

# TOWN OF FAIRFAX

## 2014 - 2015 Operating and Capital Improvement PROPOSED Budget



### MAYOR

David Weinsoff

### VICE MAYOR

Larry Bragman

### COUNCIL MEMBERS

John Reed

Renée Goddard

Barbara Coler

**PROPOSED BUDGET  
FY 2014-2015  
TABLE OF CONTENTS**

**OPERATING BUDGET PAGE**

Table of Contents	
Budget Message.....	i-vi
Five Year Revenue Forecast .....	i-viii
Summary – All Funds.....	1
Interfund Transfers – All Funds.....	2
Appropriations – All Funds.....	3
General Fund-at-a-Glance (graphic) .....	4
General Fund – Fund Summary.....	5
General Fund Revenue Detail .....	6
General Fund Appropriations Summary.....	7
General Fund Appropriations Summary by Object .....	8

**DEPARTMENT/ACTIVITY DETAIL FUND-DEPT. #**

<b>Town Manager Department Budget Message.....</b>	<b>9-10</b>
Town Council.....	01-111 ..... 11
Town Treasurer .....	01-112 ..... 12
Independent Auditor.....	01-116 ..... 13
Town Attorney.....	01-121 ..... 14
Town Manager.....	01-211 ..... 15
<b>Volunteer/Parks &amp; Recreation Department Message .....</b>	<b>16-17</b>
Volunteers For Fairfax .....	01-216 ..... 18
Recreation .....	01-217 ..... 19
Disaster Prep & EOC.....	01-218 ..... 20
<b>Town Clerk/Elections Department Message .....</b>	<b>21-22</b>
Town Clerk .....	01-221 ..... 23
Elections.....	01-222 ..... 24
Personnel .....	01-231 ..... 25
<b>Finance Department Message .....</b>	<b>26-27</b>
Finance.....	01-241 ..... 28
<b>Planning &amp; Building Department Message .....</b>	<b>29-30</b>
Planning.....	01-311 ..... 31
Building Inspection.....	01-321 ..... 32
<b>Police Department Message .....</b>	<b>33-34</b>
Police.....	01-411 ..... 35-36
Special Police .....	01-412 ..... 37
Fire .....	01-421 ..... 38-39
<b>Public Works Department Message .....</b>	<b>40-41</b>
Public Works Administration .....	01-510 ..... 42

**PROPOSED BUDGET  
FY 2014-2015  
TABLE OF CONTENTS**

<b>DEPARTMENT/ACTIVITY DETAIL</b>	<b>FUND-DEPT. #</b>	<b>PAGE</b>
<b>Street Maintenance Message</b> .....		43
Street Maintenance .....	01-511	44
Street Lighting & Traffic Signals .....	01-512	45
Pollution Prevention .....	01-514	46
<b>Park Maintenance Department Message</b> .....		47
Park Maintenance .....	01-611	48
Rental Facilities .....	01-625	49
Non Departmental.....	01-715	50
Building Maintenance .....	01-911	51
02 Dry Period .....	02-715	52
03 Equipment/Vehicle Replacement .....	03-923	53
04 Building and Planning .....	04-715	54
05 Communication Equipment Replacement .....	05-924	55
06 Retirement Fund .....	06-715	56
07 Special Police Fund .....	07-715	57
08 Office Equipment Replacement.....	08-928	58
11 Recreation FOCAS .....	11-624	59-61
12 Fairfax Festival .....	12-622	62
20 Measure I Municipal Services Tax .....	20-715	63
21 Gas Tax .....	21-715	64
4X Measure K Debt Service.....	41 to 45-716	65
51 Capital Projects – Grants .....	51-XXX	66
52 Storm Damage Recovery .....	52-XXX	67
53 Capital Projects – General Revenue .....	53-XXX	68
54 Pavilion .....	54-XXX	69
55 Measure K .....	55-XXX	70
73 Open Space Fund.....	73-673	71
 <b><u>CAPITAL BUDGET</u></b>		
Capital Projects Summary .....	50, 51, 53 & 55	72-77
Capital Projects Detail.....	50, 51, 53 & 55	78-89
 <b><u>APPENDIX</u></b>		
Town of Fairfax Demographics .....		90
Town of Fairfax Organizational Chart.....		91
Allocation of Positions .....		92
PERS Rate History .....		93
HealthCare Rates .....		94



## **TOWN OF FAIRFAX**

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930  
(415) 453-1584 Fax (415) 453-1618

June 6, 2014

### **Town of Fairfax Operating and Capital Budgets for Fiscal Year 2014-15**

Dear Mayor and Town Council:

I am pleased to present the Fiscal Year 2014-15 Operating and Capital Improvement Budget. This year's budget continues to reflect the positive change in the economy and continues to be more optimistic than previous years. Fiscal year 13-14 was a banner year in terms of revenues for the Town with phenomenal growth in sales tax revenues. General fund reserves are the healthiest they have been in awhile and the proposed FY14-15 budget continues the Town's efforts to manage its resources.

This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. In addition to retaining last year's enhancements to the budget (e.g., Five Year Forecast, Five Year Capital Improvement Program), we have added a "Budget Summary" Section that can be used as a standalone document to be distributed to the community, which we hope, will increase transparency to the community.

This past year the Town experienced significant revenue growth primarily related to higher than anticipated sale and property taxes. General Fund revenues were approximately \$500,000 or 9% higher than budgeted. Sales tax revenue represented over \$245,000 of this \$500,000 increase. Property tax revenue represented the other \$255,000 in increased revenue.

While General Fund expenses were lower than budgeted, the Council allocated the savings toward capital projects to offset additional costs (e.g., Pastori Bank Stabilization project). The net result is that the Town added approximately \$400,000 to General Fund (GF) reserves. We initially anticipated ending FY13-14 (June 30, 2014) with a GF fund balance of \$1.6 million. *Instead, the Town ended the fiscal year with \$2.05 million or approximately 28% of fund balance. This exceeds the Town policy of maintain a minimum reserve of 25% of the General Fund operating budget.*

The good news is that we anticipate this revenue growth to be a permanent increase in property and sales tax revenue, barring another great recession. However, revenue will not grow at the same rate as last year. While projected General Fund (GF) revenues for FY14-15 are approximately 3.9% higher (\$267,000) than the FY13-14 budget amounts, it is significantly lower than estimated year-end revenues for FY13-14. The adjustment is for one time revenues received in FY13-14 (e.g., \$93,000 in ERAF funds) and the elimination of the General Municipal Services Tax (approximately \$180,000) for one year. Fortunately, our revenues are robust

enough to absorb these significant reductions.

The FY14-15 General Fund operating budget is approximately \$290,000 or 3.9% higher than last year. The bulk of the increases are in Fire Services (\$80,000), Public Works (\$60,000), Planning and Building Services (\$80,000), and non-departmental services (\$60,000). Interestingly, the Police Department budget is lower than in FY13-14 due to salary and benefit savings from filling vacant positions with new officers.

The Fire Services budget reflects increases in operational costs and depletion of operating reserves by the Ross Valley Fire Department (RVFD). Previously, RVFD used operating reserves to keep cost artificially lower for its member communities. The increase in Public Works is for consulting engineering services for special studies that arise during the year and for increases in labor and other operational expenses such as fuel. Planning and Building has increased its budget for additional professional services for community workshops regarding the General Plan, Housing Element, and Town Center Plan. The proposed Planning and Building budget increase is offset by a corresponding increase in revenue. For FY14-15, Planning and Building Services revenues, which are transferred into the General Fund, are estimated to be 25% higher than in FY13-14. In FY13-14, estimated year-end Planning and Building revenues were over 40% higher than budgeted.

With regard to non-departmental expenses, this division includes all the operational costs not associated with specific departments. For example, the Town's contract with the Humane Society for animal control services and contractual costs for IT services are classified as non-departmental expenses. The majority of the increase is related to a higher contribution to a setaside fund to reduce the Town's liability for retiree health benefits.

The overall budget is approximately \$10,550,000 of which \$7,720,000 is allocated for general fund operations, \$2,200,000 for capital improvement projects, and \$620,000 for special fund expenses/debt service. General Fund revenues and expenses are projected to increase by a modest 3.9%, respectively. The Town will be dipping slightly into its General Fund Reserves (approx. \$87,000 or 4%) to balance the budget, but the good news is that the projected ending General Fund balance is approximately \$1,960,000. This estimate meets the Town's minimum 25% reserve policy. This projected ending GF fund balance is over 18% higher than the starting fund balance for FY13-14.

### **Five Year General Fund Forecast**

The Five Year Forecast (Forecast) allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. It projects General Fund expenses and revenues over a five year period (FY14-15 thru FY18-19). This Forecast is an updated version of the Forecast presented as part of the Mid-Year Budget report to the Council in April. It illustrates the point that a Forecast is merely a "snapshot" in time as the projections are not as positive as three months ago. This Forecast reflects significant revisions to revenue estimates.

Over the first 3 years of the 5 year forecast, the Town would 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. Over this time period, the Town would be able to maintain its GF reserve policy of 25% of operating expenses. Beginning in FY17-18, if expenditures and revenue remain as projected, the Town would need to use 3% of GF reserves to balance the budget which would reduce reserves to less than 22% of operating expenses.

Over the five year forecast period, health care and retirement costs are estimated to annually increase by 11% and 9%, respectively. Personnel costs (salaries and benefits) comprise over 50% of the Town's budget not including the cost of the fire contract. However, when combined with the fire contract, the percentage increases to almost 80% of the Town's budget. Needless to say, increases in health and retirement costs represent the most significant impact to future budgets. Unfortunately, we have little control over these two factors.

That being said, the good news is that Forecast indicates the Town has a few years to determine how it wants to address future revenue generation and expenditure reductions. With a healthy General Fund reserve, the Council has the flexibility to avoid draconian budget cuts and can plan for a "soft" financial landing.

### **Two Proposed Service Additions**

The budget contains two items of note for Council discussion:

#### **Expanding Youth and Senior Programs**

Two of the Council goals for 2014 are to expand youth and senior programs. Staff is proposing to expand teen activities at the Youth Center and to develop new senior programs by allocating an additional \$8,000 and \$3,000, respectively to the budget. The expansion of teen programs would entail contracting with Roots to Branches for the enhanced programming. The specific senior program has yet to be determined, but it would be on pilot basis to evaluate demand and interest in the different activities.

In addition, FOCAS intends to increase its staff hours to enhance and expand programming. Overall, the budget would increase from approximately \$64,000 in FY13-14 to \$96,000 in FY14-15. The approximate \$32,000 increase is offset by \$29,000 in additional program revenue (e.g., rental, classes). Some of the additional revenues are related to youth membership fees. However, staff does not anticipate charging the seniors for any additional programs at this time. The proposed budget increases the Measure I allocation from \$18,000 for youth programs to \$25,000 to balance the FOCAS budget.

#### **Add Funding for Parkland/Open Space**

The Open Space Committee (OSC) budget reflects \$50,000 allocated in County Measure A park funds, as approved by Council, for the future acquisition of parklands. The funding is for Sky Ranch which is a 16+ acres property (currently used as equestrian facility) located on the western boundary between Fairfax (end of Crest Rd) and San Anselmo. The acquisition would require a joint effort among various open space and governmental entities. The Council can always reallocate the funds later should Sky Ranch not be acquired for open space purposes.

## Key Budget Assumptions for Fiscal Year 2014-15

The following are key budget assumptions used to develop the FY14-15 budget:

### Continue Personnel Savings

- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- No additional funding for Public Works director activities.

### Stable Sales and Lower Property Tax Revenues

- For the FY14-15, we believe overall sales tax including the .5% from Measure D will remain at a high level. Sales tax revenues are projected to be 25% higher than what was budgeted in FY13-14.
- Property tax revenues are projected to be 2% lower than FY13-14 because of the elimination of the general municipal services tax and adjustments for one-time revenues.

### Savings and Increases in Police and Fire

- The Police Department budget will experience an anomaly of being lower in FY14-15 (approx. \$50,000 lower) than in FY13-14, even accounting for increases in health and retirement costs. The lower budget reflects benefit (medical/retirement) savings in the Police Department related to turnover in staffing. Specifically, the Department has hired two new officers which resulted in significant savings (\$50,000-\$70,000 per officer) due to the significant reduced retirement/benefit costs.
- The Ross Valley Fire Department (RVFD) experienced over a 4.5% increase in operational costs due to salary and health/retirement costs. The previous years were kept artificially low due to the RVFD practice of using operating reserves to keep annual increases reasonable for its member agencies until the economy recovered. The reserves have since been depleted and the budget reflects a more accurate cost to the Town.

### Personnel Costs- Increase in Health and Retirement Costs

- Health costs are projected to increase by 11% per year.
- The Miscellaneous I Plan rate (employer contribution) will increase from 18.208% for FY13-14 to 20.011% in FY14-15. The Public Safety Tier I Plan (employer contribution) increases from 55.96% for FY13/14 to 61.741% for FY14-15. In comparison, the Town pays 12.25% for new officers who fall under Pension Reform which has resulted in huge savings to the Town.
- Includes step increases for eligible staff, COLA's per MOU's, and possible reclassification of the Deputy Town Clerk position to a management position.

- Proposes 2% COLA for part time employees.

### **Workplan and Performance Data**

This information is intended 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 FY14-15. 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. This continues to be a work in progress.

### **Five Year Capital Improvement Plan**

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. While the total 5 Yr CIP budget is approximately \$11.4 million, the budget for FY14-15 is approximately \$2.2 million. The funding comes from federal, state, and local grants (e.g., Highway Bridge Program, sales tax from TAM), gas tax, Measure I, and funds reserved for the Pavilion funds. The FY14-15 CIP includes the following revisions:

- The CIP has been revised to represent the expenditure of funds during the FY. Previously, the CIP included all the funds in one fiscal year for a project based on an anticipated contract amount. We have rethought that practice and determined that for professional design services that will take two years to complete the work, it would be more appropriate to budget for it over the two year period. This better represents project cash flow and would not require reserving funds in year one for use in year two. The result has been a reduction in overall CIP costs in FY14-15.
- New funding for capital projects (e.g., park equipment improvements) from the County of Marin Measure A (Parks) sales tax funds.
- The significant new project is the addition of the replacement of the Azalea Street Bridge. We anticipate the approval of this project for federal highway bridge program funds this year.
- For all the bridge projects (e.g., Creek, Marin), Caltrans has informed us that the cost for CEQA analysis is not eligible for reimbursement under the federal bridge programs. As a result, the Town will need to supplement each bridge project by approximately \$30,000 for CEQA costs.

### **Issues to Consider in FY14-15**

The Five Year Forecast assumes a stable revenue base. However, the Five Year Forecast also shows what would happen if two revenue measures are not renewed: Measure I (special tax) and Measure D (1/2% sales tax). Measure I is slated to expire in 2015. Measure I accounts for

\$460,000 or over 4% of the total GF revenues to the Town. The forecast also assumes the incorporation of the General Municipal Services Tax into Measure I. This tax represents over 2% of GF revenues. Similarly, Measure D represents over 5% of GF revenues in FY14-15. Needless to say, the combined effect of losing all these funding sources would have a catastrophic effect on the Town's budget. Thus, the need for renewal of Measure I will need to be a priority for the Town in FY14-15.

Another issue for the Town to consider is that the current MOU with SEIU, POA and the Management group (comprising of all non-represented staff) all expire June 30, 2015. Staff will begin negotiations in early 2015. The cost of any new MOU's will most likely impact future budget projections.

The Town will also need to continue 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. In addition, the staff will be updating its old fee study in FY14-15 to determine if fees should be increased to cover staff costs.

### **Special Thanks**

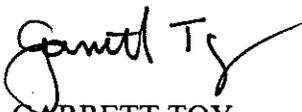
Staff has worked very hard on this budget and we look forward to reviewing this document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with appreciation to Police Chief Chris Morin and Planning and Building Services Director Jim Moore. A special thanks to our Finance staff, mainly Finance Director, Michael Vivrette, for a dedicated and commendable job of putting together the FY2014/15 Town Budget for the Town of Fairfax.

Michael continues to strive 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. We have a special Town in part to the dedication of staff and the Town Council.

The future is bright for the Town, but there are challenges on the horizon. My hope is that the Council, and myself, continue to meet those challenges with smiles on our faces, especially if the outcomes are less than desirable☺

Sincerely,



GARRETT TOY  
Town Manager

## **FIVE YEAR GENERAL FUND FORECAST (FY14-15 to FY18-19)**

### **Five Year General Fund Forecast**

This section projects General Fund expenses and revenues over a five year period (FY14-15 thru FY18-19). This Forecast allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. The graph shows that if no revisions to the budget are made in the next 3 years, expenditures will begin to far exceed revenues in FY16-17.

Table A shows that over the next three years, 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 approximately 1% each year. However, the Town will still be able to meet the desired level of maintaining GF reserves a 25% of GF expenses. As Table A indicates the Town would need to reduce reserves more significantly in FY17-18 if nothing was done to modify expenditure patterns.

Table B shows projected GF revenue not including transfers in from other funds or special revenues. The estimated year-end for FY13-14 shows incredible growth. However, the GF revenue estimate for FY14-15 includes a more modest increase reflecting adjustments for one-time revenues (e.g., ERAF reimbursement) and loss of a general municipal services tax (\$180,000/yr). The Forecast assumes that renewal of Measure I including the addition of the general municipal tax is approved by voters in 2014 and effective in FY15-16. For the last 3 years of the Forecast, revenues are projected to remain flat (i.e. 1% to 2% per year).

Similarly, GF appropriations/expenditures are projected to increase by a range from 2%-4.5% over the five year period. Expenditures will outstrip revenues over the 5 year period without any budget adjustments. However, the Town has ample time to phase in such adjustments over the next 3 years. This may be somewhat more difficult than anticipated as the Forecast does include expenditures savings from staff turnover/retirements and permanent expense reductions (see Table A notes for more detail). For forecasting purposes, we assumed such savings would offset possible increases in Fire Services.

Greatest impacts to the Town Budget are loss of revenue and health care and retirement costs. Unfortunately, the Town has no control over health and retirement costs. The forecast assumes an annual increase of 11% and 9% for health care and retirement costs, respectively. Obviously, any changes to these factors would have a significant impact on the Forecast. Please refer to the Budget appendices for historical data on health care and retirement costs, respectively. With regard to revenues, the Town has more control except for those revenues requiring voter approval.

### **Revenue Scenarios**

The Five Year forecast assumes a stable revenue base. Table C provides more detail on the GF revenues and assumptions used in the Forecast.

However, Table D shows what would happen if two revenue measures are not renewed: 1) Measure I which is a \$125/unit per year special municipal services tax and 2) Measure D which is a 1/2% sales

tax. Measure I is slated to expire in 2015. Measure I accounts for \$460,000 or approximately 4% of the Town's total source of revenue. This amount increases by \$180,000/yr when we include the general municipal services tax (\$50/unit/yr). The Forecast assumes this tax is included in the renewal of Measure I.

Similarly, Measure D would represent approximately 5% of total revenues. The combined effect of losing both funding sources would have a catastrophic effect on Town finances and, ultimately, on Town services. We could eliminate entire departments and divisions and still not balance the budget. Table D shows the impact on the Town should the funding not be renewed. In essence, the Town would be broke by FY17-18.

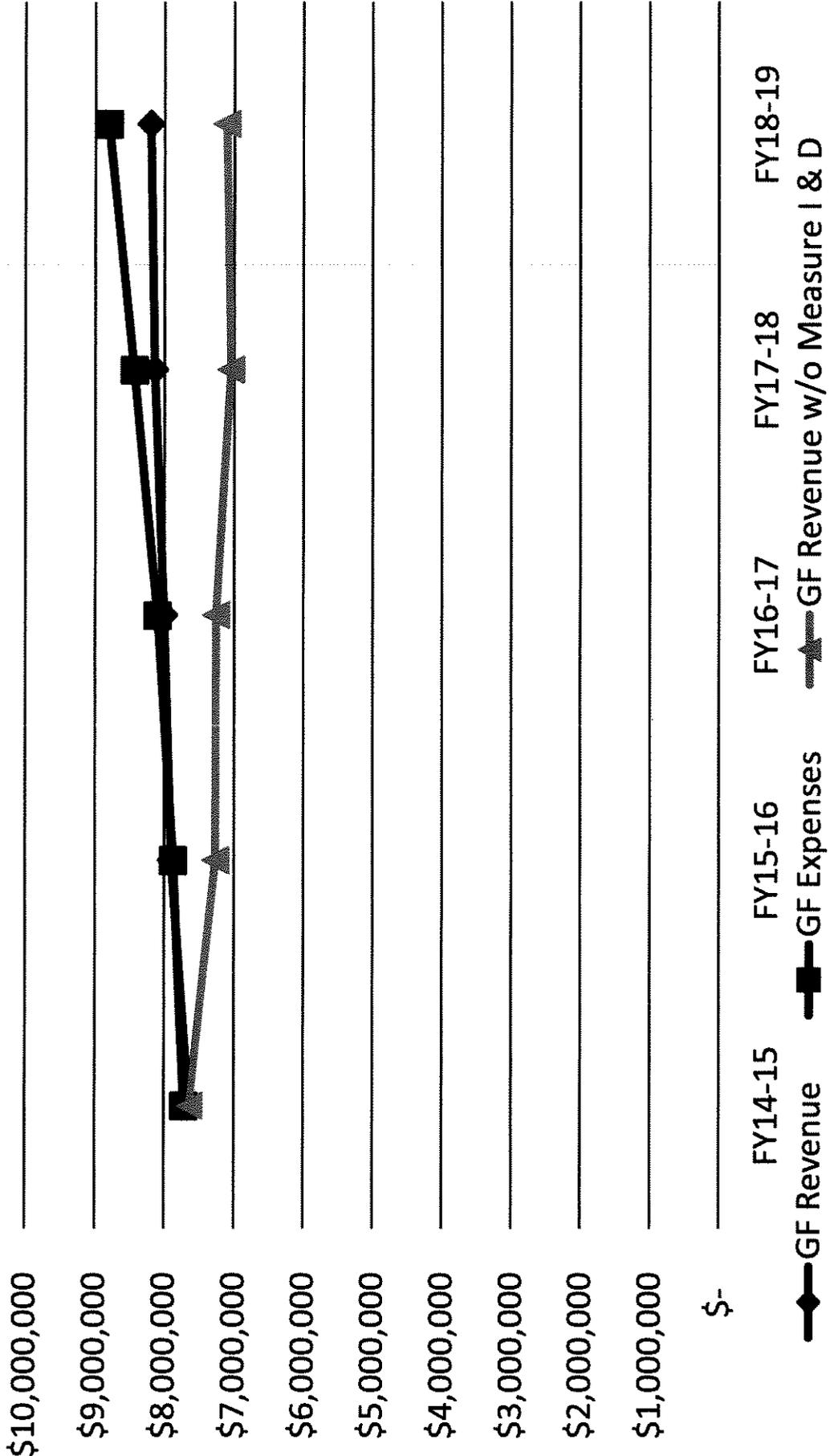
### **Revenue Options**

Based on the possibility of losing significant revenues, there are several options the Council can consider to address this situation. Table E shows the revenue options that the Council may want to consider in the future. The Council can always mix'n'match the following revenues options:

- Pursue the renewal of Measure I (including the general municipal services tax) in 2014 prior to its expiration.
- Pursue the renewal of Measure D in 2016 prior to its expiration.
- Maximize the utility tax rate by increasing the rate from 4% to 5%.
- Explore/Implement a managed parking system to generate parking revenues.
- Increases fees and permits for Planning and Building Services to be full cost recovery.
- Reduce Town operating expenses

The Council has time to consider these options and determine which approaches best meet the needs of the Town.

