DRAFT

TOWN OF FAIRFAX

2010-2011
Operating and
Capital Improvement
Budget

2010 – 2011 BUDGET
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TOWN OF FAIRFAX
142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
PHONE (415) 453-1584 / FAX (415) 453-1618

June 5, 2010

Town of Fairfax Budget for Fiscal Year 2010-11

Dear Mayor and Town Council:

I present to you the draft of the Fiscal Year 2010-11 Operating and Capital Improvement Budget, which balances General Fund revenue and expenditures. This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. As you can imagine the budget requires some difficult decisions which are summarized below.

Outline of Fiscal Year 2010-11

The draft budget presented:

- Continues to leave one Maintenance Worker position vacant ;
- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- Continues to operate all budgets by 4% less than in 2008/09
- Requires paying back the Fairfax dry period fund in the amount of $218,000 which was previously transferred in order to balance the FY 2009/10 budget. $218,000 was the amount borrowed by the State in the property tax grab and has been paid back. The remaining $88,000 was not paid back by the Town budget, and unanticipated revenues (COPS and Prop 172) were funded by the State despite being told that they may not be funded due to the State fiscal crisis. Both revenues are included in the funding sources for the 2010-2011 budget.
- Continues moving forward with Capital Projects that are funded thorough FEMA and Measure K.

The proposed FY10-11 General Fund Operating Budget expenditures total $7,052,446. General Fund revenues are projected at $6,622,571. Our projections are cautious on all revenues. Proposition 172 and COPS revenues were deleted from the budget as a precaution and based on advice from the League of California Cities staff that the funding for these programs will be cut by the state legislature. We would rather be

pleasantly surprised at year end than over-project revenues that may not materialize. We also predict that expenditures in FY10/11 and FY 11/12 will stabilize as labor costs will be more predictable with new employee agreements completed, which include a two-tiered retirement system and employees paying for a portion of their retirement costs out of pocket. A Health Benefits Committee has begun meeting. There is a representative from each part of the Town organization on the Committee. The Committee will present a report to the Town Manager before the FY 2011/12 budget is adopted.

Budget – Projected Deficit

The FY10-11 budget projects a deficit budget in the amount of $430,375. We have focused our efforts on minimizing this deficit by cutting operating budgets in most areas. Due to the consumer price index not increasing by two percent or more the annual maximum increase of two percent in property tax revenue will not be realized, a loss of $45,000 in projected revenue. Property tax revenue continues to be relatively flat compared to a typical year (about a 4% increase) resulting in a loss of about $100,000 in our projections for FY 2010/11. Rising retirement and medical costs are also contributing to the deficit. The additional costs over last year for retirement and medical costs is $ 27,922. This increase would have been $61,084 if not for the benefit of the two-tier system. The pension override tax is generating the maximum amount and it is not sufficient to pay for the retirement costs, even with three employees in the second tier.

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

Dry Period Fund (Reserves)

Our projected Dry Period reserve fund level will be $769,465. This is a significant improvement over last year's adopted budget dry period fund due primarily to the fact that the State can only borrow property tax revenues once every ten years under Proposition 1A. If revenues increase in the FY 2011/12 year it is my recommendation that at least part of the increased revenue stream be placed in the dry period fund until such time that the dry period fund has $1 million in it. Town staff will be presenting a reserve policy for the Council to consider as part of the adoption of this budget.

FEMA Projects and Reimbursements (Fund 52)

After intense lobbying and follow-up, the Town received $213,916 in FY09-10 from FEMA and OES and began the FEMA Audit process. The Town's disaster fund transactions are projected to be $645,736 as we begin the new fiscal year. We completed our Town Hall, Police Station and Fire Station flood restoration projects and have three remaining FEMA projects for the FY 2010/2011. The three projects are the Peri Park retaining wall (Tennis Court Embankment); Peri Park Pedestrian Bridge; and Pastori Storm Drain Outfall.

Pension Costs

The Miscellaneous Plan rate (employer contribution) will increase from 12.84% for FY09-10 to 13.414% for FY10/11. The Safety Plan (employer contribution) rate has been expanded to include the first tier rate (original plan) of 42.451% to 43.18% for FY 2010/11 and a second tier rate (new plan) of 17.360% for FY10/11. The second tier rate will apply to all new hires.

CalPERS Pension costs for Fiscal Year 2010-2011:

	Miscellaneous	Safety
Employer rate	13.414%	43.18%
Employee rate (paid by Town)	6.50% **	9%
Total	19.34%	52.18%

** Beginning January, 2010, 1.5% of the CalPERS employee pension contribution will be paid for by the employee.

The pension over ride tax revenue projection for 2010/11 is $1,048,130. Retirement costs are projected at $1,250, 986 contributing $202,856 to the deficit. This is not sustainable over the long term. The two-tiered retirement agreement which will include all staff will help stabilize the Pension fund, but if CalPERS rates continue to increase each year, and exceed the savings from the two-tiered retirement, the Town will need funding from other sources and/or initiate discussions with the labor groups about the possibility of having employees pay an even larger portion of the employee contribution to retirement benefits.

Personnel Costs

As a service-oriented agency, personnel costs (salaries and benefits) comprise approximately 80% of the Town's budget. Both the POA and the Management Unit signed a one year MOU that expires June 30, 2010. SEIU signed a two year labor agreement from July 1, 2009-June 30, 2011. I am currently negotiating with POA and discussing with the Managers another MOU. FY10-11 overall payroll and benefit cost is projected to be the same as FY 09-10.

Staff members continue to wear multiple hats to balance the competing priorities of the Town, and we all take pride in our work and what we have been able to accomplish on a limited budget. Many staff members are working far more than 40 hours per week and are donating a great deal of their own time to get the job done. The workload has been daunting for all of us and I believe this frenetic pace is not sustainable over the long haul with the great staff we have in place now.

Major Capital Improvement Projects proposed or continuing:

1. Peri Park improvements, including stabilization of creek banks (Tennis Courts) and improvements to the park: $447,000

2. Peri Park Pedestrian Bridge: $130,469
3. Pastori Outfall Pipe: $68,267
4. Street Resurfacing Projects: $124,900
5. Measure K Projects: $84,396

Unfunded Projects:

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

ONE TIME PROJECTS (Unfunded):

1. Contingency Fund for unplanned projects: $50,000.
2. Retaining Wall Replacements: 65,000
3. Emergency Siren for the West End: 45,000

ONE TIME PROJECTS TO BE FUNDED:

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

Conclusion

Staff has worked very hard on this budget and we look forward to reviewing this document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to Assistant to the Town Manager/Town Clerk Judy Anderson, Police Chief Ken Hughes, Public Works Director Kathy Wilkie, and Planning and Building Director Jim Moore. Fire Chief Roger Meagor most ably assisted us with the Ross Valley Fire JPA budget. A special thanks to our Finance staff, chiefly Finance Director Laurie Ireland-Ashley, for a dedicated and commendable job of putting together the FY 2010/11 Town Budget for the Town of Fairfax.

