33,211	30,000	11,000	20,200	151,570
625 Rental Facilities-WC & Ballfield	12,180	516	10,100	5,000	30,950	58,746
626 Rental Facilities-Pavilion	-	-	-	-	-	-
911 Building Maintenance	12,180	516	40,620	7,100	(60,956)	(540)
Total Parks & Facility Maintenance	81,518	34,244	80,720	23,100	(9,806)	209,776
715 Non Departmental	-	36,000	160,000	5,700	368,000	569,700
Total Non-Departmental	-	36,000	160,000	5,700	368,000	569,700
TOTAL GENERAL FUND APPROPRIATIONS	2,428,001	1,513,426	2,502,002	89,420	791,445	7,324,294

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

2012-13 ACCOMPLISHMENTS:

- Worked with Finance to prepare FY13-14 budget
- Prepared 5 yr CIP and 5 yr general fund forecast
- Adopted new purchasing policy
- Prepared Mandatory Commercial Recycling and Construction Debris and Demolition Ordinances
- Hired Deputy Town Clerk
- Issued Bridge RFP for engineering firms
- Prepared applications for state and local grants (e.g., State Department of Parks and Recreation, TAM, Marin County Hazardous and Solid Waste Management JPA)
- Worked to improve internal controls of CIP projects
- Facilitated Pastori Pipe Outfall and Bank Stabilization project
- Assisted Council with the selection and appointment of two new Councilmembers
- Began negotiation of MOU's with bargaining groups; completed negotiations with POA.
- Developed better oversight and coordination among departments/divisions

FY 2013-14 GOALS AND OBJECTIVES:

- Adopt update to the Town's personnel policies
- Work with CAL-EMA to complete all documentation required for FEMA funded projects related to the floods of December 31, 2005;
- Implement additional revisions to annual budget
- Complete negotiations with bargaining and management groups
- Assist Finance with evaluating 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, and the Town Budget document
- Conduct retreat with Councilmembers
- Assist Planning with Town Center Plan and revisions to Town Code
- Begin Bridge design process
- Complete Pastori Bank Stabilization project
- Oversee completion of various capital improvements such as the Bike Spine and Sir Francis Drake Striping projects and Women's Club renovation

Department/Division: Town Manager

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Revise Town Personnel Policies	Prepare draft	9/1/13	12/31/13
	Discuss/meet with staff	12/31/13	3/30/14
	Council approval of revised personnel policies	3/30/14	6/30/14
Bridge RFP	Negotiate scope of work with selected firm	7/1/13	9/7/13
	Council approval of recommended firm	8/7/13	9/7/13
	Complete design work for Phase I	9/7/13	1/30/14
	Begin design work for Phase II	2/1/14	6/30/14
MOU negotiations	Complete negotiations	7/1/13	9/1/13
	Council approval	9/1/13	10/4/13



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	
415 ACCRUED VACATION			-	
421 TEMP EMPLOYEES	18,056	17,850	18,000	18,000
461 OVERTIME			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP			416	461
493 RETIREMENT	3,817	2,754	3,025	2,449
494 MEDICARE	299	149	240	240
SUBTOTAL PERSONNEL	22,172	20,753	21,681	21,150

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES	138		100	100
815 PRINTING	82	156	200	200
822 OUTSIDE CONTRACT SVS	1,311	2,332	1,500	1,500
842 SPECIAL DEPT SUPPLIES	1,001	638	800	800
861 BUS.MEET/CONF.	1,023	3,627	1,500	3,000
862 DUES & SUBSCRIPTIONS	4,500	600	700	700
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	8,055	7,353	4,800	5,307

TOTAL DEPARTMENT APPROPRIATION 30,226 28,107 26,481 26,991 27,450

Allocation of Positions:

Councilmembers 5.00 5.00 5.00 5.00 5.00

Total Full Time Equivalent Employees 5.00 5.00 5.00 5.00 5.00

NOTES: 822 State Lobbyist - Calif League of Cities
 861 LOCC - New Councilmember orientation



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 121 TOWN ATTORNEY

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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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
- 822 OUTSIDE CONTRACT SVS
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
152,054	89,222	110,000	84,903	100,000
			-	
			-	
			-	
			-	
			-	

SUBTOTAL OPERATING

152,054 89,222 110,000 84,903 100,000

TOTAL DEPARTMENT APPROPRIATION

152,054 89,222 110,000 84,903 100,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

821 Attorney fees	84,903
POLICE	
PERSONNEL	
DEVELOPMENT	
GENERAL/ADM	



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	125,760	115,188	125,660	67,357	100,245
415 ACCRUED VACATION			2,417	12,495	1,683
421 TEMP EMPLOYEES	250	250	-	-	-
491 HEALTH INSURANCE	3,676	2,886	22,038	11,657	19,621
492 WORKERS COMP	2,000	2,000	3,128	3,154	2,724
493 RETIREMENT	26,752	24,667	16,930	10,108	12,877
494 MEDICARE	1,865	1,709	1,803	644	1,417
511 TRAVEL/CONF	-	-	-	-	-
611 CAR ALLOWANCE	4,200	3,850	4,200	388	2,940
SUBTOTAL PERSONNEL	164,503	150,550	176,176	105,803	141,505

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	1,060	1,060	500	53	500
711 OFFICE EQUIP MAINT.	1,910	1,910	100	-	100
731 BLDG-GROUNDS MAINT.	3,515	3,353	4,416	4,416	4,416
801 WATER	531	389	450	452	450
802 POWER	432	391	800	426	800
804 TELEPHONE	2,030	1,714	1,500	1,344	1,500
811 POSTAGE	223	166	300	286	300
813 OFFICE SUPPLIES	1,468	968	600	1,605	600
821 OUTSIDE CONSULTING SVS	922	159	5,000	4,559	3,500
822 OUTSIDE CONTRACT SVS	1,647	1,490		154	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.	105	105	2,000	736	3,500
862 DUES & SUBSCRIPTIONS	1,068	1,068	1,350	1,589	1,950
871 LIAB & PROPERTY INSURANCE	19,952	19,952	23,000	20,958	SEE #715
881 SPECIAL SERVICES			2,000	3,450	2,000
SUBTOTAL OPERATING	34,863	32,725	42,016	40,027	19,616

TOTAL DEPARTMENT APPROPRIATION

199,366	183,275	218,192	145,830	161,121
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Allocation of Positions:

TOWN MANAGER	1.00	1.00	1.00	0.40	0.70
INTERIM TOWN MANAGER			-	0.50	-
MANAGEMENT ANALYST (VACANT)	0.25	0.25			
ADMINISTRATIVE ASSISTANT II					0.25

Total Full Time Equivalent Employees

1.25	1.25	1.00	0.90	0.95
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NOTES: 821 includes Docstar

VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE

The Community Resources Coordinator prepares the agendas and minutes for Parks & Recreation Commission (PARC) and the Volunteer Board meetings. The Coordinator plans special community events, including the Town-wide picnic, winter ice skating, Spring Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers and updates the Town website to include a calendar of special events and meetings. The Coordinator plans creek clean-up days and researches other town and cities' programs in the areas of recreation and disaster preparedness. The Coordinator helps to serve the needs of the Ross Valley Seniors. The Coordinator organizes improvements of the Pavilion. The Coordinator identifies and pursues grant funding opportunities that will benefit the Town of Fairfax and its residents.

2012-13 ACCOMPLISHMENTS:

- Oversaw Town-sponsored events that included the overall participation of 320 volunteers that contributed close to 3,000 hours of service.
- Held annual town-wide picnic for 800 at the ball field.
- Sponsored two day ice skating event at the Pavilion for 300 attendees.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Advertised for, recruited and interviewed candidates for Artist-in-Residence position.
- Participated in Peri Park clean-up day, including purchasing equipment for park improvements.
- Hosted mixer for all Boards & Commissions at the Women's Club with approximately 30 attendees.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings for approximately 60 senior citizens.
- Applied for \$20,000 in grant funding from KABOOM organization for Peri Park playground structure improvements.
- Assisted with the update of the Town's website content on an on-going basis.
- Assist at the Fairfax Festival with volunteer booth & activities at Ecofest.

FY 2013-14 GOALS AND OBJECTIVES:

- Continue to enhance the Pavilion building through grant funding and work parties.
- Seek additional funding sources through grants for Parks & Recreation and trails program.
- Expand database of volunteers to recruit more volunteer help at special events.
- Work with Chamber of Commerce on joint projects, such as the Volunteer banner.
- Complete application process to secure KABOOM grant funding for playground structure.

Department/Division: Parks and Recreation

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
New playground equipment at Peri Park	Secure grant through KaBOOM organization.	5/20/13	7/10/13
	Fundraise for additional \$10-\$15K matching funds with help of Peri Park parents network.	7/15/13	7/1/14
	Receive funds.		
	Expend funds through purchase of equipment.	8/15/13 10/15/13	9/15/13 11/15/13
	Oversee installation of equipment.	12/15/13	12/30/13
Artist-in-Residence	New artist is appointed by Town Council.	6/10/13	6/10/13
	Prepare contract.	6/25/13	7/1/13
	New projects begin with PARC collaboration, including mural on wall across from Fairfax Lumber, classes, etc.	8/1/13	7/1/14
Chipper Days	Work with Ross Valley Fire Dept to schedule chipper days.	7/1/13	7/15/13
	Work with sub-committee to organize neighborhood participation (block leaders).	7/15/13	8/15/13
	Release RFP for contractors services.	8/15/13	8/30/13
	Publicize days to the community.	9/1/13	9/15/13
	Conduct chipper days.	9/15/13	10/15/13
Facilities Improvement/ Rental fees	Work with staff & PARC to improve facilities, Including Pavilion, Women's Club, Youth Center, via grants, fundraising, fee hikes, or other alternative measures.	9/15/13	12/14/13



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	16,633	15,057	15,538	15,538	18,360
492 WORKERS COMP	300	333	391	394	471
493 RETIREMENT	3,303	3,424	3,078	2,643	3,343
494 MEDICARE	235	216	226	217	245
SUBTOTAL PERSONNEL	20,471	19,029	19,232	18,793	22,418

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	-	142	150
801 WATER					200
804 TELEPHONE	297	267	550	237	550
811 POSTAGE	307	713	500	519	500
813 OFFICE SUPPLIES	1,496	1,266	500	1,099	500
842 SPECIAL DEPT SUPPLIES	564	968	1,000	672	1,000
SUBTOTAL OPERATING	2,663	3,214	2,550	2,670	2,900

TOTAL DEPARTMENT APPROPRIATION

23,134	22,243	21,782	21,462	25,318
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Allocation of Positions:

Community Resources Coord	0.25	0.25	0.25	0.25	0.25
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Total Full Time Equivalent Employees

0.25	0.25	0.25	0.25	0.25
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NOTES:

401 - One half of part-time Community Resources Coord

801 Water for Community Garden



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	16,547	14,642	15,538	15,538	31,105
491 HEALTH INSURANCE					2,885
492 WORKERS COMP	300	333	391	394	797
493 RETIREMENT	3,303	3,424	3,078	2,643	5,664
494 MEDICARE	235	216	225	217	415
SUBTOTAL PERSONNEL	20,386	18,615	19,232	18,793	40,866

OPERATING EXPENSES

804 TELEPHONE	-	-	-	-	
811 POSTAGE	-	-	1,000	-	200
813 OFFICE SUPPLIES	312	46	120	-	120
821 OUTSIDE CONSULTING SVS	300		-	-	
881 SPECIAL SERVICES	7,569	16,791	7,050	4,877	6,650
SUBTOTAL OPERATING	8,181	16,837	8,170	4,877	6,970

TOTAL DEPARTMENT APPROPRIATION

28,567	35,452	27,402	23,670	47,836
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Allocation of Positions:

Community Resources Coord	0.25	0.25	0.25	0.25	0.25
Admin Asst II					0.25

Total Full Time Equivalent Employees

0.25	0.25	0.25	0.25	0.50
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NOTES:

401 - One half of part-time Community Resources Coord & 1/4 Admin Asst II

881 Easter egg hunt	400
Artist in Residence	400
Ice Skating @ Pavilion	2,500
Fairfax Theater Co	3,350



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 218 DISASTER PREP & EOC

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 Emergency Operations Center (EOC) is located in the Firehouse and is manned by key Town staff in the event of declared emergencies.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
492 WORKERS COMP			-	
493 RETIREMENT			-	
494 MEDICARE			-	
SUBTOTAL PERSONNEL	-	-	-	-

OPERATING EXPENSES

804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES		100	-	100
842 SPECIAL DEPT SUPPLIES				5,000
881 SPECIAL SERVICES			2,400	3,600
SUBTOTAL OPERATING	-	-	100	2,400

TOTAL DEPARTMENT APPROPRIATION	-	-	100	2,400	8,700
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Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:

842 Update data equipment in EOC

881 Agility Recovery \$3600

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, while the Deputy Town Clerk is a Staff position. The elected clerk is responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code and carried out by the Deputy. The Deputy Town Clerk provides assistance to the Mayor and Council members and is custodian of all official Town records. The Deputy Town Clerk oversees the Town's adherence to legal requirements. The Deputy Town Clerk also administers local elections, prepares council meeting agendas and minutes, gives notice of public hearings, updates the Municipal Code, maintains the Town's Web site, authenticates official records on behalf of the Town, and serves as the financial disclosure officer.