# General Fund 5 yr Forecast



**TABLE A**  
**Five Year General Fund Forecast**

Projected YR End

	Budget					5 yr Total
	FY13-14	Budgeted FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	
Total GF Appropriations	\$ 7,431,012	\$ 7,720,338	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,798,271
GF Revenue (taxes, fees)	\$ 5,866,838	\$ 5,502,000	\$ 5,762,675	\$ 5,865,285	\$ 6,001,786	\$ 6,060,194
Other GF Rev*	\$ 1,507,000	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000
Transfers in**	\$ 457,865	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000
Subtotal GF Revenue	\$ 7,831,703	\$ 7,642,000	\$ 7,902,675	\$ 8,005,285	\$ 8,141,786	\$ 8,200,194
Net Surplus(Deficit) to GF reserves	\$ 400,691	\$ (78,338)	\$ 30,165	\$ (96,148)	\$ (292,229)	\$ (598,077)
In % of GF Exp	5.4%	-1.0%	0.4%	-1.2%	-3.5%	-6.8%
Ending GF Bal	\$ 2,049,729	\$ 1,971,391	\$ 2,051,556	\$ 2,005,408	\$ 1,768,179	\$ 1,225,102
In % of GF Exp	27.6%	25.5%	26.1%	24.8%	21.0%	13.9%
Target 25% of GF Exp	\$ 1,857,753	\$ 1,930,085	\$ 1,968,128	\$ 2,025,358	\$ 2,108,504	\$ 2,199,568
Surplus(Deficit) for GF reserves	\$ -	\$ -	\$ 83,428	\$ (19,950)	\$ (340,325)	\$ (974,466)

\* contributions from Planning and Building revenues and retirement fund

\*\* Measure I, COPS Grant, Gas Tax, Festival; Measure I contribution to GF at \$320,000 to reflect past practice or reduction in transfer out of GF to CIP projects

*Expense Assumptions*

Salaries in FY15-16 increase by 1%/yr

Salaries/benefits assume new employee savings of \$50,000 in FY15-16 and \$100,000 in savings in FY16-17

Health benefits increase by 11%/yr

Retirement increase by 9%/yr

Assumes renewal of Measures D and I including general municipal tax in FY15-16

All other expenses increase by 1%/yr; expenses reduced by staff turnover/retirements and general budget reductions; for budgetary purposes we assume the expenditures reductions will offset increases in Fire Services

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

	Adopted Budget FY13-14	Estimated FY13-14	Budget FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19
Total GF Revenue*	\$ 5,345,000	\$ 5,866,838	\$ 5,502,000	\$ 5,762,675	\$ 5,865,285	\$ 6,001,786	\$ 6,060,194
Revenue Increase		\$ 521,838	\$ 157,000	\$ 260,675	\$ 102,610	\$ 136,501	\$ 58,408
Increase in %		10.5%	2.7%	4.7%	1.8%	2.3%	1.0%
Total GF Expenses	\$ 6,815,000	\$ 7,431,012	\$ 7,720,338	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,798,271
Expenditure Increase		\$ 616,012	\$ 289,326	\$ 152,172	\$ 228,923	\$ 332,582	\$ 364,256
Increase in %			4.2%	2.0%	3.0%	4.2%	4.5%

Note: For FY14-15, the comparison is with the FY13-14 adopted budget and not estimated year end.

\* GF revenue does not include transfers or special revenue

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

Revenue Detail	Actual FY09-10	Actual FY10-11	Actual FY11-12	Actual FY12-13	Estimated FY13-14	Budgeted FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19
Property Tax	\$ 3,219,233	\$ 3,167,800	\$ 3,142,013	\$ 3,154,518	\$ 3,574,084	\$ 3,249,000	\$ 3,477,735	\$ 3,529,901	\$ 3,582,850	\$ 3,636,592
Sales Tax (1%)	\$ 477,439	\$ 482,678	\$ 533,342	\$ 595,797	\$ 783,471	\$ 780,000	\$ 793,000	\$ 819,000	\$ 846,000	\$ 846,000
Measure D Sales Tax (0.5%)			\$ 14,300	\$ 324,219	\$ 397,167	\$ 400,000	\$ 414,000	\$ 434,000	\$ 455,000	\$ 455,000
Other- Utility	\$ 408,051	\$ 369,046	\$ 403,579	\$ 395,983	\$ 384,567	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
<b>Subtotal Taxes</b>	<b>\$ 4,104,723</b>	<b>\$ 4,019,524</b>	<b>\$ 4,093,234</b>	<b>\$ 4,470,517</b>	<b>\$ 5,139,289</b>	<b>\$ 4,804,000</b>	<b>\$ 5,059,735</b>	<b>\$ 5,157,901</b>	<b>\$ 5,258,850</b>	<b>\$ 5,312,592</b>
Other Revenues										
Franchise Fees	\$ 321,565	\$ 319,418	\$ 362,963	\$ 368,090	\$ 344,929	\$ 345,000	\$ 346,725	\$ 348,459	\$ 350,201	\$ 351,952
Business License	\$ 111,788	\$ 109,544	\$ 113,137	\$ 128,920	\$ 125,000	\$ 125,000	\$ 125,625	\$ 126,253	\$ 126,884	\$ 127,519
Fines	\$ 50,866	\$ 64,908	\$ 60,690	\$ 60,206	\$ 90,095	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Rental & Maintenance Fees	\$ 35,306	\$ 26,836	\$ 29,610	\$ 31,380	\$ 27,892	\$ 36,500	\$ 38,325	\$ 40,241	\$ 42,253	\$ 44,366
Revenues from other Agencies	\$ 103,141	\$ 133,751	\$ 96,141	\$ 87,341	\$ 66,382	\$ 33,000	\$ 33,165	\$ 33,331	\$ 33,497	\$ 33,665
Charges for Svc	\$ 51,450	\$ 44,320	\$ 53,938	\$ 42,317	\$ 73,251	\$ 68,500	\$ 69,100	\$ 69,100	\$ 100,100	\$ 100,100
<b>Subtotal Other Rev</b>	<b>\$ 674,116</b>	<b>\$ 698,777</b>	<b>\$ 716,479</b>	<b>\$ 718,254</b>	<b>\$ 727,549</b>	<b>\$ 698,000</b>	<b>\$ 702,940</b>	<b>\$ 707,384</b>	<b>\$ 742,936</b>	<b>\$ 747,602</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 4,778,839</b>	<b>\$ 4,718,301</b>	<b>\$ 4,809,713</b>	<b>\$ 5,188,771</b>	<b>\$ 5,866,838</b>	<b>\$ 5,502,000</b>	<b>\$ 5,762,675</b>	<b>\$ 5,865,285</b>	<b>\$ 6,001,786</b>	<b>\$ 6,060,194</b>

**Assumptions for 5 yr GF Projections**

- Total Prop Tax increase by 1.5% in FY14-15
- Sales tax based on consultant data
- Utility taxes remain flat
- Franchise fees, other revenues, and business license increased by 0.5%/yr
- Revenues from other agencies slight increase
- Fines increased by \$15,000 in FY13-14 to reflect parking fine increase
- Other Charges for svcs increased per Dispatch contract
- Measures D and I renewed including general municipal tax effective FY15-16
- Rentals increase by 5% in FY14-15

**TABLE D**

**Revenue Scenarios Five Year Forecast**

	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
Total GF Appropriations	\$ 7,431,012	\$ 7,720,338	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,798,271
Total GF Revenues and Transfers	\$ 7,831,703	\$ 7,642,000	\$ 7,902,675	\$ 8,005,285	\$ 8,141,786	\$ 8,200,194
Surplus (Deficit)	\$ 400,691	\$ (78,338)	\$ 30,165	\$ (96,148)	\$ (292,229)	\$ (598,077)
Less Measure I (incl general municipal tax)	\$ -	\$ -	\$ (640,000)	\$ (640,000)	\$ (640,000)	\$ (640,000)
Less Measure D	\$ -	\$ -	\$ -	\$ (108,500)	\$ (455,000)	\$ (455,000)
Adjusted Surplus(deficit)	\$ 400,691	\$ (78,338)	\$ (609,835)	\$ (844,648)	\$ (1,387,229)	\$ (1,693,077)
Proj. GF Fund Balance	\$ 2,049,729	\$ 1,971,391	\$ 1,361,556	\$ 516,908	\$ (870,321)	\$ (2,563,398)
In % of GF Exp		25.5%	17.3%	6.4%	-10.3%	-29.1%

**TABLE E**  
**Revenue Options To Consider**

	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
Target	\$ (78,338)	\$ (609,835)	\$ (844,648)	\$ (1,387,229)	\$ (1,693,077)
In % of GF Exp	-1.0%	-7.7%	-10.4%	-16.4%	-19.2%
<b>OPTIONS</b>					
Allocated General Fund Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Renew Measure I (with general muni tax)	\$ -	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000
Renew Measure D	\$ -	\$ -	\$ 90,350	\$ 372,000	\$ 372,000
Increase Utility Tax by 1%	\$ -	\$ 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	\$ -	\$ 160,000	\$ 161,600	\$ 163,216	\$ 164,848
Reduce Salary Expenses (5% give back)	\$ -	\$ 132,576	\$ 136,427	\$ 142,841	\$ 151,845
<b>Total</b>	\$ -	\$ 1,282,576	\$ 1,381,877	\$ 1,675,092	\$ 1,689,298



# Town of Fairfax

## 2013-14 Operating Budget

# ALL FUNDS FY15

### FUND SUMMARY

8/4/14 9:59 AM

FUND SUMMARY	Balance 30-Jun-14	FY 2014-15 Revenues	FY 2014-15 Approp	FY 2014-15 Transfers	Balance 30-Jun-15	FY 14/15 ACTIVITY
<b>GENERAL FUNDS</b>						
01 General Fund	1,016,663	5,502,000	(7,614,226)	2,011,003	915,439	(101,223)
02 Dry Period Fund	858,053	-	-	-	858,053	-
03 Equipment Replacement Fund	(1,153)	-	(91,897)	90,000	(3,050)	(1,897)
04 Building & Planning Fund	111,236	450,000	-	(450,000)	111,236	-
05 Communication Equip Replace Fund	0	-	-	-	0	-
06 Retirement Fund	17,339	1,130,000	-	(1,130,000)	17,339	-
08 Office Equip Replacement Fund	40,103	-	(10,000)	30,000	60,103	20,000
<b>Total General Funds</b>	<b>2,042,241</b>	<b>7,082,000</b>	<b>(7,716,123)</b>	<b>551,003</b>	<b>1,959,121</b>	<b>(83,120)</b>
					25.4%	30,091
<b>SPECIAL REVENUE FUNDS</b>						
07 Special Police Fund	2,950	100,000	-	(100,000)	2,950	-
11 Recreation Fund	(10,071)	82,000	(96,419)	25,000	510	10,581
12 Fairfax Festival Fund	4,746	36,000	(32,000)	(5,000)	3,746	(1,000)
20 Measure I - Municipal Svs Tax Fund	0	460,000	-	(460,000)	0	-
21 Gas Tax Fund	8,930	198,485	-	(207,000)	415	(8,515)
<b>Total Special Revenue Funds</b>	<b>6,555</b>	<b>876,485</b>	<b>(128,419)</b>	<b>(747,000)</b>	<b>7,621</b>	<b>1,066</b>
<b>DEBT SERVICE FUNDS</b>						
41-45 Measure K - Debt Service	771,263	448,528	(504,891)	-	714,901	(56,363)
<b>Total Debt Service Funds</b>	<b>771,263</b>	<b>448,528</b>	<b>(504,891)</b>	<b>-</b>	<b>714,901</b>	<b>(56,363)</b>
<b>CAPITAL PROJECTS</b>						
51 Capital Projects - Grants	131,182	1,750,774	(2,031,771)	280,997	131,182	-
52 Disaster Fund	0	-	-	-	0	-
53 Capital Projects - Town	(4,496)	96,554	(161,554)	65,000	(4,496)	-
54 Pavilion Renovation	150,765	-	-	(150,000)	765	(150,000)
55 Measure K - Capital Projects	(0)	-	-	-	(0)	-
<b>Total Capital Projects Funds</b>	<b>277,450</b>	<b>1,847,328</b>	<b>(2,193,325)</b>	<b>195,997</b>	<b>127,450</b>	<b>(150,000)</b>
<b>FIDUCIARY FUNDS</b>						
73 Open Space	8,617	55,000	(5,000)	-	58,617	50,000
<b>Total Fiduciary Funds</b>	<b>8,617</b>	<b>55,000</b>	<b>(5,000)</b>	<b>-</b>	<b>58,617</b>	<b>50,000</b>
<b>TOTALS</b>	<b>3,106,127</b>	<b>10,309,341</b>	<b>(10,547,758)</b>	<b>-</b>	<b>2,867,710</b>	<b>(238,416)</b>



# Town of Fairfax

## 2014-15 Operating Budget

# INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
-------------------	----------------------	----------------------	-----------------------	-------------------------	------------------------

**TRANSFERS TO:**

01 General Fund	2,292,279	2,085,589	2,075,979	2,052,122	2,156,003
02 Dry Period Fund	-	226,836	-	-	-
03 Equipment Replacement	50,000	144,396	71,600	71,600	90,000
04 Building & Planning					
05 Communications Fund					
06 Retirement Fund					
07 Special Police Services					
08 Office Equipment Replacement	8,000	20,000	20,000	20,000	30,000
11 Recreation	18,000	18,000	18,000	23,000	25,000
12 Fairfax Festival					
20 Measure I - Municipal Services Tax					
21 Gas Tax					
41-45 Debt Service					
49 CIP - Emergency Watershed	83,206	-	-	-	-
50 CIP - Fairfax Creek Restoration	475,889	-	-	-	-
51 CIP - Grants	249,504	150,967	305,000	155,000	302,000
52 CIP - Storm	201,743	70,740	151,369	324,265	-
53 CIP - Town	184,599	49,000	78,781	78,781	65,000
54 Pavilion Restoration	-	150,000	-	-	-
55 Measure K	189,417	4,309	-	442	-
73 Open Space	26,400	-	7,596	7,596	-
	<b>3,779,037</b>	<b>2,919,837</b>	<b>2,728,325</b>	<b>2,732,806</b>	<b>2,668,003</b>

**TRANSFERS FROM:**

01 General Fund	1,140,341	629,972	203,565	381,903	145,000
02 Dry Period Fund	226,836	-	-	-	-
03 Equipment Replacement					
04 Building & Planning	399,890	400,000	363,000	400,000	450,000
05 Communications Fund	-	-	17,257	17,257	-
06 Retirement Fund	1,073,053	1,125,000	1,107,000	1,107,000	1,130,000
07 Special Police Services	100,000	75,000	125,000	125,000	100,000
08 Office Equipment Replacement					
11 Recreation					
12 Fairfax Festival	-	6,089	5,000	5,000	5,000
20 Measure I - Municipal Services Tax	465,000	452,000	460,000	459,643	460,000
21 Gas Tax	184,500	194,500	259,000	213,500	207,000
41-45 Debt Service	189,417	4,309			
49 CIP - Emergency Watershed					
50 CIP - Fairfax Creek Restoration					
51 CIP - Grants			23,503	23,503	21,003
52 CIP - Storm	-	-	-	-	-
53 CIP - Town	-	-	15,000	-	-
54 Pavilion Restoration	-	-	150,000	-	150,000
55 Measure K	-	32,967	-	-	-
73 Open Space					
	<b>3,779,037</b>	<b>2,919,837</b>	<b>2,728,325</b>	<b>2,732,806</b>	<b>2,668,003</b>
	-	-	-	-	-

**NOTES:**

See Fund sheets for detail of transfers

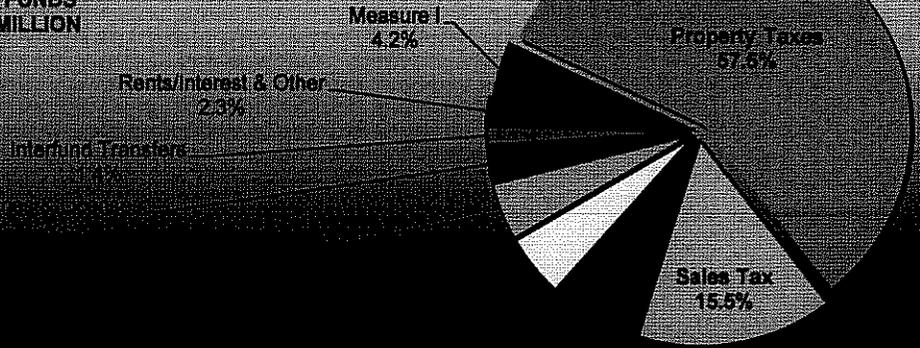
**APPROPRIATIONS - ALL FUNDS**

APPROPRIATIONS BY DEPT		General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2014-15 Proposed
<b>GENERAL FUNDS</b>								
01	General Fund	911,405	616,364	4,653,348	582,572	219,575	638,355	7,621,620
02	Dry Period Fund	-	-	-	-	-	-	-
03	Equipment Replacement Fund	-	-	72,118	-	-	16,600	88,718
04	Building & Planning Fund	-	-	-	-	-	-	-
05	Communication Equip Replace Fund	-	-	-	-	-	-	-
06	Retirement Fund	-	-	-	-	-	-	-
08	Office Equip Replacement Fund	10,000	-	-	-	-	-	10,000
<b>Total General Funds</b>		<b>921,405</b>	<b>616,364</b>	<b>4,725,466</b>	<b>582,572</b>	<b>219,575</b>	<b>654,955</b>	<b>7,720,338</b>
<b>SPECIAL REVENUE FUNDS</b>								
07	Special Police Fund	-	-	-	-	-	-	-
11	Recreation Fund	-	-	-	-	96,419	-	96,419
12	Fairfax Festival Fund	-	-	-	-	32,000	-	32,000
20	Measure I - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21	Gas Tax Fund	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,419</b>	<b>-</b>	<b>128,419</b>
<b>DEBT SERVICE FUNDS</b>								
41-45	Measure K - Debt Service	-	-	-	504,891	-	-	504,891
<b>Total Debt Service Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>504,891</b>	<b>-</b>	<b>-</b>	<b>504,891</b>
<b>CAPITAL PROJECTS</b>								
49	Emergency Watershed Protection	-	-	-	-	-	-	-
50	Fairfax Creek Restoration	-	-	-	-	-	-	-
51	Capital Projects - Grants	-	-	-	1,388,000	643,771	-	2,031,771
52	Disaster Fund	-	-	-	-	-	-	-
53	Capital Projects - Town	-	-	-	161,554	-	-	161,554
54	Pavilion Renovation	-	-	-	-	-	-	-
55	Measure K - Capital Projects	-	-	-	-	-	-	-
<b>Total Capital Projects Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,549,554</b>	<b>643,771</b>	<b>-</b>	<b>2,193,325</b>
<b>FIDUCIARY FUNDS</b>								
73	Open Space	-	-	-	-	5,000	-	5,000
<b>Total Fiduciary Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>		<b>921,405</b>	<b>616,364</b>	<b>4,725,466</b>	<b>2,637,017</b>	<b>996,765</b>	<b>654,955</b>	<b>10,551,972</b>
Percent of Total Appropriations (with CIP)		8.7%	5.8%	44.8%	25.0%	9.4%	6.2%	100.0%
Percent of Appropriations (no CIP Funds)		11.0%	7.4%	56.5%	13.0%	4.2%	7.8%	100.0%

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

**SOURCE OF FUNDS**

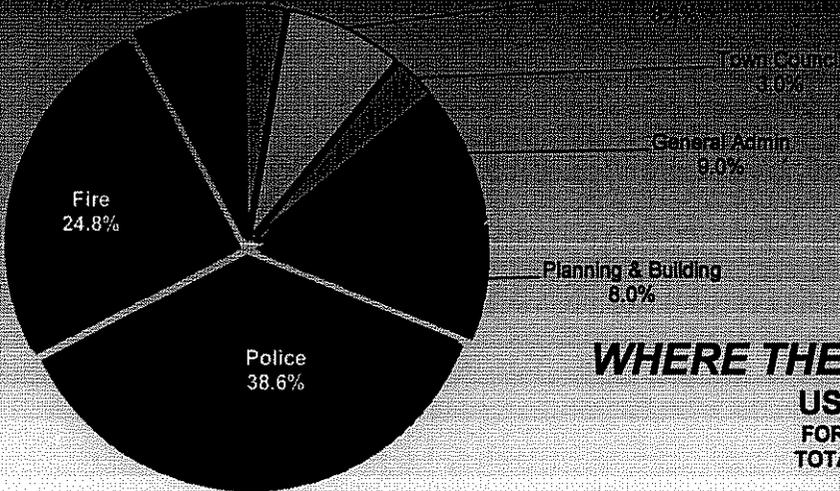
FOR GENERAL FUNDS  
TOTAL = \$7.61 MILLION



**WHERE THE MONEY GOES TO...**

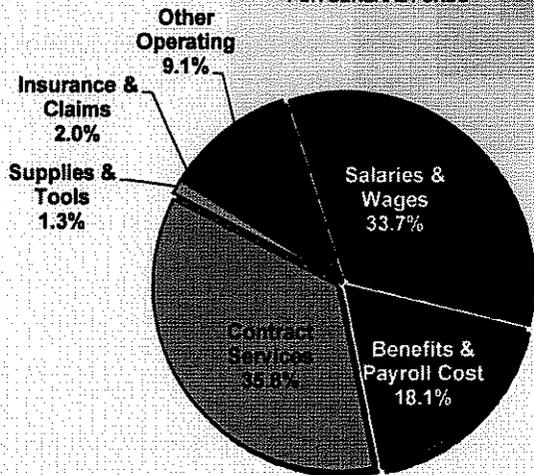
**WHERE THE MONEY GOES TO...**

**USE OF FUNDS**  
FOR GENERAL FUNDS  
TOTAL = \$7.61 MILLION



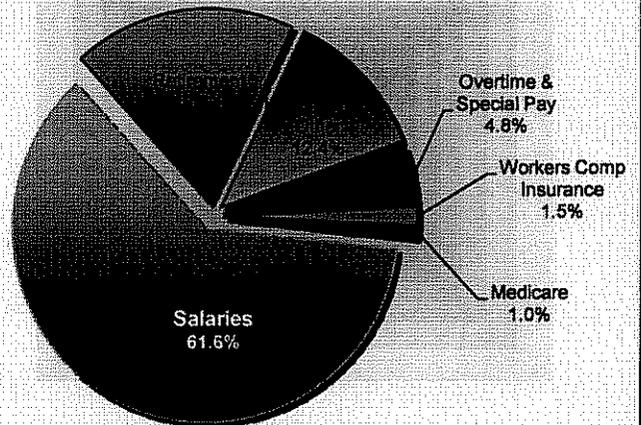
**EXPENDITURES BY CATEGORY**

USE OF FUNDS  
FOR GENERAL FUNDS



**PERSONNEL EXPENSES**

USE OF FUNDS  
FOR GENERAL FUNDS





# Town of Fairfax

## 2014-15 Operating Budget

**FUND**            **01 GENERAL FUND**  
**DEPT**

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

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

<b>FUND SUMMARY</b>	<b>FY 2011-12</b> Actual	<b>FY 2012-13</b> Actual	<b>FY 2013-14</b> Adopted	<b>FY 2013-14</b> Projected	<b>FY 2014-15</b> Proposed
---------------------	-----------------------------	-----------------------------	------------------------------	--------------------------------	-------------------------------