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

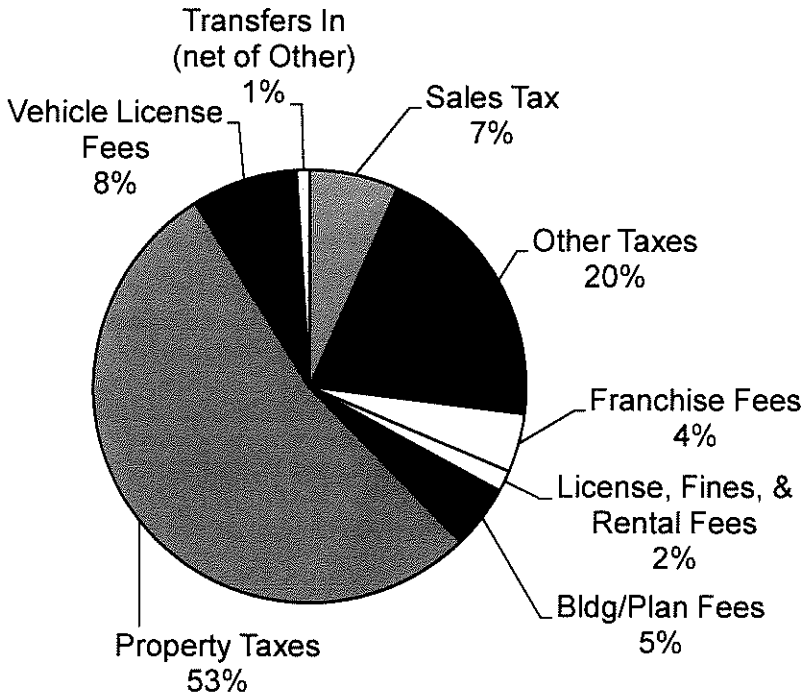
Sincerely,

Michael Rock
Town Manager

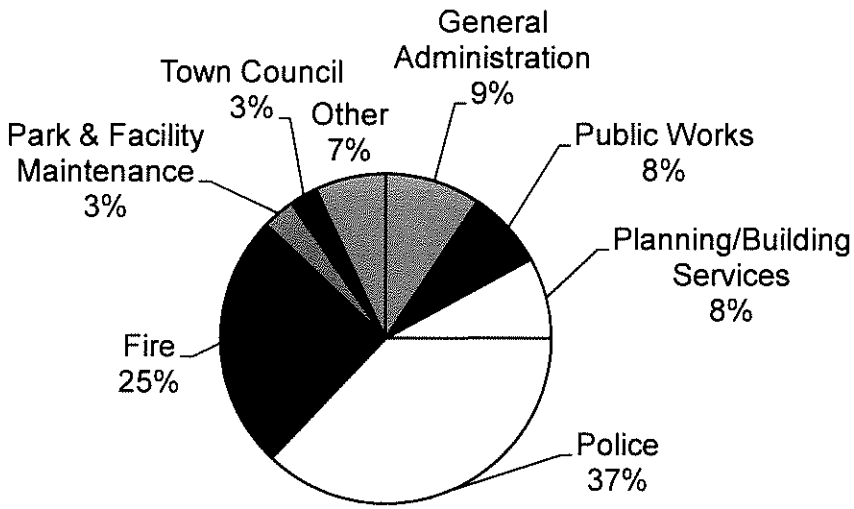
TOWN OF FAIRFAX

2010 - 2011 DRAFT BUDGET

OPERATING REVENUE-GENERAL FUND



OPERATING EXPENDITURES-GENERAL FUND



TOWN OF FAIRFAX
2010 - 2011 BUDGET
CHANGES IN FUND BALANCES

	Est Balance At JUNE 30, 2010	2010-2011 REVENUE	2010-2011 XFER IN	2010-2011 XFER OUT	2010-2011 EXPENSES	Est Balance At JUNE 30, 2011
01 - General Fund*	$ 674,409	$ 4,624,280	$ 1,998,291	$ 68,000	$ 6,984,946	**$ 244,034**
02 - Dry Period Fund	769,465	-	-	-	-	**769,465**
03 - Equipment Replacement Fund	1,138	-	50,000	-	35,500	**15,638**
04 - Building & Planning Fund	117,064	310,000	-	310,000	-	**117,064**
05 - Communication Equipment Replacement Fund	25,257	-	-	-	-	**25,257**
06 - Retirement Fund	(197,406)	1,048,130	-	1,048,130	-	**(197,406)**
07 - Special Police Fund	-	-	-	-	-	**-**
08 - Office Equip. Replacement Fund	20,058	-	8,000	-	8,000	**20,058**
11 - Recreation Fund	3,500	-	18,000	-	19,000	**2,500**
12 - Fairfax Festival Fund	3,816	28,000	-	10,000	15,000	**6,816**
20 - Measure F - Municipal Svs Tax Fund	-	465,000	-	465,000	-	**0**
21 - Gas Tax Fund	-	212,400	-	212,400	-	**-**
41,42 & 43 - Measure K Debt Service	57,520	489,705	-	-	495,956	**51,269**
49 - Emergency Watershed Protection Fund	-	-	-	-	-	**-**
50 - Fairfax Creek Restoration Fund	-	-	-	-	-	**-**
51 - Capital Projects, Grants Fund	98,101	1,441,136	87,000	-	1,528,136	**98,101**
52 - Disaster Fund	-	645,736	-	-	645,736	**-**
53 - Capital Projects, Town Fund	174,190	196,685	(100)	-	196,585	**174,190**
54 - Pavilion Renovation Fund (Fiduciary Fund)	154,945	700	-	-	-	**155,645**
55 - Measure K Capital Project Fund	43	84,000	-	-	84,000	**43**
73 - Open Space Fund	32,333	1,000	10,700	-	11,700	**32,333**
Total Of All Funds	**$ 1,934,433**	**$ 9,546,772**	**$ 2,171,891**	**$ 2,113,530**	**$ 10,024,559**	**$ 1,515,007**

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2010-2011 FISCAL YEAR

01 - GENERAL FUND	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	Estimated Actual 2009-2010 as of 4/30/2010	PROPOSED BUDGET 2010-2011
Property Taxes - Secured	1,942,157	1,758,973	1,613,943	1,942,157
Property Taxes - Unsecured	5,922	40,400	50,759	40,400
Supplemental Property Taxes	43,821	50,500	22,906	35,500
Real Estate Transfer Tax	35,012	35,350	21,378	30,000
Sales Tax	368,089	318,150	236,365	338,150
In-Lieu Sales Tax (Triple Flip)	104,788	97,210	53,266	97,210
$50 General Municipal Services Tax	179,725	188,870	172,874	188,870
Utility Users Tax - Telephone	139,100	141,400	153,340	153,400
Utility Users Tax - Energy	213,436	227,250	186,998	215,250
1/2 cent Sales Tax - Prop. 172	45,048	-	48,661	-
ERAF Excess Distribution	398,463	378,750	245,479	446,325
ERAF III Shift to State	-	-		-
Property Tax In-Lieu of VLF (VLF Swap)	556,184	499,918	283,031	499,918
Hotel Users Tax	12,343	10,100	13,270	12,100
Total Taxes	**4,044,088**	**3,746,871**	**3,102,271**	**3,999,280**
Garbage	118,950	165,000	115,400	165,000
Gas & Electric	62,868	60,000	58,132	60,000
Cable	82,447	63,000	80,644	63,000
Total Franchise Fees	**264,266**	**288,000**	**254,177**	**288,000**
	104,068	75,000	106,359	105,000
Business Licenses	**104,068**	**75,000**	**106,359**	**105,000**
Vehicle Code Fines	3,268	7,500	9,160	7,500
Parking & Other Fines	42,425	47,000	36,566	47,000
Total Fines	**45,693**	**54,500**	**45,727**	**54,500**
Women's Club and Other	14,835	15,000	11,444	12,000
CYO - Pavilion	11,848	8,000	15,739	14,000
Pavilion - Other	1,676	5,000	1,740	2,000
Total Rental & Maintenance Fees	**28,359**	**28,000**	**28,923**	**28,000**
Interest Earnings - Bank	-	1,000	-	1,000
Interest Earnings - LAIF	40,538	45,000	-	20,000
Total Investment Earnings	**40,538**	**46,000**	**-**	**21,000**
Vehicle License Fees	21,365	49,000	17,893	21,000
Storm Run-Off Fee	60,993	64,000	58,229	64,000
Homeowners Exemption	14,204	7,000	2,105	7,000
Off Highway/Trailer Coach Vehicle Fees	-	-		-
Police Training Reimbursement (POST)	4,057	5,000	-	5,000
Workers Compensation Reimbursement	-	-		-
SB 90 Reimbursements		-		-
FEMA Reimbursements	-	-		-
Other	-	-	806	-
Total Revenues From Other Agencies	**100,619**	**125,000**	**79,033**	**97,000**
Sale Of Maps & Publications	458	500	242	500
Special Police Services (includes booking fees)	2,349	5,000	2,166	5,000
Public Works Services	1,070	-	1,500	-
Miscellaneous - General	-	25,000	157,055	25,000
Total Charges For Current Services	**3,878**	**30,500**	**160,963**	**30,500**
Miscellaneous Revenues	1,428	1,000	-	1,000
Transfer From 02-Dry Period Fund	-	306,591	-	-
Transfer From 04-Building & Planning Fund	-	293,250	240,345	310,000
Transfer From 06-Retirement Fund	-	1,221,689	946,560	1,048,130
Transfer From 07-Special Police Fund	-	-	134,262	-
Transfer From 12-Fairfax Festival	6,094	11,000	20,582	10,000
Transfer From 20-Measure F - Municipal Services Tax Fund	342,505	348,000	262,827	348,000
Transfer From 21-Gas Tax Fund	131,423	144,500	140,107	144,500
Transfer From Capital-Payroll Offset	-	20,000	-	-
COPS and Prop 172 Revenue Received FY09-10 (Unbudgete	-	200,000		137,661
Total Other Revenues	**481,450**	**2,546,030**	**1,744,683**	**1,999,291**
01 - GENERAL FUND TOTAL	**5,112,959**	**6,939,901**	**5,522,136**	**6,622,571**