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

Accomplishments for 2012-2013

- 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
- Hired a Deputy Town Clerk who transitioned into the position upon Judy Anderson's retirement
- 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
- Kept the Home Page of the Town's Web site up to date, with the very competent assistance of our consultant, Carol Golsch

GOALS FOR 2013-14

- Complete the implementation of Records Retention Schedule and destruction of old records;
- Reduce the number of paper copies of the Town Code by encouraging the use of the on-line version of the Code;
- Coordinate safety training
- Complete close-out of FEMA projects related to the 2005 flood
- Administer the November 5, 2013 Election

Department/Division: Town Clerk/Elections

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Election	Prepare candidate packets Meet with candidates to pull nomination papers Fulfill filing officer duties Certify election	7/1/13 7/15/13 7/15/13 11/5/13	7/15/13 8/9/13 12/4/13 12/4/13
Update records retention schedule and implement it	Meet with consultant to evaluate current schedule; identify records for storage and destruction; implement system	1/15/14	4/15/14
Contract filing and tracking	Review and update paper and electronic filing system Design and implement strategy for tracking contracts	9/15/13 12/15/14	12/15/13 5/15/14
Personnel Policy	Prepare draft Discuss/meet with staff Council approval of revised personnel policies	7/1/13 10/1/13 1/1/14	9/1/13 12/30/13 3/30/14



Town of Fairfax

2013-14 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 issues. In addition to general administration, The Deputy 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	84,492	82,145	82,245	82,245	61,844
411 REG PART-TIME SALARIES			6,000	140	
415 ACCRUED VACATION			1,582	2,212	
421 TEMP EMPLOYEES		3,013		6,100	2,000
461 OVERTIME				-	
491 HEALTH INSURANCE	17,721	8,140	19,014	13,352	18,741
492 WORKERS COMP	1,000	1,109	2,142	2,160	1,611
493 RETIREMENT	17,509	17,785	16,289	11,232	4,144
494 MEDICARE	1,201	1,218	1,235	1,275	838
SUBTOTAL PERSONNEL	121,924	113,409	128,507	118,716	89,178

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			500	-	500
711 OFFICE EQUIP MAINT.	385			-	
731 BLDG-GROUNDS MAINT.	2,705	3,186	3,685	3,685	3,685
801 WATER			100	-	100
804 TELEPHONE	554	590	1,000	543	1,000
811 POSTAGE	143	538	700	312	700
813 OFFICE SUPPLIES	1,241	737	1,200	1,266	1,200
814 LEGAL ADS	154	467	350	129	350
815 PRINTING			100	-	100
821 OUTSIDE CONSULTING SVS	360	360	600	502	600
822 OUTSIDE CONTRACT SVS	8,902	6,654	5,000	6,763	5,000
842 SPECIAL DEPT SUPPLIES	623	147	200	-	200
861 BUS.MEET/CONF.	2,525	585	1,300	677	1,300
862 DUES & SUBSCRIPTIONS	310	215	400	87	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	17,902	13,480	15,135	13,965	15,135

TOTAL DEPARTMENT APPROPRIATION

139,825	126,889	143,642	132,680	104,313
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Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER	1.00	1.00	1.00	0.50	-
DEPUTY TOWN CLERK			0.20	0.25	1.00

Total Full Time Equivalent Employees

1.00	1.00	1.20	0.75	1.00
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NOTES:

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



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES				-	
411 REG PART-TIME SALARIES				-	4,867
415 ACCRUED VACATION				-	
421 TEMP EMPLOYEES				-	
461 OVERTIME				-	
491 HEALTH INSURANCE				-	
492 WORKERS COMP				-	127
493 RETIREMENT				-	540
494 MEDICARE				-	66
SUBTOTAL PERSONNEL	-	-	-	-	5,600

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	75	500
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS	13,172	11,138	20,000	7,968	15,000
822 OUTSIDE CONTRACT SVS			7,000	92	
842 SPECIAL DEPT SUPPLIES	634	418	1,500	266	600
861 BUS.MEET/CONF.	12			-	1,500
862 DUES & SUBSCRIPTIONS				-	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	13,967	11,555	31,000	8,401	18,000

TOTAL DEPARTMENT APPROPRIATION 13,967 11,555 31,000 8,401 23,600

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK
 PART-TIME ACCOUNTANT 0.10

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.10

NOTES:

821 HR Consultant = Update Employee Handbook/Personnel rules [FY14]
 842 Staff recognition

FINANCE DEPARTMENT BUDGET MESSAGE

2012-13 ACCOMPLISHMENTS:

- Accounting Software upgrade
 - a. Invited proposals
 - b. Identified potential vendors
- Implemented DOCSTAR record scanning in the Finance Department
- Restructured & improved budget document to
 - a. Include fund balances
 - b. Expanded use of summary sheets and graphics
- Facilitated private placement TRAN with County of Marin, saving \$17,500 by reducing term and simplifying administrative process
- Completed training for new CalPERS reporting system
- Completed Closing of FY 11/12
- Completed field work for FY 11/12 annual audit
- Transitioned to Bank of Marin for Town banking services

FY 2013-14 GOALS AND OBJECTIVES:

- Finalize the FY12 audit
- Formalize finance policies and procedures and improve internal control
- Evaluate software programs with Treasurer to 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 FY13-14 with County to facilitate cash flow for operational expenses and Capital Improvement Program.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams

Department/Division: Finance

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14
Number of Checks issues - Payables	1250	1100 (increased use of EFT)
Payroll (39 employees)	936	950
Number of AP Vendors	395	395
Number of 1099s issued	52	52
Number of Business Licenses	608	620
Number pf CalPERS participants	31	32

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Upgrade financial reporting system	Identify needs	3/2013	3/2013
	Identify products/vendors	3/2013	9/2013
	Review vendor proposals	9/2013	10/2013
	Vendor presentations		10/2013
	Selection		10/31/13
	Implementation	01/2013	
Update Account Codes - include projects	Identify software and account structure	10/31/13	
	Draft	11/1/13	12/15/13
Payroll & Personnel Administration	Employee Handbook	12/2013	3/2014
	Update benefits system		
	Implement tracking system for payroll /benefits by employee	9/2013	10/2013
	Research practicability of bringing payroll in-house	9/2013	10/2013



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	109,240	112,608	107,202	107,202	115,917
411 REG PART-TIME SALARIES		21,038	37,762	37,762	46,109
415 ACCRUED VACATION			2,062	-	2,229
421 TEMP EMPLOYEES	23,405	18,345	5,000	-	5,000
461 OVERTIME			-	-	-
491 HEALTH INSURANCE	19,752	19,305	22,038	22,038	23,908
492 WORKERS COMP	1,500	1,664	3,621	3,651	4,272
493 RETIREMENT	22,954	20,246	14,620	13,403	18,936
494 MEDICARE	1,880	1,540	2,087	1,926	2,222
SUBTOTAL PERSONNEL	178,731	194,746	194,392	185,982	218,594

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	508	20,000	20,508	20,000
711 OFFICE EQUIP MAINT.	60		300	166	300
731 BLDG-GROUNDS MAINT.	2,705	3,186	3,685	3,685	3,685
801 WATER	-	-	100	-	100
804 TELEPHONE	877	955	1,500	1,010	1,500
811 POSTAGE	198	572	700	312	700
813 OFFICE SUPPLIES	2,960	1,808	1,000	939	1,000
815 PRINTING	539	455	1,200	923	1,200
821 OUTSIDE CONSULTING SVS	13,452	23,507	21,000	8,632	15,000
822 OUTSIDE CONTRACT SVS	36,621	38,024	34,740	17,630	34,740
861 BUS.MEET/CONF.	2,430	127	2,250	236	2,250
862 DUES & SUBSCRIPTIONS	1,450	32	1,065	359	1,065
881 SPECIAL SERVICES				-	
890 MISCELLANEOUS	2,804	(2,661)	3,000	24	3,000
SUBTOTAL OPERATING	64,096	66,512	90,540	54,424	84,540

TOTAL DEPARTMENT APPROPRIATION

242,827	261,258	284,932	240,407	303,134
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Allocation of Positions:

FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASST	0.50	0.50	-	-	-
MANAGEMENT ANALYST (VACANT)	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
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NOTES:

- 636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$50,000
Unspent funds from FY13 moved to Fund 8 - Equipment Replacement
- 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

FY 2012-13 ACCOMPLISHMENTS:

- Staffed the newly created General Plan Implementation Committee (GPIC) meetings; disseminating duties to appropriate departments, commissions, boards and/or outside agencies; and commenced review and editing of a draft Climate Action Plan.
- Completed the second round of Green-house Gas (GHG) inventories for the Town.
- Completed narrative amendments to the 2010 Housing Element with a planning sub-consultant in order to receive HCD certification by 1/31/14.
- Worked with contract planner and outside organizations to move forward with the analysis, funding and development of the Lutheran Church site for Senior Housing & 10 Olema Road site for Workforce Housing; securing a \$30,000 grant & \$10,000 grant for predevelopment work.
- Secured a \$300,000 OBAG Grant for implementation of the Parkade Area Circulation Study recommended improvements.
- Awarded a two-month graduate student internship via a \$5,000 U.C. Berkeley Fellowship.
- Commenced updating the Town's Zoning Ordinance in order to bring it into compliance with the new 2010-2030 General Plan.

FY 2013-14 GOALS AND OBJECTIVES:

- Complete Zoning Ordinance update for compliance with the 2010-2030 General Plan.
- Complete GPIC's draft Climate Action Plan for Town Council review and adoption.
- Augment "CAL-Green" guidelines (part of the 2010 California Building Code) with additional "green building" requirements within the Town's Zoning Ordinance.
- 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.
- Find additional ways to augment the planning and building staff time at the front counter and for additional administrative support.
- Update the Fire & Building Codes by January of 2014.
- Reclassify Senior Planner to Principal Planner.

Department/Division: Planning & Building Services

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14
Planning Permits Processed	48	+10-20%
Building Permits Processed	298	+10-20%
Resale Inspections	66	+10-20%
Building Inspections	1,440	+10-20%
Violations Processed	42	+5%
Administrative Citations	3	0
<u>Counter-calls for service:</u>		
Planning Staff;	1,680 (5-8/day approx.)	-25%
Building Staff;	1,680 (5-8/day approx.)	-25%
Director;	480 (1-3/day approx.)	Same
<u>Telephone-calls for service:</u>		
Planning Staff;	2,160 (7-12/day approx.)	-10%
Building Staff;	3,600 (15/day approx.)	-10%
Director;	2,640 (10-12/day approx.)	Same
<u>Emails for service: (not inter-office / junk mail)</u>		
Planning Staff;	960 (3-5/day approx.)	-5%
Building Staff;	960 (3-5/day approx.)	-5%
Director;	6,000 (25/day approx.)	Same
Town Hall Incoming Calls / Admin. Backup	3,120 (10-16/day approx.)	Ideally: 0

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Draft Climate Action Plan (CAP)	Review/edits by GPIC	1/25/13	9/12/13
	Review & Adoption by TC	10/2/13	11/6/13
Zoning Ordinance Update (per G.P.)	Prepare PDD & CC draft amendments	3/1/13	9/1/13
	Review by AFC/GPIC and/or PC	9/12/13	12/2/13
	Review & Adoption by TC	2/5/14	3/5/14
Town Center Plan	Background Studies & Data Maps	9/2/13	12/2/13
	Public Workshops (2-3 events)	1/2/14	3/31/14
	Draft Plan Preparation	3/31/14	6/1/14
	Review & Adoption by TC	6/4/14	6/4/14



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	194,098	194,564	199,800	199,800	226,325
415 ACCRUED VACATION	-	3,739	3,842	3,842	4,107
421 TEMP EMPLOYEES	2,932	3,697	7,500	7,500	4,000
491 HEALTH INSURANCE	33,140	31,186	32,703	32,703	38,606
492 WORKERS COMP.	2,500	2,773	4,871	4,911	5,918
493 RETIREMENT	41,390	42,042	39,572	39,572	41,209
494 MEDICARE	3,049	2,795	2,807	2,807	3,078
496 UNEMPLOYMENT	5,113	-	-	-	-
SUBTOTAL PERSONNEL	282,222	280,797	291,095	291,135	323,242

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	4,729	5,576	5,485	5,485	5,485
801 WATER	424	813	-	-	-
802 POWER	220	258	250	232	250
804 TELEPHONE	1,398	1,377	1,500	1,235	1,500
811 POSTAGE	187	575	500	312	500
812 REPRODUCTION	411	31	1,000	459	1,000
813 OFFICE SUPPLIES	1,536	1,933	1,500	1,396	1,500
814 LEGAL ADS	-	193	-	50	-
815 PRINTING	1,224	-	1,500	1,600	1,500
821 OUTSIDE CONSULTING SVS	103,737	73,503	70,000	41,605	40,000
822 OUTSIDE CONTRACT SVS	1,445	1,242	-	168	3,300
842 SPECIAL DEPT SUPPLIES	364	270	500	-	500
861 BUS.MEET/CONF.	3,116	2,236	2,000	1,939	2,000
862 DUES & SUBSCRIPTIONS	32	1,025	425	-	425
871 LIAB. & PROP. INSURANCE	12,048	11,408	12,500	12,464	SEE #715
SUBTOTAL OPERATING	130,872	100,440	97,160	66,944	57,960

TOTAL DEPARTMENT APPROPRIATION

413,094	381,236	388,255	358,079	381,202
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Allocation of Positions:

PLANNING DIRECTOR		1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	0%	-	-	-	-	1.00
SENIOR PLANNER		1.00	1.00	1.00	1.00	-
ADMIN ASSISTANT II		-	-	-	-	0.25

Total Full Time Equivalent Employees

2.00	2.00	2.00	2.00	2.25
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NOTES:

421 Planning Commission minutes	
821 Pass thru engineering plan reviews - General plan implementation	
Housing element amendment, Town Center Plan development	
822 Janitorial allocation is now included in 731 (building maint)	
Televise Planning Commission meetings	3,300



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	86,812	86,865	87,415	87,415	91,135
415 ACCRUED VACATION	-	-	1,681	1,681	1,508
421 TEMP EMPLOYEES	648	828	7,500	7,500	7,500
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	10,145	8,342	9,596	9,596	11,699
492 WORKERS COMP.	1,000	1,109	2,106	2,123	2,379
493 RETIREMENT	18,482	18,794	17,387	17,387	16,594
494 MEDICARE	1,264	1,237	1,214	1,214	1,237
SUBTOTAL PERSONNEL	118,351	117,175	126,899	126,916	132,052

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	500	-	-
722 VEHICLE MAINTENANCE	5,226	4,649	3,000	4,580	3,500
731 BLDG-GROUNDS MAINT.	2,163	2,549	3,085	3,085	3,085
802 POWER	206	258	500	232	500
804 TELEPHONE	1,386	1,377	1,500	1,235	1,500
811 POSTAGE	345	722	300	497	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	1,791	723	1,500	1,277	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	1,515	9,291	5,000	518	5,000
822 OUTSIDE CONTRACT SVS	1,281	1,067	1,250	-	1,250
851 CLOTHING	-	-	370	-	-
861 BUS.MEET/CONF.	778	(778)	1,000	659	1,000
862 DUES & SUBSCRIPTIONS	275	1,916	275	281	275
871 LIAB. & PROP. INSURANCE	8,600	6,344	8,600	6,965	SEE #715
SUBTOTAL OPERATING	23,565	28,119	26,880	19,328	17,910

TOTAL DEPARTMENT APPROPRIATION

141,916	145,294	153,779	146,244	149,962
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Allocation of Positions:

BUILDING OFFICIAL	1.00	1.00	0.87	0.87	0.75
ADMIN ASSISTANT II	-	-	-	-	0.25

Total Full Time Equivalent Employees

1.00	1.00	0.87	0.87	1.00
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NOTES:

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

POLICE DEPARTMENT BUDGET MESSAGE

MISSION:

Preventing Crime; Enforcing laws; Arresting offenders; Resolving community problems; Improving the quality of life.