<b>BEGINNING FUND BAL</b>	1,763,936	999,085	601,537	878,555	1,168,023
---------------------------	-----------	---------	---------	---------	-----------

### REVENUES

PROPERTY TAXES	3,197,067	3,188,569	3,319,800	3,574,084	3,249,000
SALES TAXES	547,648	1,039,274	934,500	1,180,638	1,180,000
USER FEES (UUT/TOT)	403,580	394,347	393,500	384,557	375,000
FRANCHISE FEES	362,963	356,371	365,000	344,929	345,000
FINES & LICENSES	173,827	191,816	200,000	215,095	215,000
RENTS & INTEREST	34,811	32,211	33,500	31,296	40,000
REVENUES FROM OTHER AGENCIES	41,090	39,846	39,600	66,382	33,000
CHARGES FOR CURRENT SERVICES	48,737	44,492	59,100	69,847	65,000
<b>SUBTOTAL REVENUES</b>	<b>4,809,722</b>	<b>5,286,926</b>	<b>5,345,000</b>	<b>5,866,830</b>	<b>5,502,000</b>

### APPROPRIATIONS

100 TOWN COUNCIL	168,088	149,686	213,124	253,148	230,055
200 GENERAL ADMINISTRATION	653,525	573,970	682,472	607,420	681,350
300 DEVELOPMENT SERVICES	526,530	515,503	531,164	583,366	616,364
400 PUBLIC SAFETY	4,339,557	4,469,738	4,619,532	4,587,440	4,653,348
500 PUBLIC WORKS	458,940	408,877	522,748	513,245	582,572
600 PARKS & FACILITY MAINT	227,642	213,513	229,404	153,417	219,575
700 NON DEPARTMENTAL	352,230	531,788	569,700	554,544	638,355
<b>SUBTOTAL APPROPRIATIONS</b>	<b>6,726,512</b>	<b>6,863,074</b>	<b>7,368,145</b>	<b>7,252,580</b>	<b>7,621,620</b>

### TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,292,279	2,085,589	2,075,979	2,052,122	2,156,003
TRANSFERS FROM 01-GENERAL FUND	(1,140,341)	(629,972)	(203,565)	(376,903)	(136,000)
<b>SUBTOTAL TRANSFER</b>	<b>1,151,939</b>	<b>1,455,617</b>	<b>1,872,414</b>	<b>1,675,219</b>	<b>2,020,003</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>(764,851)</b>	<b>(120,530)</b>	<b>(150,731)</b>	<b>289,468</b>	<b>(99,617)</b>
--------------------------------	------------------	------------------	------------------	----------------	-----------------

<b>ENDING FUND BAL</b>	<b>999,085</b>	<b>878,555</b>	<b>450,806</b>	<b>1,168,023</b>	<b>1,068,406</b>
------------------------	----------------	----------------	----------------	------------------	------------------

### COMPONENTS OF FUND BALANCE:

Undesignated	999,085	878,555	450,806	1,168,023	1,068,406
--------------	---------	---------	---------	-----------	-----------

NOTES:



# Town of Fairfax

## 2014-15 Operating Budget

# GENERAL FUND

REVENUE DETAIL		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Actual	Adopted	Projected	Proposed
01-010-101	Property Taxes - Secured	1,905,528	1,921,876	2,042,800	2,085,164	2,110,000
01-010-102	Property Taxes - Unsecured	43,444	42,413	50,000	78,271	50,000
01-010-103	Property Taxes - Prior	6,809	3,343	5,000	4,921	5,000
01-010-104	Real Estate Transfer Tax	24,733	45,251	25,000	60,894	50,000
01-010-107	\$50 General Municipal Services Tax	184,504	172,163	185,000	181,101	-
01-010-110	Supplemental Property Taxes	31,916	36,382	45,000	64,463	60,000
01-010-112	ERAF Excess Distribution	383,678	357,846	350,000	464,954	350,000
01-010-117	Property Tax In-Lieu of VLF ("VLF Swap")	561,404	557,325	560,000	579,979	570,000
01-060-113	Storm Run-Off Fee	55,051	51,970	57,000	54,337	54,000
<b>Total Property Taxes</b>		<b>3,197,067</b>	<b>3,188,569</b>	<b>3,319,800</b>	<b>3,574,084</b>	<b>3,249,000</b>
01-010-105	In-Lieu Sales Tax ("Triple Flip")	100,983	134,219	140,000	151,496	145,000
01-010-106	Sales Tax ("Bradley Burns")	378,360	465,019	405,000	577,998	575,000
01-010-111	1/2 cent Sales Tax - Prop. 172	54,005	57,270	60,000	53,978	60,000
01-010-118	1/2 cent Sales Tax - Measure D	14,300	382,765	329,500	397,167	400,000
<b>Total Sales Taxes</b>		<b>547,648</b>	<b>1,039,274</b>	<b>934,500</b>	<b>1,180,638</b>	<b>1,180,000</b>
01-010-108	Utility Users Tax - Telecom	133,794	128,044	130,000	122,805	120,000
01-010-109	Utility Users Tax - Energy	250,671	236,731	240,000	235,034	230,000
01-010-114	Hotel Users Tax	19,115	29,573	23,500	26,718	25,000
<b>Total User Taxes</b>		<b>403,580</b>	<b>394,347</b>	<b>393,500</b>	<b>384,557</b>	<b>375,000</b>
01-020-201	Garbage	167,559	169,736	175,000	167,052	167,000
01-020-202	Gas & Electric	61,415	58,514	60,000	58,849	58,000
01-020-203	Cable	133,989	128,120	130,000	119,028	120,000
<b>Total Franchise Fees</b>		<b>362,963</b>	<b>356,371</b>	<b>365,000</b>	<b>344,929</b>	<b>345,000</b>
01-030-301	Business Licenses	113,137	125,072	125,000	125,000	125,000
01-040-401	Vehicle Code Fines	19,886	37,701	25,000	23,630	24,000
01-040-402	Parking & Other Fines	40,804	29,043	50,000	66,465	66,000
<b>Total Fines &amp; Licenses</b>		<b>173,827</b>	<b>191,816</b>	<b>200,000</b>	<b>215,095</b>	<b>215,000</b>
01-045-501	Rents - Women's Club and Other	11,272	13,273	13,000	9,119	9,000
01-045-504	Rents - CYO - Pavilion	4,250	5,550	5,000	2,960	5,000
01-045-506	Rents - Pavilion - Other	11,638	8,350	10,000	14,080	21,000
01-045-507	Janitor.Maint fees	2,450	1,200	1,500	1,733	1,500
<b>Total Rental &amp; Maintenance Fees</b>		<b>29,610</b>	<b>28,373</b>	<b>29,500</b>	<b>27,892</b>	<b>36,500</b>
01-050-500	Interest Earnings - Bank	1,571	437	1,000	3,404	1,000
01-050-502	Interest Earnings - LAIF	3,631	3,401	3,000	-	2,500
<b>Total Investment Earnings</b>		<b>5,201</b>	<b>3,839</b>	<b>4,000</b>	<b>3,404</b>	<b>3,500</b>
01-060-602	Motor Vehicle License Fees	10,166	3,191	1,000	7,240	5,000
01-060-607	Homeowners Exemption	13,903	20,343	13,000	11,492	11,000
01-060-615	Police Training Reimbursement (POST)	13,063	11,653	10,000	1,731	2,000
01-060-699	Other & Miscellaneous Revenues & WC	3,958	4,660	15,600	45,919	15,000
<b>Total Revenues From Other Agencies</b>		<b>41,090</b>	<b>39,846</b>	<b>39,600</b>	<b>66,382</b>	<b>33,000</b>
01-080-802	Sale Of Maps & Publications/Copies	85	1,028	100	2,251	1,000
01-080-803	Special Police Services (includes booking fees)	5,705	9,339	5,000	10,110	10,000
01-080-804	Police Dispatch Services		20,700	44,000	44,000	44,000
01-080-814	Miscellaneous - General	42,947	13,425	10,000	13,486	10,000
<b>Total Charges For Current Services</b>		<b>48,737</b>	<b>44,492</b>	<b>59,100</b>	<b>69,847</b>	<b>65,000</b>
<b>01 - GENERAL FUND TOTAL</b>		<b>4,809,722</b>	<b>5,286,926</b>	<b>5,345,000</b>	<b>5,866,830</b>	<b>5,502,000</b>



# Town of Fairfax

## 2014-15 Operating Budget

# GENERAL FUND

APPROPRIATIONS SUMMARY	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed
111 Town Council	28,107	26,576	26,481	28,833	25,912
112 Town Treasurer	4,092	3,702	4,143	2,674	4,143
116 Independent Auditor	46,667	42,032	52,500	48,700	50,000
121 Town Attorney	89,222	77,376	130,000	172,941	150,000
<b>Total Town Council</b>	<b>168,088</b>	<b>149,686</b>	<b>213,124</b>	<b>253,148</b>	<b>230,055</b>
211 Town Manager	183,275	131,064	161,121	158,098	146,194
216 Volunteers for Fairfax	22,243	23,134	25,318	21,688	25,478
217 Recreation	35,452	27,805	47,836	42,354	47,812
218 Disaster Preparedness	-	-	8,700	5,362	8,700
221 Town Clerk	126,889	143,426	101,913	100,369	103,542
222 Elections	12,852	-	13,250	11,119	15,250
231 Personnel	11,555	5,990	23,600	16,022	61,889
241 Finance	261,258	242,552	300,734	252,407	275,092
<b>Total General Administration</b>	<b>653,525</b>	<b>573,970</b>	<b>682,472</b>	<b>607,420</b>	<b>683,956</b>
311 Planning	381,236	380,915	381,202	426,493	451,864
321 Building Inspection & Permits	145,294	134,588	149,962	156,873	154,500
<b>Total Development Services</b>	<b>526,530</b>	<b>515,503</b>	<b>531,164</b>	<b>583,366</b>	<b>606,364</b>
411 Police	2,628,100	2,695,737	2,816,240	2,800,071	2,767,014
412 Special Police Expenses	(1,377)	-	-	-	-
421 Ross Valley Fire Service	1,712,834	1,774,001	1,803,292	1,787,369	1,886,334
<b>Total Public Safety</b>	<b>4,339,557</b>	<b>4,469,738</b>	<b>4,619,532</b>	<b>4,587,440</b>	<b>4,653,348</b>
510 Public Works Administration	96,502	74,824	186,907	182,239	214,305
511 Street Maintenance	287,335	249,260	279,241	249,831	306,668
512 Street Lighting & Traffic Signals	54,448	62,431	56,600	81,175	61,600
514 Pollution Prevention	20,655	22,362	-	-	-
<b>Total Public Works</b>	<b>458,940</b>	<b>408,877</b>	<b>522,748</b>	<b>513,245</b>	<b>582,572</b>
611 Park Maintenance	142,874	145,606	151,570	136,255	159,738
625 Rental Facilities-WC & Ballfield	54,631	41,122	46,824	-	59,446
626 Rental Facilities-Pavilion	25,724	36,222	31,551	-	-
911 Building Maintenance	4,414	(9,438)	(540)	17,162	391
<b>Total Parks &amp; Facility Maintenance</b>	<b>227,642</b>	<b>213,513</b>	<b>229,404</b>	<b>153,417</b>	<b>219,575</b>
715 Non Departmental	352,230	531,788	569,700	554,544	638,355
<b>Total Non-Departmental</b>	<b>352,230</b>	<b>531,788</b>	<b>569,700</b>	<b>554,544</b>	<b>638,355</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>6,726,512</b>	<b>6,863,074</b>	<b>7,368,145</b>	<b>7,252,580</b>	<b>7,614,226</b>



# Town of Fairfax

## 2014-15 Operating Budget

# GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2014-15 Proposed
111	Town Council	18,000	3,112	1,500	100	3,200	25,912
112	Town Treasurer	3,600	143	-	100	300	4,143
116	Independent Auditor	-	-	50,000	-	-	50,000
121	Town Attorney	-	-	150,000	4	(4)	150,000
<b>Total Town Council</b>		<b>21,600</b>	<b>3,255</b>	<b>201,500</b>	<b>204</b>	<b>3,496</b>	<b>230,055</b>
211	Town Manager	92,000	37,328	2,000	600	14,266	146,194
216	Volunteers for Fairfax	18,360	4,068	-	1,600	1,450	25,478
217	Recreation	30,860	9,982	-	120	6,850	47,812
218	Disaster Preparedness	-	-	-	100	8,600	8,700
221	Town Clerk	63,388	25,662	5,600	200	8,693	103,542
222	Elections	-	-	14,000	-	1,250	15,250
231	Personnel	33,096	10,793	15,000	600	2,400	61,889
241	Finance	157,798	46,309	40,000	1,500	29,485	275,092
<b>Total General Administration</b>		<b>395,501</b>	<b>134,141</b>	<b>76,600</b>	<b>4,720</b>	<b>72,994</b>	<b>683,956</b>
311	Planning	249,006	95,898	90,800	3,500	12,660	451,864
321	Building Inspection & Permits	94,851	34,239	13,750	1,500	10,160	154,500
<b>Total Development Services</b>		<b>343,857</b>	<b>130,137</b>	<b>104,550</b>	<b>5,000</b>	<b>22,820</b>	<b>606,364</b>
411	Police	1,539,918	947,411	35,000	14,300	230,385	2,767,014
412	Special Police Expenses	-	-	-	-	-	-
421	Ross Valley Fire Service	-	-	1,886,334	-	-	1,886,334
<b>Total Public Safety</b>		<b>1,539,918</b>	<b>947,411</b>	<b>1,921,334</b>	<b>14,300</b>	<b>230,385</b>	<b>4,653,348</b>
510	Public Works Administration	67,201	23,346	87,000	1,308	35,450	214,305
511	Street Maintenance	113,095	50,758	40,000	42,000	60,815	306,668
512	Street Lighting & Traffic Signals	-	-	35,600	-	26,000	61,600
514	Pollution Prevention	-	-	-	-	-	-
<b>Total Public Works</b>		<b>180,296</b>	<b>74,103</b>	<b>162,600</b>	<b>43,308</b>	<b>122,265</b>	<b>582,572</b>
611	Park Maintenance	62,229	36,309	30,000	11,000	20,200	159,738
625	Rental Facilities-WC & Ballfield	12,180	616	10,100	6,000	30,550	59,446
626	Rental Facilities-Pavilion	-	-	-	-	-	-
911	Building Maintenance	12,180	515	39,000	7,100	(58,404)	391
<b>Total Parks &amp; Facility Maintenance</b>		<b>86,589</b>	<b>37,440</b>	<b>79,100</b>	<b>24,100</b>	<b>(7,654)</b>	<b>219,575</b>
715	Non Departmental	-	53,355	180,000	4,000	401,000	638,355
<b>Total Non-Departmental</b>		<b>-</b>	<b>53,355</b>	<b>180,000</b>	<b>4,000</b>	<b>401,000</b>	<b>638,355</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>2,567,761</b>	<b>1,379,843</b>	<b>2,725,684</b>	<b>95,632</b>	<b>845,306</b>	<b>7,614,226</b>

**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

**2013-14 ACCOMPLISHMENTS:**

- Worked with CAL-EMA to complete all documentation required for FEMA funded projects related to the floods of December 31, 2005
- Implemented additional revisions to annual budget and added five year forecast into the mid-year budget review
- Completed labor negotiations with all Town bargaining and management groups
- Conducted retreat with Councilmembers to establish goals and priorities
- Assisted Planning and Building Services with revisions to the Town Code and zoning map amendments, adoptions and repeals of ordinance(s), and approval of use permits
- Began conceptual design process for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges.
- Completed capital projects such as the Pastori Bank Stabilization, Scenic Road, Bike Spine, and Sir Francis Drake Striping projects.
- Prepared Mandatory Commercial Recycling and Construction Debris and Demolition Ordinances
- Prepared applications for state and local grants (e.g., State Department of Parks and Recreation, TAM, Marin County Hazardous and Solid Waste Management JPA)
- Facilitated Council workshops on the budget and Measure I renewal
- Developed better tracking system for grant revenues received for CIP projects
- Developed better oversight and coordination among departments/divisions

**FY 2014-15 GOALS AND OBJECTIVES:**

- Revise the Town's personnel policies
- Consider the reclassification of Deputy Town Clerk from a confidential to a management position
- Facilitate community outreach and education for workshops on the General Plan
- Prepare budget "overview" handouts for the community
- Begin negotiations with all 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
- Facilitate the renewal of Measure I
- Complete conceptual design and begin preliminary design for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges
- Assist Planning and Building Services with revisions to Town Code and adoption of new zoning amendments
- Oversee completion of various capital improvements such as street improvements, park repairs, and the 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

**\* UPDATE IS IN PROGRESS \***



# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

- 401 REGULAR SALARIES
- 411 REG PART-TIME SALARIES
- 415 ACCRUED VACATION
- 421 TEMP EMPLOYEES
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE

			-	
			-	
			-	
17,850	17,243	18,000	18,000	18,000
	416	416	416	466
2,754	2,608	3,025	2,365	2,402
149	198	240	242	244

**SUBTOTAL PERSONNEL**

20,753      20,466      21,681      21,023      21,112

**OPERATING EXPENSES**

- 801 WATER
- 813 OFFICE SUPPLIES
- 815 PRINTING
- 822 OUTSIDE CONTRACT SVS
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

SEE NOTE  
SEE NOTE

	13		-	
		100	-	100
156	237	200	39	200
2,332	2,499	1,500	2,496	1,500
638	801	800	325	800
3,627	1,911	1,500	4,951	1,500
600	650	700	-	700
			-	

**SUBTOTAL OPERATING**

7,353      6,110      4,800      7,811      4,800

**TOTAL DEPARTMENT APPROPRIATION**

28,107      26,576      26,481      28,833      25,912

**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

## 2014-15 Operating Budget

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

**ACTIVITY DESCRIPTION**

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

**DEPARTMENT SUMMARY**

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

- 636 OFFICE EQUIP REPLACEMENT
- 711 OFFICE EQUIP MAINT.
- 731 BLDG-GROUNDS MAINT.
- 801 WATER
- 804 TELEPHONE
- 811 POSTAGE
- 813 OFFICE SUPPLIES
- 815 PRINTING
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

SEE NOTE  
SEE NOTE

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
		7,500	7,500	7,500
46,667	42,032	45,000	41,200	42,500
			-	
			-	
			-	
			-	

**SUBTOTAL OPERATING**

46,667 42,032 52,500 48,700 50,000

**TOTAL DEPARTMENT APPROPRIATION**

46,667 42,032 52,500 48,700 50,000

**Allocation of Positions:**

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

**NOTES:**

- 821 Preparation of State Controller's Report & Single Audit
- 822 Contract - Independent Audit - Maze & Associates





# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	115,188	67,993	100,245	102,920	90,500
415 ACCRUED VACATION		4,615	1,683	2,289	1,500
421 TEMP EMPLOYEES	250	-	-	-	
491 HEALTH INSURANCE	2,886	18,920	19,621	19,161	17,553
492 WORKERS COMP	2,000	3,128	2,724	2,724	2,441
493 RETIREMENT	24,667	10,033	12,877	12,916	12,457
494 MEDICARE	1,709	1,208	1,417	1,472	1,277
511 TRAVEL/CONF	-	-	-	-	
611 CAR ALLOWANCE	3,850	1,500	2,940	3,600	3,600
<b>SUBTOTAL PERSONNEL</b>	<b>150,550</b>	<b>107,397</b>	<b>141,505</b>	<b>145,081</b>	<b>129,328</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT	1,060	53	500	1,073	500
711 OFFICE EQUIP MAINT.	1,910		100	-	100
731 BLDG-GROUNDS MAINT.	3,353	4,416	4,416	3,132	4,416
801 WATER	389	552	450	385	450
802 POWER	391	476	800	511	800
804 TELEPHONE	1,714	1,668	1,500	1,343	1,500
811 POSTAGE	166	501	300	582	400
813 OFFICE SUPPLIES	968	1,624	600	1,117	600
821 OUTSIDE CONSULTING SVS	159	4,559	3,500	-	-
822 OUTSIDE CONTRACT SVS	1,490	226		175	2,000
861 BUS.MEET/CONF.	105	756	3,500	2,169	4,000
862 DUES & SUBSCRIPTIONS	1,068	1,604	1,950	2,531	2,100
871 LIAB & PROP INSURANCE	19,952	2,332	SEE #715	-	SEE #715
881 SPECIAL SERVICES		4,900	2,000	-	-
<b>SUBTOTAL OPERATING</b>	<b>32,725</b>	<b>23,667</b>	<b>19,616</b>	<b>13,018</b>	<b>16,866</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>183,275</b>	<b>131,064</b>	<b>161,121</b>	<b>158,098</b>	<b>146,194</b>
----------------	----------------	----------------	----------------	----------------

**Allocation of Positions:**

TOWN MANAGER	1.00	0.40	0.70	0.70	0.60
INTERIM TOWN MANAGER		0.50	-	-	-
MANAGEMENT ANALYST (VACANT)	0.25				
ADMINISTRATIVE ASSISTANT II			0.25	0.25	0.25

**Total Full Time Equivalent Employees**

<b>1.25</b>	<b>0.90</b>	<b>0.95</b>	<b>0.95</b>	<b>0.85</b>
-------------	-------------	-------------	-------------	-------------

NOTES: 821 includes Docstar  
 862 ICMA/CMMF/+

## **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, 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.

### **2013-14 ACCOMPLISHMENTS:**

- Oversaw Town-sponsored events that included the overall participation of 400 volunteers that contributed close to 4,000 hours of service.
- Held annual town-wide picnic for 800 at the ball field.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Advertised for, recruited and interviewed candidates for Artist-in-Residence position; selected candidate for position.
- Set up art workshop for teens with Artist-in-Resident along with Roots2Branches representatives.
- Hosted joint meeting between Parks & Recreation, Fairfax Volunteers, Chamber of Commerce, & Sustainable Fairfax to plan collaborative projects.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings for approximately 60 senior citizens.
- Participated in Peri Park clean-up day.
- Recipient of \$20,000 construction grant from KABOOM organization for Peri Park playground structure improvements.
- Assisted with the update of the Town's website content on an on-going basis.
- Listed volunteer projects on county-wide Center for Non-profit Volunteer & Leadership website in an effort to recruit additional volunteers; saw significant increase in the number of volunteer inquiries & participation level.
- Hosted showing of "Marin on Fire" film at the Women's Club, along with a panel discussion by the Fire Chief on wildfire prevention measures.
- Assisted at the Fairfax Festival with volunteer booth & activities at Ecofest.
- Worked with Roots2Branches on collaborative projects to benefit youth in community.

### **FY 2014-15 GOALS AND OBJECTIVES:**

- Continue to enhance the Pavilion building through grant funding.
- Seek additional funding sources through grants for Parks & Recreation and trails program.
- Conduct publicity campaign to increase volunteerism through direct mail postcard, banner & website promotion.
- Work with Chamber of Commerce on joint projects, such as the Gardener's Alliance.
- Complete reporting requirements to KABOOM for Peri Park playground structure.
- Advertise & recruit for new Artist-in-Resident position; make recommendations to Town Council regarding candidates.