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2010-2011 FISCAL YEAR

	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	Estimated Actual 2009-2010	PROPOSED BUDGET 2010-2011
02 - DRY PERIOD FUND				
Miscellaneous Revenues	-	-	-	-
Transfer from 2006-07 General Fund Carryover	-	-	-	-
02 - DRY PERIOD FUND TOTAL	-	-	-	-
03 - EQUIPMENT REPLACEMENT FUND				
Sale of surplus police chief vehicle	-	-	-	-
Transfer From 01-General Fund	-	60,000	-	50,000
03 - EQUIPMENT REPLACEMENT FUND TOTAL	-	60,000	-	50,000
04 - BUILDING AND PLANNING FUND				
Building Permits	81,416	100,000	53,673	100,000
Road Impact Fees	98,107	60,000	80,831	90,750
General Plan Maintenance Fees	2,450	3,000	1,678	3,000
Technology Improvement Fees	3,631	4,500	2,669	4,500
Bldg/Planning Infrastructure Improvement Fees	3,627	4,500	2,669	4,500
Engineering/Excavation	144	250	39	250
Housing Inspections	14,475	15,000	13,715	15,000
Seismic Fees	799	500	345	500
Plan Retention	391	500	(1,032)	500
Street Opening	4,375	3,000	6,037	3,000
Total Permits and Fees	**209,415**	**191,250**	**160,623**	**222,000**
Zoning & Filing Fees	32,574	57,000	47,585	57,000
Building Plan Checks	15,878	30,000	13,911	16,000
Engineering Plan Checks	(1,523)	15,000	18,225	15,000
Total Charges For Current Services	**46,929**	**102,000**	**79,721**	**88,000**
04 - BUILDING AND PLANNING FUND TOTAL	**256,344**	**293,250**	**240,345**	**310,000**
05 - COMMUNICATIONS REPLACEMENT FUND				
Miscellaneous Revenues	-	-	-	-
05 - COMMUNICATIONS REPLACEMENT FUND TOTAL	-	-	-	-
06 - RETIREMENT FUND				
Taxes - Current Secured	1,029,717	940,500	934,748	1,029,717
Taxes - Current Unsecured	6,580	1,213	60	1,213
Supplemental	19,496	11,000	9,974	11,000
Secured Homeowners Exemption	12,208	6,200	1,778	6,200
Investment Earnings	-	-	-	-
06 - RETIREMENT FUND TOTAL	**1,068,001**	**958,913**	**946,560**	**1,048,130**
07 - SPECIAL POLICE REVENUE FUND				
COPS	100,245	-	134,262	-
STAR Program	-	-	-	-
Miscellaneous	-	-	-	-
07 - SPECIAL POLICE REVENUE FUND TOTAL	**100,245**	-	**134,262**	-

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2010-2011 FISCAL YEAR

	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	Estimated Actual 2009-2010	PROPOSED BUDGET 2010-2011
08 - OFFICE EQUIPMENT REPLACEMENT FUND				
Transfer From 53-Capital Projects - Town	3,200	8,000	36,296	8,000
08 - OFFICE EQUIPMENT REPLACEMENT FUND	**3,200**	**8,000**	**36,296**	**8,000**
11 - RECREATION FUND				
County Funding	-	-	-	-
Youth Programs	-	2,000	-	-
Transfer From 01-General Fund (Measure F)	-	18,000		18,000
11 - RECREATION FUND TOTAL	**-**	**20,000**	**-**	**18,000**
12 - FAIRFAX FESTIVAL FUND				
Festival Revenue	27,339	28,000	20,582	28,000
12 - FAIRFAX FESTIVAL FUND	**27,339**	**28,000**	**20,582**	**28,000**
20 - MEASURE F - MUNICIPAL SVS TAX FUND				
Designated for Police Services	165,969	180,000	147,986	180,000
Designated for Fire Services	97,615	150,000	97,615	150,000
Designated for Youth Program	17,227	18,000	17,227	18,000
Designated for Public Works Safety Improvements	60,772	49,000	60,772	49,000
Designated for Matching Funds related to Grants	116,088	68,000	116,088	68,000
20 - MEASURE F - MUNICIPAL SVS TAX FUND TOTAL	**457,670**	**465,000**	**439,687**	**465,000**
21 - GAS TAX FUND				
Gas Tax 2106	34,414	37,500	28,307	37,500
Gas Tax 2107	53,703	60,000	43,635	60,000
Gas Tax 2107.5	2,000	2,000	2,000	2,000
Gas Tax 2105	40,312	45,000	32,901	45,000
Prop 42	44,658	67,900	33,265	67,900
21 - GAS TAX FUND TOTAL	**175,087**	**212,400**	**140,107**	**212,400**
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS				
Taxes - Current Secured	532,865	452,383	481,743	452,383
Taxes - Current Unsecured	3,553	3,393	298	3,393
Taxes - Supplemental	10,038	28,274	4,957	28,274
Homeowners' Exemption	6,492	5,655	916	5,655
Interest Earnings - Fund 43	-			
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS TOTA	**552,949**	**489,705**	**487,915**	**489,705**

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2010-2011 FISCAL YEAR

	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	Estimated Actual 2009-2010	PROPOSED BUDGET 2010-2011
51 - CAPITAL PROJECTS FUND, GRANTS		-		-
Federal/State Grant Revenue	170,000	286,798	16,869	1,010,009
Park Bond Revenue	37,520	111,374		104,592
Transportation Development Act Revenue		-		-
Measure A - Transportation Authority of Marin	71,067	102,500		54,500
Recycling Grant	-	-		-
Non-Motorized Transportation Grant		144,044		112,375
MMWD Watershed Grant		1,197		1,197
Prob 1B - Street Resurfacing	-	50,000		-
Measure F Carryover from 2008-09	-	9,375		8,463
Transfer From 01-General Fund	-	-		-
Transfer From 01-General Fund	-	-		-
Transfer From 01-General Fund	-	-	-	-
Transfer From 04-Building & Planning Fund	-	-	-	-
Transfer From 20-Measure F - Municipal Services Tax Fund		68,000		87,000
Transfer From 21-Gas Tax Fund	61,755	67,900		
Transfer From 53-Capital Projects - Town	-	-		-
Transfer From 55-Measure K-Center Blvd Grants Match	-	-	-	-
Transfer From 54 - Pavilion Restoration Fund		55,000		150,000
51 - CAPITAL PROJECTS FUND, GRANTS TOTAL	**340,342**	**896,188**	**16,869**	**1,528,136**
52 - DISASTER FUND				
Revenue from FEMA/OES	(41,758)	623,977	474,119	645,736
Transfer From 01-General Fund 2006-07 Carryover	-	-	-	-
52 - DISASTER FUND TOTAL	**(41,758)**	**623,977**	**474,119**	**645,736**
53 - CAPITAL PROJECTS FUND, TOWN				
Energy Efficiency	114,670	-		-
CREBS Bond	-	-		-
Measure A - Transportation Authority of Marin	-	76,190		57,000
Measure F - Carryover 08/09		50,000		41,685
County - Emergency Warning System	-	11,044		-
Transfer From 01-General Fund (Utility Tax)	-	-	-	-
Transfer From 01-General Fund	-	-	-	-
Transfer From 01-General Fund-Garbage Road Impact Fee	-	-	-	-
Transfer From 01-General Fund 2006-07 Carryover	-	-		-
Transfer From 04-Building & Planning Fund-Road Impact	-	-	-	-
Transfer From 20-Measure F - Municipal Services Tax Fund	-	49,000		30,000
Transfer From 20-Measure F - Municipal Services FYE 06-07		-		-
Transfer From 21-Gas Tax Fund	-	-	-	67,900
Transfer from Traffic Impact Fee Fund	-	77,200	24,804	-
Carryover from 2008-09		48,000	15,675	-
53 - CAPITAL PROJECTS FUND, TOWN TOTAL	**114,670**	**311,434**	**40,479**	**196,585**
56 - MEASURE K FUND				
Interest Earnings	27,783	20,000		-
Proceeds of Bond Sale - Refi	-	-		-
Measure A County Sales Tax		135,000		-
Allocation of Measure K Bond Funds		319,000		84,000
56 - MEASURE K FUND	**27,783**	**474,000**	**-**	**84,000**
73 - OPEN SPACE FUND				
Transfer from the General Fund of the Dunn Proceeds		-		10,700
Donations and Other Revenue	5,470	3,000	25	1,000
73 - OPEN SPACE FUND TOTAL	**5,470**	**3,000**	**25**	**11,700**
TOTAL REVENUES AND TRANSFERS IN	**8,238,381**	**11,783,768**	**8,499,380**	**11,717,963**