2012-13 ACCOMPLISHMENTS

- Secured dispatching contract with the College of Marin Police Department resulting in \$23,000 in new revenue each year for 4 years (this is in addition to the Ross Police Dispatching contract secured the prior year at \$21,000 for 3 years then \$31,000 for the remaining 2 years of a 5 year contract.
- Sharing of personnel with the San Rafael Police Department in: Hostage Negotiators, Tactical Dispatching (which is in addition to a prior agreement to share Crime Scene Investigators.)
- 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

2013 – 2014 GOALS AND OBJECTIVES:

Provide Outstanding service to our community:

- Continue to provide cost effective high level of public safety service for the entire community
- Maintaining the County's only police lobby that is open and staffed 24/7 by our 911 dispatcher.
- Focused Deployment of Resources
- Target crime analysis strategies toward crime prevention/apprehension
- Resolve chronic nuisances, criminal activity and other problem solving policing to address quality of life issues.
- Continue our program of residential vacation checks
- On-going public awareness campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings, School Resource/outreach etc)

Identify and prepare resources for successful response to local and regional public safety needs

- Identify and leverage new technologies to address emerging issues
- Update, implement, and train emergency preparedness plans
- Maintain and develop partnerships with other agencies to address criminal justice needs

Department/Division: Police Department

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14
TOTAL CALLS FOR SERVICED HANDLED	16,300	Unknown
Total Traffic Stops	1,798	Unknown
Phone calls answered by 911 dispatch center	24,490	Unknown

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Update Police Policy Manual	Receive changes from Lexipol, supervisor review, POA input Implement changes	8/1/2013 9/1/2013 10/1/2013 11/1/2013	8/1/2013 9/30/2013 10/30/2013 11/1/2013
POST TRAINING COMPLIANCE REQUIREMENTS for all personnel	Sworn and non Sworn in 2 year cycle for mandated training required by POST	7/1/2013	7/1/2015
Targeted focused patrol	Focus directed patrols based upon known or reported problem areas	7/1/2013	On Going



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	318,860	277,641	322,305	322,305	338,362
402 SAFETY SALARIES	898,437	989,492	993,329	993,329	1,058,152
402 SALARY VACANCY SAVINGS	-	-	-	-	-
415 ACCRUED VACATION	60,630	6,550	7,000	2,698	3,000
421 TEMP EMPLOYEES	54,328	68,451	30,000	82,000	30,000
461 OVERTIME	87,972	80,617	125,000	72,000	130,000
481 HOLIDAY PAY	63,642	67,200	68,464	68,814	72,687
491 HEALTH INSURANCE	244,226	248,628	268,343	268,343	320,637
492 WORKERS COMP.	33,805	37,501	34,018	34,018	34,018
493 RETIREMENT	579,247	558,593	532,584	532,584	553,558
494 MEDICARE	20,464	20,476	21,152	21,152	24,249
496 UNEMPLOYMENT	-	45	-	-	-
497 OVERTIME REIMBURSABLE	-	-	(9,100)	(3,105)	(15,000)
SUBTOTAL PERSONNEL	2,361,611	2,355,194	2,393,095	2,394,138	2,549,663

NOTE 1

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	3.00	3.00	3.00
DETECTIVE / JUVENILE OFFICER	-	-	-	1.00	1.00
CORPORAL	1.00	1.00	-	2.00	2.00
POLICE OFFICER	6.00	6.00	7.00	4.00	4.00
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		4.00
POLICE OFFICER, RESERVE			2.00		2.00

NOTES:

- 497 Overtime charged to Festival Fund for annual festival.
- 401 Reflects 12 months of contractual salary increase for 1 dispatcher
- 402 Reflects 1 sgt contractual education increase by 2.5% for 12 months
1 officer contractual salary increase of 5% for 12 months
Reflect acting pay for 1 police officer of 7.5% for 12 months
- 497 FFX Festival \$3,500 Other \$5,600

NOTE 1 Reimbursible Overtime - Fairfax Festival \$9,100; Other \$5,900



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND

ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	1,328	1,226	1,500	2,000	1,500
712 COMPUTER EQUIP MAINTENANCE	8,085	43,110	28,000	25,000	28,000
721 FIELD EQUIP MAINTENANCE	287	723	1,000	1,000	1,000
722 VEHICLE MAINTENANCE	37,120	16,122	20,000	21,268	20,000
723 COMMUNICATION EQUIP MAINT	1,145	4,982	3,000	4,464	3,000
725 MERA DEBT SERVICE	4,505	38,260	38,303	38,303	38,286
726 MERA MEMBERSHIP FEE	29,953	24,325	26,006	25,883	26,691
731 BLDG-GROUNDS MAINTENANCE	22,031	21,033	21,900	24,881	21,900
801 WATER	1,523	1,502	1,900	1,400	1,900
802 POWER	1,235	1,033	2,000	2,000	2,000
804 TELEPHONE	17,927	14,091	17,000	16,000	17,000
806 FUEL	-	18,795	18,000	20,000	18,000
811 POSTAGE	2,362	2,137	2,000	1,900	2,000
812 REPRODUCTION	2,460	2,675	2,500	2,500	2,500
813 OFFICE SUPPLIES	1,317	1,227	1,300	1,527	1,300
815 PRINTING	3,928	4,214	3,000	2,800	3,000
822 OUTSIDE CONTRACT SVS	47,822	30,731	35,000	32,145	35,000
841 SMALL TOOLS	511	504	500	500	500
842 SPECIAL DEPT SUPPLIES	5,544	8,837	8,500	8,623	8,500
851 CLOTHING	13,260	13,562	13,000	13,157	14,200
861 BUS.MEET/CONF.	435	270	500	400	500
862 DUES & SUBSCRIPTIONS	6,759	4,445	6,800	6,700	6,800
871 LIAB. & PROP. INSURANCE	9,318	7,550	7,270	7,270	SEE #715
883 P.O.S.T.	10,948	8,888	10,000	13,520	10,000
889 BOOKING FEES	-	2,664	3,000	2,000	3,000
SUBTOTAL OPERATING	229,802	272,906	271,979	275,241	266,577
TOTAL DEPARTMENT APPROPRIATION	2,591,413	2,628,100	2,665,074	2,669,379	2,816,240

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



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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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
- 927 SLESF
- 929 RACIAL PROFILING
- 932 STAR PROGRAM
- 933 CERT TRAINING
- SUBTOTAL OPERATING**

	4,842	(1,377)	-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-

TOTAL DEPARTMENT APPROPRIATION

4,842	(1,377)	-	-	-
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Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:

No activity anticipated for FY14



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE DEPT

ACTIVITY DESCRIPTION

The Fairfax Fire Department was merged with the San Anselmo Fire Department to form the Ross Valley Fire Authority in July 1982. The Sleepy Hollow Fire Protection District subsequently joined, as did the The Town of Ross in July, 2012. The Authority is governed by a eight person board consisting of two representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Dept operation budget is divided between the participating agencies. Fairfax's share is approximately 24.07% of the total. Each town owns and maintains their fire stations and is responsible for budgeting equipment replacement reserves and insurance on the station houses. The Department also contracts with Couty of Marin and Ross Valley Paramedic Authority as well as receiving revenue for services related to plan checks and inspections.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
415 ACCRUED VACATION			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP.			-	
493 RETIREMENT			-	
494 MEDICARE			-	
SUBTOTAL PERSONNEL	-	-	-	-

OPERATING EXPENSES (TOWN SHARE)

493 RVFS RETIREMENT	506,308	430,691	439,049	393,722	406,335
724 RVFS DEBT SERVICE	26,869	28,916	26,868	26,868	34,009
731 BUILDINGS & GROUNDS MAINT	13,523	-	-	638	
871 LIAB. & PROP. INSURANCE	5,854	2,906	6,047	5,710	SEE #715
881 RVFS CONTRACT	1,203,620	1,250,321	1,304,090	1,349,416	1,362,948
SUBTOTAL OPERATING	1,756,174	1,712,834	1,776,054	1,776,354	1,803,292

TOTAL DEPARTMENT APPROPRIATION 1,756,174 1,712,834 1,776,054 1,776,354 1,803,292

Allocation of Expenses

San Anselmo				40.53%
Fairfax			21.32%	23.30%
Ross				23.37%
Sleepy Hollow				<u>12.80%</u>

Total Full Time Equivalent Employees 100.00%

NOTES: 493 The Ross Valley Fire Department participates in CalPERS with two plans in effect:

	CalPERS Plan	Employer Rate	Employee Rate	Employee Paid share	Employer Paid share
Safety	3.0%@55	23.397%	9.00%	3.00%	6.00%
Miscellaneous	2.7%@55	10.843%	8.00%	3.00%	5.00%
The Town's share is allocated to:					
- Contribution					1,539,477
- Side Fund					167,015
- Debt Service					26,168
- Apparatus Replacement					7,841
- OPEB Prior Liability					51,172
- Mera Bond					11,619
Total					<u>1,803,292</u>

PUBLIC WORKS ADMINISTRATION BUDGET MESSAGE

ORGANIZATION:

The Public Works Director position is filled with a combination of consultants and Town staff. The budget reflects the time the Town Manager and Building Official/PW Manager spends to perform duties of the position. The Town also retains a consultant to act as the Public Works Director in an amount not to exceed \$50,000 for the year.

2012-13 ACCOMPLISHMENTS:

- Completed:
 - a. Pastori Sidewalk Project;
 - b. Street Resurfacing Projects
Belle, Belmont, Alder, Baywood, Coolidge, Piper Lane, Piper Court and Winnie Lane;
 - c. Street Light Energy Efficiency Project;
 - d. Oak Manor Sidewalk Project
- Reallocated State Park Grant funds for the Peri Park Pathway Project
- Responded to over 400 incoming requests for service from July 2010 through May 2011.
- Installed three new EV charging stations

FY 2013-14 GOALS AND OBJECTIVES:

- Rebid and Complete Sir Francis Drake Blvd. Bike Lane Striping Project
- Complete Bike Spine Project
- Complete design of Pavilion Seismic Retrofit Project and bid out project
- Facilitate completion of Pastori Outfall Pipe Project
- Repair roof on kitchen portion of the Women's Club
- Remove old dais and install new movable council dais and ADA lift in Women's Club to access the stage
- Refinish the gym floor in the Pavilion
- Paint interior of Women's Club

Department/Division: Public Works

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14
In-house road repair & paving	Approximately 250 linear feet	500+ linear feet
Pavilion upgrades	New doors & roof repair	Maintenance & management of new repairs
Pastori outfall pipe and creek-bank repair	Assisted with MCSTOPP and bid proposals	Continued project management
Took over street sweeping operations	100% (except for one storm)	Same
Building Official acting also as Public Works Manager	25% of time	Same
Overseeing of sidewalk repairs	Oak Manor	As needed

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
In-house paving of streets & repair of sidewalks	Ongoing	July 1, 2013	June 30, 2014
Continued miscellaneous maintenance of road painting	Ongoing	July 1, 2013	June 30, 2014
Increase opportunities for staff training and organizational development	Ongoing	July 1, 2013	June 30, 2014



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

ACTIVITY DESCRIPTION

Administration is responsible for the oversight of all maintenance divisions, encroachment permits, contract administration and capital projects. Staff participates in community and multiple joint-agency coordination efforts including neighborhood traffic calming, MCSTOPPP, MarinMap, ICLEI and others. Staff is responsible for writing grant proposals and submitting required documentation and invoices, and corresponding with FEMA and Caltrans. 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	65,375	13,535	13,085	13,085	63,630
415 ACCRUED VACATION	-	-	252	252	1,224
421 TEMP EMPLOYEES	1,127	-	-	-	-
491 HEALTH INSURANCE	3,416	1,311	1,436	1,436	10,111
492 WORKERS COMP.	2,000	2,219	315	315	1,711
493 RETIREMENT	12,749	2,808	2,603	2,603	9,282
494 MEDICARE	1,022	185	182	-	890
497 PAYROLL TRANSFER	-	-	(10,000)	-	-
611 CAR ALLOWANCE	-	-	-	-	1,260
SUBTOTAL PERSONNEL	85,689	20,058	7,873	17,691	88,107

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE	2,532	3,186	2,400	2,400	2,400
804 TELEPHONE	-	-	600	-	600
811 POSTAGE	1,643	596	300	312	300
813 OFFICE SUPPLIES	230	-	300	-	300
815 PRINTING	87	74	100	-	100
821 OUTSIDE CONSULTING SVS	40,486	67,964	50,000	47,903	60,000
822 OUTSIDE CONTRACT SVS	3,998	4,466	3,000	168	3,000
823 STORMWATER POLLUTION PREV SERV	see dept 514	see dept 514	see dept 514	see dept 514	30,000
842 SPECIAL DEPT SUPPLIES	38	157	2,000	-	2,000
861 BUS.MEET/CONF.	-	-	-	-	-
SUBTOTAL OPERATING	49,015	76,443	58,800	50,783	98,800

TOTAL DEPARTMENT APPROPRIATION 134,703 96,502 66,673 68,474 186,907

Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	1.00	-	-	-	0.30
BUILDING OFFICIAL/PW MANAGER	-	-	0.13	0.13	0.25
ADMINISTRATIVE ASSISTANT II	-	-	-	-	-
MANAGEMENT ANALYST	0.25	0.25	-	-	-

Total Full Time Equivalent Employees 1.25 0.25 0.13 0.13 0.55

NOTES:

- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of annual Marin Map
- 823 Formerly 01-514-822

STREET MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

2012-13 ACCOMPLISHMENTS:

- Completed streets repairs/patching on the following roads:
Porteous, approx: 131 linear feet
Rockridge approx: 273 linear feet
Scenic approx: 230 linear feet
Park approx: 139 linear feet

Saved the Town 70%-80% by doing the work in house including the costs of labor, materials, and equipment. Out of pocket costs were only for asphalt @ approximately \$76.00 per ton; we used approximately 20 tons (\$1,500).