Department/Division: Parks and Recreation

WORKPLAN FY14-15

<b>Activity/Description</b>	<b>Key Milestones</b>	<b>Est. Start Date</b>	<b>Est. Completion Date</b>
Installation of new playground equipment at Peri Park.	Re-installation of equipment at Peri Park.	6/3/14	6/5/14
	Receive funds.	6/17/14	6/17/14
	Reporting requirements to KaBOOM organization due.		
Artist-in-Residence	New artist is appointed by Town Council.	9/3/14	9/3/14
	Prepare contract.	9/10/14	9/17/14
	New projects begin with PARC collaboration, including exhibits, classes, etc.	10/1/14	9/1/15
Chipper Days	Work with Ross Valley Fire Dept to schedule chipper days.	7/1/14	7/15/14
	Work with sub-committee to organize neighborhood participation (block leaders).	7/15/14	8/15/14
	Release RFP for contractors services.	8/15/14	8/30/14
	Publicize days to the community.	9/1/14	9/15/14
	Conduct chipper days.	10/1/14	10/15/14
Facilities Improvement/ Rental fees	Researched other cities rental rates for facilities comparable to Pavilion.	3/1/14	3/15/14
	Created matrix comparing rental fees.	3/18/14	3/25/14
	Made recommendations to Town Council regarding increased rates.	4/1/14	5/7/14



# Town of Fairfax

## 2014-15 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>216 VOLUNTEERS FOR FAIRFAX</b>

**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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

411 REGULAR PT SALARIES	SEE NOTE	15,057	16,300	18,360	15,380	18,360
492 WORKERS COMP		333	391	471	471	476
493 RETIREMENT		3,424	3,303	3,343	3,257	3,343
494 MEDICARE		216	225	245	212	249
<b>SUBTOTAL PERSONNEL</b>		<b>19,029</b>	<b>20,219</b>	<b>22,418</b>	<b>19,319</b>	<b>22,428</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINT.		-	142	150	-	150
801 WATER	SEE NOTE		-	200	-	200
804 TELEPHONE		267	259	550	192	700
811 POSTAGE		713	727	500	577	400
813 OFFICE SUPPLIES		1,266	732	500	472	500
842 SPECIAL DEPT SUPPLIES		968	1,055	1,000	1,128	1,100
<b>SUBTOTAL OPERATING</b>		<b>3,214</b>	<b>2,915</b>	<b>2,900</b>	<b>2,369</b>	<b>3,050</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>22,243</b>	<b>23,134</b>	<b>25,318</b>	<b>21,688</b>	<b>25,478</b>
---------------------------------------	---------------	---------------	---------------	---------------	---------------

**Allocation of Positions:**

Community Resources Coord	0.30	0.30	0.30	0.30	0.30
---------------------------	------	------	------	------	------

<b>Total Full Time Equivalent Employees</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
---	-------------	-------------	-------------	-------------	-------------

**NOTES:**

411 - One half of part-time Community Resources Coord

801 Water for Community Garden





# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

- 411 REGULAR PT SALARIES
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE

			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

- 804 TELEPHONE
- 811 POSTAGE
- 813 OFFICE SUPPLIES
- 842 SPECIAL DEPT SUPPLIES
- 881 SPECIAL SERVICES

			-	
			-	
		100	-	100
		5,000	1,040	5,000
		3,600	4,322	3,600

**SUBTOTAL OPERATING**

- - 8,700 5,362 8,700

**TOTAL DEPARTMENT APPROPRIATION**

- - 8,700 5,362 8,700

**Allocation of Positions:**

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

**NOTES:**

842 Update data equipment in EOC

881 Agility Recovery \$3600/yr

## **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 2013-2014**

- Completed close-out of FEMA large projects related to the 2005 flood
- Completed close-out of FEMA small projects related to the 2005 flood
- Administered November 2013 local election
- Increased the use of the Web site for communication to the community
- Increased agenda email distribution for communication
- Implemented email distribution of Planning Commission agendas
- Facilitated updates to the Town Code
- Continued efforts to reduce paper copies
- Continued implementation of a Records Management System, including scanning of records
- Kept the Town's Web site up to date, with the very competent assistance of our consultant, Carol Golsch
- Implemented a contract tracking system

### **GOALS FOR 2014-15**

- 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
- Administer the November 4, 2014 Election
- Create new communication opportunities

Department/Division: Town Clerk/Elections

WORKPLAN FY14-15

<b>Activity/Description</b>	<b>Key Milestones</b>	<b>Est. Start Date</b>	<b>Est. Completion Date</b>
Election November 2014	Prepare measures for ballot including filing resolutions with the county; submitting arguments and rebuttals; fulfill election officer/official duties. Certify election.	7/1/14	12/3/14
Implement records retention schedule	Continue to implement system through scanning of permanent records	7/1/14	6/30/15
Communications strategy: research and develop	Explore interactive media software such as Peak Democracy; research other Town's communication strategies; add an interactive feature to Town website	7/1/14	12/31/14
Communications strategy: implement	Select best options for Town and implement	1/31/15	3/31/15

**\* UPDATE IS IN PROGRESS \***



# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	82,145	78,898	61,844	57,434	63,388
411 REG PART-TIME SALARIES		140		-	
415 ACCRUED VACATION		11,702		-	
421 TEMP EMPLOYEES	3,013	5,238	2,000	-	
461 OVERTIME				-	
491 HEALTH INSURANCE	8,140	15,889	18,741	23,756	19,058
492 WORKERS COMP	1,109	2,142	1,611	1,611	1,625
493 RETIREMENT	17,785	14,265	4,144	4,017	4,120
494 MEDICARE	1,218	1,373	838	779	859
<b>SUBTOTAL PERSONNEL</b>	<b>113,409</b>	<b>129,647</b>	<b>89,178</b>	<b>87,598</b>	<b>89,049</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT			500	-	600
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.	3,186	3,685	1,285	2,400	3,685
801 WATER			100	-	100
804 TELEPHONE	590	659	1,000	516	108
811 POSTAGE	538	501	700	476	900
813 OFFICE SUPPLIES	737	1,636	1,200	1,256	1,000
814 LEGAL ADS	467	-	350	244	400
815 PRINTING		39	100	-	200
821 OUTSIDE CONSULTING SVS	360	460	600	240	200
822 OUTSIDE CONTRACT SVS	6,654	6,062	5,000	7,257	5,400
842 SPECIAL DEPT SUPPLIES	147		200	-	200
861 BUS.MEET/CONF.	585	657	1,300	189	1,300
862 DUES & SUBSCRIPTIONS	215	80	400	193	400
<b>SUBTOTAL OPERATING</b>	<b>13,480</b>	<b>13,779</b>	<b>12,735</b>	<b>12,772</b>	<b>14,493</b>

SEE NOTE  
SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

**126,889      143,426      101,913      100,369      103,542**

**Allocation of Positions:**

TOWN CLERK / ASST TO TOWN MANAGER	1.00	1.00	-	-	-
DEPUTY TOWN CLERK			1.00	1.00	1.00

**Total Full Time Equivalent Employees**

**1.00      1.00      1.00      1.00      1.00**

**NOTES:**

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





# Town of Fairfax

## 2014-15 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>231 PERSONNEL</b>

**ACTIVITY DESCRIPTION**

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

**DEPARTMENT SUMMARY**

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES			-	24,984
411 REG PART-TIME SALARIES		4,867	6,500	8,112
415 ACCRUED VACATION			-	480
421 TEMP EMPLOYEES			-	
461 OVERTIME			-	
491 HEALTH INSURANCE			-	4,874
492 WORKERS COMP		127	127	879
493 RETIREMENT		540	507	4,099
494 MEDICARE		66	90	460
<b>SUBTOTAL PERSONNEL</b>	-	-	<b>5,600</b>	<b>7,224</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES			-	
814 LEGAL ADS		75	500	500
815 PRINTING			-	
821 OUTSIDE CONSULTING SVS	SEE NOTE	11,138	5,166	15,000
822 OUTSIDE CONTRACT SVS			92	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	418	639	600
861 BUS.MEET/CONF.			18	1,500
862 DUES & SUBSCRIPTIONS			400	400
890 MISCELLANEOUS			-	
<b>SUBTOTAL OPERATING</b>		<b>11,555</b>	<b>5,990</b>	<b>18,000</b>

**TOTAL DEPARTMENT APPROPRIATION**

	11,555	5,990	23,600	16,022	61,889
--	--------	-------	--------	--------	--------

**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

	0.00	0.00	0.10	0.10	0.30
--	------	------	------	------	------

**NOTES:**

821 Preemployment services, Attorney Fees & HR Consultant  
 842 Staff recognition

## **FINANCE DEPARTMENT BUDGET MESSAGE**

### **2013-14 ACCOMPLISHMENTS:**

- Brought financial statement reporting current
  - a. Redesigned financial statement formats
  - b. created additional reports & exhibits
- Implemented DOCSTAR record scanning in the Finance Department
- Restructured & improved budget document to
  - a. Make financial exhibits "user friendly"
  - b. Include explanation and clarifying detail
  - c. Expanded use of summary sheets and graphics
- Facilitated private placement TRAN with County of Marin
- Recovered \$90,000 in debt service overbillings from US Bank
- Completed Closing of FY 12/13
- Completed field work for FY 12/13 annual audit with minimal audit adjustments

### **FY 2014-15 GOALS AND OBJECTIVES:**

- Finalize the FY13 audit
- Formalize finance policies and procedures to improve internal control
  - Update investment policy
  - Implement policy for unclaimed assets
- Evaluate accounting software programs 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 FY14-15 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 FY13-14	Anticipated FY14-15
Number of Checks issues - Payables	1,100	1,050 (increase use of EFT)
Payroll (39 employees)	960	950
Number of AP Vendors	395	395
Number of 1099s issued	51	51
Number of Business Licenses	590	620
Number of CalPERS participants	32 Health 30 Retirement	32 Health 30 Retirement

WORKPLAN FY14-15

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	8/2013
	Review vendor proposals	8/2014	10/2014
	Vendor presentations		10/2014
	Selection		10/31/14
	Implementation	01/2015	3/2015
Update Account Codes - include projects	Identify software and account structure	10/31/14	
	Draft	11/1/14	12/15/14
Payroll & Personnel Administration	Employee Handbook	12/2014	3/2015
	Update benefits system	3/2014	
	Implement tracking system for payroll /benefits by employee	9/2014	10/2014
	Research practicability of bringing payroll in-house	9/2014	10/2014



# Town of Fairfax

## 2014-15 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. The Finance Department also prepares and oversees budget preparation.

### DEPARTMENT SUMMARY

FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
Actual	Actual	Adopted	Projected	Proposed

### PERSONNEL

401 REGULAR SALARIES	112,608	107,394	115,917	116,724	107,859
411 REG PART-TIME SALARIES	21,038	43,321	46,109	31,735	42,865
415 ACCRUED VACATION			2,229	2,271	2,074
421 TEMP EMPLOYEES	18,345		5,000	10,128	5,000
461 OVERTIME			-	-	
491 HEALTH INSURANCE	19,305	25,303	23,908	24,021	21,935
492 WORKERS COMP	1,664	3,621	4,272	4,272	3,953
493 RETIREMENT	20,246	13,453	18,936	15,884	18,354
494 MEDICARE	1,540	2,086	2,222	2,248	2,067
<b>SUBTOTAL PERSONNEL</b>	<b>194,746</b>	<b>195,178</b>	<b>218,594</b>	<b>207,283</b>	<b>204,107</b>

### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	508	20,000	20,000	20,000	20,000
711 OFFICE EQUIP MAINT.		391	300	-	300
731 BLDG-GROUNDS MAINT.	3,186	3,685	1,285	2,400	1,285
801 WATER	-	-	100	-	-
804 TELEPHONE	955	1,152	1,500	1,077	1,500
811 POSTAGE	572	501	700	503	700
813 OFFICE SUPPLIES	1,808	1,027	1,000	1,650	1,500
815 PRINTING	455	641	1,200	949	1,200
821 OUTSIDE CONSULTING SVS	23,507	8,719	15,000	4,132	15,000
822 CONTRACT SERVICES	38,024	10,873	34,740	13,536	25,000
861 BUS.MEET/CONF.	127	52	2,250	197	500
862 DUES & SUBSCRIPTIONS	32	254	1,065	500	1,000
881 SPECIAL SERVICES				-	
890 MISCELLANEOUS	(2,661)	79	3,000	180	3,000
<b>SUBTOTAL OPERATING</b>	<b>66,512</b>	<b>47,374</b>	<b>82,140</b>	<b>45,124</b>	<b>70,985</b>

### TOTAL DEPARTMENT APPROPRIATION

**261,258      242,552      300,734      252,407      275,092**

### Allocation of Positions:

FINANCE DIRECTOR	1.00	1.00	1.00	1.00	0.90
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      1.40**

### NOTES:

636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$60,000

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 2013-14 ACCOMPLISHMENTS:**

- Reclassification of Senior Planner to Principal Planner.
- Two successful & productive internships with students from U.C. Berkeley.
- Completion & Adoption of Amended Housing Element (for last two RHNA cycles; 1999-2006, 2007-2014).
- State Certification of the Amended Housing Element.
- Secured the \$300,000 One Bay Area Grant (OBAG) for Parkade improvements.
- Produced a website (e.g., marinclimate.org) for the Marin Climate & Energy Partnership (MCEP) to illustrate best practices and municipal benchmarks in Green House Gas (GHG) reduction county-wide.
- Town Council review and adoption of a Climate Action Plan (CAP) for Fairfax.
- Formed and convened a Climate Action Committee (CAC) to implement the CAP.
- Council approval of a work program for public workshops toward creation of a Town Center Plan, as called for in the 2010-30 General Plan (on hold).
- Adoption of the new Zoning Map and certain Zoning Ordinance updates for compliance with the 2010-2030 General Plan (repeal pending).
- Updated the Building Codes.

### **FY 2014-15 GOALS AND OBJECTIVES:**

- Find additional ways to augment the planning and building staff time at the front counter and for administrative support.
- Conduct a General Plan (GP) Forum/Workshop to educate & received feedback from the public on GP Elements including the Housing Element (HE) and make amendments where appropriate.
- Re-adopt the new Zoning Map and certain Zoning Ordinance updates for compliance with the 2010-2030 GP (if repealed).
- Restart the work program for public workshops to create a Town Center Plan, as called for in the 2010-30 General Plan (previously put on hold).
- Commence the next Housing Element update for the 2015-2022 RHNA cycle (new RHNA quota = 61units): due January 2015 for fast-track processing.
- Work with the Planning Commission to address several sections of the Town Code/Zoning Ordinance that the Commission considers in need of revision.

Department/Division: Planning & Building Services

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY13-14	Target FY14-15
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:</u> (not inter-office / junk mail)		
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 FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
General Plan Forum	July 2014 Workshop	May 2014	July 2014
Zoning Map & Ordinance Update	Prepare draft PD, PDD & CC amendments	June 2014	October 2014
Housing Element Update	Complete by January 2015 for "fast- track" processing.	September 2014	January 2015
Town Center Plan Development	Background Studies & Data Maps Public Workshops (2-3 events) Draft Plan Preparation Review & Adoption by TC	January 2015	October 2015



# Town of Fairfax

## 2014-15 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>311 PLANNING</b>

**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 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
Actual	Actual	Adopted	Projected	Proposed

**PERSONNEL**

401 REGULAR SALARIES		194,564	206,942	226,325	226,823	234,732
411 REG PART-TIME SALARIES						10,000
415 ACCRUED VACATION		3,739	3,842	4,107	4,118	4,274
421 TEMP EMPLOYEES	SEE NOTE	3,697	2,424		-	
491 HEALTH INSURANCE		31,186	33,365	38,606	38,531	39,297
492 WORKERS COMP.		2,773	4,871	5,918	5,918	6,291
493 RETIREMENT		42,042	39,698	41,209	42,410	46,972
494 MEDICARE		2,795	2,900	3,078	3,114	3,338
<b>SUBTOTAL PERSONNEL</b>		<b>280,797</b>	<b>294,042</b>	<b>319,242</b>	<b>320,914</b>	<b>344,904</b>

**OPERATING EXPENSES**

731 BLDG-GROUNDS MAINT.		5,576	5,485	5,485	4,200	5,485
801 WATER		813		-	-	-
802 POWER		258	238	250	255	250
804 TELEPHONE		1,377	1,416	1,500	1,136	1,500
811 POSTAGE		575	523	500	4,558	500
812 REPRODUCTION		31	421	1,000	297	1,000
813 OFFICE SUPPLIES		1,933	1,450	1,500	1,239	1,500
814 LEGAL ADS		193	46	-	828	-
815 PRINTING			1,902	1,500	168	1,500
821 OUTSIDE CONSULTING SVS	SEE NOTE	73,503	70,894	40,000	84,161	80,000
822 OUTSIDE CONTRACT SVS	SEE NOTE	1,242	226	7,300	7,924	10,800
842 SPECIAL DEPT SUPPLIES		270	-	500	-	2,000
861 BUS.MEET/CONF.		2,236	1,931	2,000	812	2,000
862 DUES & SUBSCRIPTIONS		1,025	-	425	-	425
871 LIAB & PROP INSURANCE		11,408	2,341	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>		<b>100,440</b>	<b>86,873</b>	<b>61,960</b>	<b>105,579</b>	<b>106,960</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>381,236</b>	<b>380,915</b>	<b>381,202</b>	<b>426,493</b>	<b>451,864</b>
----------------	----------------	----------------	----------------	----------------

**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

<b>2.00</b>	<b>2.00</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
-------------	-------------	-------------	-------------	-------------

**NOTES:**

421 Planning Commission minutes / FY15 - Planning Tech @25/hr	
821 Town Center plan dev process (LAK, Parisi, SD,al)	
Housing element update (LAK, PMC)	
822 Intern 500 hrs @ \$15/hr	7,500
Televise Planning Commission meetings	3,300



# Town of Fairfax

## 2014-15 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 321 BUILDING INSPECTION & PERMITS

**ACTIVITY DESCRIPTION**

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

<b>DEPARTMENT SUMMARY</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Proposed</b>
---------------------------	------------------------------	------------------------------	-------------------------------	---------------------------------	--------------------------------

**PERSONNEL**

401 REGULAR SALARIES	86,865	87,469	91,135	92,844	93,298
415 ACCRUED VACATION	-	-	1,508	-	1,553
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	8,342	9,784	11,699	17,375	11,880
492 WORKERS COMP.	1,109	2,106	2,379	2,379	2,422
493 RETIREMENT	18,794	17,372	16,594	17,416	18,670
494 MEDICARE	1,237	1,216	1,237	1,256	1,267
<b>SUBTOTAL PERSONNEL</b>	<b>116,347</b>	<b>117,947</b>	<b>124,552</b>	<b>131,270</b>	<b>129,090</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINT.	-	-	-	-	-
722 VEHICLE MAINTENANCE	4,649	6,375	3,500	3,191	3,500
731 BLDG-GROUNDS MAINT.	2,549	3,085	3,085	1,800	3,085
802 POWER	258	238	500	255	500
804 TELEPHONE	1,377	1,416	1,500	1,136	1,500
811 POSTAGE	722	744	300	674	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	723	1,123	1,500	3,032	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	9,291	825	5,000	10,333	5,000
822 OUTSIDE CONTRACT SVS	1,895	1,974	8,750	2,880	8,750
851 CLOTHING	-	-	-	-	-
861 BUS.MEET/CONF.	(778)	604	1,000	886	1,000
862 DUES & SUBSCRIPTIONS	1,916	257	275	1,416	275
871 LIAB & PROP INSURANCE	6,344	-	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>	<b>28,947</b>	<b>16,641</b>	<b>25,410</b>	<b>25,603</b>	<b>25,410</b>

**TOTAL DEPARTMENT APPROPRIATION** 145,294 134,588 149,962 156,873 154,500

**Allocation of Positions:**

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

**Total Full Time Equivalent Employees** 1.00 0.87 1.00 1.00 1.00

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

# POLICE DEPARTMENT BUDGET MESSAGE

## **MISSION:**

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

## **2013-14 ACCOMPLISHMENTS**

- 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

## **2014 – 2015 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 dispatchers.
- 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
- Continue to explore sharing of personnel with other agencies

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

**\* UPDATE IS IN PROGRESS \***



# Town of Fairfax

## 2014-15 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 411 POLICE

**ACTIVITY DESCRIPTION**

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement and related programs, public safety awareness programs, computer aided 911 dispatch center (Which also serves The communities of Ross and the College of Marin). We operate a staffed police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

**DEPARTMENT SUMMARY**

FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
Actual	Actual	Adopted	Projected	Proposed

**PERSONNEL**

401 REGULAR SALARIES	SEE NOTE	277,641	321,052	338,362	317,921	346,721
402 SAFETY SALARIES	SEE NOTE	989,492	997,950	1,058,152	1,035,091	1,020,197
402 SALARY VACANCY SAVINGS		-	-			
415 ACCRUED VACATION		6,550	2,698	3,000	16,207	3,000
421 TEMP EMPLOYEES		68,451	87,864	30,000	60,000	40,000
461 OVERTIME		80,617	78,045	130,000	116,000	130,000
481 HOLIDAY PAY		67,200	68,868	72,687	72,661	68,058
491 HEALTH INSURANCE		248,628	270,335	320,637	304,797	316,155
492 WORKERS COMP.		37,501	34,018	34,018	34,018	34,018
493 RETIREMENT		558,593	537,937	553,558	553,558	520,322
494 MEDICARE		20,476	19,797	24,249	23,832	23,858
496 UNEMPLOYMENT		45	-			
497 OVERTIME REIMBURSABLE	SEE NOTE	-	(3,105)	(15,000)		(15,000)
<b>SUBTOTAL PERSONNEL</b>		<b>2,355,194</b>	<b>2,415,459</b>	<b>2,549,663</b>	<b>2,534,085</b>	<b>2,487,329</b>

**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	3.00
POLICE OFFICER	6.00	6.00	4.00	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
POLICE CADET					1.00

**NOTES:**

- 401 Reflects 12 months of contractual salary increase for 1 dispatcher
- 402 Reflects 1 sgt contractual education increase by 2.5% for 12 months  
1 officer contractual salary increase of 5% for 12 months  
Reflect acting pay for 1 police officer of 7.5% for 12 months
- 497 FFX Festival \$3,500 Other \$5,600  
Reimbursible Overtime - Fairfax Festival \$9,100; Other \$5,900



# Town of Fairfax

## 2014-15 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 411 POLICE

### DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

#### OPERATING EXPENSES

631 COMM EQUIP REPLACE				4,000
711 OFFICE EQUIP MAINTENANCE	1,226	1,940	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE SEE NOTE	43,110	25,454	28,000	28,000
721 FIELD EQUIP MAINTENANCE	723	710	1,000	1,000
722 VEHICLE MAINTENANCE	16,122	22,885	20,000	18,000
723 COMMUNICATION EQUIP MAINT	4,982	6,677	3,000	3,000
725 MERA DEBT SERVICE	38,260	38,302	38,286	38,286
726 MERA MEMBERSHIP FEE	24,325	25,883	26,691	27,200
731 BLDG-GROUNDS MAINTENANCE	21,033	24,882	21,900	25,000
801 WATER	1,502	1,135	1,900	1,900
802 POWER	1,033	952	2,000	2,000
804 TELEPHONE	14,091	17,080	17,000	17,000
806 FUEL	18,795	20,730	18,000	18,000
811 POSTAGE	2,137	1,673	2,000	2,000
812 REPRODUCTION	2,675	1,998	2,500	2,500
813 OFFICE SUPPLIES	1,227	1,551	1,300	1,300
815 PRINTING	4,214	2,975	3,000	3,000
822 OUTSIDE CONTRACT SVS SEE NOTE	30,731	39,447	35,000	35,000
841 SMALL TOOLS	504	409	500	500
842 SPECIAL DEPT SUPPLIES	8,837	8,660	8,500	8,500
851 CLOTHING	13,562	13,325	14,200	17,000
861 BUS.MEET/CONF.	270	233	500	500
862 DUES & SUBSCRIPTIONS SEE NOTE	4,445	5,798	6,800	6,800
871 LIAB & PROP INSURANCE	7,550	2,503	SEE #715	
883 P.O.S.T.	8,888	14,190	10,000	8,000
889 BOOKING FEES	2,664	887	3,000	-
<b>SUBTOTAL OPERATING</b>	<b>272,906</b>	<b>280,278</b>	<b>266,577</b>	<b>265,986</b>
<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>2,628,100</b>	<b>2,695,737</b>	<b>2,816,240</b>	<b>2,800,071</b>

#### 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



## ROSS VALLEY FIRE DEPARTMENT BUDGET MESSAGE

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

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

July 1, 2012, the joint powers agreement was amended to include the Town of Ross. With the addition of the Town of Ross the percentage shares of the Fire Department budget for the four members are: Fairfax 23.95%, San Anselmo 41.68%, Ross 21.21% and Sleepy Hollow 13.6%.