TOWN OF FAIRFAX

2010-2011 FISCAL YEAR

FUND	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
01 - General Fund	6,951,140	6,988,875	5,967,805	7,052,946
02 - Dry Period Fund	-	306,591	-	-
03 - Equipment Replacement Fund	72,677	60,000	33,479	35,500
04 - Building & Planning Fund	-	293,250	238,243	310,000
05 - Communication Equip. Replacement Fund	9,833	-	-	-
06 - Retirement Fund	1,068,001	1,221,689	945,560	1,048,130
07 - Special Police Fund	-	-	134,262	-
08 - Office Equip. Replacement Fund	-	8,000	6,262	8,000
11 - Recreation Fund	16,500	19,000	9,224	19,000
12 - Fairfax Festival Fund	36,527	25,000	17,839	25,000
20 - Measure F - Municipal Svs Tax Fund	457,668	465,000	465,000	465,000
21 - Gas Tax Fund	193,178	212,400	212,400	212,400
41,42 & 43 - Measure K Debt Service	453,243	478,981	531,752	495,956
49 - Emergency Watershed Protection Fund	7,200	-	-	-
50 - Fairfax Creek Restoration Fund	515,470	-	-	-
51 - Grants Capital Projects Fund	800,441	798,088	138,341	1,528,136
52 - Storm Damage Recovery Fund	255,782	623,978	189,597	645,736
53 - Town Capital Projects Fund	166,227	235,243	131,373	196,585
55 - Measure K Capital Project Fund	953,388	474,700	117,786	84,000
73 - Open Space Fund	-	-	1,000	11,700
TOTAL EXPENDITURES & XFER OUT	**11,957,274**	**12,210,795**	**9,139,922**	**12,138,089**

TOWN OF FAIRFAX
COMPARATIVE EXPENDITURE DETAIL BY DEPARTMENT
2010-2011 FISCAL YEAR

		ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
01 - GENERAL FUND					
	Mayor & Council	31,893	26,200	23,745	26,145
	Town Treasurer	-	4,935	3,000	4,830
	Auditor	23,130	25,000	5,294	37,000
	Legal	128,186	140,000	143,613	125,000
	Total Town Council	**183,209**	**196,135**	**175,652**	**192,975**
	Manager	239,227	203,460	180,135	205,657
	Volunteers	21,813	22,170	17,619	22,485
	Recreation	22,171	21,440	18,842	21,750
	Disaster Council	139	600	-	100
	Town Clerk	136,718	133,354	117,635	136,445
	Elections	8,373	8,600	11,503	1,500
	Personnel	9,229	7,800	731	7,800
	Finance	275,127	245,065	209,240	263,563
	Total General Admini	**712,797**	**642,489**	**555,705**	**659,300**
	Planning	423,212	398,262	326,005	397,438
	Building Inspection	69,969	160,308	122,052	159,520
	Total Development S	**493,181**	**558,570**	**448,057**	**556,958**
	Police	2,612,192	2,560,977	2,181,620	2,616,164
	Special Police Expens	3,514	5,300	-	5,300
	Fire	1,715,923	1,739,733	1,567,843	1,760,242
	Total Public Safety	**4,331,629**	**4,306,010**	**3,749,463**	**4,381,706**
	Public Works Administ	204,475	142,464	166,726	125,035
	Streets	335,067	333,843	266,378	329,097
	Lighting	60,410	50,600	50,028	65,600
	Pollution Prevention	17,272	20,000	20,864	21,000
	Total Public Works	**617,224**	**546,907**	**503,996**	**540,732**
	Park Maintenance	129,083	136,771	117,680	138,773
	Rental Facilities-WC &	47,786	48,546	37,736	44,434
	Rental Facilities-Pavili	34,657	38,426	34,189	45,803
	Total Parks & Facility	**211,526**	**223,743**	**189,605**	**229,010**
	Miscellaneous	401,574	437,021	345,327	424,267
	Transfers Out	-	78,000	-	68,000
	Total Non-Departmen	**401,574**	**515,021**	**345,327**	**492,267**
TOTAL GENERAL FUND EXPENSES		**6,951,140**	**6,988,875**	**5,967,805**	**7,052,946**

TOWN OF FAIRFAX
CONSOLIDATED GENERAL FUND OPERATING EXPENDITURES BY EXPENSE CATEGORY
2010-2011 FISCAL YEAR

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS				
PAYROLL	2,440,869	2,543,921	2,259,615	2,601,212
ACCRD VAC & COMP	14,246	9,000	10,811	16,000
HEALTH INSURANCE	355,256	388,312	288,852	386,771
WORKERS COMP.	49,935	49,385	52,446	51,200
RETIREMENT	1,196,601	1,221,690	956,879	1,251,153
MEDICARE	33,055	31,816	27,834	31,805
UNEMPLOYMENT	10,253	-	1,291	-
AUTO ALLOWANCE	4,200	4,200	3,500	4,200
CLOTHING ALLOWANCE	13,992	14,150	8,855	12,500
PAYROLL TRANSFERS	(6,094)	(29,100)	-	(53,600)
SUBTOTAL	**4,112,312**	**4,233,374**	**3,610,083**	**4,301,241**
OPERATING EXPENSES				
LIAB. & PROP. INSURANCE	79,478	84,873	97,223	94,518
FIRE SERVICE CONTRACT	1,252,234	1,297,729	1,189,585	1,297,729
OTHER CONTRACT SVCS	832,579	806,832	657,934	802,339
DONATIONS	9,883	7,000	8,081	7,000
OTHER EXPENSES	659,703	481,067	399,967	466,119
FEMA CIP PROJECTS	-	-	-	-
TRANSFERS OUT	-	78,000	-	68,000
SUBTOTAL	**2,833,876**	**2,755,501**	**2,352,791**	**2,735,705**
TOTAL GENERAL FUND EXPENSES	**6,946,188**	**6,988,875**	**5,962,875**	**7,036,946**

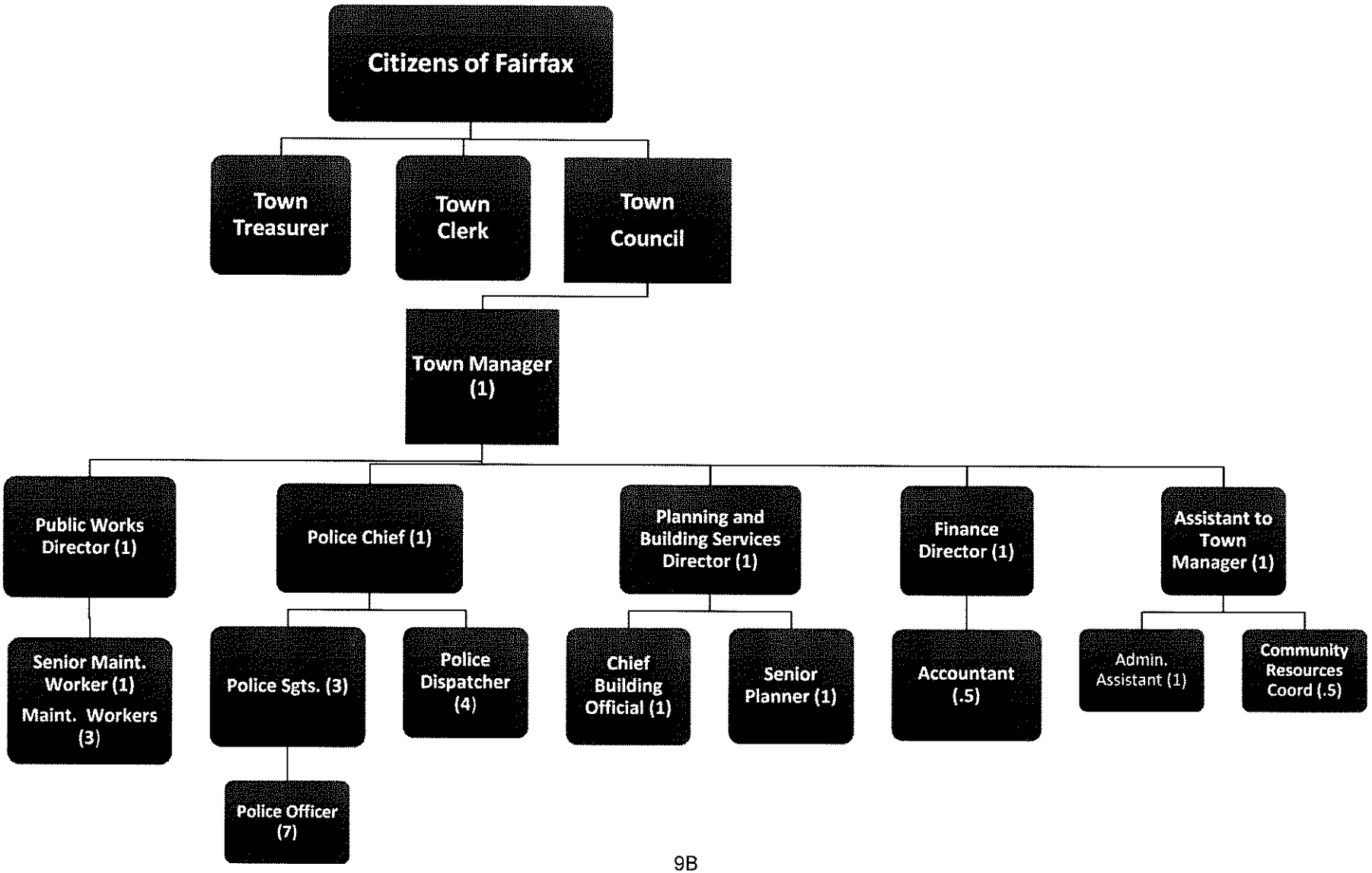
TOWN OF FAIRFAX
2010-2011 BUDGET
PERSONNEL
# of Employees