- Took over street sweeping responsibilities from outside contractor
- Grinded down sidewalks by the Fire Station
- Installed new guard rail on Wreden Avenue
- Resurfaced the roofs on Town Hall and the Pavilion
- Installed eight new metal doors in the Pavilion
- Installed new post & rails in the Pavilion parking lot
- Replaced Youth Center structural beam

FY 2013-14 GOALS AND OBJECTIVES:

- Street repair/patching of approx. 800 linear feet of streets
- 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
- Perform tree trimming, as required, at various locations in Town



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	98,281	101,942	110,220	110,220	105,581
415 ACCRUED VACATION	-	100	2,000	2,000	-
421 TEMP. EMPLOYEES	11,315		1,000	1,000	1,000
461 OVERTIME	2,411		1,500	1,500	1,500
491 HEALTH INSURANCE	35,507	31,846	21,680	21,680	23,119
492 WORKERS COMP.	6,400	7,100	2,659	2,681	2,706
493 RETIREMENT	21,169	24,183	20,275	20,275	19,224
494 MEDICARE	1,729	1,936	1,532	1,532	1,408
497 OVERTIME REIMBURSABLE	-	-	-	(554)	(1,000)
SUBTOTAL PERSONNEL	176,812	167,107	160,867	160,335	153,538

OPERATING EXPENSES

641 EQUIPMENT RENTAL	-	-	500	-	500
721 FIELD EQUIP MAINTENANCE	-	19	500	-	500
722 VEHICLE MAINTENANCE	22,780	12,461	15,000	15,259	15,000
723 COMMUNICATION EQUIP MAINT	-	-	500	-	500
725 MERA DEBT SERVICE					846
726 MERA MEMBERSHIP FEE					6,157
731 BLDG-GROUNDS MAINTENANCE	3,683	4,840	3,500	3,524	3,500
802 POWER	292		1,500	-	1,500
803 DUMP FEES	10	70	500	-	500
804 TELEPHONE	1,139	1,005	1,000	971	1,000
806 FUEL	-	11,463	10,000	15,311	10,000
813 OFFICE SUPPLIES	187	104	200	107	200
821 OUTSIDE CONSULTING SVS	8,987	43,884	40,000	29,206	40,000
841 SMALL TOOLS	175	183	4,000	-	4,000
842 SPECIAL DEPT SUPPLIES	40,391	33,354	40,000	14,759	40,000
851 CLOTHING	850	1,771	1,000	1,391	1,000
861 TRAVEL/TOLLS	18	10	500	-	500
871 LIAB. & PROP. INSURANCE	11,572	11,065	15,500	12,224	SEE #715
SUBTOTAL OPERATING	90,083	120,228	134,200	92,752	125,703

TOTAL DEPARTMENT APPROPRIATION

266,895	287,335	295,067	253,088	279,241
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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
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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 barricades etc...



Town of Fairfax

2013-14 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 street lighting is partially funded by Gas Tax funds.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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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

13,627	27,756	26,000	27,321	26,000
30,094	26,092	30,000	19,101	30,000
600	600	1,000	600	600

SUBTOTAL OPERATING

44,321 54,448 57,000 47,022 56,600

TOTAL DEPARTMENT APPROPRIATION

44,321 54,448 57,000 47,022 56,600

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

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 514 STORMWATER POLLUTION PREVENTION

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

			-	
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			-	
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			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 802 POWER
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS

NOTE 1

			-	
			-	
16,250	20,655	23,000	22,362	MOVED

SUBTOTAL OPERATING

16,250 20,655 23,000 22,362 -

TOTAL DEPARTMENT APPROPRIATION

16,250 20,655 23,000 22,362 -

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.

NOTE 1 Moved to Public Works Adm 01-510-823

PARKS MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

2012-13 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.

FY 2013-14 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.
- Monitor completion of restrooms at the ballfield



Town of Fairfax

2013-14 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	53,088	54,860	54,960	54,960	57,158
415 ACCRUED VACATION	-	-	500	500	
461 OVERTIME	674	476		634	
491 HEALTH INSURANCE	11,562	18,640	19,638	19,638	21,076
492 WORKERS COMP.	1,216	1,442	1,323	1,323	1,465
493 RETIREMENT	10,604	11,975	10,970	10,970	10,407
494 MEDICARE	763	826	763	763	762
497 OVERTIME REIMBURSABLE	-	-	-	(251)	(500)
SUBTOTAL PERSONNEL	77,908	88,218	88,154	88,537	90,370

OPERATING EXPENSES

621 RESERVE FOR VEHICLE REPLACEMENT	-	-	-	-	-
641 EQUIPMENT RENTAL	298	152	500	-	500
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801 WATER	15,302	9,913	13,000	14,826	15,000
802 POWER	1,804	757	2,300	1,032	2,300
821 OUTSIDE CONSULTING SVS	12,608	15,302	14,000	14,098	30,000
841 SMALL TOOLS	1,555	-	1,000	-	1,000
842 SPECIAL DEPT SUPPLIES	10,992	8,933	7,000	13,250	10,000
851 CLOTHING	425	850	900	-	900
871 LIAB. & PROP. INSURANCE	21,833	21,582	25,000	25,000	SEE #715
881 SPECIAL SERVICES	150	-	-	-	-
SUBTOTAL OPERATING	64,966	57,489	65,200	68,206	61,200

TOTAL DEPARTMENT APPROPRIATION 142,874 145,707 153,354 156,743 151,570

Allocation of Positions:

SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					

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 sidewalk trees.
Town tree survey - streets & parks



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 625 RENTAL FACILITIES

ACTIVITY DESCRIPTION

Formerly separated in two departments: 625-Rental Facilities-Women's Club & Ballpark and 626-Rental Facilities-Pavilion
 This division is responsible for the care and maintenance of the Women's Club, Ballfield and Pavilion.
 Duties include setting up for all Town meetings including the Town Council and Planning Commission.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	6,065	5,488	-	-	-
421 TEMP EMPLOYEES	-	8,014	10,600	10,600	12,180
415 ACCRUED VACATION	-	-	-	-	-
461 OVERTIME	-	-	100	-	-
491 HEALTH INSURANCE	3,524	2,033	-	-	-
492 WORKERS COMP.	2,400	1,655	220	222	340
494 MEDICARE	-	(438)	154	94	177
493 RETIREMENT	1,455	-	-	-	-
SUBTOTAL PERSONNEL	13,444	16,752	11,074	10,916	12,696

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	-	-	12,800	12,817	12,800
801 WATER	806	677	350	805	800
802 POWER	24,957	20,622	15,500	16,470	16,500
803 SANITARY	-	-	-	696	-
804 TELEPHONE	376	374	400	367	400
821 OUTSIDE CONSULTING SVS	1,099	2,046	8,500	490	8,500
822 OUTSIDE CONTRACT SVS	15,270	13,198	1,600	2,697	1,600
841 SMALL TOOLS	324	38	400	-	400
842 SPECIAL DEPT SUPPLIES	4,333	5,571	5,000	6,797	5,000
851 CLOTHING	213	35	50	-	50
871 LIAB. & PROP. INSURANCE	19,532	19,215	22,700	21,083	SEE #715
SUBTOTAL OPERATING	66,910	61,777	67,300	62,222	46,050

TOTAL DEPARTMENT APPROPRIATION 80,354 78,529 78,374 73,138 58,746

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

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

2013-14 Operating Budget

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	49,441	48,899	49,020	49,020	-
421 TEMP SALARIES	3,390	78		-	
461 OVERTIME	470				
491 HEALTH INSURANCE	8,833	7,712	10,392	7,712	
491 RETIREE HEALTH BENEFITS		14,089		30,817	36,000
492 WORKERS COMP.	-	-	1,171	1,171	
493 RETIREMENT	10,436	10,600	9,709	9,709	
494 MEDICARE	741	726	675	675	
SUBTOTAL PERSONNEL	73,311	82,105	70,967	99,104	36,000

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	95,647	45,984	20,000	-	-
822 CONTRACTED SVCS	149,407	104,573	151,200	124,579	160,000
841 SMALL TOOLS	-	43	1,700	-	1,700
842 SPECIAL DEPT SUPPLIES	2,251	2,758	4,000	2,397	4,000
871 LIAB & PROPERTY INS	SEE DEPTS	SEE DEPTS	SEE DEPTS	SEE DEPTS	90,000
881 SPECIAL SERVICES	6,542	8,509	17,000	37,032	17,000
890 MISCELLANEOUS	10,936	(4)	16,000	95	16,000
891 CLAIMS - WC / SETTLEMENTS	59,975	85,414	80,000	150,000	150,000
895 TRAN INTEREST	1,023	22,847	20,000	2,701	5,000
896 CERTB/OPEB	120,000		60,000	60,000	90,000
SUBTOTAL OPERATING	445,781	270,125	369,900	376,804	533,700

TOTAL DEPARTMENT APPROPRIATION

	519,092	352,230	440,867	475,908	569,700
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Allocation of Positions:

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

	1.00	1.00	1.00	1.00	0.00
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NOTES:

	FY12	FY13	FY14
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)		1,991	2,000
CITTASLOW USA	2,000	2,825	
CMCM (WEBCAST)			6,000
COUNTY OF MARIN MIDAS ACCOUNT	13,600	17,775	18,000
FAIRFAX CHAMBER OF COMMERCE		210	250
GOLSCH, C (WEBPAGE SERVICES)	6,000	9,000	9,000
LEAGUE OF CALIFORNIA CITIES	4,103	4,348	5,000
MARIN COUNTY ADMIN (ANIMAL CONTROL)	41,215	65,907	73,703
MARIN COUNTY SHERIFFS DEPT		4,322	
MARIN COUNTY TAX COLLECTOR (LAFCO)	300	3,469	3,597
MARIN GENERAL SERVICES AUTHORITY		2,000	14,000
MARIN IT, INC	9,339	11,344	20,000
SOLID WASTE RATE STUDY moved from 211			1,200
OTHER	28,016	1,388	7,250
	104,573	124,579	160,000
881 Chipper services - \$10,000 Other \$7,000			
891 Allocation for Worker's Comp claims and settlements			
895 TRAN (Tax and Revenue Anticipation Notes) interest & fees			



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **911 BUILDING MAINTENANCE**

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	18,362	13,503		-	
421 TEMP EMPLOYEES	-	-	13,000	13,000	12,180
415 ACCRUED VACATION	3,408	3,408	100	-	
461 OVERTIME	469	295		-	
491 HEALTH INSURANCE	3,239	2,033		-	
492 WORKERS COMP.	600	1,655	136	136	340
494 MEDICARE	-	(438)		-	177
493 RETIREMENT	1,037	1,037		-	
SUBTOTAL PERSONNEL	27,116	21,493	13,236	13,136	12,696

OPERATING EXPENSES

803 SANITARY/DUMP				2,552	
821 OUTSIDE CONSULTING SVS	1,583	2,020	4,000	4,034	4,000
822 OUTSIDE CONTRACT SVS	4,315	10,987	36,620	35,784	36,620
842 SPECIAL DEPT SUPPLIES	7,344	6,385	7,000	4,210	7,000
851 CLOTHING	213	35	100	-	100
SUBTOTAL OPERATING	13,455	19,428	47,720	46,581	47,720
SUBTOTAL APPROPRIATION	40,571	40,921	60,956	59,717	60,416

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(40,813)	(36,506)	(60,956)	(60,448)	(60,956)
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TOTAL DEPARTMENT APPROPRIATION

(243) 4,414 - (731) (540)

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 TOWN MANAGER	5,200	1,280	3,136	4,416
221 TOWN CLERK	4,000	1,285	2,400	3,685
241 FINANCE	4,000	1,285	2,400	3,685
311 PLANNING	7,000	1,285	4,200	5,485
321 BUILDING INSP	3,200	1,285	1,800	3,085
411 POLICE	26,000	6,400	15,500	21,900
510 PUBLIC WORKS ADM	4,000		2,400	2,400
511 STREET MAINT/PW	5,800		3,500	3,500
625 RENTAL - W/C		6,400		12,800
626 RENTAL - PAVILION		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
2013-14 Operating Budget

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, Town policy is to maintain a balance of \$1,000,000.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	858,053	858,053		631,217	858,053
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND		(226,836)			
100 931 TSFR FROM 01-GENERAL FUND			40,000	226,836	
SUBTOTAL TRANSFER	-	(226,836)	40,000	226,836	-
NET DEPARTMENT ACTIVITY	-	(226,836)	40,000	226,836	-
ENDING FUND BAL	858,053	631,217		858,053	858,053