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

The department is comprised of the following personnel:

- 1 Fire Chief
- 3 Battalion Chiefs
- 12 Captains\*
- 15 Engineers\*
- 1 Administrative Assistant
- 1 Fire Inspector
- 17 Volunteer Firefighters

\* 3 Captains and 6 Engineers are certified Paramedics

Total: 33 full time employees and 17 volunteers

**2014-15 BUDGET:** The Ross Valley Fire Department operating budget for FY 2014-15 is \$8,369,063. The budget is funded through member contributions of \$8,010,610, outside revenues in the form of contracts for service provided to County of Marin and Ross Valley Paramedic Authority, fees for service related to plan checks and inspections of \$492,257, and reserves of \$133,732. The Town's total contribution to the JPA, for FY 2014-15, is \$1,886,767.

Additional information regarding the Ross Valley Department is available at [www.rossvalleyfire.org](http://www.rossvalleyfire.org).



# Town of Fairfax

## 2014-15 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.

### DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

### 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
- 724 RVFS DEBT SERVICE
- 731 BUILDINGS & GROUNDS MAINT
- 871 LIAB & PROP INSURANCE
- 881 RVFS CONTRACT

SEE NOTE

430,691	406,824	406,335	167,015	176,263
28,916		34,009	69,493	73,341
-	638		6,519	6,880
2,906	3,357	SEE #715	4,865	5,135
1,250,321	1,363,182	1,362,948	1,539,477	1,624,716

### SUBTOTAL OPERATING

1,712,834 1,774,001 1,803,292 1,787,369 1,886,334

### TOTAL DEPARTMENT APPROPRIATION

1,712,834 1,774,001 1,803,292 1,787,369 1,886,334

### Allocation of Expenses

San Anselmo	40.53%	40.53%	41.68%
Fairfax	23.30%	23.30%	23.95%
Ross	23.37%	23.37%	21.21%
Sleepy Hollow	<u>12.80%</u>	<u>12.80%</u>	<u>13.16%</u>

### Total Full Time Equivalent Employees

100.00% 100.00% 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:			<b>FY13</b>	<b>FY14</b>	<b>Increase</b>	<b>FY15</b>
- Contribution			1,539,478	1,539,478	55,570	1,595,048
- Side Fund			167,015	167,015	5,022	172,037
- Debt Service			26,168	26,168	-	26,168
- Apparatus Replacement			7,841	7,841	22,449	30,290
- OPEB Prior Liability			51,172	51,172	-	51,172
- Mera Bond			11,619	11,619	-	11,619
Total			<u>1,803,293</u>	<u>1,803,293</u>	<u>83,041</u>	<u>1,886,334</u>
% Change						4.60%

## **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 bridge outfall project
  - b. Street Resurfacing Projects-Scenic Road from Redwood to Tamalpais
  - c. Sir Francis Drake Blvd. Bike Lane Striping Project
  - d. Bike Spine Project
- Responded to over 400 incoming requests for service from July 2010 through May 2011.
- Painted interior of Town Hall
- Oversight of major projects
  - a. Ross Valley Sanitary District sewer pipe replacements- various locations
  - b. Marin Municipal Water District fire flow pipe upgrades- various locations

### **FY 2013-14 GOALS AND OBJECTIVES:**

- Repair roof on kitchen portion of the Women's Club
- Refinish the gym floor in the Pavilion
- Paint interior of Women's Club
- Install bike racks obtained through a grant from the Bay Area Air Quality Management District
- Remove and replace footbridge next to Town Hall

Department/Division: Public Works

PERFORMANCE HIGHLIGHTS

<b>Activity/Description</b>	<b>Estimated Year End FY12-13</b>	<b>Target FY13-14</b>
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

<b>Activity/Description</b>	<b>Key Milestones</b>	<b>Est. Start Date</b>	<b>Est. Completion Date</b>
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

**\* UPDATE IS IN PROGRESS \***



# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	13,535	15,068	63,630	64,790	65,933
415 ACCRUED VACATION	-	-	1,224	736	1,268
421 TEMP EMPLOYEES			-	-	
491 HEALTH INSURANCE	1,311	1,601	10,111	12,020	10,295
492 WORKERS COMP.	2,219	315	1,711	1,711	1,762
493 RETIREMENT	2,808	2,596	9,282	8,987	10,367
494 MEDICARE	185	182	890		922
497 PAYROLL TRANSFER	-	-			
611 CAR ALLOWANCE			1,260		-
<b>SUBTOTAL PERSONNEL</b>	<b>20,058</b>	<b>19,761</b>	<b>88,107</b>	<b>88,244</b>	<b>90,547</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINTENANCE	-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE	3,186	2,400	2,400	2,400	2,400
804 TELEPHONE	-	-	600	-	500
811 POSTAGE	596	501	300	476	350
813 OFFICE SUPPLIES			300	72	308
815 PRINTING	74		100	-	100
821 OUTSIDE CONSULTING SVS	67,964	49,909	60,000	62,047	85,000
822 OUTSIDE CONTRACT SVS	4,466	2,214	3,000	1,082	2,000
823 STORMWATER POLLUTION	see dept 514	see dept 514	30,000	27,919	32,000
842 SPECIAL DEPT SUPPLIES	157		2,000	-	1,000
861 BUS.MEET/CONF.	-	39	-	-	
<b>SUBTOTAL OPERATING</b>	<b>76,443</b>	<b>55,063</b>	<b>98,800</b>	<b>93,995</b>	<b>123,758</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>96,502</b>	<b>74,824</b>	<b>186,907</b>	<b>182,239</b>	<b>214,305</b>
---------------	---------------	----------------	----------------	----------------

**Allocation of Positions:**

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

**Total Full Time Equivalent Employees**

<b>0.25</b>	<b>0.25</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
-------------	-------------	-------------	-------------	-------------

**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

### **2013-14 ACCOMPLISHMENTS:**

- Continued street sweeping responsibilities
- Installed new guard rail on Frustuck Avenue
- Installed a new exit stairway at the pavilion
- Installed new fold up doors in the pavilion food prep area
- Removed various rats, wasps, ants and other vermin from the police building

### **FY 2014-15 GOALS AND OBJECTIVES:**

- Street repair/patching of the pavilion parking lot, Mountain View Road, and Hickory
- 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
- Perform repairs on the pavilion roof



# Town of Fairfax

## 2014-15 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>511 STREET MAINT &amp; PUBLIC WORKS</b>

### 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
--	----------------------	----------------------	-----------------------	-------------------------	------------------------

#### PERSONNEL

401	REGULAR SALARIES	101,942	105,188	105,581	109,606	112,095
415	ACCRUED VACATION	100		-	-	
421	TEMP. EMPLOYEES			1,000	-	1,000
461	OVERTIME		2,745	1,500	3,358	1,500
491	HEALTH INSURANCE	31,846	26,912	23,119	23,273	23,474
492	WORKERS COMP.	7,100	2,659	2,706	2,706	2,858
493	RETIREMENT	24,183	21,040	19,224	20,780	22,431
494	MEDICARE	1,936	1,563	1,408	1,590	1,495
497	OVERTIME REIMBURSABLE	-	(343)	(1,000)	-	(1,000)
	<b>SUBTOTAL PERSONNEL</b>	<b>167,107</b>	<b>159,764</b>	<b>153,538</b>	<b>161,313</b>	<b>163,853</b>

SEE NOTE

#### OPERATING EXPENSES

641	EQUIPMENT RENTAL	-	-	500	-	500
721	FIELD EQUIP MAINTENANCE	19		500	-	500
722	VEHICLE MAINTENANCE	12,461	14,185	15,000	16,489	16,500
723	COMMUNICATION EQUIP MAINT	-	-	500	-	500
725	MERA DEBT SERVICE			846	6,932	8,703
726	MERA MEMBERSHIP FEE			6,157	8,209	8,312
731	BLDG-GROUNDS MAINTENANCE	4,840	3,536	3,500	3,510	3,500
802	POWER			1,500	-	1,500
803	DUMP FEES	70		500	-	300
804	TELEPHONE	1,005	1,073	1,000	892	1,000
806	FUEL	11,463	18,300	10,000	14,360	14,000
813	OFFICE SUPPLIES	104	98	200	-	2,000
821	OUTSIDE CONSULTING SVS	43,884	29,626	40,000	25,273	40,000
841	SMALL TOOLS	183		4,000	-	4,000
842	SPECIAL DEPT SUPPLIES	33,354	21,726	40,000	11,707	40,000
851	CLOTHING	1,771	1,275	1,000	1,133	1,000
861	TRAVEL/TOLLS	10	5	500	13	500
871	LIAB & PROP INSURANCE	11,065	(328)	SEE #715	-	SEE #715
	<b>SUBTOTAL OPERATING</b>	<b>120,228</b>	<b>89,496</b>	<b>125,703</b>	<b>88,518</b>	<b>142,815</b>

SEE NOTE

SEE NOTE

SEE NOTE

#### TOTAL DEPARTMENT APPROPRIATION

	287,335	249,260	279,241	249,831	306,668
--	---------	---------	---------	---------	---------

#### 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	-	-	-
<b>Total Full Time Equivalent Employees</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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

## 2014-15 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.  
 The 514 account is shown for historical expenditure purposes only.

**DEPARTMENT SUMMARY**

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	-	-	-	-	-
415 ACCRUED VACATION	-	-	-	-	-
421 TEMP. EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	-	-	-	-	-
492 WORKERS COMP.	-	-	-	-	-
493 RETIREMENT	-	-	-	-	-
494 MEDICARE	-	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-	-

**OPERATING EXPENSES**

802 POWER	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	-	-	-	-	-
822 OUTSIDE CONTRACT SVS	SEE NOTE	20,655	22,362	SEE #510	SEE #510

**SUBTOTAL OPERATING** 20,655 22,362 - - -

**TOTAL DEPARTMENT APPROPRIATION** 20,655 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.  
 Moved to Public Works Adm 01-510-823

## **PARKS MAINTENANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker

Total = 1 FTE

### **2013-14 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.
- Replaced sod in ball field in-field.
- Removed old playground equipment and assisted with installation of new equipment.
- Poured concrete, and installed markers in the small islands where cars were getting stuck at the east entrance to Fair-Anselm Plaza

### **FY 2014-15 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.
- Monitored completion of restrooms at the ball-field.



# Town of Fairfax

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	53,088	58,628	57,158	60,848	62,229
415 ACCRUED VACATION	-	-	-	-	-
461 OVERTIME	674	933	-	1,291	-
491 HEALTH INSURANCE	11,562	19,874	21,076	21,164	21,439
492 WORKERS COMP.	1,216	1,323	1,465	1,465	1,587
493 RETIREMENT	10,604	11,705	10,407	11,525	12,453
494 MEDICARE	763	859	762	871	830
497 OVERTIME REIMBURSABLE SEE NOTE	-	(251)	(500)	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>77,908</b>	<b>93,071</b>	<b>90,370</b>	<b>97,163</b>	<b>98,538</b>

**OPERATING EXPENSES**

621 RESERVE FOR VEHICLE REPLACEMENT	-	-	-	-	-
641 EQUIPMENT RENTAL	298	-	500	-	500
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801 WATER	15,302	16,808	15,000	10,506	15,000
802 POWER	1,804	1,107	2,300	1,454	2,300
821 OUTSIDE CONSULTING SVS SEE NOTE	12,608	15,776	30,000	17,515	30,000
841 SMALL TOOLS	1,555	-	1,000	223	1,000
842 SPECIAL DEPT SUPPLIES	10,992	15,388	10,000	3,819	10,000
851 CLOTHING	425	-	900	567	900
871 LIAB & PROP INSURANCE	21,833	3,456	SEE #715	5,007	SEE #715
881 SPECIAL SERVICES	150	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>64,966</b>	<b>52,535</b>	<b>61,200</b>	<b>39,091</b>	<b>61,200</b>

**TOTAL DEPARTMENT APPROPRIATION** 142,874 145,606 151,570 136,255 159,738

**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

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	6,065	-	-	-	-
411 REGULAR PT SALARIES	-	12,893	12,180	10,383	12,180
415 ACCRUED VACATION	-	-	-	-	-
461 OVERTIME	-	-	100	-	100
491 HEALTH INSURANCE	3,524	-	-	-	-
492 WORKERS COMP.	2,400	220	340	340	340
494 MEDICARE	-	185	177	159	177
493 RETIREMENT	1,455	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>13,444</b>	<b>13,297</b>	<b>12,796</b>	<b>10,882</b>	<b>12,796</b>

**OPERATING EXPENSES**

731 BLDG-GROUNDS MAINT.	-	12,815	12,800	-	12,800
801 WATER	806	816	800	514	800
802 POWER	24,957	21,986	16,500	17,726	16,500
803 SANITARY	-	638	-	1,701	-
804 TELEPHONE	376	368	400	306	400
821 OUTSIDE CONSULTING SVS	1,099	1,087	8,500	-	8,500
822 OUTSIDE CONTRACT SVS	SEE NOTE	15,270	2,807	1,600	1,600
841 SMALL TOOLS	324	-	400	-	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	4,333	20,830	5,000	7,013
851 CLOTHING	213	-	50	-	50
871 LIAB & PROP INSURANCE	19,532	2,699	SEE #715	-	SEE #715
<b>SUBTOTAL OPERATING</b>	<b>66,910</b>	<b>64,047</b>	<b>46,050</b>	<b>28,721</b>	<b>46,650</b>

**TOTAL DEPARTMENT APPROPRIATION**

**80,354 77,344 58,846 39,603 59,446**

**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

## 2014-15 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>715 NON DEPARTMENTAL</b>

**ACTIVITY DESCRIPTION**

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

**DEPARTMENT SUMMARY**

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401	REGULAR SALARIES	48,899	48,101	-	-	
421	TEMP SALARIES	78		-	-	
461	OVERTIME			-	-	
491	HEALTH INSURANCE	7,712	7,712	-	-	
491	RETIREE HEALTH BENEFITS	14,089	29,996	36,000	51,152	52,788
492	WORKERS COMP.	-	1,171	-	-	
493	RETIREMENT	10,600	9,962		566	566
494	MEDICARE	726	726		-	
<b>SUBTOTAL PERSONNEL</b>		<b>82,105</b>	<b>97,668</b>	<b>36,000</b>	<b>51,718</b>	<b>53,355</b>

**OPERATING EXPENSES**

821	OUTSIDE CONTRACT SVS	45,984	-	-	-	
822	CONTRACTED SVCS	104,573	217,823	160,000	149,400	180,000
841	SMALL TOOLS	43	-	1,700	-	-
842	SPECIAL DEPT SUPPLIES	2,758	2,288	4,000	2,521	4,000
871	LIAB & PROP INSURANCE	SEE DEPTS	268	90,000	116,680	110,000
881	SPECIAL SERVICES	8,509	37,253	17,000	16,778	17,000
890	MISCELLANEOUS	(4)	95	16,000	1,430	1,000
891	CLAIMS - WC / SETTLEMENTS	85,414	113,692	150,000	123,851	150,000
895	TRAN INTEREST	22,847	2,701	5,000	2,166	3,000
896	CERTB/OPEB		60,000	90,000	90,000	120,000
<b>SUBTOTAL OPERATING</b>		<b>270,125</b>	<b>434,120</b>	<b>533,700</b>	<b>502,827</b>	<b>585,000</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>352,230</b>	<b>531,788</b>	<b>569,700</b>	<b>554,544</b>	<b>638,355</b>
----------------	----------------	----------------	----------------	----------------

**Allocation of Positions:**

ADMINISTRATIVE ASSISTANT II	1.00	1.00	-	-	-
-----------------------------	------	------	---	---	---

**Total Full Time Equivalent Employees**

1.00	1.00	0.00	0.00	0.00
------	------	------	------	------

NOTES:	FY12	FY13	FY14 bud	FY14	FY15 bud
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)		1,991	2,000	2,200	2,400
CITTASLOW USA	2,000	2,825			
CMCM (WEBCAST)			6,000	7,450	7,700
COUNTY OF MARIN MIDAS ACCOUNT	13,600	17,775	18,000	19,375	20,000
FAIRFAX CHAMBER OF COMMERCE		210	250	paid #211	-
GOLSCH, C (WEBPAGE SERVICES)	6,000	9,000	9,000	9,000	11,700
LEAGUE OF CALIFORNIA CITIES	4,103	4,348	5,000	4,598	4,600
MARIN COUNTY ADMIN (ANIMAL CONTROL)	41,215	65,907	73,703	73,703	80,000
MARIN COUNTY SHERIFFS DEPT		4,322			
MARIN COUNTY TAX COLLECTOR (LAFCO)	300	3,469	3,597	3,597	3,600
MARIN GENERAL SERVICES AUTHORITY		2,000	14,000	13,508	14,000
MARIN IT, INC	9,339	11,344	20,000	15,969	16,000
SOLID WASTE RATE STUDY			1,200		
OTHER	28,016	94,632	7,250	-	20,000
	104,573	217,823	160,000	149,400	180,000
491 includes CalPERS PEMHCA payments (\$10,122) and OPEB retiree payments(\$42,666)					
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

## 2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
----------------------	----------------------	-----------------------	-------------------------	------------------------

**PERSONNEL**

401 REGULAR SALARIES	13,503			-	
421 TEMP EMPLOYEES	-	12,893	12,180	10,383	12,180
415 ACCRUED VACATION	3,408			-	
461 OVERTIME	295	210		840	
491 HEALTH INSURANCE	2,033			-	
492 WORKERS COMP.	1,655	136	340	340	338
494 MEDICARE	(438)	185	177	159	177
497 PAYROLL TSFR	1,037	(210)		-	
<b>SUBTOTAL PERSONNEL</b>	<b>21,493</b>	<b>13,214</b>	<b>12,696</b>	<b>11,722</b>	<b>12,695</b>

**OPERATING EXPENSES**

803 SANITARY/DUMP		2,552		2,552	2,552
821 OUTSIDE CONSULTING SVS	2,020	3,708	4,000	1,430	4,000
822 OUTSIDE CONTRACT SVS	10,987	27,788	36,620	25,839	35,000
842 SPECIAL DEPT SUPPLIES	6,385	4,257	7,000	10,759	7,000
851 CLOTHING	35	-	100	-	100
<b>SUBTOTAL OPERATING</b>	<b>19,428</b>	<b>38,305</b>	<b>47,720</b>	<b>40,580</b>	<b>48,652</b>

SEE NOTE  
SEE NOTE

**SUBTOTAL APPROPRIATION**

**ALLOCATION TO DEPARTMENTS**

731 BLDG-GROUNDS MAINT.	(36,506)	(60,956)	(60,956)	(35,140)	(60,956)
-------------------------	----------	----------	----------	----------	----------

**TOTAL DEPARTMENT APPROPRIATION**

**4,414      (9,438)      (540)      17,162      391**

**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		
	<b>59,200</b>	<b>25,620</b>	<b>35,336</b>	<b>60,956</b>

<b>NOTES:</b>	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

## 2014-15 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.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(80,664)	(63,804)		19,144	2,026
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
090 901 SALE OF ASSETS			3,460			
<b>SUBTOTAL REVENUES</b>		-	3,460	-	-	-
<b>APPROPRIATIONS</b>						
923 921 FIELD EQUIPMENT	SEE NOTE	33,140	64,908	72,118	72,118	75,297
903 996 SOLAR PANEL LEASE				16,600	16,600	16,600
<b>SUBTOTAL APPROPRIATIONS</b>		33,140	64,908	88,718	88,718	91,897
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		50,000	144,396	71,600	71,600	90,000
<b>SUBTOTAL TRANSFER</b>		50,000	144,396	71,600	71,600	90,000
<b>NET DEPARTMENT ACTIVITY</b>		16,860	82,948	(17,118)	(17,118)	(1,897)
<b>ENDING FUND BAL</b>		(63,804)	19,144		2,026	129

**COMPONENTS OF FUND BALANCE:**

<b>NOTES:</b>		<b>LAST PMT</b>				
921	MOBILE COMPUTING		15,683			8,000
	COMPUTER LEASE - COMPLIANT		7,574			
	FY10 VEHICLE LOAN - ALLY	January 1, 2015	8,910	8,910	8,910	4,975
	FY12 VEHICLE LOAN - FORD	May 1, 2015	20,494	20,494	20,494	20,494
	FY13 VEHICLE LOAN - FORD	February 1, 2016	12,247	11,712	11,712	11,725
	FY14 VEHICLE LOAN - FORD	January 1, 2017		31,002	31,002	30,103
			64,908	72,118	72,118	75,297



# Town of Fairfax

## 2014-15 Operating Budget

**FUND 04 BUILDING & PLANNING**

**DEPT 715 MISCELLANEOUS**

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

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(77,552)	25,004		(9,415)	111,236
<b>REVENUES</b>						
030	311 BUILDING PERMITS	145,923	112,144	120,000	155,750	150,000
030	312 GENERAL PLAN MAINTENANCE FEES	2,616	2,041	2,000	2,514	3,000
030	313 TECHNOLOGY IMPROVEMENT FEES	3,646	3,383	3,500	3,564	4,000
030	314 ENCROACHMENT FEES	-	1,263	1,000	-	-
030	315 HOUSING INSPECTIONS	33,435	37,243	37,000	39,161	30,000
030	317 SEISMIC FEES	(1,550)	717	500	1,024	1,000
030	318 PLAN RETENTION	-	(1,894)	-	63	-
030	319 STREET OPENING	16,680	16,785	17,000	41,091	30,000
030	320 ROAD IMPACT FEES	127,405	93,052	95,000	111,137	120,000
030	321 INFRASTRUCTURE IMPROV FEES	3,646	2,978	3,000	3,563	4,000
030	904 MISCELLANEOUS SEE NOTE		2,051	2,000	-	2,000
030	904 COUNTY - OTHER		10,000		-	
	<b>TOTAL PERMITS AND FEES</b>	<b>331,800</b>	<b>279,764</b>	<b>281,000</b>	<b>357,866</b>	<b>344,000</b>
080	801 ZONING & FILING FEES	119,567	61,848	60,000	102,542	60,000
080	805 BUILDING PLAN CHECK FEES	9,927	9,338	7,000	24,533	16,000
080	806 ENGINEERING PLAN CHECKS	41,151	14,632	15,000	35,710	30,000
	<b>TOTAL CURRENT CHARGES</b>	<b>170,645</b>	<b>85,818</b>	<b>82,000</b>	<b>162,785</b>	<b>106,000</b>
	<b>SUBTOTAL REVENUES</b>	<b>502,445</b>	<b>365,582</b>	<b>363,000</b>	<b>520,651</b>	<b>450,000</b>
<b>APPROPRIATIONS</b>						
					-	
					-	
					-	
	<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>						
	715 971 TSFR TO 01-GENERAL FUND	(399,890)	(400,000)	(363,000)	(400,000)	(450,000)
	<b>SUBTOTAL TRANSFER</b>	<b>(399,890)</b>	<b>(400,000)</b>	<b>(363,000)</b>	<b>(400,000)</b>	<b>(450,000)</b>
	<b>NET DEPARTMENT ACTIVITY</b>	<b>102,555</b>	<b>(34,418)</b>	<b>-</b>	<b>120,651</b>	<b>-</b>
	<b>ENDING FUND BAL</b>	<b>25,004</b>	<b>(9,415)</b>	<b>-</b>	<b>111,236</b>	<b>111,236</b>
<b>COMPONENTS OF FUND BALANCE:</b>						
	RESERVE - PLANNING DEPOSITS	114,265	108,280		108,280	108,280
	UNRESERVED	(89,261)	(117,694)		2,956	2,956