ACTIVITY	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TOWN MANAGER	1.00	1.25	1.00	1.00
TOWN CLERK	1.00	1.00	1.00	1.00
FINANCE	1.50	2.00	1.50	1.50
PLANNING/ BUILDING SERVICES	3.50	3.50	3.50	3.00
POLICE	16.25	16.25	16.25	16.25
PUBLIC WORKS ADMINISTRATION	1.00	1.25	1.00	1.00
STREETS	3.00	3.00	3.00	2.00
PARK MAINTENANCE	1.00	1.00	1.00	1.00
RENTAL FACILITIES	0.50	0.50	0.50	0.50
BUILDING MAINTENANCE	0.50	0.50	0.50	0.50
ADMINSTRATIVE NON-DEPT	-	-	-	1.50
COMM. RESOURCES COORDINATOR	0.50	0.50	0.50	0.50
	29.75	30.75	29.75	29.75

Positions reflected are full-time equivalents (FTEs).

Town Of Fairfax Annual Salary Roster		FY 2010/11	
	Salary Range		Benefits
	Low	High	%
Assistant to the Town Manager	$71,040.00	$82,245.00	44.01%
Chief Building Official	$74,992.00	$86,812.00	35.79%
Chief of Police	$104,603.00	$133,542.00	58.54%
Detective/Officer	$54,384.00	$69,288.00	55.00%
Senior Maintenance Worker	$47,808.00	$58,104.00	42.02%
Maint. Worker I	$38,316.00	$46,560.00	42.02%
Maint. Worker II	$40,248.00	$48,912.00	43.00%
Maint. Worker II	$42,648.00	$51,828.00	42.00%
Planning & Building Services Director	$97,596.00	$112,987.00	40.10%
Police Community Service Officer	$46,788.00	$59,748.00	57.33%
Police Corporal/Officer	$61,173.00	$77,944.00	58.00%
Police Dispatcher	$48,788.00	$59,748.00	58.50%
Police Dispatcher	$48,788.00	$59,748.00	58.00%
Police Dispatcher	$48,788.00	$59,748.00	58.00%
Police Dispatcher	$46,788.00	$59,748.00	56.00%
Police Officer	$58,260.00	$74,232.00	55.00%
Police Officer	$58,260.00	$74,232.00	55.00%
Police Officer	$58,260.00	$74,232.00	56.00%
Police Officer	$58,260.00	$74,232.00	57.00%
Police Sergeant	$70,000.00	$89,364.00	58.00%
Police Sergeant	$70,000.00	$89,364.00	58.00%
Police Sergeant	$70,000.00	$89,364.00	56.00%
Public Works Director	$97,596.00	$112,987.00	26.30%
Administrative Assistant II	$40,332.00	$49,020.00	40.00%
Community Resources Coordinator	$33,075.00	$33,075.00	21.09%
Finance Director	$97,596.00	$112,987.00	40.98%
Accountant	$35,000.00	$42,500.00	0.00%
Senior Planner	$74,988.00	$86,812.00	41.00%
Town Manager	$125,660.04	$125,660.04	29.44%
	$ 1,820,035.04	**$2,195,023.04**	**44.74%**

Town of Fairfax
Organizational Chart



TOWN MANAGER BUDGET MESSAGE

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

ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected Town Council members of which one is chosen by Council Members to serve a one year term as Mayor
- 1 Elected Town Treasurer
- 1 Town Attorney appointed by the Town Council
- 1 Town Manager appointed by the Town Council

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

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

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

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

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

2009-10 ACCOMPLISHMENTS:

- Completed the $188,000 project from ARRA monies for the resurfacing of Sir Francis Drake Blvd from June Court to near the western Town limits.
- Continued progress toward adoption of a General Plan
- Adopted mission, vision and core values statement
- Installed a siren in the Cascade Canyon to warn residents of imminent fire or flood
- Completed an Emissions Inventory Report
- 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
- Implement additional injury and illness prevention strategies, workers' case management and return to work procedures that reduce overall workers' compensation expenses
- Completed a major redesign of the Town Web Page and the addition of many documents and forms on line
- The passage of Measure I ($465,000 per year of revenue to the Town) allowed the Town to balance the budget with 8% reductions instead of nearly 15% reductions
- Hired a part-time Accountant through ARRA monies to alleviate the tremendous workload in the Finance Department
- Hired a temporary Maintenance Worker through ARRA monies to assist with the tremendous workload and pending retirement in the Public Works Department.

FY 2010-11 GOALS AND OBJECTIVES:

- Contract with the Tow of Ross to provide police dispatching for them
- Completion of a redesign of Bolinas Road which includes new sidewalks, bulb outs and street landscaping
- Major update to the Town's personnel policies
- Complete all FEMA funded projects related to the floods of December 31, 2005
- Create affordable housing at two sites in Fairfax, possibly three sites. Need to find enough financing through partnerships and grants to make projects a reality
- Adopt a Green Building Ordinance
- Research for new revenue streams including parking revenues
- Continue to formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the Town financial system
- Evaluate the latest version of BDS financial systems for FY 2010-11 upgrade
- Receive an electric vehicle grant which would allow the sale of two current Town vehicles reducing the Town's fleet costs
- Adoption of an updated General Plan
- Complete a Climate Action Plan

TOWN COUNCIL

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	24,046	22,000	20,003	22,195
OPERATING EXPENSES	7,847	4,200	3,742	3,950
TOTAL DEPARTMENT	**31,893**	**26,200**	**23,745**	**26,145**

POSITIONS	PERSONNEL			
COUNCIL MEMBERS	5.00	5.00	5.00	5.00
TOTAL POSITIONS	5.00	5.00	5.00	5.00

TOWN COUNCIL

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
421	TEMP EMPLOYEES	20,466	18,000	16,816	18,000
493	RETIREMENT	3,532	3,900	3,144	4,095
494	MEDICARE MATCH	48	100	44	100
	SUBTOTAL	24,046	22,000	20,003	22,195
	OPERATING EXPENSES				
813	OFFICE SUPPLIES	35	100	60	100
815	PRINTING	313	300	159	200
822	STATE LOBBYIST	-	1,300	1,149	1,200
842	SPECIAL DEPT SUPPLIES	6,209	1,000	865	800
861	BUS.MEET/CONF.	540	1,000	759	900
862	DUES & SUBSCRIPTIONS	750	500	750	750
	SUBTOTAL	7,847	4,200	3,742	3,950
	TOTAL DEPARTMENT	**31,893**	**26,200**	**23,745**	**26,145**

COMMENTS ON EXPENDITURE DETAIL

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

TOWN TREASURER

FUND: 01 - GENERAL FUND
ACTIVITY: 112 - TOWN COUNCIL
RESPONSIBILITY: TOWN TREASURER

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	-	4,385	3,000	4,430
OPERATING EXPENSES	-	550	-	400
TOTAL DEPARTMENT	**-**	**4,935**	**3,000**	**4,830**

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
	PAYROLL AND BENEFITS				
421	TEMP EMPLOYEES	-	3,600	3,000	3,600
493	RETIREMENT	-	760	-	800
494	MEDICARE MATCH	-	25	-	30
	SUBTOTAL	-	4,385	3,000	4,430
	OPERATING EXPENSES				
813	OFFICE SUPPLIES	-	50	-	100
815	PRINTING	-	100	-	-
861	BUS.MEET/CONF.	-	300	-	300
862	DUES & SUBSCRIPTIONS	-	100	-	-
	SUBTOTAL	-	550	-	400
	TOTAL DEPARTMENT	**-**	**4,935**	**3,000**	**4,830**

INDEPENDENT AUDITOR

FUND: 01 - GENERAL FUND
ACTIVITY: 116 - INDEPENDENT AUDITOR
RESPONSIBILITY: TOWN COUNCIL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	23,130	25,000	5,294	37,000
TOTAL DEPARTMENT	**23,130**	**25,000**	**5,294**	**37,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	BUDGET 2010-2011
	OPERATING EXPENSES				
821	OUTSIDE CONSULTING	-	3,000	1,822	3,000
822	OUTSIDE CONTRACT SVS	23,130	22,000	5,294	34,000
	TOTAL DEPARTMENT	**23,130**	**25,000**	**5,294**	**37,000**

COMMENTS ON EXPENDITURE DETAIL

821 Independent auditor contract cost. Includes cost of State Controller's Annual Audit Report.
822 Independent auditor contract cost. Includes preparation of annual Town Financial Audit.