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2013-14 Operating Budget

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 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	(79,881)	(80,664)		(63,804)	19,144
REVENUES					
050 502 INVESTMENT EARNINGS				-	
090 901 SALE OF ASSETS				3,460	
SUBTOTAL REVENUES	-	-	-	3,460	-
APPROPRIATIONS					
921 FIELD EQUIPMENT	50,783	33,140	64,908	64,908	72,118
903 996 SOLAR PANEL LEASE				-	16,600
SUBTOTAL APPROPRIATIONS	50,783	33,140	64,908	64,908	88,718
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	50,000	50,000	144,396	144,396	71,600
SUBTOTAL TRANSFER	50,000	50,000	144,396	144,396	71,600
NET DEPARTMENT ACTIVITY	(783)	16,860	79,488	82,948	(17,118)
ENDING FUND BAL	(80,664)	(63,804)		19,144	2,026

COMPONENTS OF FUND BALANCE:

NOTES:	LAST PMT		
921 MOBILE COMPUTING		15,683	
COMPUTER LEASE - COMPLIANT		7,574	
FY10 VEHICLE LOAN - ALLY	January 1, 2015	8,910	8,910
FY12 VEHICLE LOAN - FORD	May 1, 2015	20,494	20,494
FY13 VEHICLE LOAN - FORD	February 1, 2016	12,247	11,712
FY14 VEHICLE LOAN - FORD	January 1, 2017		31,002
		64,908	72,118



Town of Fairfax

2013-14 Operating Budget

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 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	(79,881)	(80,664)		(63,804)	19,144
REVENUES					
050 502 INVESTMENT EARNINGS				-	
090 901 SALE OF ASSETS				3,460	
SUBTOTAL REVENUES	-	-	-	3,460	-
APPROPRIATIONS					
921 FIELD EQUIPMENT	50,783	33,140	64,908	64,908	72,118
903 996 SOLAR PANEL LEASE				-	16,600
SUBTOTAL APPROPRIATIONS	50,783	33,140	64,908	64,908	88,718
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	50,000	50,000	144,396	144,396	71,600
SUBTOTAL TRANSFER	50,000	50,000	144,396	144,396	71,600
NET DEPARTMENT ACTIVITY	(783)	16,860	79,488	82,948	(17,118)
ENDING FUND BAL	(80,664)	(63,804)		19,144	2,026

COMPONENTS OF FUND BALANCE:

NOTES:	LAST PMT		
921 MOBILE COMPUTING		15,683	
COMPUTER LEASE - COMPLIANT		7,574	
FY10 VEHICLE LOAN - ALLY	January 1, 2015	8,910	8,910
FY12 VEHICLE LOAN - FORD	May 1, 2015	20,494	20,494
FY13 VEHICLE LOAN - FORD	February 1, 2016	12,247	11,712
FY14 VEHICLE LOAN - FORD	January 1, 2017		31,002
		64,908	72,118



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. Police and Public Works have about 25 radios costing in excess of \$100,000

FUND SUMMARY	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	25,257	25,257		25,257	25,257
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT					8,000
SUBTOTAL APPROPRIATIONS	-	-	-	-	8,000
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					(17,257)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	(17,257)
NET DEPARTMENT ACTIVITY	-	-	-	-	(25,257)
ENDING FUND BAL	25,257	25,257		25,257	0

COMPONENTS OF FUND BALANCE:

NOTES:
921 Replace & program radios - police \$4,000 & public works \$4,000



Town of Fairfax

2013-14 Operating Budget

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 Employee Retirement System (PERS) and has two plans: Safety, for sworn Police and Fire and Miscellaneous for those working over half time. To address rising pension costs, the Town adopted a second lower tier for employees hired after July 1, 2009. In 2012, The state created a third lower tier (PEPRA) for employees hired after January 1, 2013. As of FY14, Town employees contribute the full employee share of pension ranging from 6.5% to 9% of salary.

FUND SUMMARY		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL		106,190	117,692		132,731	100,000
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	1,037,380	1,053,129	1,023,000	1,063,499	1,080,000
010 102	PROPERTY TAX - CURRENT UNSEC	529	5,805	1,200	10,430	10,000
010 103	PROPERTY TAX - PRIOR YEARS	1,362	6,823		1,084	1,000
010 110	SUPPLEMENTAL PROPERTY TAX	8,600	10,637	11,000	6,623	6,000
050 607	SECURED HOPTR	11,761	11,699	7,000	10,635	10,000
SUBTOTAL REVENUES		1,059,632	1,088,092	1,042,200	1,092,270	1,107,000
TRANSFERS						
901	TSFR TO 01-GENERAL FUND	(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
100 931	TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER		(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
NET DEPARTMENT ACTIVITY		11,502	15,039	100,000	(32,730)	-
ENDING FUND BAL		117,692	132,731		100,000	100,000

	PERS PLAN	Non-Safety			Safety - Police		
		Misc T1	Misc T2	Misc T3	Safety T1	Safety T2	Safety T3
		2.5%@55	2%@55	2%@62	3%@50	3%@55	2.7%@57
FY 2012/13	Employer Rate (1)	16.806%	10.518%	6.700%	51.657%	21.802%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	24.806%	17.518%	13.200%	60.657%	30.802%	24.500%
	Employee Paid	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%
	Town Paid	19.806%	12.518%	8.200%	55.657%	25.802%	19.500%
FY 2013/14	Employer Rate	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	26.208%	18.104%	13.200%	64.960%	31.502%	24.500%
	Employee Paid	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Town Paid	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%

NOTES:	Total	Employee	Town	
	Paid	Paid	Paid	Town %
Retirement Costs				
- FY 2012/13	\$ 1,230,088	\$ 147,110	\$ 1,082,978	88.0%
- FY 2013/14	\$ 1,355,829	\$ 236,950	\$ 1,118,879	82.5%
(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime				



Town of Fairfax

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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	10,854	6,902		(18,098)	31,902
REVENUES					
070 733 COPS GRANT	100,000	100,000	100,000	100,000	100,000
SUBTOTAL REVENUES	100,000	100,000	100,000	100,000	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES	3,952			-	
SUBTOTAL APPROPRIATIONS	3,952	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
NET DEPARTMENT ACTIVITY	(3,952)	(25,000)	-	50,000	(25,000)
ENDING FUND BAL	6,902	(18,098)		31,902	6,902

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT

DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	37,049	31,358		25,324	34,680
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
911 OFFICE EQUIPMENT	13,691	14,034	10,000	10,644	10,000
SUBTOTAL APPROPRIATIONS	13,691	14,034	10,000	10,644	10,000
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	8,000	8,000		20,000	20,000
SUBTOTAL TRANSFER	8,000	8,000	-	20,000	20,000
NET DEPARTMENT ACTIVITY	(5,691)	(6,034)	(10,000)	9,357	10,000
ENDING FUND BAL	31,358	25,324		34,680	44,680
COMPONENTS OF FUND BALANCE:					
DESIGNATED FOR SOFTWARE REPLACEMENT				20,000	40,000
UNDESIGNATED	31,358	25,324		-	-

NOTES:

FOCAS (Fairfax Open Circle Arts & Sports) BUDGET MESSAGE

This department is composed of the following personnel:

- 1 Program Director – part-time hourly
- 1 Creative Director – part-time hourly

Fairfax Open Circle Arts and Sports (FOCAS) is a program that was developed over a decade ago by an Artist in Residence in response to a community need to have more recreational services. Over the years it has fluctuated from offering some dance, drumming, and playgroup classes via the Town of San Anselmo's recreation department to its current incarnation of offering its own Town of Fairfax seasonal field guide that provides birthday party rentals and a variety of classes for preschool to adult ages, including an increasingly popular camp for school-aged youth during the summer. FOCAS has appreciated the ability to improve local youth and family offerings, enhance utilization of our buildings and increase revenue for the Town of Fairfax. With the help of the Measure I / Youth Fund we are able to establish high quality and affordable programs for the community and pay 2 part time employees to administer the program.

2012-2013 ACCOMPLISHMENTS:

- Increased fundraising efforts (from \$2,000 to \$4,000) through holiday and family events, Give Back Tuesday night, Ross Valley Rotary Club and local in kind donations.
- Refurbished, painted and decorated the lobby of the Pavilion.
- Increased year round class outreach and revenue from 10K to 14K and expanded offerings.
- Increased Pavilion and Women's Club rental income program, including birthday parties, and Kung Fu classes from \$7,000 to \$10,000.
- Established 4th annual Camp Fairfax program for school-aged youth and worked with local middle school youth through the Counselor in Training (CIT) program.
- Published three Town of Fairfax field guide catalogs.
- Launched new website with photos and detailed descriptions on rental and class information for the public.
- Collaborated with PARC to help coordinate Artist in Residence selection process and the Kaboom grant.

FY 2013-14 GOALS AND OBJECTIVES:

- Continue to expand fundraising efforts.
- Expand PR outreach with new catalog design, postcard mailer, banners & stickers.
- Continue to increase rental revenue by enhancing birthday party packages, overseeing CYO and Futsal contract, and expanding options at Community Center. Consider rate increase.
- Increase revenue for Camp Fairfax and year round classes. Consider camp expansion.
- Continue to collaborate with PARC to implement projects that fill community needs.
- Implement evaluation tools such as Town Picnic Community Assessment and Survey Monkey.
- Design and implement new structure for Youth Commission program.

***Please note: On the adopted budget for 2012-13, class fee revenue was not included. The projected number that should have been included is \$12,000. Our actual income for class revenue was \$14,000.

Department/Division: FOCAS

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14
Number of building rental permits issued	35 bday youth rate parties 1 CYO contract 1 Fustal contract 1 Kung Fu contract	40-45 youth rate parties 1 CYO 1 Fustal 1 Kung Fun 1 Miracle Girls
Number of year round classes offered	15-20 class offerings	20 offerings
Number of attendees in classes	Average class size 6-8	Average class size 8-12
Camp Fairfax participants	112	120
Number of participants in FOCAS programs (Including bday, classes, fundraising events)	1,000-1,200 estimate	2,000-2,500 estimate

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Revise PR strategy for FOCAS	Review new catalog design Expand mailing outreach Explore banner visibility	7/2013 7/13 8/13	9/2013 9/2013 10/13
Research and implement evaluation strategy	Discuss database system with data analysis capacity	9/2013	1/2014
Revise rental rate structure with PARC	Implement slight increase across rental tiers	10/2013	1/2014
Collaborate with PARC on Community Assessment for Town	Discuss survey questions and evaluate need	10/2013	3/2014
Design Youth Commission projects	Examine new structure for YC projects and implement	7/13	6/14



Town of Fairfax

2013-14 Operating Budget

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 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(8,451)	(287)		(10,103)	7,154
REVENUES						
090 XXX RECREATION PROGRAMS		754	625		2,501	
090 508 RENTALS		379	1,734	7,500	5,647	16,000
090 790 FUNDRAISING			245	2,000	5,548	4,000
090 822 PROGRAM FEES - CAMP		8,759	11,648	18,500	18,500	18,000
090 904 CLASSES		2,880	3,708		18,404	15,000
SUBTOTAL REVENUES		12,772	17,960	28,000	50,601	53,000
APPROPRIATIONS						
618 731 BUILDING & GROUNDS MAINT		86	1,727		-	
620 821 OUTSIDE CONSULTING SERVICES		510			-	
620 842 SPECIAL DEPARTMENT SUPPLIES		1,847	600	3,000	149	1,000
621 - FOCAS						
411 REGULAR PT SALARIES		13,189	22,132	24,000	24,049	33,000
494 MEDICARE		-	284	300	348	300
804 TELEPHONE		1,241	510	600	637	600
805 CABLE		18			-	
813 OFFICE SUPPLIES		607	269	500	90	1,000
821 OUTSIDE CONSULTING SVS		3,424	8,707	11,860	11,722	12,000
822 CONTRACTED SERVICES		661	2,538	535	847	535
842 SPECIAL DEPT SUPPLIES		685	1,526	1,010	2,924	1,500
879 FUNDRAISING COST		340			-	
881 SPECIAL SERVICES		-	479	1,450	-	4,000
890 MISCELLANEOUS			50	500	-	500
622 - CAMP FAIRFAX						
821 OUTSIDE CONSULTING SVS			5,470	525	-	8,000
822 CONTRACTED SERVICES			635	7,771	9,802	525
842 SPECIAL DEPT SUPPLIES			842	665	776	700
890 MISCELLANEOUS			7	200	-	200
SUBTOTAL APPROPRIATIONS		22,608	45,776	52,916	51,344	63,860
TRANSFERS						
100 931 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		8,164	(9,816)	(6,916)	17,257	7,140
ENDING FUND BAL		(287)	(10,103)		7,154	14,294
Allocation of Positions:						
RECREATION COORDINATORS (2)				0.75	0.75	0.75
Total Full Time Equivalent Employees		0.00	0.00	0.75	0.75	0.75

NOTES: 822 WEBSITE FEES - CONSTANT CONTACT, CITYMAX
821 INSTRUCTORS (70% OF CLASS REVENUES)



Town of Fairfax

2013-14 Operating Budget

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 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		29,977	10,235		11,892	6,978
REVENUES						
090 XXX FESTIVAL REVENUE		25,405	46,847	31,300	38,136	
SPONSORS						3,000
VENDORS/BOOTH						30,000
SALES (SHIRTS, FOOD/DRINKS)						3,000
OTHER						
SUBTOTAL REVENUES		25,405	46,847	31,300	38,136	36,000
APPROPRIATIONS						
497 OVERTIME REIMB						5,000
814 ADVERTISING						2,500
815 PRINTING						300
821 OUTSIDE CONSULTING SVS						2,500
822 CONTRACT SERVICES						7,000
842 SPECIAL DEPT SUPPLIES						
882 FAIRFAX FESTIVAL - OTHER		28,833	35,072	31,200	33,050	4,000
890 MISCELLANEOUS		6,314	6,314		-	10,700
SUBTOTAL APPROPRIATIONS		35,147	41,386	31,200	33,050	32,000
TRANSFERS						
971 TSFR TO 01-GENERAL FUND		(10,000)	(3,805)	(10,000)	(10,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		(10,000)	(3,805)	(10,000)	(10,000)	(5,000)
NET DEPARTMENT ACTIVITY		(19,742)	1,657	(9,900)	(4,914)	(1,000)
ENDING FUND BAL		10,235	11,892		6,978	5,978