<b>NOTES:</b>
904 OLEMA ROAD FEASIBILITY STUDY



# Town of Fairfax

## 2014-15 Operating Budget

**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

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		25,257	25,257		25,257	0
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
921 FIELD EQUIPMENT	SEE NOTE			8,000	8,000	
					-	
					-	
<b>SUBTOTAL APPROPRIATIONS</b>		-	-	8,000	8,000	-
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND				(17,257)	(17,257)	
TSFR FROM 01-GENERAL FUND						
<b>SUBTOTAL TRANSFER</b>		-	-	(17,257)	(17,257)	-
<b>NET DEPARTMENT ACTIVITY</b>		-	-	(25,257)	(25,257)	-
<b>ENDING FUND BAL</b>		25,257	25,257		0	0
<b>COMPONENTS OF FUND BALANCE:</b>						

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



# Town of Fairfax

## 2014-15 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 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>	16,420	31,459		(7,443)	17,339
<b>REVENUES</b>					
010 101 PROPERTY TAX - CURRENT SEC	1,053,129	1,015,231	1,080,000	1,101,231	1,100,000
010 102 PROPERTY TAX - CURRENT UNSEC	5,805	5,736	10,000	8,703	9,000
010 103 PROPERTY TAX - PRIOR YEARS	6,823	884	1,000	938	1,000
010 110 SUPPLEMENTAL PROPERTY TAX	10,637	10,685	6,000	10,479	10,000
050 607 SECURED HOPTR	11,699	53,562	10,000	10,430	10,000
<b>SUBTOTAL REVENUES</b>	<b>1,088,092</b>	<b>1,086,098</b>	<b>1,107,000</b>	<b>1,131,782</b>	<b>1,130,000</b>
<b>TRANSFERS</b>					
715 971 TSFR TO 01-GENERAL FUND	(1,073,053)	(1,125,000)	(1,107,000)	(1,107,000)	(1,130,000)
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(1,073,053)</b>	<b>(1,125,000)</b>	<b>(1,107,000)</b>	<b>(1,107,000)</b>	<b>(1,130,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>15,039</b>	<b>(38,902)</b>	<b>-</b>	<b>24,782</b>	<b>-</b>
<b>ENDING FUND BAL</b>	<b>31,459</b>	<b>(7,443)</b>		<b>17,339</b>	<b>17,339</b>

	PERS PLAN	Non-Safety			Safety - Police		
		Misc T1 2.5%@55	Misc T2 2%@55	Misc T3 2%@62	Safety T1 3%@50	Safety T2 3%@55	Safety T3 2.7%@57
<b>FY 2012/13</b>	Employer Rate (1)	16.806%	10.518%	6.700%	51.657%	21.802%	12.250%
	Employee Rate	<u>8.000%</u>	<u>7.000%</u>	<u>6.500%</u>	<u>9.000%</u>	<u>9.000%</u>	<u>12.250%</u>
	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	<b>19.806%</b>	<b>12.518%</b>	<b>8.200%</b>	<b>55.657%</b>	<b>25.802%</b>	<b>19.500%</b>
<b>FY 2013/14</b>	Employer Rate	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%
	Employee Rate	<u>8.000%</u>	<u>7.000%</u>	<u>6.500%</u>	<u>9.000%</u>	<u>9.000%</u>	<u>12.250%</u>
	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	<b>18.208%</b>	<b>11.104%</b>	<b>6.700%</b>	<b>55.960%</b>	<b>22.502%</b>	<b>12.250%</b>

NOTES:	Total	Employee	Town	
	Paid	Paid	Paid	Town %
Retirement Costs				
- FY 2012/13	\$ 1,229,476	\$ 147,110	\$ 1,082,366	88.0%
- FY 2013/14	\$ 1,358,441	\$ 236,950	\$ 1,121,491	82.6%
(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime				



**Town of Fairfax**  
2014-15 Operating Budget

**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).

<b>FUND SUMMARY</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Proposed</b>
<b>BEGINNING FUND BAL</b>	6,902	2,950		27,950	2,950
<b>REVENUES</b>					
070 733 COPS GRANT	100,000	100,000	100,000	100,000	100,000
<b>SUBTOTAL REVENUES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>APPROPRIATIONS</b>					
741 842 SPECIAL DEPT SUPPLIES	3,952				
<b>SUBTOTAL APPROPRIATIONS</b>	<b>3,952</b>				
<b>TRANSFERS</b>					
715 971 TSFR TO 01-GENERAL FUND	(100,000)	(75,000)	(125,000)	(125,000)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(100,000)</b>	<b>(75,000)</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(100,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(3,952)</b>	<b>25,000</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>-</b>
<b>ENDING FUND BAL</b>	<b>2,950</b>	<b>27,950</b>		<b>2,950</b>	<b>2,950</b>
<b>COMPONENTS OF FUND BALANCE:</b>					

NOTES:

---



---



---



---



---



**Town of Fairfax**  
2014-15 Operating Budget

**FUND 08 OFFICE EQUIP REPLACEMENT**

**DEPT 928 OFFICE EQUIP REPLACEMENT**

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

<b>FUND SUMMARY</b>		<b>FY 2011-12</b> Actual	<b>FY 2012-13</b> Actual	<b>FY 2013-14</b> Adopted	<b>FY 2013-14</b> Projected	<b>FY 2014-15</b> Proposed
<b>BEGINNING FUND BAL</b>		31,358	25,324		31,247	40,103
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
911 OFFICE EQUIPMENT	SEE NOTE	14,034	14,076	10,000	11,145	10,000
					-	
					-	
<b>SUBTOTAL APPROPRIATIONS</b>		14,034	14,076	10,000	11,145	10,000
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		8,000	20,000	20,000	20,000	30,000
<b>SUBTOTAL TRANSFER</b>		8,000	20,000	20,000	20,000	30,000
<b>NET DEPARTMENT ACTIVITY</b>		(6,034)	5,924	10,000	8,855	20,000
<b>ENDING FUND BAL</b>		25,324	31,247		40,103	60,103
<b>COMPONENTS OF FUND BALANCE:</b>						
DESIGNATED FOR SOFTWARE REPLACEMENT			20,000	40,000	40,000	60,000
UNDESIGNATED		25,324	11,247	(40,000)	103	103

<b>NOTES:</b>
911 REPLACE 6 COMPUTERS - ADMIN

## **Fairfax Open Circle Arts and Sports (FOCAS) BUDGET MESSAGE**

**Fairfax Open Circle Arts and Sports (FOCAS)** is a program that was developed around 2002 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 more recent incarnation in 2011 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 and our growing teen activities at the Community Center. **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.

### **2013-14 ACCOMPLISHMENTS:**

- Spearheaded fundraising efforts for the Friends of Peri Park campaign securing nearly \$15,000 in donations resulting in new playground equipment/upgrades.
- Published three **Town of Fairfax** FOCAS catalogs.
- Expanded PR outreach by increasing mailing list from 100 to 2,500 addresses.
- Recommended youth rate increase for rentals from \$25/hour to \$50/hour to help maintain and enhance rental options.
- Hosted successful Holiday Craft Faire in December with Sustainable Fairfax.
- Offered Spring Camp option to school aged youth and their families.
- Established 5th annual Camp Fairfax program for school-aged youth and worked with local middle school youth through the Counselor in Training (CIT) program.
- Collaborated with PARC to help secure Kaboom grant for Peri Park.
- Implemented Youth Commission program and expanded services for tweens and teens.
- Refurbished the Community Center.

### **FY 2014-15 GOALS AND OBJECTIVES:**

- Expand fundraising efforts for overall FOCAS programs.
- Expand PR outreach via social media and mailing lists.
- Increase rental revenue with birthday party youth rate increase and contracts with our partnerships approved by Town Council.
- Increase revenue for Camp Fairfax.
- Implement evaluation tools such as Town Picnic Community Assessment and Survey Monkey in collaboration with PARC.
- Expand youth and senior programs.

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

**\* Update in progress \***



# Town of Fairfax

## 2014-15 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.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(288)	(9,709)		(7,712)	(10,071)
<b>REVENUES</b>						
070 699 OTHER	SEE NOTE				20,157	
070 817 RESTRICTED DONATIONS					14,721	
090 508 RENTALS		1,734	6,779	16,000	16,847	30,000
090 790 FUNDRAISING		245	5,086	4,000	3,224	4,000
090 822 PROGRAM FEES - CAMP		11,648	13,830	18,000	20,815	22,000
090 904 CLASSES		4,333	18,131	15,000	9,954	26,000
<b>SUBTOTAL REVENUES</b>		<b>17,960</b>	<b>43,826</b>	<b>53,000</b>	<b>85,718</b>	<b>82,000</b>
<b>APPROPRIATIONS</b>						
624 731 BUILDING & GROUNDS MAINT		1,727			5,898	
620 842 SPECIAL DEPARTMENT SUPPLIES		600	149	1,000	-	1,000
SENIOR PROGRAMS	NOTE 1				-	3,000
<b>621 - FOCAS</b>						
411 REGULAR PT SALARIES		22,132	32,320	33,000	39,570	46,176
494 MEDICARE		284	468	300	572	670
492 WORKERS COMP.						1,273
804 TELEPHONE		510	749	600	510	800
813 OFFICE SUPPLIES		214	82	1,000	-	
821 OUTSIDE CONSULTING SVS	SEE NOTE	8,531	12,971	12,000	8,849	25,000
822 CONTRACTED SERVICES	SEE NOTE	1,702	869	535	473	600
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,199	2,373	1,500	37,049	3,000
861 MEETING/CONF & TRAVEL					72	
881 SPECIAL SERVICES		479		4,000	4,580	5,000
890 MISCELLANEOUS		50		500	115	100
<b>622 - CAMP FAIRFAX</b>						
821 OUTSIDE CONSULTING SVS		5,470		8,000	1,747	8,000
822 CONTRACTED SERVICES		635	8,985	525	10,509	600
842 SPECIAL DEPT SUPPLIES		842	711	700	1,135	1,000
890 MISCELLANEOUS		7	150	200	-	200
<b>SUBTOTAL APPROPRIATIONS</b>		<b>45,381</b>	<b>59,828</b>	<b>63,860</b>	<b>111,077</b>	<b>96,419</b>
<b>TRANSFERS</b>						
100 931 TSFR FROM 01-GENERAL FUND		18,000	18,000	18,000	23,000	25,000
<b>SUBTOTAL TRANSFER</b>		<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>23,000</b>	<b>25,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(9,421)</b>	<b>1,997</b>	<b>7,140</b>	<b>(2,359)</b>	<b>10,581</b>
<b>ENDING FUND BAL</b>		<b>(9,709)</b>	<b>(7,712)</b>		<b>(10,071)</b>	<b>510</b>
<b>Allocation of Positions:</b>						
RECREATION COORDINATORS (2)				0.75	0.75	0.75
<b>Total Full Time Equivalent Employees</b>		<b>0.00</b>	<b>0.00</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

**NOTES:** 699 KABOOM GRANT FOR PARK EQUIPMENT (\$20,000) / COUNTY YOUTH  
821 INSTRUCTORS (70% OF CLASS REVENUES)  
822 WEBSITE FEES - CONSTANT CONTACT, CITYMAX  
842 PERI PARK PLAYGROUND EQUIPMENT UPGRADE (\$32,700)  
NOTE 1 Pilot Senior program featuring Book Club / Exercise classes / Computer classes



# Town of Fairfax

## 2014-15 Operating Budget

**FUND 12 RECREATION**  
**DEPT 622 FAIRFAX FESTIVAL**

The Fairfax Festival fund is a special revenue fund which raises funds to support the production of the annual festival.  
 The Fairfax Festival reimburses all Police and Public Works overtime associated with Festival activities.  
 In 2014, The festival will be held on June 14 & 15

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		7,483	10,069		5,746	4,746
<b>REVENUES</b>						
090 882 FESTIVAL REVENUE		46,847	44,995			
090 823 SPONSORS				3,000	3,000	3,000
090 824 VENDORS/BOOTH				30,000	30,000	30,000
090 825 MERCHANSIDE SALES	SEE NOTE			3,000	3,000	3,000
070 699 OTHER						
<b>SUBTOTAL REVENUES</b>		<b>46,847</b>	<b>44,995</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>APPROPRIATIONS</b>						
497 OVERTIME REIMB	SEE NOTE	3,805	3,911	5,000	5,000	5,000
814 ADVERTISING				2,500	2,500	2,500
815 PRINTING	SEE NOTE			300	300	300
821 OUTSIDE CONSULTING SVS	SEE NOTE			2,500	2,500	2,500
822 CONTRACT SERVICES				7,000	7,000	7,000
842 SPECIAL DEPT SUPPLIES					-	
882 FAIRFAX FESTIVAL - OTHER		40,457	39,318	4,000	4,000	4,000
890 MISCELLANEOUS				10,700	10,700	10,700
<b>SUBTOTAL APPROPRIATIONS</b>		<b>44,262</b>	<b>43,229</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND			(6,089)	(5,000)	(5,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND						
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>(6,089)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>2,585</b>	<b>(4,323)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>
<b>ENDING FUND BAL</b>		<b>10,069</b>	<b>5,746</b>		<b>4,746</b>	<b>3,746</b>

<b>NOTES:</b>
825 Shirts, food & drinks
497 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

## 2014-15 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.

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.

<b>FUND SUMMARY</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Proposed</b>
<b>BEGINNING FUND BAL</b>	(7,090)	(8,562)		(4,088)	0
<b>REVENUES</b>					
010 120 \$125 SPECIAL MUNI SERV TAX	463,528	456,474	460,000	463,732	460,000
<b>SUBTOTAL REVENUES</b>	<b>463,528</b>	<b>456,474</b>	<b>460,000</b>	<b>463,732</b>	<b>460,000</b>
<b>APPROPRIATIONS</b>					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
971 TSFR TO FUND 01 - GENERAL FUND	(348,000)	(335,000)	(230,219)	(229,862)	(323,000)
951 TSFR TO FUND 51 - CIP GRANTS	(68,000)	(68,000)	(130,000)	(130,000)	(117,000)
951 TSFR TO FUND 52 - CIP STORM			(65,000)	(65,000)	
953 TSFR TO FUND 53 - CIP TOWN	(49,000)	(49,000)	(34,781)	(34,781)	(20,000)
<b>SUBTOTAL TRANSFER</b>	<b>(465,000)</b>	<b>(452,000)</b>	<b>(460,000)</b>	<b>(459,643)</b>	<b>(460,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(1,472)</b>	<b>4,474</b>	-	<b>4,089</b>	-
<b>ENDING FUND BAL</b>	<b>(8,562)</b>	<b>(4,088)</b>		<b>0</b>	<b>0</b>
<b>DESIGNATION OF REVENUES:</b>					
POLICE SERVICES	180,000	167,000	62,219	56,862	148,000
FIRE SERVICES	150,000	150,000	150,000	150,000	150,000
YOUTH PROGRAMS	18,000	18,000	18,000	23,000	25,000
PUBLIC WORKS IMPROVEMENTS	49,000	49,000	161,781	161,781	69,000
MATCHING FUNDS FOR GRANTS	68,000	68,000	68,000	68,000	68,000
<b>TOTAL</b>	<b>465,000</b>	<b>452,000</b>	<b>460,000</b>	<b>459,643</b>	<b>460,000</b>

NOTES:



# Town of Fairfax

## 2014-15 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. Cities receive 15.9% of the tax collected, which is currently 18 cents per gallon,

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(27,451)	7,287		(1,334)	8,930
<b>REVENUES</b>						
060 608 Gas Tax - Section 2105		34,467	33,072	45,000	34,073	36,984
060 604 Gas Tax - Section 2106		31,994	32,939	37,500	29,170	33,582
060 605 Gas Tax - Section 2107		50,897	52,451	60,000	54,038	45,443
060 606 Gas Tax - Section 2107.5		2,000	2,000	2,000	2,000	2,000
060 611 Gas Tax - Section 2103 (Prop 42)		99,881	65,417	67,900	104,483	80,476
<b>TOTAL REVENUES</b>	SEE NOTE	<b>219,238</b>	<b>185,879</b>	<b>212,400</b>	<b>223,764</b>	<b>198,485</b>
<b>APPROPRIATIONS</b>						
<b>SUBTOTAL</b>		-	-	-	-	-
<b>TRANSFERS</b>						
971 TSFR TO FUND 01 - GENERAL FUND		(144,500)	(144,500)	(144,500)	(144,500)	(127,000)
953 TSFR TO FUND 51 - CIP GRANTS		(40,000)	(50,000)	(25,000)	(25,000)	(35,000)
953 TSFR TO FUND 53 - CIP TOWN		-	-	(44,000)	(44,000)	(45,000)
<b>SUBTOTAL</b>		<b>(184,500)</b>	<b>(194,500)</b>	<b>(213,500)</b>	<b>(213,500)</b>	<b>(207,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>34,738</b>	<b>(8,621)</b>	<b>(1,100)</b>	<b>10,264</b>	<b>(8,515)</b>
<b>ENDING FUND BAL</b>		<b>7,287</b>	<b>(1,334)</b>		<b>8,930</b>	<b>415</b>

**NOTES:**  
 Revenue projections provided by California City Finance



# Town of Fairfax

## 2014-15 Operating Budget

**FUND 42-45 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.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		813,908	713,311		753,367	771,263
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	510,949	515,776	483,300	493,520	442,651
010 102	PROPERTY TAX - CURRENT UNSEC	2,960	2,868	500	298	
010 103	PROPERTY TAX - PRIOR YEARS	3,585	288		6,641	
010 110	SUPPLEMENTAL PROPERTY TAX	5,352	5,322	2,500	5,195	2,877
050 607	SECURED HOPTR	5,850	5,690	5,000	2,817	3,000
<b>SUBTOTAL REVENUES</b>		<b>528,695</b>	<b>529,944</b>	<b>491,300</b>	<b>508,471</b>	<b>448,528</b>
<b>APPROPRIATIONS</b>						
<b>FUND 42 - 2002 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL SEE NOTE	2,687,835				
996	INTEREST	135,065				
		<b>2,822,900</b>				
<b>FUND 43 - 2006 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	60,000	65,000	65,000	65,000	70,000
996	INTEREST	83,450	80,950	78,350	78,350	75,475
		<b>143,450</b>	<b>145,950</b>	<b>143,350</b>	<b>143,350</b>	<b>145,475</b>
<b>FUND 44 - 2008 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	74,000	78,000	87,000	87,000	96,000
996	INTEREST	85,366	83,368	80,991	80,991	78,150
		<b>159,366</b>	<b>161,368</b>	<b>167,991</b>	<b>167,991</b>	<b>174,150</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
995	PRINCIPAL	(2,772,800)	102,800	98,500	98,500	108,000
996	INTEREST	-	73,465	77,312	78,765	75,266
		<b>(2,772,800)</b>	<b>176,265</b>	<b>175,812</b>	<b>177,265</b>	<b>183,266</b>
828	BOND ISSUANCE COSTS	84,965				
871	INSURANCE & FEES	1,995	1,995	2,000	1,970	2,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>439,876</b>	<b>485,578</b>	<b>489,153</b>	<b>490,576</b>	<b>504,891</b>
<b>TRANSFERS</b>						
TRANSFER TO FUND 55 MEAS K CIP		(189,417)	(4,309)			
<b>SUBTOTAL TRANSFER</b>		<b>(189,417)</b>	<b>(4,309)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(100,597)</b>	<b>40,057</b>	<b>2,148</b>	<b>17,896</b>	<b>(56,363)</b>
<b>ENDING FUND BAL</b>		<b>713,311</b>	<b>753,367</b>		<b>771,263</b>	<b>714,901</b>

**NOTES:**

FUND 41	REFUNDED 2000 SERIES BONDS	
FUND 42	REFUNDED 2002 SERIES BONDS 3/20/12	2,880,000



# Town of Fairfax

## 2014-15 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 and Gas Tax funds.

<b>FUND SUMMARY</b>	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
---------------------	----------------------	----------------------	-----------------------	-------------------------	------------------------

<b>BEGINNING FUND BAL</b>	(301,443)	6,662		(22,805)	131,182
---------------------------	-----------	-------	--	----------	---------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-		68,000	15,303	
060 920 MEASURE A PROCEEDS	138,532	43,967	-	-	23,771
070 699 FEDERAL/STATE GRANT REVENUE	67,360	34,752	775,000	211,609	664,000
070 747 HAZ SOLID WASTE JPA				12,422	
070 864 STATE PARK BOND REVENUE			124,503	-	112,003
070 868 BICYCLE RACK	5,946			-	
070 704 RECYCLING GRANT	16,750		5,000	-	
070 710 HIGHWAY BRIDGE PROGRAM (HBP)			1,500,000	427,539	951,000
070 695 COUNTY			15,000	-	
070 738 TRAFFIC CONGESTION	12,000			-	
<b>SUBTOTAL REVENUES</b>	<b>240,588</b>	<b>78,719</b>	<b>2,487,503</b>	<b>666,873</b>	<b>1,750,774</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	58,747	83,893	17,000	22,342	-
825 ENVIRONMENTAL & PERMITS		150	-	22	70,000
826 ENGINEERING & DESIGN	20,923	22,521	2,120,000	455,834	1,376,000
827 CONSTRUCTION	100,269	151,096	632,000	165,719	585,771
828 CONSTRUCTION ENGINEERING OTHER	2,047	371	-	468	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>181,986</b>	<b>259,153</b>	<b>2,769,000</b>	<b>644,384</b>	<b>2,031,771</b>

**TRANSFERS**

TSFR FUND 01 - GENERAL FUND	141,504		(23,503)	(23,503)	(21,003)
100 941 TSFR FROM FUND 20 - MEASURE I	68,000	68,000	130,000	130,000	117,000
100 942 TSFR FROM FUND 21 - GAS TAX	40,000	50,000	25,000	25,000	35,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR			150,000		150,000
100 951 TSFR FROM FUND 55 - MEASURE K	-	32,967	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>249,504</b>	<b>150,967</b>	<b>281,497</b>	<b>131,497</b>	<b>280,997</b>

**NET DEPARTMENT ACTIVITY**

<b>NET DEPARTMENT ACTIVITY</b>	<b>308,105</b>	<b>(29,467)</b>	<b>-</b>	<b>153,987</b>	<b>-</b>
--------------------------------	----------------	-----------------	----------	----------------	----------

**ENDING FUND BAL**

<b>ENDING FUND BAL</b>	<b>6,662</b>	<b>(22,805)</b>		<b>131,182</b>	<b>131,182</b>
------------------------	--------------	-----------------	--	----------------	----------------