TOWN ATTORNEY

FUND: 01 - GENERAL FUND
ACTIVITY: 121 - TOWN ATTORNEY
RESPONSIBILITY: TOWN COUNCIL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	128,186	140,000	143,613	125,000
TOTAL DEPARTMENT	**128,186**	**140,000**	**143,613**	**125,000**

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
811	POSTAGE	-	-	-	-
812	REPRODUCTION	-	-	-	-
821	OUTSIDE CONSULTING SVS - RWG	128,186	140,000	143,613	125,000
822	OUTSIDE CONTRACT SVS - BFE	-			
	TOTAL DEPARTMENT	**128,186**	**140,000**	**143,613**	**125,000**

TOWN MANAGER

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	192,373	169,860	145,430	175,207
OPERATING EXPENSES	46,854	33,600	34,705	30,450
TOTAL DEPARTMENT	**239,227**	**203,460**	**180,135**	**205,657**

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
TOWN MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYIST	0.25	0.25	0.25	-
TOTAL POSITIONS	1.25	1.25	1.25	1.00

TOWN MANAGER

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	143,480	125,660	110,179	134,457
415	ACCRUED VACATION	-	-	-	-
421	TEMP EMPLOYEES	-	5,000	162	-
491	HEALTH INSURANCE	13,443	3,000	5,669	4,300
492	WORKERS COMP.	2,000	2,000	2,000	2,000
493	RETIREMENT	26,246	25,000	21,823	26,250
494	MEDICARE	2,129	2,000	1,726	2,000
511	TRAVEL/CONF	874	3,000	371	2,000
611	AUTO ALLOWANCE	4,200	4,200	3,500	4,200
	SUBTOTAL	192,373	169,860	145,430	175,207
	OPERATING EXPENSES				
636	OFFICE EQUIP REPLACEMENT	848	1,000	-	-
711	OFFICE EQUIP MAINT.	2,468	100	440	100
731	BLDG-GROUNDS MAINT.	4,855	5,200	4,782	5,200
801	WATER	335	400	299	400
802	POWER	3,247	2,700	741	1,200
804	TELEPHONE	2,524	2,500	1,996	1,700
811	POSTAGE	488	400	375	350
812	REPRODUCTION	-	-	-	-
813	OFFICE SUPPLIES	1,798	500	1,255	500
815	PRINTING	-	-	-	-
821	OUTSIDE CONSULTING SVS	7,900	2,500	3,403	500
822	OUTSIDE CONTRACT SVS	3,987	-	1,700	1,000
861	BUS.MEET/CONF.	772	-	320	-
862	DUES & SUBSCRIPTIONS	1,111	1,300	1,211	1,500
871	LIAB. & PROP. INSURANCE	16,523	17,000	18,182	18,000
881	SPECIAL SERVICES	-	-		-
	SUBTOTAL	46,854	33,600	34,705	30,450
	TOTAL DEPARTMENT	**239,227**	**203,460**	**180,135**	**205,657**

COMMENTS ON EXPENDITURE DETAIL

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

VOLUNTEER/PARK & RECREATION BUDGET MESSAGE 2010-11

ORGANIZATION:
This department is comprised of the following personnel:

- 0.50 Part-time coordinator

The Community Resources Coordinator provides staff support for the Parks & Recreation Commission PARC), the Volunteer Board and the Ross Valley Seniors. This includes the preparation of agendas and minutes and performing tasks related to the implementation of directions from PARC and the Volunteer Board.

The Coordinator plans and organizes special events for the community, including the Town-wide picnic, winter ice skating in the Pavilion, spring egg hunt, and holiday caroling/potluck/wreath making. The Coordinator recruits volunteers for special events and to assist with Town Hall functions; updates the Town website to include special events and meetings; plans annual creek clean-up to help flood prevention efforts; and keeps current on other town and cities' programs in the areas of recreation and disaster preparedness in order to better assist the residents of Fairfax. The Coordinator also helps to organize and serve the needs of the Ross Valley Seniors in set-up of meetings and meal preparations and supports the scheduling of recreational activities in Town venues. In addition, in the 2010-2011 Fiscal Year, the Community Resources Coordinator will conduct the public outreach activities of the fuel reduction grant received by the Town. The Coordinator will organize neighborhood groups, design brochures, and advertise the service to residents.

2009-10 ACCOMPLISHMENTS:

- Held annual town-wide picnic.
- Coordinated the 2-day ice skating event at the Pavilion.
- Organized spring egg hunt at Bolinas Park for 300 children.
- Recruited volunteers to help deliver of Fire Safe Marin DVDs throughout town.
- Helped to organize chipper day in Scenic/Tamalpais neighborhood for fire prevention effort.
- Coordinated trail marking event for Earth Day through Fairfax Volunteers.
- Coordinated creek clean-up event in conjunction with Town of San Anselmo.
- Filed necessary permits with State Department of Alcoholic Beverage Control for liquor sales at public events.
- Helped to implement FOCAS programming; prepared contract.
- Attended monthly Ross Valley Seniors club meetings.
- Helped to facilitate and coordinated Safety/Disaster Preparedness Fair along with county organizations.
- Streamlined Parks & Recreation events application form and sponsorship criteria.

FY 2010-11 GOALS AND OBJECTIVES:

- Promote fuel reduction grant public education activities in target neighborhoods.
- Renew Artists-in-Residence contract under Parks & Recreation.
- Promote FOCAS programs including summer camps.
- Explore additional recreational opportunities for youth.
  Coordinate neighborhood cleanings of storm drains to prevent debris blockage during flood season.

VOLUNTEERS FOR FAIRFAX

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	18,624	19,620	15,606	19,935
OPERATING EXPENSES	3,189	2,550	2,013	2,550
TOTAL DEPARTMENT	**21,813**	**22,170**	**17,619**	**22,485**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

VOLUNTEERS FOR FAIRFAX

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	14,963	16,000	12,540	16,160
492	WORKERS COMP.	300	300	300	300
493	RETIREMENT	3,144	3,100	2,585	3,255
494	MEDICARE	217	220	182	220
	SUBTOTAL	18,624	19,620	15,606	19,935
	OPERATING EXPENSES				
711	OFFICE EQUIP MAINT.	-	-	-	-
804	TELEPHONE	523	550	195	550
811	POSTAGE	702	500	553	500
812	REPRODUCTION	-	-	-	-
813	OFFICE SUPPLIES	995	500	1,251	500
842	SPECIAL DEPT SUPPLIES	969	1,000	13	1,000
	SUBTOTAL	3,189	2,550	2,013	2,550
	TOTAL DEPARTMENT	**21,813**	**22,170**	**17,619**	**22,485**

COMMENTS ON EXPENDITURE DETAIL

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

RECREATION

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	22,171	21,440	18,842	21,750
TOTAL DEPARTMENT	**22,171**	**21,440**	**18,842**	**21,750**

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

RECREATION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	14,976	15,500	13,573	15,655
492	WORKERS COMP	300	300	300	300
493	RETIREMENT	3,144	3,100	2,585	3,255
494	MEDICARE	217	220	182	220
	SUBTOTAL	18,637	19,120	16,640	19,430
	OPERATING EXPENSES				
804	TELEPHONE	-	-	105	-
811	POSTAGE	-	1,000	-	1,000
813	OFFICE SUPPLIES	300	120	61	120
821	OUTSIDE CONSULTING SVS	51	-	622	-
881	SPECIAL SERVICES	3,183	1,200	1,415	1,200
	SUBTOTAL	3,534	2,320	2,202	2,320
	TOTAL DEPARTMENT	**22,171**	**21,440**	**18,842**	**21,750**

COMMENTS ON EXPENDITURE DETAIL

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

DISASTER COUNCIL

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	139	600	-	100
TOTAL DEPARTMENT	**139**	**600**	**-**	**100**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
811	POSTAGE	-	200	-	-
813	OFFICE SUPPLIES	-	-	-	100
881	SPECIAL SERVICES	139	400	-	-
	SUBTOTAL	139	600	-	100
	TOTAL DEPARTMENT	**139**	**600**	**-**	**100**

TOWN CLERK/ELECTIONS

TOWN CLERK:

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

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

Accomplishments for 2009-2010:

- Updates to the Town Code and beginning efforts to eliminate paper copies;
- Still working on the implementation of a Records Management System with the newly adopted Records Retention Schedule;
- Conducted an election for Council positions and Measure "I";
- Prepared the first draft of the Town's Illness and Injury Prevention Program;
- Worked with the Public Works Director to re-start the Public Safety Committee.