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
- 815 Posters/Tee shirts
- 821 Music
Performers
Website



Town of Fairfax

2013-14 Operating Budget

FUND 20 MEASURE I - MUNICIPAL SERVICES
DEPT 715 MISCELLANEOUS

Measure I (renewing Measure F) is a voter approved Municipal Services 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 unit

Measure I is five-year revenue effective July 2010 expiring June 2015.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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BEGINNING FUND BAL	6,997	(7,090)		(8,562)	1,313
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REVENUES

010 120 \$125 SPECIAL MUNI SERV TAX	450,913	463,528	465,000	461,875	460,000
SUBTOTAL REVENUES	450,913	463,528	465,000	461,875	460,000

APPROPRIATIONS

SUBTOTAL APPROPRIATIONS	-	-	-	-	-
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TRANSFERS

971 TSFR TO FUND 01 - GENERAL FUND	(348,000)	(348,000)	(348,000)	(335,000)	(230,219)
951 TSFR TO FUND 51 - CIP GRANTS	(68,000)	(68,000)	(68,000)	(68,000)	(130,000)
951 TSFR TO FUND 52 - CIP STORM DAMAGE					(65,000)
953 TSFR TO FUND 53 - CIP TOWN	(49,000)	(49,000)	(49,000)	(49,000)	(34,781)
SUBTOTAL TRANSFER	(465,000)	(465,000)	(465,000)	(452,000)	(460,000)

NET DEPARTMENT ACTIVITY	(14,087)	(1,472)	-	9,875	-
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ENDING FUND BAL	(7,090)	(8,562)		1,313	1,313
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DESIGNATION OF REVENUES:

POLICE SERVICES	180,000		180,000		62,219
FIRE SERVICES	150,000		150,000		150,000
YOUTH PROGRAMS	18,000		18,000		18,000
PUBLIC WORKS IMPROVEMENTS	49,000		49,000		96,781
MATCHING FUNDS FOR GRANTS	68,000		68,000		68,000
TOTAL	465,000	-	465,000	-	395,000

NOTES:



Town of Fairfax
2013-14 Operating Budget

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	18,763	19,212		53,951	43,395
REVENUES					
060 604 Gas Tax - Section 2106	33,067	31,994	37,500	27,661	28,095
060 605 Gas Tax - Section 2107	51,439	50,897	60,000	50,481	52,317
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	38,536	34,467	45,000	32,034	35,139
060 611 Gas Tax - Section 2103 (Prop 42)	59,907	99,881	67,900	71,768	106,467
060 Interest					
TOTAL REVENUES	184,949	219,239	212,400	183,944	224,018
APPROPRIATIONS					
SUBTOTAL					
TRANSFERS					
971 TSFR TO FUND 01 - GENERAL FUND	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
953 TSFR TO FUND 51 - CIP GRANTS	(40,000)	(40,000)	(50,000)	(50,000)	(25,000)
953 TSFR TO FUND 53 - CIP TOWN					(44,000)
SUBTOTAL	(184,500)	(184,500)	(194,500)	(194,500)	(259,000)
NET DEPARTMENT ACTIVITY	449	34,739	17,900	(10,556)	(34,982)
ENDING FUND BAL	19,212	53,951		43,395	8,413

Allocation of Salaries:

Total Full Time Equivalent Employees

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 41-45 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 \$193,726 of additional capital to be used for Measure K street purposes.

FUND SUMMARY		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		821,065	813,909		727,458	758,900
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	502,203	510,949	483,300	507,382	483,300
010 102	PROPERTY TAX - CURRENT UNSEC	511	2,960	500	-	500
010 103	PROPERTY TAX - PRIOR YEARS	1,290	3,585		-	
010 110	SUPPLEMENTAL PROPERTY TAX	25,445	23,808	2,500	3,945	2,500
050 607	SECURED HOPTR	5,997	5,850	5,000	5,692	5,000
SUBTOTAL REVENUES		535,445	547,151	491,300	517,020	491,300
APPROPRIATIONS						
FUND 41 - 2000 GENERAL OBLIGATION BONDS						
995	PRINCIPAL NOTE 1					
996	INTEREST	45,300				
		45,300	-	-	-	-
FUND 42 - 2002 GENERAL OBLIGATION BONDS						
995	PRINCIPAL NOTE 2	55,000	2,687,835			
996	INTEREST	137,465	135,065			
		192,465	2,822,900	-	-	-
FUND 43 - 2006 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	60,000	60,000	65,000	65,000	65,000
996	INTEREST	86,600	83,450	80,950	80,950	78,350
		146,600	143,450	145,950	145,950	143,350
FUND 44 - 2008 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	70,000	74,000	78,000	78,000	87,000
996	INTEREST	88,236	85,366	83,368	83,368	80,991
		158,236	159,366	161,368	161,368	167,991
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
995	PRINCIPAL		(2,772,800)	105,000	102,800	98,500
996	INTEREST			66,955	73,465	77,312
		-		171,955	176,265	175,812
828	BOND ISSUANCE COSTS		84,965			
871	INSURANCE & FEES		1,995	2,000	1,995	2,000
SUBTOTAL APPROPRIATIONS		542,601	439,876	481,273	485,578	489,153
TRANSFERS						
TRANSFER TO FUND 55 MEAS K CIP			(193,726)			
SUBTOTAL TRANSFER		-	(193,726)	-	-	-
NET DEPARTMENT ACTIVITY		(7,156)	(86,451)	10,027	31,442	2,147
ENDING FUND BAL		813,909	727,458		758,900	761,047

NOTES:

NOTE 1 - FUND 41	REFUNDED 2000 SERIES BONDS	
NOTE 2 - FUND 42	REFUNDED 2002 SERIES BONDS 3/20/12	2,772,800



Town of Fairfax

2013-14 Operating Budget

FUND 51 CIP - GRANTS
DEPT CAPITAL PROJECTS

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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BEGINNING FUND BAL	(1,351,449)	(903,562)		(76,900)	24,340
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-		142,895		68,000
060 920 MEASURE A PROCEEDS	48,000	138,532	110,000	43,967	-
070 699 FEDERAL/STATE GRANT REVENUE	256,204	33,000	700,000	139,752	775,000
070 747 HAZ SOLID WASTE JPA			12,422	12,422	
070 864 STATE PARK BOND REVENUE	-		124,000		124,503
070 868 BICYCLE RACK		5,946			
070 704 RECYCLING GRANT		16,750		5,000	5,000
HIGHWAY BRIDGE PROGRAM (HBP)					1,500,000
COUNTY					15,000
TRAFFIC CONGESTION		12,000			
OTHER	58,557	67,630			
SUBTOTAL REVENUES	362,761	273,858	1,089,317	201,141	2,487,503

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	37,066	65,305	2,769,000	79,281	17,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	15,062	20,923	-	18,996	2,120,000
827 CONSTRUCTION	119,569	100,269	-	151,096	632,000
828 CONSTRUCTION ENGINEERING				1,124	-
OTHER	1,177	2,151		371	-
SUBTOTAL APPROPRIATIONS	172,874	188,649	2,769,000	250,867	2,769,000

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND		633,452			(23,503)
100 941 TSFR FROM FUND 20 - MEASURE I	68,000	68,000	68,000	68,000	130,000
100 942 TSFR FROM FUND 21 - GAS TAX	40,000	40,000	50,000	50,000	25,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR	150,000				150,000
100 951 TSFR FROM FUND 55 - MEASURE K	-	-	-	32,967	-
SUBTOTAL TRANSFER	258,000	741,452	118,000	150,967	281,497

NET DEPARTMENT ACTIVITY	447,887	826,661	(1,561,683)	101,241	-
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ENDING FUND BAL	(903,562)	(76,900)		24,340	24,340
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ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
51- 891 SFD BIKE LAKE STRIPING	68,000	68,000
51- A MEADOW WAY BRIDGE	2,500,000	900,000
51- B CREEK ROAD BRIDGE	2,400,000	700,000
51- C BPMP - SPRUCE, MARIN, CANYON BRIDGE	720,000	370,000
51- D WOMENS CLUB REHABILITATION	28,000	28,000
51- E PAVILION FLOOR & KITCHEN	88,000	88,000
51- F BALLFIELD RESTROOMS	30,000	30,000
51- 909 PAVILION SEISMIC RETROFIT	585,000	585,000
Totals	- 6,419,000	- 2,769,000



Town of Fairfax

2013-14 Operating Budget

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL		154,896	(145,756)		(0)	(0)
REVENUES						
050 502 INVESTMENT EARNINGS					-	
070 600 FEDERAL/STATE GRANT REVENUE		468,702		48,631	-	48,631
070 699 OTHER						
SUBTOTAL REVENUES		468,702	-	48,631	-	48,631
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		219,340	19,136	48,631	64,635	70,000
825 ENVIRONMENTAL & PERMITS		1,390	840		6,105	-
826 ENGINEERING & DESIGN		15,189				20,000
827 CONSTRUCTION		533,435	21,514			110,000
828 CONSTRUCTION ENGINEERING OTHER						-
SUBTOTAL APPROPRIATIONS		769,354	41,490	48,631	70,740	200,000
TRANSFERS						
100 941 TSFR FROM FUND 01 - GENERAL FUND			187,246		70,740	86,369
100 941 TSFR FUND 20 - MEASURE I TSFR FROM FUND 21 - GAS TAX						65,000
SUBTOTAL TRANSFER		-	187,246	-	70,740	151,369
NET DEPARTMENT ACTIVITY		(300,652)	145,756	-	(0)	-
ENDING FUND BAL		(145,756)	(0)		(0)	(0)

ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
52- 524 PASTORI OUTFALL PIPE	200,000	200,000
Totals	- 200,000	- 200,000

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND **53 CIP - TOWN**
DEPT **CAPITAL PROJECTS**

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

FUND SUMMARY		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(274,916)	(185,234)		(89,332)	(298,467)
REVENUES						
050 502 INVESTMENT EARNINGS						
070 600 FEDERAL/STATE GRANT REVENUE						300,000
060 920 MEASURE A TAM TRANSP TAX		58,296		70,000		138,339
070 699 OTHER					15,000	
SUBTOTAL REVENUES		58,296	-	70,000	15,000	438,339
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		800	12,594	502,120	3,599	20,000
825 ENVIRONMENTAL & PERMITS				-		-
826 ENGINEERING & DESIGN		214	19,456	-	11,716	75,000
827 CONSTRUCTION		16,600		-	241,221	407,120
828 CONSTRUCTION ENGINEERING				-		-
842 SPECIAL DEPT SUPPLIES				-		-
903 996 SOLAR PANEL LEASE NOTE 1			16,600	16,600	16,600	
SUBTOTAL APPROPRIATIONS		17,614	48,650	518,720	273,135	502,120
TRANSFERS						
100 941 TSFR FUND 01 - GENERAL FUND			95,552			(15,000)
100 941 TSFR FUND 20 - MEASURE I		49,000	49,000	49,000	49,000	34,781
100 942 TSFR FUND 21 - GAS TAX					-	44,000
SUBTOTAL TRANSFER		49,000	144,552	49,000	49,000	63,781
NET DEPARTMENT ACTIVITY		89,682	95,902	(399,720)	(209,135)	-
ENDING FUND BAL		(185,234)	(89,332)		(298,467)	(298,467)

ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIMMING	180,000	30,000
53- 887 STREET RESURFACING/REPAIR	815,120	87,120
53- A DOWNTOWN IMPROVEMENTS	1,000,000	-
53- B PARKADE IMPROVEMENTS	385,000	385,000
Totals	- 2,380,120	- - 502,120

NOTES:
699 IN KIND CONTRIBUTION (STAFF TIME)
NOTE 1 - SOLAR PANAL LEASE PAYMENT MOVED TO FUND 3



Town of Fairfax
2013-14 Operating Budget

FUND 54 CIP - PAVILION
DEPT CAPITAL PROJECTS

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	150,000	-		-	150,000
REVENUES					
050 502 INVESTMENT EARNINGS					
070 600 FEDERAL/STATE GRANT REVENUE					
060 920 MEASURE A TAM TRANSP TAX					
070 699 OTHER					
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
100 941 TSFR FUND 01 - GENERAL FUND	(150,000)			150,000	
100 941 TSFR FUND 51 - CIP TOWN					(150,000)
100 942 TSFR FUND 21 - GAS TAX					
SUBTOTAL TRANSFER	(150,000)	-	-	150,000	(150,000)
NET DEPARTMENT ACTIVITY	(150,000)	-	-	150,000	(150,000)
ENDING FUND BAL	-	-		150,000	-

ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
Totals	-	-

NOTES:



Town of Fairfax

2013-14 Operating Budget

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 \$193,726 of additional capital to be used for Measure K purposes. The Measure K fund tracks the expenditure of the capital funds.