**ALLOCATION OF APPROPRIATIONS:**

51- 755 FFX BIKE SPINE	30,472	15,898		91,311	
51- 868 BIKE RACK INSTALLATION	859				
51- 891 SFD BIKE LAKE STRIPING	5,403	19,537	68,000	70,725	
51- 892 PASTORI SIDEWALK	10,999	168,175		920	
51- 895 OAK MANOR SIDEWALK	45,732	1,950			
51- 907 HAZARD FUEL ELIMINATION	73,567				
51- 909 PAVILION SEISMIC RETROFIT	14,953	13,347	585,000	599	585,000
51- 756 ZERO WASTE GRANT		13,136		7,635	
51- 870 PARK PATHWAY IMP		150		22	
51- 900 ENERGY EFFICIENCY PROJ		1,613			
51- 908 BRIDGE DESIGN - CREEK RD/MEADOW		24,349			
51- 760 BALLFIELD RESTROOMS			30,000	21,147	
51- 820 WOMENS CLUB REHABILITATION			28,000		28,000
51- 821 PAVILION FLOOR & KITCHEN			88,000		88,000
51- 856 MEADOW WAY BRIDGE			900,000	126,387	850,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE			370,000	86,538	370,000
51- 873 CREEK ROAD BRIDGE			700,000	239,101	700,000
51- XX1 MISC PARK & TRAIL IMPROVEMENTS					30,771
51- XX2 AZALEA AVENUE BRIDGE					200,000
<b>Totals</b>	<b>181,986</b>	<b>258,153</b>	<b>2,769,000</b>	<b>644,384</b>	<b>2,851,771</b>



# Town of Fairfax

## 2014-15 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.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(145,756)	40,561		26,065	0
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
070 600 FEDERAL/STATE GRANT REVENUE				48,631	7,063	
070 699 OTHER						
<b>SUBTOTAL REVENUES</b>		-	-	<b>48,631</b>	<b>7,063</b>	-
<b>APPROPRIATIONS</b>						
524 821 OUTSIDE CONSULTING SVS		19,136	79,131	70,000	97,334	
524 825 ENVIRONMENTAL & PERMITS					1,706	
524 826 ENGINEERING & DESIGN			6,105	20,000	17,068	
524 827 CONSTRUCTION		(3,711)		110,000	241,285	
524 828 CONSTRUCTION ENGINEERING						
070 699 OTHER						
<b>SUBTOTAL APPROPRIATIONS</b>		<b>15,425</b>	<b>85,236</b>	<b>200,000</b>	<b>357,393</b>	-
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 01 - GENERAL FUND		201,743	70,740	86,369	259,265	
100 941 TSFR FUND 20 - MEASURE I				65,000	65,000	
<b>SUBTOTAL TRANSFER</b>		<b>201,743</b>	<b>70,740</b>	<b>151,369</b>	<b>324,265</b>	-
<b>NET DEPARTMENT ACTIVITY</b>		<b>186,318</b>	<b>(14,496)</b>	-	<b>(26,065)</b>	-
<b>ENDING FUND BAL</b>		<b>40,562</b>	<b>26,065</b>		<b>0</b>	<b>0</b>
<b>ALLOCATION OF APPROPRIATIONS:</b>						
52- 522 PERI PARK BRIDGE		(25,075)				
52- 523 PERI PARK TENNIS CT/BANK		20,524				
52- 524 PASTORI OUTFALL PIPE		19,136	85,236	200,000	337,083	
52- 861 ELECTRIC CHARGING STATION					20,310	
<b>Totals</b>		<b>14,584</b>	<b>85,236</b>	<b>200,000</b>	<b>357,393</b>	-

**NOTES:** No Projects are budgeted for FY 1415



# Town of Fairfax

## 2014-15 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

<b>FUND SUMMARY</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Proposed</b>
---------------------	------------------------------	------------------------------	-------------------------------	---------------------------------	--------------------------------

<b>BEGINNING FUND BAL</b>	(135,952)	-		(192,167)	(4,496)
---------------------------	-----------	---	--	-----------	---------

**REVENUES**

070 695 COUNTY - OTHER		15,000			
070 600 FEDERAL/STATE GRANT REVENUE			300,000		-
060 920 MEASURE A TAM TRANSP TAX			138,339	138,339	96,554
070 699 OTHER SEE NOTE	3			40,000	
<b>SUBTOTAL REVENUES</b>	<b>3</b>	<b>15,000</b>	<b>438,339</b>	<b>178,339</b>	<b>96,554</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	12,594	3,231	20,000	3,832	20,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	19,456	11,716	75,000	4,681	22,000
827 CONSTRUCTION		241,221	407,120	60,404	119,554
828 CONSTRUCTION ENGINEERING			-		-
814 OTHER			-	532	-
903 996 SOLAR PANEL LEASE SEE NOTE	16,600				
<b>SUBTOTAL APPROPRIATIONS</b>	<b>48,650</b>	<b>256,167</b>	<b>502,120</b>	<b>69,449</b>	<b>161,554</b>

**TRANSFERS**

TSFR FUND 01 - GENERAL FUND	135,599		(15,000)		-
100 941 TSFR FUND 20 - MEASURE I	49,000	49,000	34,781	34,781	20,000
100 942 TSFR FUND 21 - GAS TAX			44,000	44,000	45,000
<b>SUBTOTAL TRANSFER</b>	<b>184,599</b>	<b>49,000</b>	<b>63,781</b>	<b>78,781</b>	<b>65,000</b>

**NET DEPARTMENT ACTIVITY**

<b>NET DEPARTMENT ACTIVITY</b>	<b>135,952</b>	<b>(192,167)</b>	<b>-</b>	<b>187,671</b>	<b>-</b>
--------------------------------	----------------	------------------	----------	----------------	----------

**ENDING FUND BAL**

<b>ENDING FUND BAL</b>	<b>-</b>	<b>(192,167)</b>		<b>(4,496)</b>	<b>(4,496)</b>
------------------------	----------	------------------	--	----------------	----------------

**ALLOCATION OF APPROPRIATIONS:**

53- 761 PAVEMENT MGMT PLAN ASST PROG		2,000			
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM			30,000		30,000
53- 830 DOWNTOWN IMPROVEMENTS			-		
53- 867 TREE MAINT PROGRAM		225			
53- 887 STREET RESURFACING/REPAIR	32,050	254,310	87,120	69,449	182,000
53- 894 PARKADE IMPROVEMENTS			385,000		
SOLAR PANEL	16,600				
<b>Totals</b>	<b>48,650</b>	<b>256,535</b>	<b>502,120</b>	<b>69,449</b>	<b>212,000</b>

<b>NOTES:</b>
699 IN KIND CONTRIBUTION (STAFF TIME)
996 SOLAR PANAL LEASE PAYMENT MOVED TO FUND 3



**Town of Fairfax**  
2014-15 Operating Budget

**FUND 54 CIP - PAVILION**  
**DEPT CAPITAL PROJECTS**

<b>FUND SUMMARY</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Adopted</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Proposed</b>
<b>BEGINNING FUND BAL</b>	-	765		150,765	150,765
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS	765				
070 600 FEDERAL/STATE GRANT REVENUE					
060 920 MEASURE A TAM TRANSP TAX					
070 699 OTHER					
<b>SUBTOTAL REVENUES</b>	<b>765</b>	-	-	-	-
<b>APPROPRIATIONS</b>					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
TSFR FUND 01 - GENERAL FUND		150,000	(150,000)		(150,000)
100 941 TSFR FUND 51 - CIP TOWN					
100 942 TSFR FUND 21 - GAS TAX					
<b>SUBTOTAL TRANSFER</b>	-	<b>150,000</b>	<b>(150,000)</b>	-	<b>(150,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>765</b>	<b>150,000</b>	<b>(150,000)</b>	-	<b>(150,000)</b>
<b>ENDING FUND BAL</b>	<b>765</b>	<b>150,765</b>		<b>150,765</b>	<b>765</b>

**NOTES:**

---



---



---



# Town of Fairfax

## 2014-15 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.

<b>FUND SUMMARY</b>	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
---------------------	----------------------	----------------------	-----------------------	-------------------------	------------------------

<b>BEGINNING FUND BAL</b>	85,725	252,713		(442)	(0)
---------------------------	--------	---------	--	-------	-----

**REVENUES**

050 502 INVESTMENT EARNINGS	349	91			
010 115 MEASURE K PROCEEDS					
<b>SUBTOTAL REVENUES</b>	<b>349</b>	<b>91</b>	-	-	-

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	12,594	3,260			
825 ENVIRONMENTAL & PERMITS		50			
826 ENGINEERING & DESIGN	10,184				
827 CONSTRUCTION		203,961			
828 CONSTRUCTION ENGINEERING		17,318			
994 BOND ADMIN COSTS					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>22,778</b>	<b>224,588</b>	-	-	-

**TRANSFERS**

100 931 TRANSFER FROM FUND 45 - BOND	189,417	4,309			
715 953 TSFR TO FUND 51 CIP - GRANTS		(32,967)			
100 931 TSFR FROM FUND 01 GENERAL FUND				442	
<b>SUBTOTAL TRANSFER</b>	<b>189,417</b>	<b>(28,658)</b>	-	<b>442</b>	-

**NET DEPARTMENT ACTIVITY**

<b>166,988</b>	<b>(253,155)</b>	-	<b>442</b>	-
----------------	------------------	---	------------	---

**ENDING FUND BAL**

252,713	(442)		(0)	(0)
---------	-------	--	-----	-----

**ALLOCATION OF APPROPRIATIONS:**

10	55-719	Street Resurfacing 11/12	22,778	105,888			
11	55-720	Street Resurfacing 12/13		100,000			
12	55-828	Downtown Sidewalks		18,700			
		<b>Totals</b>	<b>22,778</b>	<b>224,588</b>	-	-	-

**NOTES:**




# Town of Fairfax

## 2014-15 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.

<b>FUND SUMMARY</b>		<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(14,576)	11,424		20,765	8,617
<b>REVENUES</b>						
070 815 COUNTY OPEN SPACE GRANT				10,000	10,000	
COUNTY MEASURE A PARK						50,000
070 816 DONATIONS	SEE NOTE		13,107	7,000	14,806	5,000
<b>SUBTOTAL REVENUES</b>		-	13,107	17,000	24,806	55,000
<b>APPROPRIATIONS</b>						
<b>COMMITTEE</b>						
811 POSTAGE				3,000		3,000
812 REPRODUCTION				-		-
815 PRINTING			659	-		-
879 FUNDRAISING COST				2,000	660	2,000
890 MISCELLANEOUS				-		-
822 OUTSIDE SERVICES				-		-
931 BLDGS & LAND	SEE NOTE	400	3,108	45,958	43,890	
<b>SUBTOTAL APPROPRIATIONS</b>		400	3,767	50,958	44,550	5,000
<b>TRANSFERS</b>						
100 931 TSFR FROM GENERAL FUND	SEE NOTE	26,400		3,596	3,596	
100 699 LOAN FROM GENERAL FUND	SEE NOTE			4,000	4,000	
<b>SUBTOTAL TRANSFER</b>		26,400	-	7,596	7,596	-
<b>NET DEPARTMENT ACTIVITY</b>		26,000	9,341	(26,362)	(12,148)	50,000
<b>ENDING FUND BAL</b>		11,424	20,765		8,617	58,617
<b>ALLOCATION OF FUND BALANCE:</b>						
Designated for Wall Property		12,070	12,070		-	-
Designated for Capital Acquisition		300	300		8,617	58,617
Undesignated Balance		(946)	8,395		-	-
		<b>11,424</b>	<b>20,765</b>		<b>8,617</b>	<b>58,617</b>

**Property Acquisitions**

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

**NOTES:**

816 FY14 - County (\$10,000); San Anselmo Open Space (\$5,000); and Marin Open Space (\$2,000)

931 FY14 Purchase of Upper Ridge property

100-931 Transfer from the General Fund (Dunn Proceeds) for Capital Acquisition \$29,996

699 From Revolving loan fund

# TOWN OF FAIRFAX

**FY2014-15 TO FY2018-19**

## **PROPOSED Five Year Capital Improvement Program**



**MAYOR**

**David Weinsoff**

**VICE MAYOR**

**Larry Bragman**

**COUNCIL MEMBERS**

**John Reed**

**Reneé Goddard**

**Barbara Coler**

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 Siletax	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
51-891	SIR FRANCIS DRAKE BLVD SIDEWALK IMPROVEMENTS - FROM OLEMA TO BROADWAY (LIBRARY) - NMTPP **	Design & Const	80,000	20,105	59,895						59,895					
51-892	PASTORI AVENUE SIDEWALK - NTPP **	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		168,831		18,459							
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	300,000	-	300,000		250,000		50,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	600,000		450,000								150,000	
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	10/11 MEASURE K STREET RECONSTRUCTION	Design & Const	84,000	-	84,000							84,000				
55-828	BOLINAS RD SIDEWALKS	Design & Const	260,000	30,810	-											
	<b>TOTALS</b>		<b>\$ 2,177,858</b>	<b>\$ 131,525</b>	<b>\$ 1,817,143</b>	<b>\$ 48,631</b>	<b>\$ 907,009</b>	<b>\$ 41,685</b>	<b>\$ 204,000</b>	<b>\$ 112,500</b>	<b>\$ 95,629</b>	<b>\$ 84,000</b>	<b>\$ 67,900</b>	<b>\$ 104,592</b>	<b>\$ 150,000</b>	<b>\$ 1,197</b>

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

EXPENDITURES		FUNDING SOURCE 2012/13														
Account No.	PROJECT	Project Phase	Estimated Total Project Costs	Spent to Date	Requested Funds from Previous Years	FEMA	Federal / State Funding	Measure I CIP	Measure I Match Grant Funds	TAM Measure A Transp. Tax	NMTPP Grant Funding	Measure K	Road and Permit Impact Fees	2002 Parks Bond Act	HazSolid Waste JPA	
51-755	BIKE SPINE PROJECT	Design & Const	110,000							110,000						
51-756	ZERO WASTE GRANT	Design & Const	12,422													12,422
51-870	PERI PARK PATHWAY IMPROVEMENTS	Design & Const	124,000											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 & MEADOW WAY	Design & Const	300,000	-	68,000		250,000		68,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	150,000		450,000									
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 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				
	<b>TOTALS</b>		<b>\$ 1,863,628</b>	<b>\$ 65,785</b>	<b>\$ 467,676</b>	<b>\$ 48,631</b>	<b>\$ 700,000</b>	<b>\$ 45,000</b>	<b>\$ 68,000</b>	<b>\$ 180,000</b>	<b>\$ 142,895</b>	<b>\$ 210,000</b>	<b>\$ 68,000</b>	<b>\$ 124,000</b>	<b>\$ 12,422</b>	

# 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 TAM 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				
51-856	MEADOW WAY BRIDGE	Design & Const	900,000	800,000	25,000	75,000						
51-873	CREEK ROAD BRIDGE	Design & Const	700,000	700,000								
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	370,000	325,000		45,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000			(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000						(4,100)	62,100	30,000	
51-760	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					
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-									
53-894	PARKADE IMPROVEMENTS	Design & Const	385,000	300,000		24,781			(15,000)			
	<b>TOTALS</b>		<b>\$ 3,471,120</b>	<b>\$ 2,623,631</b>	<b>\$ 69,000</b>	<b>\$ 229,781</b>	<b>\$ 138,339</b>	<b>\$ 68,000</b>	<b>\$ 47,866</b>	<b>\$ 124,503</b>	<b>\$ 150,000</b>	<b>\$ 20,000</b>

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2014/15

EXPENDITURES		FUNDING SOURCE 2014/15										
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY15	Federal / State Funding	Gas Tax	Measure I Match Funds	Meas & B TAM Transpo rt Tax	NIMTPP Grant Funding	Transfers General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-856	MEADOWWAY BRIDGE	Design & Const	400,000	341,000	35,000	24,000						
51-873	CREEK ROAD BRIDGE	Design & Const	280,000	260,000		20,000			-			
51-871	BRIDGE PREVENTIVE MAINT. PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	270,000	214,000		56,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000			(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000						(4,100)	-	92,100	
51-909	PAVILION SEISMIC RETROFIT	Design & Const	585,000	450,000					(15,000)	92,100	57,900	
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	30,771			7,000				23,771		
51-XX2	AZALEA AVENUE BRIDGE	Design & Const	350,000	350,000								
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	33,000		23,000	10,000						
53-887	STREET RESURFACING & REPAIR	Annual Program	128,554		22,000	10,000	96,554					
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-									
53-894	PARKADE IMPROVEMENTS	Design & Const	-									
	<b>TOTALS</b>		<b>\$ 2,193,325</b>	<b>\$ 1,615,000</b>	<b>\$ 80,000</b>	<b>\$ 137,000</b>	<b>\$ 96,554</b>	<b>\$ -</b>	<b>\$ (21,003)</b>	<b>\$ 136,774</b>	<b>\$ 160,000</b>	<b>\$ -</b>

# TOWN OF FAIRFAX

## FIVE YEAR 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	NMTTP Grant Funding	Transfers - General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-856	MEADOW WAY BRIDGE	3,300,000	3,182,000	70,000	48,000						
51-873	CREEK ROAD BRIDGE	2,110,000	2,070,000		40,000			-			
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	794,000	671,000		123,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000			10,000			(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000						(4,100)	-	92,100	
51-909	PAVILION SEISMIC RETROFIT	585,000	450,000					(15,000)	30,000	57,900	
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	30,771			7,000	23,771					
51-XX2	AZALEA AVENUE BRIDGE	2,630,000	2,600,000		30,000						
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	183,000		63,000	120,000						
53-887	STREET RESURFACING & REPAIR	704,554		90,000	118,000	496,554					
53-830	DOWNTOWN IMPROVEMENTS	525,000		-	-						525,000
53-894	PARKADE IMPROVEMENTS	385,000	300,000		24,781	75,219		(15,000)			
	<b>TOTALS</b>	<b>\$ 11,363,325</b>	<b>\$ 9,273,000</b>	<b>\$ 223,000</b>	<b>\$ 520,781</b>	<b>\$ 595,544</b>	<b>\$ -</b>	<b>\$ (36,003)</b>	<b>\$ 49,903</b>	<b>\$ 150,000</b>	<b>\$ 525,000</b>

# TOWN OF FAIRFAX

## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No:	PROJECT	TOTAL FIVE YEAR PROJECT COSTS	PRIOR YEARS	PROPOSED Y 14/15	ESTIMATED Y 15/16	ESTIMATED FY 16/17	ESTIMATED Y 17/18	ESTIMATED Y 18/19
51-856	MEADOWWAY BRIDGE	3,300,000	-	400,000	400,000	-	2,500,000	-
51-873	CREEK ROAD BRIDGE	2,110,000	-	280,000	280,000	-	1,550,000	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	794,000	-	270,000	524,000	-	-	-
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000	-	28,000	-	-	-	-
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000	-	88,000	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	585,000	-	585,000	-	-	-	-
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	30,771	-	30,771	-	-	-	-
51-XX2	AZALEA AVENUE BRIDGE	2,630,000	-	350,000	380,000	-	1,900,000	-
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	183,000	-	33,000	30,000	40,000	40,000	40,000
53-887	STREET RESURFACING & REPAIR	704,554	-	128,554	144,000	144,000	144,000	144,000
53-830	DOWNTOWN IMPROVEMENTS	525,000	-	-	-	175,000	175,000	175,000
53-894	PARKADE IMPROVEMENTS	385,000	-	-	385,000	-	-	-
	<b>TOTALS</b>	<b>\$ 11,363,325</b>	<b>\$ -</b>	<b>\$ 2,193,325</b>	<b>\$ 2,143,000</b>	<b>\$ 359,000</b>	<b>\$ 6,309,000</b>	<b>\$ 359,000</b>



# Town of Fairfax

## 2014-15 Capital Budget

### PROJECT 51-820 PARK FACILITY IMPROVEMENTS WOMEN'S CLUB REHABILITATION

Funds for this project will be used to make the stage more accessible by: 1) adding a lift to the stage, 2) making a restroom ADA accessible, 3) replacing the permanent dais with mobile modular tables for Council meetings, 4) removing the permanent backdrop for Council meetings and replacing with a curtain.

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	--	-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	19,903		19,903				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>19,903</b>	-	<b>19,903</b>	-	-	-	-

APPROPRIATIONS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	28,000		28,000				
828 CONSTRUCTION ENGINEERING OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>28,000</b>	-	<b>28,000</b>	-	-	-	-

TRANSFERS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
100 941 TSFR FUND 01 - GENERAL FUND	(1,903)		(1,903)				
100 941 TSFR FUND 20 - MEASURE I	10,000		10,000				
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
<b>SUBTOTAL TRANSFER</b>	<b>8,097</b>	-	<b>8,097</b>	-	-	-	-

NET DEPARTMENT ACTIVITY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
	-		-	-	-	-	-

NOTES:



**Town of Fairfax**  
2014-15 Capital Budget

**PROJECT 51-821 PARK FACILITY IMPROVEMENTS**  
**PAVILION FLOOR & KITCHEN**

This project entails constructing ADA restroom (new restrooms) and ADA path of travel improvements (e.g., door and ramping) to the Pavilion. Funding is provided by the State Department of Parks and Recreation Per Capita Grant which covers 25% of the costs which represents the Town's matching fund requirement.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-
060 920 MEASURE A PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
070 720 FEMA	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	8,000	-	-	-	-	-
827 CONSTRUCTION	80,000	-	-	-	-	-
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>88,000</b>	-	-	-	-	-

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	(4,100)	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	-	-	-	-	-	-
100 942 TSFR FUND 21 - GAS TAX	-	-	-	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	92,100	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>88,000</b>	-	-	-	-	-

**NET DEPARTMENT ACTIVITY**

NOTES:



# Town of Fairfax

## 2014-15 Capital Budget

### PROJECT 51-856 MEADOW WAY BRIDGE

The Meadow Way Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Phase I and II design costs are included in FY13-14 even though the design process would take approximately 18-24 months to complete. Phase I is only funded at this time which is only a small portion of the overall design costs of \$900,000. Phase I includes preliminary engineering, community outreach, environmental, and design work for the Meadow Way. No decision has been made with regard to bridge replacement. The Council is waiting for the assessment work to be completed, but making any determinations regarding the replacement of the bridge. HBP has a matching fund requirement.