The challenge will be to provide the same level of service with a reduction in funding.

GOALS FOR 2010-2011:

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

ELECTIONS

There is not an election scheduled for this year but I would like to attend the Election and New Law training in Monterey in December. This is the only training that I believe is essential to my function as Town Clerk.

ASSISTANT TO THE TOWN MANAGER

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

We have worked together on the preparation of the Town Council packets to make them as accurate and timely as possible; on the Town's Web site to provide more information to the public; the reorganization of the administrative functions at Town Hall; and the representation on the Board of the Bay Area Joint Powers Insurance Authority.

Accomplishments for 2009-2010:

The Council packets are almost paperless with memory sticks provided to the Council and all items available on the Town's Web site;

The Town's Web site, with the very competent assistance of our consultant, Carol Golsch, has been reorganized and re-designed;

The supervision of two employees, Administrative Assistant II Susan Waters and Community Resources Coordinator Maria Baird, has been given to me along with the oversight of the FOCAS programs in an effort to streamline Town Hall functions and this change has already resulted in better communication.

GOALS FOR 2010-2011:

- Complete integration of the FOCAS programs with the implementation of exciting new youth programming working with the Youth Commission and the Parks and Recreation Commission;
- Continued improvement and expansion of the role of the Web site

TOWN CLERK

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	114,370	115,154	100,891	118,645
OPERATING EXPENSES	22,348	18,200	16,744	17,800
TOTAL DEPARTMENT	**136,718**	**133,354**	**117,635**	**136,445**

ACTIVITY DESCRIPTION

The Town Clerk is elected to provide assistance to the Mayor and Councilmembers and is custodian of all official town records. The Town Clerk oversees the Town's legal requirements as well as maintaining liability claims and personnel files. As the Assistant to the Town Manager, this position works as assigned in the general administration of the town as a confidential employee. The Town Clerk also administers local elections prepares council meeting agendas and gives notice of public hearings, authenticates official records on behalf of the Town.

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
TOWN CLERK/ ASST TO MANAGER	0.50	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

TOWN CLERK

FUND: 01 - GENERAL FUND
ACTIVITY: 221 - TOWN CLERK/ASSISTANT TO THE TOWN MANAGER
RESPONSIBILITY: GENERAL ADMINISTRATION

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	79,212	79,092	71,815	82,245
415	ACCRUED VACATION	-	-	-	-
421	TEMP. EMPLOYEES	-	-	-	-
461	OVERTIME	-	-	-	-
491	HEALTH INSURANCE	16,466	17,112	13,343	17,283
492	WORKERS COMP.	1,000	1,000	1,000	1,000
493	RETIREMENT	16,520	16,700	13,736	16,867
494	MEDICARE	1,173	1,250	997	1,250
611	AUTO ALLOWANCE	-	-	-	-
	SUBTOTAL	114,370	115,154	100,891	118,645
	OPERATING EXPENSES				
711	OFFICE EQUIP MAINT.	-	500	-	500
731	BLDG-GROUNDS MAINT.	3,736	4,000	3,680	4,000
801	WATER	-	100	-	100
804	TELEPHONE	867	1,000	615	1,000
811	POSTAGE	478	700	435	700
812	REPRODUCTION	-	-	-	-
813	OFFICE SUPPLIES	1,619	1,200	926	1,200
814	LEGAL ADS	305	750	321	350
815	PRINTING	-	100	-	100
821	OUTSIDE CONSULTING SVS	7,006	600	7,026	600
822	OUTSIDE CONTRACT SVS	7,872	7,500	3,628	7,500
842	SPECIAL DEPT SUPPLIES	53	200	-	200
861	BUS.MEET/CONF.	297	1,300	33	1,300
862	DUES & SUBSCRIPTIONS	115	250	80	250
	SUBTOTAL	22,348	18,200	16,744	17,800
	TOTAL DEPARTMENT	**136,718**	**133,354**	**117,635**	**136,445**

COMMENTS ON EXPENDITURE DETAIL

821 Website/ABAG

822 Town Code Update/ Janitor/ Minutes Clerk

ELECTIONS

FUND: 01 - GENERAL FUND
ACTIVITY: 222 - ELECTIONS
RESPONSIBILITY: GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	8,373	8,600	11,503	1,500
TOTAL DEPARTMENT	**8,373**	**8,600**	**11,503**	**1,500**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
813	OFFICE SUPPLIES	91	100	-	100
814	LEGAL ADS	-	200	171	200
821	OUTSIDE CONSULTING SVS	-	-	-	-
822	OUTSIDE CONTRACT SVS	8,282	8,300	10,745	-
861	BUS.MEET/CONF.	-	-	587	1,200
	TOTAL DEPARTMENT	**8,373**	**8,600**	**11,503**	**1,500**

PERSONNEL

FUND: 01 - GENERAL FUND
ACTIVITY: 231 - PERSONNEL
RESPONSIBILITY: GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	9,229	7,800	731	7,800
TOTAL DEPARTMENT	**9,229**	**7,800**	**731**	**7,800**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
814	LEGAL ADS	-	-	-	-
815	PRINTING	377	500	-	500
821	OUTSIDE CONSULTING SVS	8,532	7,000	731	7,000
842	SPECIAL DEPT SUPPLIES	319	300	-	300
861	BUS.MEET/CONF.	-	-	-	-
	SUBTOTAL	9,229	7,800	731	7,800
	TOTAL DEPARTMENT	**9,229**	**7,800**	**731**	**7,800**

FINANCE BUDGET MESSAGE

ORGANIZATION:
This department is comprised of the following personnel:

- 1 Finance Director
- .5 Part-Time Accountant

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

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

The Administrative Assistant for the Town was moved to Administrative Non-Dept for the year 2009-2010. All of the billable time for that position will be coded out to each department used each month so that we arrive at the true cost of each department.

2009-10 ACCOMPLISHMENTS:

- Fund the GASB 45 retiree healthcare and update training.
- Worked on record retention management and computer file retention and restructuring.
- Replaced existing computer infrastructure on a three year plan.
- Implemented Digital Signage and building rotating power point database
- Continued on restructuring the Finance Department
- Continued on budget modification and restructuring
- Raised Fairfax's Fitch rating from AA- to AA+
- Facilitated Private Placement TRAN
- Completed the Measure K cash on cash reconciliation from inception to date
- Audited and updated the Asset Management System
- Performed internal CalPERS audit of one fiscal year –
  - Requested and received a CALPers external audit of the last three years
- Performed the interim work for the 08-09 Annual Audit, and prep for the 09-10 Annual Audit.
- Converted the payroll system to ADP

FY 2010-11 GOALS AND OBJECTIVES:

- Review internally all scheduled and identified areas from now to June 2011.
- Research for new revenue streams
- Formalize accounting policies and procedures and improve internal control – ongoing process
- Complete the creation of a new chart of accounts for the Town financial system
- Evaluate the latest version of BDS financial systems for FY 2011-12 upgrade
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Continue restructuring the budget to create a cohesive articulating document.
- Continue restructuring the Finance Department
- Finalize the 08-09 Audit and the 09-10 Audit.
- Finalize the CALPers required adjustments.