FUND SUMMARY		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		99,163	85,725		257,022	0
REVENUES						
050 502 INVESTMENT EARNINGS		1,562	349	-	83	
010 115 MEASURE K PROCEEDS				-	-	
SUBTOTAL REVENUES		1,562	349	-	83	-
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		-	12,594	10,500	3,260	
825 ENVIRONMENTAL & PERMITS					50	
826 ENGINEERING & DESIGN		-	10,184	10,500		
827 CONSTRUCTION		-		189,000	203,511	
828 CONSTRUCTION ENGINEERING					17,318	
994 BOND ADMIN COSTS						
SUBTOTAL APPROPRIATIONS		-	22,778	210,000	224,138	-
TRANSFERS						
TRANSFER FROM FUND 45 - BOND			193,726			
953 TSFR TO FUND 51 CIP - GRANTS					(32,967)	
953 TSFR TO FUND 01 GENERAL FUND		(15,000)			-	
SUBTOTAL TRANSFER		(15,000)	193,726	-	(32,967)	-
NET DEPARTMENT ACTIVITY		(13,438)	171,297	(210,000)	(257,022)	-
ENDING FUND BAL		85,725	257,022		0	0

ALLOCATION OF APPROPRIATIONS:

Projects FY 13			TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13	BUDGET FY14
		Prior year Projects			17,409		
10	55-719	Street Resurfacing 11/12	84,000			35,000	-
11	55-720	Street Resurfacing 12/13	100,000			70,000	-
12	55-828	Downtown Sidewalks	125,000	-		105,000	-
Totals			309,000	-	17,409	210,000	-

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 73 OPEN SPACE
DEPT 673 OPEN SPACE

The Open Space Fund was established in June 2004. It is a fiduciary type fund whose activities are managed by the Open Space Committee. 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	10,969	21,478	22,016	22,016	31,356
REVENUES					
070 816 DONATIONS	3,171	238	1,000	13,107	17,000
SUBTOTAL REVENUES	3,171	238	1,000	13,107	17,000
APPROPRIATIONS					
COMMITTEE					
811 POSTAGE	1,539		3,500		3,000
812 REPRODUCTION			500		
815 PRINTING	328		500	659	
879 FUNDRAISING COST	849		1,500		2,000
890 MISCELLANEOUS	276		1,180		
LEGAL FEES		15,000			
931 BLDGS & LAND	370	400		3,108	45,958
SUBTOTAL APPROPRIATIONS	3,362	15,400	7,180	3,767	50,958
TRANSFERS					
100 941 TSFR FROM GENERAL FUND	10,700	15,700	-		3,596
LOAN FROM GENERAL FUND				-	4,000
SUBTOTAL TRANSFER	10,700	15,700	-	-	7,596
NET DEPARTMENT ACTIVITY	10,509	538	(6,180)	9,340	(26,362)
ENDING FUND BAL	21,478	22,016	15,836	31,356	4,994

COMPONENTS OF FUND BALANCE:							
CASH (TOWN)		4,375	15,425	15,963	15,725	31,356	4,994
CASH (COMMITTEE)	Estimated	6,594	6,053	6,053	111		
		10,969	21,478	22,016	15,836	31,356	4,994

ALLOCATION OF FUND BALANCE:							
Designated for Wall Property		12,070	12,070	12,070	12,070	12,070	
Designated for Capital Acquisition		-	10,700	11,000	11,000	7,892	4,994
Undesignated Balance		(1,101)	(1,292)	(1,054)	(7,234)	11,394	
		10,969	21,478	22,016	15,836	31,356	4,994

Property Acquisitions

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

NOTES:	
NOTE 1	FY14 - County (\$10,000); San Anselmo Open Space (\$5,000); and Marin Open Space (\$2,000)
NOTE 2	Berg Appeal Retainer & Fees (1/2)
NOTE 3	FY14 Purchase of Upper Ridge property
NOTE 4	Transfer from the General Fund (Dunn Proceeds) for Capital Acquisition \$29,996
NOTE 5	From Revolving loan fund

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2011/12

EXPENDITURES		FUNDING SOURCE 2011/12														
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Expenditures to Date	Funds Requested	FEMA	Federal/State Funding	Measure F Prior Years	Measure I 11/12	Measure A County Salestax	NMTPP Grant Funding	Measure K	Road Impact Fees General Funds Gas Tax	2002 Parks Bond Act	Pavilion Restoration Fund	MMWD Watershed Grant
51-870	PERI PARK IMPROVEMENTS	Design & Const	144,994	20,664	124,330				18,541					104,592		1,197
51-881	SIR FRANCIS DRAKE BLVD. SIDEWALK IMPROVEMENTS FROM OLEBIA TO BROADWAY (LIBRARY) - NMTPP **	Design & Const	80,000	20,105	59,895						59,895					
51-892	PASTORI AVENUE SIDEWALK - NMTPP **	Design & Const	50,000	14,266	35,734						35,734					
51-895	OAK MANOR SIDEWALK SAFE PATHWAYS TO SCHOOLS	Design & Const	54,500	-	54,500					54,500						
51-900	ENERGY EFFICIENCY BLOCK GRANT STREET LIGHT RETROFIT	Design & Const	38,178	-	38,178		38,178									
51-907	HAZARDOUS FUEL ELIMINATION GRANT	Design & Const	187,290	-	187,290		188,831		18,459							
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	300,000	-	300,000		250,000		50,000						150,000	
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	600,000		450,000									
52- 524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	84,311	35,680	48,631	48,631										
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 RECONSTRUCTION	Design & Const	254,585	-	254,585			41,685	87,000	58,000			67,900			
55-719	1011 MEASURE K STREET RECONSTRUCTION	Design & Const	84,000	-	84,000							84,000				
55-828	BOLINAS RD SIDEWALKS	Design & Const	260,000	30,810	-											
	TOTALS		\$ 2,177,858	\$ 131,625	\$ 1,817,143	\$ 48,631	\$ 907,009	\$ 41,685	\$ 204,000	\$ 112,500	\$ 95,629	\$ 84,000	\$ 67,900	\$ 104,592	\$ 150,000	\$ 1,197

TOWN OF FAIRFAX

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

EXPENDITURES																
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	
51-755	BIKE SPINE PROJECT	Design & Const	110,000							110,000						
51-756	ZERO WASTE GRANT	Design & Const	12,422											124,000		12,422
51-870	PERI PARK PATHWAY IMPROVEMENTS	Design & Const	124,000													
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 & MEADOWWAY	Design & Const	300,000	-	68,000		250,000		68,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	150,000		450,000									
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	84,311	35,860	48,631	48,631										
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			
55-719	2011/12 MEASURE K STREET RESURFACING	Design & Const	84,000	-	84,000							35,000				
55-720	2012/13 MEASURE K STREET RESURFACING	Design & Const	100,000	-	-							70,000				
55-828	DOWNTOWN SIDEWALKS	Design & Const	125,000	-	-							105,000				
TOTALS			\$ 1,863,628	\$ 65,785	\$ 487,676	\$ 48,631	\$ 700,000	\$ 45,000	\$ 68,000	\$ 180,000	\$ 142,895	\$ 210,000	\$ 68,000	\$ 124,000	\$ 12,422	

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2013/14

EXPENDITURES		FUNDING SOURCE 2013/14										
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Meas A & B TAMT Transpo rt Tax	NMTTP Grant Funding	Transfers General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-891	SFD BLVD BIKE LANE STRIPING PROJECT - NTPP **	Design & Const	68,000					68,000				
51-A	MEADOWWAY BRIDGE	Design & Const	900,000	800,000	25,000	75,000						
51-B	CREEK ROAD BRIDGE	Design & Const	700,000	700,000		-						
51-C	BRIDGE PREVENTIVE MAINT PROG- SPRUCE, MARIN CANYON BRIDGES	Design & Const	370,000	325,000		45,000						
51-D	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000			(1,903)	19,903		
51-E	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000						(4,100)	62,100	30,000	
51-F	BALLFIELD RESTROOMS	Design & Const	30,000						(2,500)	12,500		20,000
51-909	PAVILION SEISMIC RETROFIT	Design & Const	585,000	450,000					(15,000)	30,000	120,000	
52-524	PASTORI BANK STABILIZATION	Design & Const	200,000	48,631		65,000			86,369			
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	30,000		20,000	10,000						
53-887	STREET RESURFACING & REPAIR	Annual Program	87,120		24,000	-	63,120					
53-A	DOWNTOWN IMPROVEMENTS	Design & Const	-									
53-B	PARKADE IMPROVEMENTS	Design & Const	365,000	300,000		24,781	75,219		(15,000)			
TOTALS			\$ 3,471,120	\$ 2,623,631	\$ 69,000	\$ 229,781	\$ 138,339	\$ 68,000	\$ 47,866	\$ 124,503	\$ 150,000	\$ 20,000

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No:	PROJECT	TOTAL ESTIMATED FIVE YEAR COST	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Meas A & B TAMTransp ort Tax	NMTPP Grant Funding	Transfers - General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-891	SFD BLVD BIKE LANE STRIPING PROJECT - NTPP **	68,000					68,000				
51-A	MEADOW WAY BRIDGE	2,500,000	2,400,000	25,000	75,000						
51-B	CREEK ROAD BRIDGE	2,400,000	2,400,000		-						
51-C	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	720,000	675,000		45,000						
51-D	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000			10,000			(1,903)	19,903		
51-E	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000						(4,100)	62,100	30,000	
51-F	BALLFIELD RESTROOMS	30,000						(2,500)	12,500		20,000
51-909	PAVILION SEISMIC RETROFIT	585,000	450,000					(15,000)	30,000	120,000	
52-524	PASTORI BANK STABILIZATION	200,000	48,631		65,000			86,369			
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	180,000		50,000	130,000						
53-887	STREET RESURFACING & REPAIR	815,120		80,000	120,000	615,120					
53-A	DOWNTOWN IMPROVEMENTS	1,000,000		50,000	250,000						700,000
53-B	PARKADE IMPROVEMENTS	385,000	300,000		24,781	75,219		(15,000)			
	TOTALS	\$ 8,999,120	\$ 6,273,631	\$ 205,000	\$ 719,781	\$ 690,339	\$ 68,000	\$ 47,866	\$ 124,503	\$ 150,000	\$ 720,000

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BY PROJECT

Account No:	PROJECT	TOTAL FIVE YEAR PROJECT COSTS	PRIOR YEARS	PROPOSED FY 13/14	PROPOSED FY 14/15	PROPOSED FY 15/16	PROPOSED FY 16/17	PROPOSED FY 17/18
51-891	SFD BLVD BIKE LANE STRIPING PROJECT - NTPP **	68,000	-	68,000	-	-	-	-
51-A	MEADOW WAY BRIDGE	2,500,000	-	900,000	-	1,600,000	-	-
51-B	CREEK ROAD BRIDGE	2,400,000	-	700,000	-	1,700,000	-	-
51-C	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	720,000	-	370,000	350,000	-	-	-
51-D	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000	-	28,000	-	-	-	-
51-E	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000	-	88,000	-	-	-	-
51-F	BALLFIELD RESTROOMS	30,000	-	30,000	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	585,000	-	585,000	-	-	-	-
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	200,000	-	200,000	-	-	-	-
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	180,000	-	30,000	30,000	40,000	40,000	40,000
53-887	STREET RESURFACING & REPAIR	815,120	-	87,120	182,000	182,000	182,000	182,000
53-A	DOWNTOWN IMPROVEMENTS	1,000,000	-	-	175,000	275,000	275,000	275,000
53-B	PARKADE IMPROVEMENTS	385,000	-	385,000	-	-	-	-
	TOTALS	\$ 8,999,120	\$ -	\$ 3,471,120	\$ 737,000	\$ 3,797,000	\$ 497,000	\$ 497,000



Town of Fairfax
2013-14 Capital Budget

PROJECT 51-891 SIR FRANCIS DRAKE BLVD BIKE LANE STRIPING

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES								
060 915 NON MOTORIZED TRANSP GRANT	68,000			68,000				
060 920 MEASURE A PROCEEDS	-							
070 699 FEDERAL/STATE GRANT REVENUE	-							
FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	-							
HIGHWAY BRIDGE PROGRAM (HBP)	-							
FEMA	-							
COUNTY	-							
DONATIONS	-							
SUBTOTAL REVENUES	68,000			68,000				

APPROPRIATIONS								
821 OUTSIDE CONSULTING SVS	17,000			17,000				
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	7,000			7,000				
827 CONSTRUCTION	44,000			44,000				
828 CONSTRUCTION ENGINEERING	-							
OTHER	-							
SUBTOTAL APPROPRIATIONS	68,000			68,000				

TRANSFERS								
100 941 TSFR FROM FUND 01 - GENERAL FUND	-							
100 941 TSFR FROM FUND 20 - MEASURE I	-							
100 942 TSFR FROM FUND 21 - GAS TAX	-							
100 951 TSFR FROM FUND 54 - PAVILION REST	-							
100 951 TSFR FROM FUND 55 - MEASURE K	-							
SUBTOTAL TRANSFER								

NET DEPARTMENT ACTIVITY								
	-			-				-
	-			-				-

NOTES:



Town of Fairfax
2013-14 Capital Budget

PROJECT 51-B CREEK ROAD BRIDGE

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES								
060	915	NON MOTORIZED TRANSP GRANT	-					
060	920	MEASURE A PROCEEDS	-					
070	699	FEDERAL/STATE GRANT REVENUE	-					
		FEDERAL BPMP	-					
070	864	STATE PARK BOND REVENUE	-					
		HIGHWAY BRIDGE PROGRAM (HBP)	2,400,000	700,000		1,700,000		
		FEMA	-					
		COUNTY	-					
		DONATIONS	-					
		SUBTOTAL REVENUES	2,400,000	700,000	-	1,700,000	-	-

APPROPRIATIONS								
821		OUTSIDE CONSULTING SVS	-					
825		ENVIRONMENTAL & PERMITS	-					
826		ENGINEERING & DESIGN	700,000	700,000				
827		CONSTRUCTION	1,700,000			1,700,000		
828		CONSTRUCTION ENGINEERING	-					
		OTHER	-					
		SUBTOTAL APPROPRIATIONS	2,400,000	700,000	-	1,700,000	-	-

TRANSFERS								
100	941	TSFR FUND 01 - GENERAL FUND	-					
100	941	TSFR FUND 20 - MEASURE I	-					
100	942	TSFR FUND 21 - GAS TAX	-					
100	951	TSFR FROM FUND 54 - PAVILION REST	-					
100	951	TSFR FUND 55 - MEASURE K	-					
		SUBTOTAL TRANSFER	-	-	-	-	-	-

NET DEPARTMENT ACTIVITY								
			-	-	-	-	-	-

NOTES:



Town of Fairfax
2013-14 Capital Budget

PROJECT 51-F BALLFIELD RESTROOMS

Funds for this project will be used to reconstruct the ballfield restrooms. This work is all volunteer labor coordinated by the Little League
Funding is provided by a Per Capita grant from the State, County of Marin and donations

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	12,500	12,500				
HIGHWAY BRIDGE PROGRAM (HBP)	-					
FEMA	-					
COUNTY DONATIONS	15,000	15,000				
SUBTOTAL REVENUES	32,500	32,500	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	30,000	30,000				
828 CONSTRUCTION ENGINEERING OTHER	-					
SUBTOTAL APPROPRIATIONS	30,000	30,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(2,500)	(2,500)				
100 941 TSFR FUND 20 - MEASURE I	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	(2,500)	(2,500)	-	-	-	-