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	--	-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-	-
060 920 MEASURE A PROCEEDS	-	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	3,182,000	-	341,000	341,000	-	2,500,000	-
070 720 FEMA	-	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>3,182,000</b>	<b>-</b>	<b>341,000</b>	<b>341,000</b>	<b>-</b>	<b>2,500,000</b>	<b>-</b>

APPROPRIATIONS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
821 OUTSIDE CONSULTING SVS	-	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	30,000	-	15,000	15,000	-	-	-
826 ENGINEERING & DESIGN	770,000	-	385,000	385,000	-	-	-
827 CONSTRUCTION	2,500,000	-	-	-	-	2,500,000	-
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>3,300,000</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>	<b>-</b>	<b>2,500,000</b>	<b>-</b>

TRANSFERS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	48,000	-	24,000	24,000	-	-	-
100 942 TSFR FUND 21 - GAS TAX	70,000	-	35,000	35,000	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>118,000</b>	<b>-</b>	<b>59,000</b>	<b>59,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

NOTES:



**Town of Fairfax**  
2014-15 Capital Budget

**PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM**

This project is the repair of the Spruce, Marin and Canyon Rd bridges under the Federal Bridge Preventive Maintenance Program administered by Caltrans. The project assumes all design work funded this fiscal year. However, only Phase I is funded at this time. Phase I includes preliminary engineering, environmental, and community outreach works for the project.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

REVENUES						
060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	671,000	214,000	457,000			
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	<b>671,000</b>	<b>214,000</b>	<b>457,000</b>			

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	30,000	30,000				
826 ENGINEERING & DESIGN	240,000	240,000				
827 CONSTRUCTION	524,000		524,000			
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>794,000</b>	<b>270,000</b>	<b>524,000</b>			

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE I	123,000	56,000	67,000			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>123,000</b>	<b>56,000</b>	<b>67,000</b>			

**NET DEPARTMENT ACTIVITY**

	-	-	-	-	-	-
--	---	---	---	---	---	---

NOTES:




**Town of Fairfax**  
2014-15 Capital Budget

**PROJECT 51-873 CREEK ROAD BRIDGE**

The Creek Road Bridge is eligible for seismic retrofit work under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Phase I and II design costs are included in FY13-14 even though the design process would take about 18-24 months to complete. Phase I is only funded at this time which is only a small portion of the overall design costs of \$700,000. Phase I includes preliminary engineering, community outreach, environmental, and design work for the Meadow Way. The Creek Road Bridge is 100% funded by grant fundings. Retrofit may be disposed

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-	-
060 920 MEASURE A PROCEEDS	-	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	260,000	260,000	-	1,550,000	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,070,000	-	260,000	260,000	-	1,550,000	-
070 720 FEMA	-	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>2,070,000</b>	<b>-</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	<b>1,550,000</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	40,000	-	25,000	15,000	-	-	-
826 ENGINEERING & DESIGN	520,000	-	255,000	265,000	-	-	-
827 CONSTRUCTION	1,550,000	-	-	-	-	1,550,000	-
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,110,000</b>	<b>-</b>	<b>280,000</b>	<b>280,000</b>	<b>-</b>	<b>1,550,000</b>	<b>-</b>

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	40,000	-	20,000	20,000	-	-	-
100 942 TSFR FUND 21 - GAS TAX	-	-	-	-	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>40,000</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

	-	-	-	-	-	-	-
--	---	---	---	---	---	---	---

NOTES:



**Town of Fairfax**  
2014-15 Capital Budget

**PROJECT 51-909 PAVILION SEISMIC RETROFIT**

Funds for this project will be used to provide seismic retrofit improvements including ADA improvements at the Pavilion including restrooms and path of travel.

<b>PROJECT SUMMARY</b>		<b>ESTIMATED TOTAL</b>	<b>PRIOR YEAR ACTUAL</b>	<b>FY 2014-15 Proposed</b>	<b>FY 2015-16 Estimated</b>	<b>FY 2016-17 Estimated</b>	<b>FY 2017-18 Estimated</b>	<b>FY 2018-19 Estimated</b>
------------------------	--	------------------------	--------------------------	----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-							
060 920 MEASURE A & B PROCEEDS	-							
070 699 FEDERAL/STATE GRANT REVENUE	450,000			450,000				
070 699 FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	92,100			92,100				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-							
070 720 FEMA	-							
070 695 COUNTY TO BE DETERMINED	-							
<b>SUBTOTAL REVENUES</b>	<b>542,100</b>			<b>542,100</b>				

**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	-							
<b>SUBTOTAL APPROPRIATIONS</b>	<b>585,000</b>			<b>585,000</b>				

**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	57,900			57,900				
100 951 TSFR FUND 55 - MEASURE K	-							
<b>SUBTOTAL TRANSFER</b>	<b>42,900</b>			<b>42,900</b>				

**NET DEPARTMENT ACTIVITY**

	-			-				
	-			-				

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



**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-
060 920 COUNTY MEASURE A PARK FUNDS	23,771	-	23,771	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
070 720 FEMA	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>23,771</b>	<b>-</b>	<b>23,771</b>	<b>-</b>	<b>-</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-	-	-	-	-	-
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	3,000	-	3,000	-	-	-
827 CONSTRUCTION	27,771	-	27,771	-	-	-
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>30,771</b>	<b>-</b>	<b>30,771</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	7,000	-	7,000	-	-	-
100 942 TSFR FUND 21 - GAS TAX	-	-	-	-	-	-
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>7,000</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

**NOTES:** Includes:

Repair of Basketball Ct	\$	6,500	includes addl park benches & repair of Pent Park stage
Repair Pavilion parking lot		10,271	
Rep/maint of ped trails & pathways		10,000	
Design Dog park		3,000	
		<b>29,771</b>	



**Town of Fairfax**  
2014-15 Capital Budget

**PROJECT 51-XX2 AZALEA AVENUE BRIDGE**

**NEW**

The Azalea Avenue Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by CalTrans. The total project costs and funding includes construction and design costs. Phase I design for Phase I will include preliminary environmental assessments, community outreach, community outreach, conceptual design, and cost estimates. Phase II work begin in FY15-16 and would be complete in 18-24 months. Construction would begin in FY17/18. The project is 100% funded by State and Federal grants.

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-					
060 COUNTY MEASURE A PARK FUNDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,600,000	350,000	350,000		1,900,000	
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
<b>SUBTOTAL REVENUES</b>	<b>2,600,000</b>	<b>350,000</b>	<b>350,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	30,000		30,000			
826 ENGINEERING & DESIGN	700,000	350,000	350,000			
827 CONSTRUCTION	1,900,000				1,900,000	
828 CONSTRUCTION ENGINEERING OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,630,000</b>	<b>-</b>	<b>350,000</b>	<b>-</b>	<b>1,900,000</b>	<b>-</b>

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE I	30,000		30,000			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
<b>SUBTOTAL TRANSFER</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET DEPARTMENT ACTIVITY**

	-	-	-	-	-	-
--	---	---	---	---	---	---

NOTES:




**Town of Fairfax**  
2014-15 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 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

**REVENUES**

060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-
060 920 MEASURE A & B PROCEEDS	-	-	-	-	-	-
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
070 720 FEMA	-	-	-	-	-	-
070 695 COUNTY	-	-	-	-	-	-
TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE CONSULTING SVS	50,000	10,000	10,000	10,000	10,000	10,000
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	-	-	-	-	-	-
827 CONSTRUCTION	133,000	23,000	20,000	30,000	30,000	30,000
828 CONSTRUCTION ENGINEERING	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>183,000</b>	<b>33,000</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

**TRANSFERS**

100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	120,000	10,000	20,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	63,000	23,000	10,000	10,000	10,000	10,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>183,000</b>	<b>33,000</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

**NET DEPARTMENT ACTIVITY**

-	-	-	-	-	-	-
---	---	---	---	---	---	---

**NOTES:**

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





# Town of Fairfax

## 2014-15 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 2014-15 Proposed	FY 2016-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

#### REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-	-	-	-	-	-
060 920 MEASURE A & B PROCEEDS	496,554	96,554	100,000	100,000	100,000	100,000
070 699 FEDERAL/STATE GRANT REVENUE	-	-	-	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
070 720 FEMA	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>496,554</b>	<b>96,554</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

#### APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	90,000	10,000	20,000	20,000	20,000	20,000
825 ENVIRONMENTAL & PERMITS	-	-	-	-	-	-
826 ENGINEERING & DESIGN	142,000	22,000	30,000	30,000	30,000	30,000
827 CONSTRUCTION	472,554	96,554	94,000	94,000	94,000	94,000
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>704,554</b>	<b>128,554</b>	<b>144,000</b>	<b>144,000</b>	<b>144,000</b>	<b>144,000</b>

#### TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-	-	-	-	-	-
100 941 TSFR FUND 20 - MEASURE I	90,000	10,000	20,000	20,000	20,000	20,000
100 942 TSFR FUND 21 - GAS TAX	118,000	22,000	24,000	24,000	24,000	24,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-	-	-	-	-	-
100 951 TSFR FUND 55 - MEASURE K	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>208,000</b>	<b>32,000</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>

#### NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	-	-	-	-	-	-
-------------------------	---	---	---	---	---	---

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

## 2014-15 Capital Budget

### PROJECT 53-894 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 2014-15 Proposed	FY 2015-16 Estimated	FY 2016-17 Estimated	FY 2017-18 Estimated	FY 2018-19 Estimated
-----------------	-------------------	---------------------	----------------------	----------------------	----------------------	----------------------

#### REVENUES

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	-	-	-
070 699 FEDERAL BPMP	-	-	-	-	-	-
070 864 STATE PARK BOND REVENUE	-	-	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-	-	-	-	-	-
070 720 FEMA	-	-	-	-	-	-
070 695 COUNTY TO BE DETERMINED	-	-	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>375,219</b>	<b>-</b>	<b>375,219</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### 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	-	-	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### 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	-	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>9,781</b>	<b>-</b>	<b>9,781</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
--	---	---	---	---	---	---

**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

The California Transportation Committee has delayed this project for one year

# TOWN OF FAIRFAX

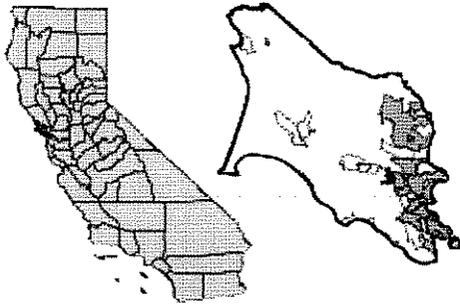
## **2014 - 2015 Operating and Capital Improvement Proposed Budget**



## **Appendix**

# Town of Fairfax, California

---



## Demographics

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

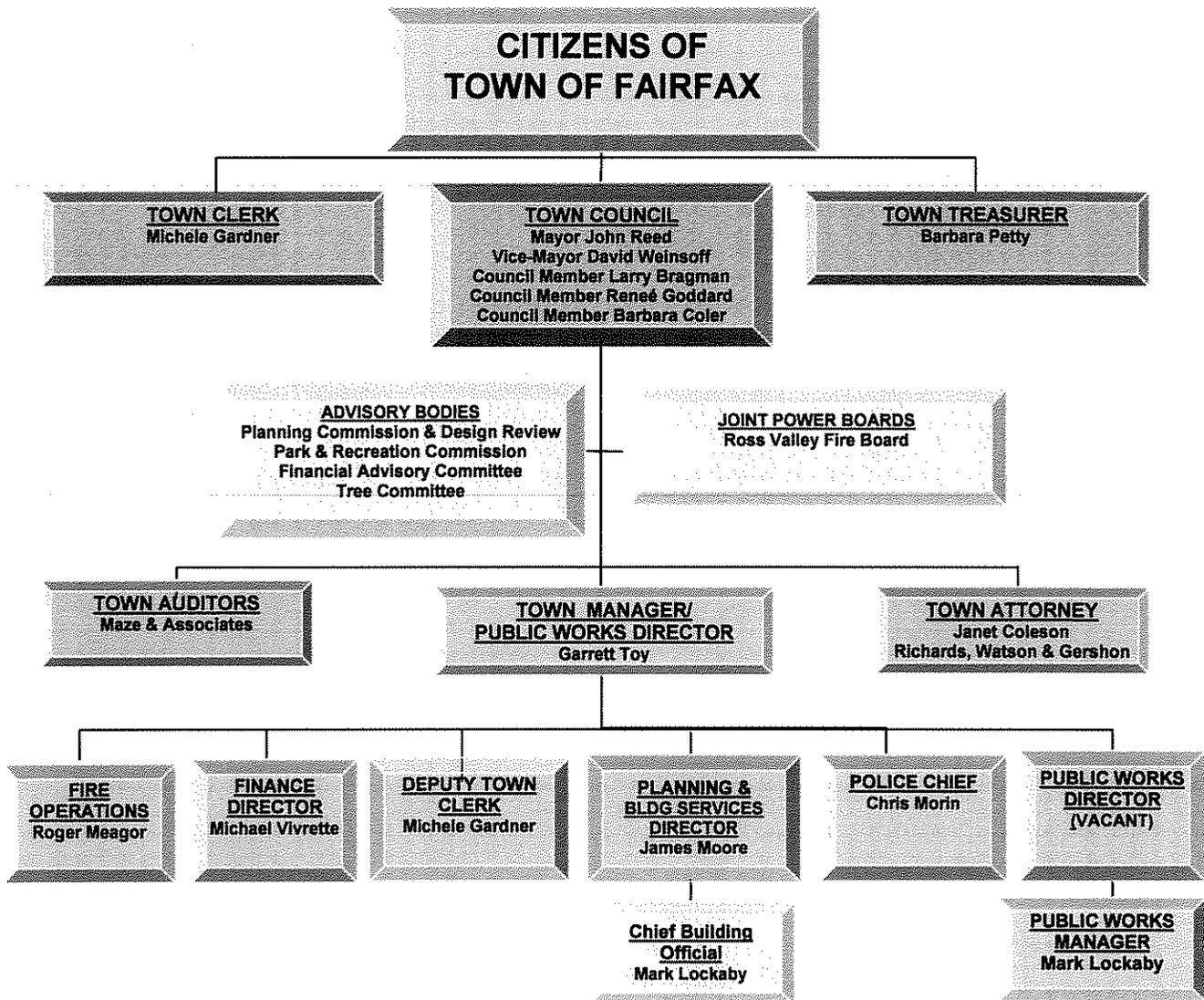
## Census

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

---

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  
Recreation/FOCAS

**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 2014/15**

<b>FY15</b>	<b>211</b>	<b>216</b>	<b>217</b>	<b>221</b>	<b>231</b>	<b>241</b>	<b>311</b>	<b>321</b>	<b>411</b>	<b>510</b>	<b>511</b>	<b>611</b>	<b>621</b>	<b>625</b>	<b>611</b>
<b>FTE</b>															

	TOWN MGR	VOLUNTEER	RECREATION	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	PARK MAINT	FOCAS	RENTALS	BLDG
<b>FULL TIME EMPLOYEES:</b>															
TOWN MANAGER	1.00														
ADMINISTRATIVE ASSISTANT II	1.00					0.25	0.25								
DEPUTY TOWN CLERK	1.00		1.00												
FINANCE DIRECTOR	1.00			0.10	0.90										
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	1.00				
<b>TOTAL FULL TIME (FTE)</b>	<b>26.00</b>		<b>0.25</b>	<b>1.00</b>	<b>0.20</b>	<b>0.90</b>	<b>2.25</b>	<b>1.00</b>	<b>16.00</b>	<b>0.55</b>	<b>2.00</b>	<b>1.00</b>			

<b>PART TIME EMPLOYEES:</b>															
COMMUNITY RESOURCE COORD	0.60		0.30												
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
<b>TOTAL PART TIME (FTE)</b>	<b>3.95</b>		<b>0.30</b>	<b>0.30</b>	<b>0.10</b>	<b>0.50</b>	<b>-</b>	<b>1.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.75</b>	<b>0.25</b>	<b>0.25</b>

<b>TOTAL FTE</b>	<b>29.95</b>	<b>0.85</b>	<b>0.30</b>	<b>0.55</b>	<b>1.00</b>	<b>0.30</b>	<b>1.40</b>	<b>2.25</b>	<b>1.00</b>	<b>17.50</b>	<b>0.55</b>	<b>2.00</b>	<b>1.00</b>	<b>0.75</b>	<b>0.25</b>	<b>0.25</b>
------------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------

NOTE: DOES NOT INCLUDE PAID ELECTED POSITIONS: COUNCILMEMBERS (5); TREASURER (1)

**TOWN OF FAIRFAX**  
**PERS RATE HISTORY**

<b>S1 - 3% @ 50 Patrol or Local Safety Member</b>									
8243	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>22.27%</b>	
	7/1/2015	63.800	9.000	<b>72.800</b>	-	9.000	<b>63.800</b>	3.33%	
	7/1/2014	61.741	9.000	<b>70.741</b>	-	9.000	<b>61.741</b>	10.33%	
	7/1/2013	55.960	9.000	<b>64.960</b>	-	9.000	<b>55.960</b>	0.54%	
	7/1/2012	51.657	9.000	<b>60.657</b>	4.000	5.000	<b>55.657</b>	0.39%	
	7/1/2011	48.941	9.000	<b>57.941</b>	6.500	2.500	<b>55.441</b>	7.75%	
	7/1/2010	42.451	9.000	<b>51.451</b>	9.000	-	<b>51.451</b>	-1.40%	
	7/1/2009	43.180	9.000	<b>52.180</b>	9.000	-	<b>52.180</b>		

<b>S2 - 3% @ 55 Formula for State Peace or Local Safety Member</b>									
8244	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>-4.71%</b>	
	7/1/2015	24.600	9.000	<b>33.600</b>	-	9.000	<b>24.600</b>	6.66%	
	7/1/2014	23.065	9.000	<b>32.065</b>	-	9.000	<b>23.065</b>	2.50%	
	7/1/2013	22.502	9.000	<b>31.502</b>	-	9.000	<b>22.502</b>	-12.79%	
	7/1/2012	21.802	9.000	<b>30.802</b>	4.000	5.000	<b>25.802</b>	-9.66%	
	7/1/2011	22.062	9.000	<b>31.062</b>	6.500	2.500	<b>28.562</b>	8.35%	
	7/1/2010	17.360	9.000	<b>26.360</b>	9.000	-	<b>26.360</b>	2.10%	
	7/1/2009	16.817	9.000	<b>25.817</b>	9.000	-	<b>25.817</b>		

<b>S3 - 2.7% @ 57 Formula for State Peace or Local Safety Member</b>									
	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>0.00%</b>	
	1/1/2015	12.250	12.250	<b>24.500</b>	-	12.250	<b>12.250</b>	0.00%	
	1/1/2014	12.250	12.250	<b>24.500</b>	-	12.250	<b>12.250</b>	0.00%	
	1/1/2013	12.250	12.250	<b>24.500</b>	-	12.250	<b>12.250</b>		

<b>M1 - 2.5% @ 55 Formula for Local Miscellaneous Members</b>									
8723	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>5.96%</b>	
	7/1/2015	21.100	8.000	<b>29.100</b>	-	8.000	<b>21.100</b>	5.44%	
	7/1/2014	20.011	8.000	<b>28.011</b>	-	8.000	<b>20.011</b>	9.90%	
	7/1/2013	18.208	8.000	<b>26.208</b>	-	8.000	<b>18.208</b>	-8.07%	
note 1	7/1/2012	16.806	8.000	<b>24.806</b>	3.000	5.000	<b>19.806</b>	-7.07%	
note 1	7/1/2011	16.312	8.000	<b>24.312</b>	5.000	3.000	<b>21.312</b>	7.02%	
note 1	7/1/2010	13.414	8.000	<b>21.414</b>	6.500	1.500	<b>19.914</b>		

<b>M2 - 2% @ 55 Formula for Local Miscellaneous Members</b>									
8624	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>-14.53%</b>	
	7/1/2015	12.700	7.000	<b>19.700</b>	-	7.000	<b>12.700</b>	7.26%	
	7/1/2014	11.840	7.000	<b>18.840</b>	-	7.000	<b>11.840</b>	6.63%	
	7/1/2013	11.104	7.000	<b>18.104</b>	-	7.000	<b>11.104</b>	-11.30%	
note 1	7/1/2012	10.518	7.000	<b>17.518</b>	2.000	5.000	<b>12.518</b>	-12.71%	
note 1	7/1/2011	10.341	7.000	<b>17.341</b>	4.000	3.000	<b>14.341</b>	-3.49%	
note 1	7/1/2010	9.359	7.000	<b>16.359</b>	5.500	1.500	<b>14.859</b>		

<b>M3 - 2% @ 62 Formula for Local Miscellaneous Members</b>									
	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	<b>0.00%</b>	
	1/1/2015	6.700	6.500	<b>13.200</b>	-	6.500	<b>6.700</b>	0.00%	
	1/1/2014	6.700	6.500	<b>13.200</b>	-	6.500	<b>6.700</b>	0.00%	
	1/1/2013	6.700	6.500	<b>13.200</b>	-	6.500	<b>6.700</b>		

**TABLE F  
TOWN OF FAIRFAX  
HEALTHCARE RATES  
2007 TO 2014**

PLAN	2007	2008	2009	2010	2011	2012	INCR	2013	INCR	2014	INCR	7 YR	AVG
<b>KAISER (HMO)</b>													
1	1041	431.17	470.67	508.30	532.56	568.99	610.44	668.63	9.5%	742.72	11.1%	72.3%	10.3%
2	1042	862.34	941.34	1,016.60	1,065.12	1,137.96	1,220.88	1,337.26	9.5%	1,485.44	11.1%	72.3%	10.3%
3+	1043	1,121.04	1,223.74	1,321.58	1,384.66	1,479.37	1,587.14	1,738.44	9.5%	1,931.07	11.1%	72.3%	10.3%
<b>PERS CHOICE (PPO)</b>													
1	1061	455.18	482.48	482.48	508.74	563.40	574.15	667.03	16.2%	690.77	3.6%	51.8%	7.4%
2	1062	910.36	964.96	964.96	1,017.48	1,126.80	1,148.30	1,334.06	16.2%	1,381.54	3.6%	51.8%	7.4%
3+	1063	1,183.47	1,254.45	1,254.45	1,322.72	1,464.84	1,492.79	1,734.28	16.2%	1,796.00	3.6%	51.8%	7.4%
<b>BLUE SHIELD ACCESS + (HMO)</b>													
1	1021	484.21	532.93	560.57	577.33	675.51	711.10	784.63	10.3%	836.59	6.6%	72.8%	10.4%
2	1022	968.42	1,065.86	1,121.14	1,154.66	1,351.02	1,422.20	1,569.26	10.3%	1,673.18	6.6%	72.8%	10.4%
3+	1023	1,258.95	1,385.62	1,457.48	1,501.06	1,756.33	1,848.86	2,040.04	10.3%	2,175.13	6.6%	72.8%	10.4%
<b>PERS SELECT (PPO)</b>													
1	1261	467.18	467.18	453.16	474.93	492.68	487.39	487.20	0.0%	661.52	35.8%	41.6%	5.9%
2	1262	934.36	934.36	906.32	949.86	985.36	974.78	974.40	0.0%	1,323.04	35.8%	41.6%	5.9%
3+	1263	1,214.67	1,214.67	1,178.22	1,234.82	1,280.97	1,267.21	1,266.72	0.0%	1,719.95	35.8%	41.6%	5.9%
<b>PORAC (ASSOC)</b>													
1	2071	439.00	452.00	484.00	484.00	527.00	556.00	581.00	4.5%	634.00	9.1%	44.4%	6.3%
2	2072	822.00	847.00	906.00	906.00	987.00	1,041.00	1,088.00	4.5%	1,186.00	9.0%	44.3%	6.3%
3+	2073	1,045.00	1,076.00	1,151.00	1,151.00	1,254.00	1,323.00	1,382.00	4.5%	1,507.00	9.0%	44.2%	6.3%
<b>BLUESHIELD NETVALUE (HMO)</b>													
1	1241	478.22	478.22	495.50	500.35	581.24	611.59	670.21	9.6%	704.01	5.0%	47.2%	6.7%
2	1242	956.44	956.44	991.00	1,000.70	1,162.48	1,223.18	1,340.42	9.6%	1,408.02	5.0%	47.2%	6.7%
3+	1243	1,243.37	1,243.37	1,288.30	1,300.91	1,511.22	1,590.13	1,742.55	9.6%	1,830.43	5.0%	47.2%	6.7%
<b>PERSCARE (PPO)</b>													
1	1221	769.50	749.83	749.83	868.17	893.95	1,029.23	1,083.11	5.2%	720.04	33.5%	-6.4%	-0.9%
2	1222	1,539.00	1,499.66	1,499.66	1,736.34	1,787.90	2,058.46	2,166.22	5.2%	1,440.08	33.5%	-6.4%	-0.9%
3+	1223	2,000.70	1,949.56	1,949.56	2,257.24	2,324.27	2,676.00	2,816.09	5.2%	1,872.10	33.5%	-6.4%	-0.9%