NET DEPARTMENT ACTIVITY

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NOTES:



Town of Fairfax
2013-14 Capital Budget

PROJECT 51-909 PAVILION SEISMIC RETROFIT

Funds for this project will be used to provide seismic retrofit improvements including bathroom remodeling at the Pavilion

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	450,000	450,000				
FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	30,000	30,000				
HIGHWAY BRIDGE PROGRAM (HBP)	-					
FEMA	-					
COUNTY	-					
DONATIONS	-					
SUBTOTAL REVENUES	480,000	480,000				

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	135,000	135,000				
827 CONSTRUCTION	450,000	450,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	585,000	585,000				

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(15,000)	(15,000)				
100 941 TSFR FUND 20 - MEASURE I	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	120,000	120,000				
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	105,000	105,000				

NET DEPARTMENT ACTIVITY

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NOTES: Park grants are used to provide needed match for ADA improvements



Town of Fairfax
2013-14 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT/REPAIR & TREE TRIMMING

This project is for annual sidewalk repair /replacement & tree trimming
Partial funding is provided through TAM

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
HIGHWAY BRIDGE PROGRAM (HBP)	-					
FEMA	-					
COUNTY	-					
DONATIONS	-					
SUBTOTAL REVENUES	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	50,000		10,000	10,000	10,000	10,000
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	130,000		20,000	30,000	30,000	30,000
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	180,000	-	30,000	40,000	40,000	40,000

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE I	130,000		10,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	50,000		20,000	10,000	10,000	10,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	180,000	-	30,000	40,000	40,000	40,000

NET DEPARTMENT ACTIVITY

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NOTES:

- 821 - tree trimming
- 827 - sidewalk replacement & repair



Town of Fairfax

2013-14 Capital Budget

PROJECT 53-887 STREET RESURFACING AND REPAIR

This project includes street & sidewalk repair/reconstruction at various locations in Town. In future years, the priority for street resurfacing will be based on the update to the pavement management study. Sidewalk repair is budgeted at \$20,000/yr. Depending on the type of repairs, some work is performed by Public Works staff. In future years, staff anticipates a combination of Gas Tax and Measure I funds to be allocated to street/sidewalk projects.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A & B PROCEEDS	615,120		63,120	138,000	138,000	138,000	138,000
070 699 FEDERAL/STATE GRANT REVENUE	-						
FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
HIGHWAY BRIDGE PROGRAM (HBP)	-						
FEMA	-						
COUNTY	-						
DONATIONS	-						
SUBTOTAL REVENUES	615,120	-	63,120	138,000	138,000	138,000	138,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	90,000		10,000	20,000	20,000	20,000	20,000
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	135,000		15,000	30,000	30,000	30,000	30,000
827 CONSTRUCTION	590,120		62,120	132,000	132,000	132,000	132,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	815,120	-	87,120	182,000	182,000	182,000	182,000

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE I	80,000			20,000	20,000	20,000	20,000
100 942 TSFR FUND 21 - GAS TAX	120,000		24,000	24,000	24,000	24,000	24,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	200,000	-	24,000	44,000	44,000	44,000	44,000

NET DEPARTMENT ACTIVITY

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NOTES: 821 - construction management services

826 - engineering design for street resurfacing work

In FY 13/14, Measure I funds are dedicated to the bridge projects, and gas tax funds are allocated to projects.



Town of Fairfax

2013-14 Capital Budget

PROJECT 53-A DOWNTOWN IMPROVEMENTS

This project is to identify funds for downtown improvements based on the Town Center Plan. The amounts budgeted are placeholder amounts to be used as matching funds for grants and/or for design /consulting services required for environmental clearance or to develop plans to apply for grants.

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-	-
060 920 MEASURE A & B PROCEEDS	-	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-	-
FEDERAL BPMP	-	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-	-
HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-	-
FEMA	-	-	-	-	-	-	-
COUNTY	-	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-	-
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
821 OUTSIDE CONSULTING SVS	125,000	-	-	20,000	35,000	35,000	35,000
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-	-
826 ENGINEERING & DESIGN	150,000	-	-	30,000	40,000	40,000	40,000
827 CONSTRUCTION	725,000	-	-	125,000	200,000	200,000	200,000
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	1,000,000	-	-	175,000	275,000	275,000	275,000

TRANSFERS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	250,000	-	-	55,000	65,000	65,000	65,000
100 942 TSFR FUND 21 - GAS TAX	50,000	-	-	20,000	10,000	10,000	10,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-	-
SUBTOTAL TRANSFER	300,000	-	-	75,000	75,000	75,000	75,000

NET DEPARTMENT ACTIVITY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
	(700,000)	-	-	(100,000)	(200,000)	(200,000)	(200,000)

NOTES:
 821 - tree trimming
 827 - sidewalk replacement & repair
 In FY 13/14, Measure I funds are dedicated to the bridge projects, and gas tax funds are allocated to projects.



Town of Fairfax
2013-14 Capital Budget

PROJECT 53-B PARKADE IMPROVEMENTS

Funds for this project will be used to make sidewalk, parking, landscaping and ADA improvements in the Parkade
Funding is provided by a OBAG grant with required matching of \$100,000

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2013-14 Proposed	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A & B PROCEEDS	75,219		75,219				
070 699 FEDERAL/STATE GRANT REVENUE	300,000		300,000				
FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
HIGHWAY BRIDGE PROGRAM (HBP)	-						
FEMA	-						
COUNTY	-						
DONATIONS	-						
SUBTOTAL REVENUES	375,219	-	375,219	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	60,000		60,000				
827 CONSTRUCTION	325,000		325,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	385,000	-	385,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(15,000)		(15,000)				
100 941 TSFR FUND 20 - MEASURE I	24,781		24,781				
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	9,781	-	9,781	-	-	-	-

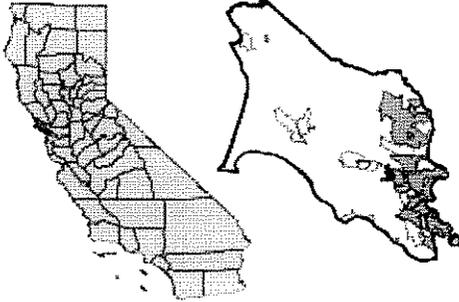
NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-	-
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NOTES: The matching requirement is \$100,000 for a total project cost of \$400,000 not including contingencies

The balance of the match (\$24,718) will be provided by Measure I. Staff time to the project in the General Fund will be transferred

Town of Fairfax, California



Demographics

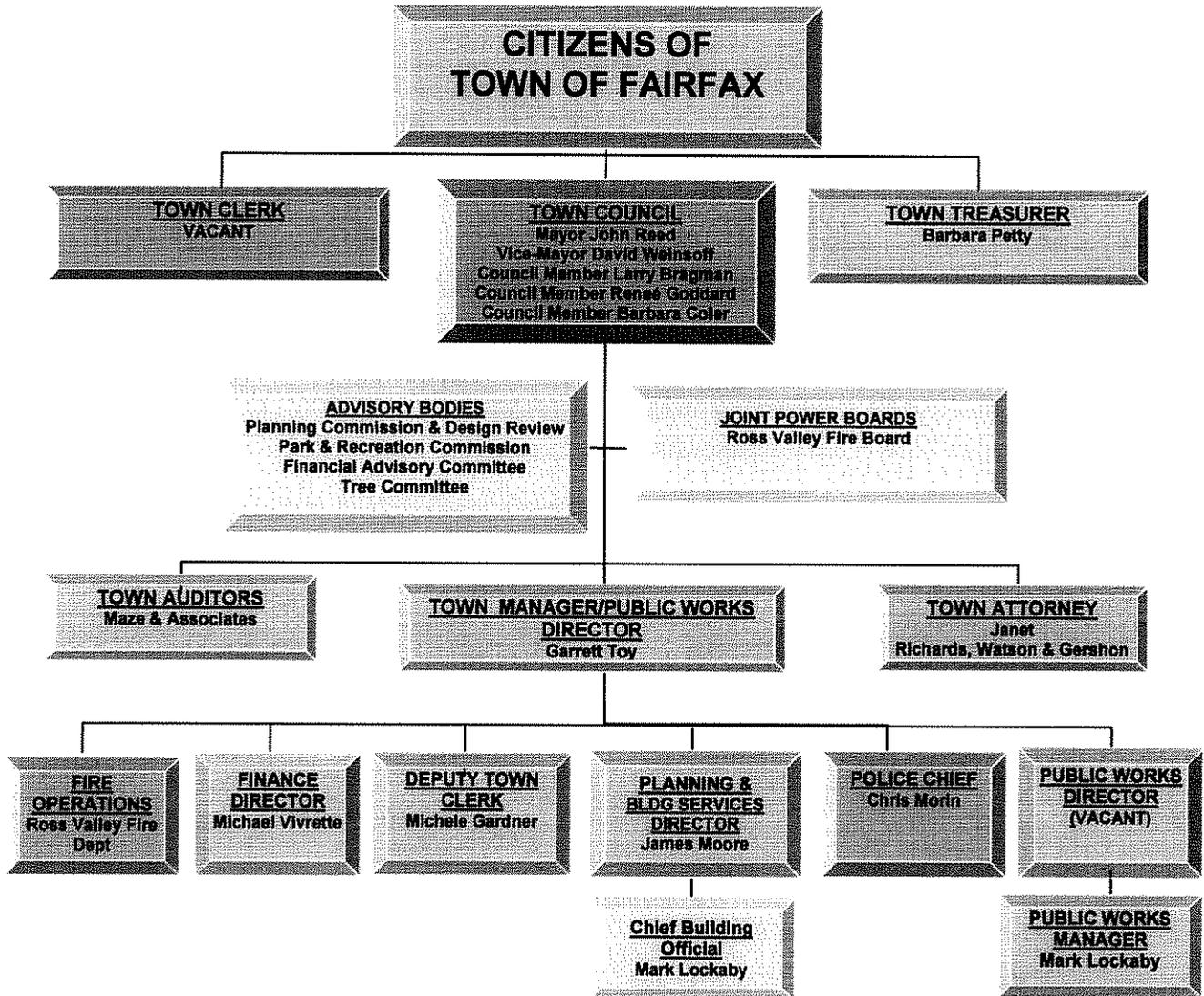
Area	2.204 sq mi (5.707 km ²)
Elevation	115 ft (35 m)
Population (1/1/13)	7,499
Registered Voters (10/22/12)	5,441

Census

Census Year	2010	2000
Population	7,441	7,319
Households	3,585	3,306
Average Household Size	2.20	2.20
Number of Families	1,875	1,811
Average Family Size	2.77	2.76
Household Median Income	\$88,929	\$58,465
Median Age	45.9	42

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

ORGANIZATIONAL CHART AND PRINCIPAL OFFICIALS



FIRE

Fire operations performed by Ross Valley Fire Dept through a joint powers agreement with the Town of Fairfax

FINANCE

General Accounting
Financial Services
Investments
Cash Management
Payroll
Debt Management

MANAGER'S

Human Resources
Records Management/
Elections
Risk Management

COMMUNITY DEVELOPMENT

PLANNING:
Design Review
Environmental Assessment
General Plan
Zoning
BUILDING:
Permits
Inspection

POLICE

Patrol
Investigation
Dispatch
Alarm Program
Neighborhood Services
Traffic Safety

PUBLIC WORKS

Streets
Storm Drainage
Water Wastewater
Municipal Services

TOWN OF FAIRFAX
ALLOCATION OF POSITIONS
FULL TIME EQUIVALENTS (FTE) FOR
FISCAL YEAR 2013/14

FY14	211	216	217	221	231	241	311	321	411	510	511	611	621	625	911
FTE	TOWN MGR	VOLUNTEER	RECREATION	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	PARK MAINT	FOCAS	RENTALS	BLDG MAINT

FULL TIME EMPLOYEES:

TOWN MANAGER	1.00									0.30					
ADMINISTRATIVE ASSISTANT II	1.00	0.25				0.25	0.25								
DEPUTY TOWN CLERK	1.00		1.00												
FINANCE DIRECTOR	1.00				1.00										
PLANNING DIRECTOR	1.00					1.00									
PRINCIPAL PLANNER	1.00					1.00									
CHIEF BUILDING OFFICIAL	1.00						0.75			0.25					
POLICE CHIEF	1.00								1.00						
POLICE SERGEANT (3)	3.00								3.00						
POLICE OFFICER (4)	4.00								4.00						
DETECTIVE/JUVENILE OFFICER	1.00								1.00						
CORPORAL	2.00								2.00						
POLICE SERVICES TECH/CSO	1.00								1.00						
DISPATCHER (4)	4.00								4.00						
SR MAINTENANCE WORKER (2)	2.00									1.00	1.00				
MAINTENANCE WORKER I	1.00									1.00					
TOTAL FULL TIME (FTE)	26.00	0.95	0.25	1.00	-	1.00	2.25	1.00	16.00	0.55	2.00	1.00	-	-	-

PART TIME EMPLOYEES:

COMMUNITY RESOURCE COORD	0.50		0.25	0.25											
PT ACCOUNTANT	0.60				0.10	0.50									
RECREATION COORDINATOR (2)	0.75												0.75		
RESERVE POLICE OFFICER (2)	0.50								0.50						
PT DISPATCHER (4)	1.00								1.00						
MAINTENANCE LEADWORKER	0.50												0.25	0.25	
TOTAL PART TIME (FTE)	3.85	-	0.25	0.25	-	0.10	0.50	-	1.50	-	-	-	0.75	0.25	0.25

TOTAL FTE

TOTAL FTE	29.85	0.95	0.25	0.50	1.00	1.50	2.25	1.00	17.50	0.55	2.00	1.00	0.75	0.25	0.25
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NOTE: DOES NOT INCLUDE PAID ELECTED POSITIONS: COUNCILMEMBERS (5); TREASURER (1)