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	169,998	169,210	158,913	187,708
OPERATING EXPENSES	105,129	75,855	50,327	75,855
TOTAL DEPARTMENT	**275,127**	**245,065**	**209,240**	**263,563**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	0.50	0.50	-
MANAGEMENT ANALYST	-	0.50	0.50	-
PART-TIME ACCOUNTANT	-	-	-	0.50
TOTAL POSITIONS	1.50	2.00	2.00	1.50

FINANCE

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
401	REGULAR SALARIES	131,274	102,486	115,646	108,284
415	ACCRUED VACATION	-	-	-	-
421	TEM. EMPLOYEES	-	-	-	35,964
461	OVERTIME	630	630	-	500
491	HEALTH INSURANCE	16,906	29,905	20,731	17,640
492	WORKERS COMP.	1,500	1,500	1,500	1,500
493	RETIREMENT	17,796	31,989	19,573	21,819
494	MEDICARE	1,893	2,700	1,464	2,000
	SUBTOTAL	169,998	169,210	158,913	187,708
	OPERATING EXPENSES				
636	OFFICE EQUIP REPLACEMENT	-	1,000	-	1,000
711	OFFICE EQUIP MAINT.	-	300	-	300
731	BLDG-GROUNDS MAINT.	3,736	4,000	3,680	4,000
801	WATER	-	100	-	100
804	TELEPHONE	1,273	1,500	1,254	1,500
811	POSTAGE	1,010	700	472	700
813	OFFICE SUPPLIES	2,229	1,000	2,560	1,000
815	PRINTING	971	1,200	78	1,200
821	OUTSIDE CONSULTING SVS	30,196	21,000	12,449	21,000
822	OUTSIDE CONTRACT SVS	64,945	38,740	28,289	38,740
861	BUS.MEET/CONF.	716	2,250	117	2,250
862	DUES & SUBSCRIPTIONS	-	1,065	1,428	1,065
890	MISCELLANEOUS	53	3,000	-	3,000
	SUBTOTAL	105,129	75,855	50,327	75,855
	TOTAL DEPARTMENT	**275,127**	**245,065**	**209,240**	**263,563**

COMMENTS ON EXPENDITURE DETAIL

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

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

822 Payroll Service
Accounting software support - BDS, AssetMAXX
Mandated cost reimbursement preparation
Quarterly Sales Tax audits and reports
Janitorial services allocation
Merchant Fees

Department of Planning and Building Services

ORGANIZATION:

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

- 1 Planning and Building Services Director
- 1 Building Official
- 1 Senior Planner
- .25 Administrative Assistant (+,-)

Total = 3.25 FTE with benefits

SUMMARY OF DUTIES:

The Department of Planning and Building Services provides staff services to the Town Council, Planning Commission, Design Review Board, and the General Plan Advisory Committee - related to the creation and implementation of planning and land use policies and regulations in Fairfax. The Planning Division oversees the enforcement of Town ordinances that govern the development and use of property within the community. The Building Division provides building permits for construction activity and code enforcement related to the California and Uniform Building Codes.

Department staff also oversees the contracted work of a Town Civil Engineer; as well as the work of a prime consultant and sub-consultants assisting in the General Plan update.

FY 2009-10 ACCOMPLISHMENTS:

- Substantial progress on updating the seven required elements and one selected optional element of the General Plan.
- Assumed responsibility for processing of the Towns Tree Ordinance regulating the removal of trees (previously performed by the Police Department).
- Adopted and implemented an Administrative Citation Program.
- Completed the two non-motorized transportation pilot program projects: 1) Fairfax-San Rafael Bicycle Connector, and 2) Fairfax Parkade Study.
- Completed "site capacity studies" on the two opportunity sites for senior and work force housing; and articulated a process for moving forward with the analysis, funding and potential development of those sites.
- Held a "Town Fire Forum."
- Amended the Town's Second Unit Amnesty Ordinance.

- Held "Mini-Charrette" on the siting of a new K-5 School for 180 additional Students; in order to assist the RVSB in their efforts to meet the needs of the RVSD.

FY 2010-11 GOALS AND OBJECTIVES:

- Complete the General Plan (GP) Update; and sunset the GPAC and Planning Commission's GP update Workshops – both held once a month (or more).
- Commence environmental review of the updated GP (i.e., Initial Study and EIR).
- Adopt a Green Building Ordinance (GBO).
- Craft and adopt a Carbon Action Plan (CAP)
- Hold a "Town Parking Forum" in late summer or early fall to address "The High Price of Free Parking."
- Commence creation of a Town Center Plan (as called for in GP "Town Center Element").
- Continue to package 2170 and 2626 Sir Francis Drake Blvd. as infill senior and workforce housing opportunity sites (per draft Housing Element).
- Introduce and implement historic building review procedures to comply with CEQA.
- Update the Town Zoning Ordinance after completion of the General Plan update.

PLANNING

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	285,167	278,887	247,112	289,188
OPERATING EXPENSES	138,045	119,375	78,893	108,250
TOTAL DEPARTMENT	**423,212**	**398,262**	**326,005**	**397,438**

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
PLANNING DIRECTOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
TOTAL POSITIONS	2.50	2.00	2.00	2.00

PLANNING

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	198,229	187,403	176,354	194,419
415	ACCRUED VACATION	-	1,000	-	1,000
421	TEMP EMPLOYEES	4,200	8,000	3,706	7,500
461	OVERTIME	7	1,010	-	1,000
491	HEALTH INSURANCE	34,763	35,905	24,122	37,700
492	WORKERS COMP.	2,500	2,500	2,500	2,500
493	RETIREMENT	37,664	39,989	36,710	41,988
494	MEDICARE	2,949	3,080	2,430	3,080
496	UNEMPLOYMENT	4,856	-	1,291	-
611	AUTO ALLOWANCE	-	-	-	-
	SUBTOTAL	285,167	278,887	247,112	289,188
	OPERATING EXPENSES				
711	OFFICE EQUIP MAINT.	-	1,000	-	1,000
731	BLDG-GROUNDS MAINT.	6,532	7,000	6,433	7,000
801	WATER	10	200	911	1,000
802	POWER	1,624	1,425	340	500
804	TELEPHONE	2,033	2,500	1,752	2,000
811	POSTAGE	505	1,000	357	1,000
812	REPRODUCTION	-	-	-	-
813	OFFICE SUPPLIES	2,505	2,400	998	1,000
814	LEGAL ADS	98	500	-	500
815	PRINTING	336	600	518	1,000
821	OUTSIDE CONSULTING SVS	112,742	83,900	53,347	75,000
822	OUTSIDE CONTRACT SVS	1,751	5,000	4,157	5,000
842	SPECIAL DEPT SUPPLIES	170	500	-	500
861	BUS.MEET/CONF.	1,836	2,600	-	2,000
862	DUES & SUBSCRIPTIONS	-	750	-	750
871	LIAB. & PROP. INSURANCE	7,902	10,000	10,080	10,000
	SUBTOTAL	138,045	119,375	78,893	108,250
	TOTAL DEPARTMENT	**423,212**	**398,262**	**326,005**	**397,438**

COMMENTS ON EXPENDITURE DETAIL

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

BUILDING INSPECTION/PERMITS

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	36,499	119,678	101,112	125,920
OPERATING EXPENSES	33,471	40,630	20,940	33,600
TOTAL DEPARTMENT	**69,969**	**160,308**	**122,052**	**159,520**

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

BUILDING INSPECTION/PERMITS

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	8,049	80,265	73,941	86,812
415	ACCRUED VACATION	-	1,000	-	-
421	TEMP. EMPLOYEES	-	8,686	3,260	8,000
461	OVERTIME	-	-	-	-
491	HEALTH INSURANCE	9,508	9,612	7,933	10,093
492	WORKERS COMP.	1,000	1,000	1,000	1,000
493	RETIREMENT	16,745	18,000	13,939	18,900
494	MEDICARE	1,196	1,115	1,038	1,115
	SUBTOTAL	36,499	119,678	101,112	125,920
	OPERATING EXPENSES				
711	OFFICE EQUIP MAINT.	349	500	-	500
722	VEHICLE MAINTENANCE	2,770	5,000	3,081	5,000
723	COMM EQUIPMENT MAINTENANCE	-	500	-	-
731	BLDG-GROUNDS MAINT.	2,987	3,200	2,942	3,200
801	WATER	-	100	-	100
802	POWER	1,623	1,200	336	500
804	TELEPHONE	1,762	2,000	1,313	1,500
811	POSTAGE	722	800	553.5	700
812	REPRODUCTION	-	100	-	100
813	OFFICE SUPPLIES	677	1,200	636	700
815	PRINTING	77	200	-	200
821	OUTSIDE CONSULTING SVS	8,222	14,928	2,155	10,000
822	OUTSIDE CONTRACT SVS	1,334	1,000	961	1,000
851	CLOTHING	-	-	-	-
861	BUS.MEET/CONF.	840	1,500	555	1,000
862	DUES & SUBSCRIPTIONS	1,730	500	173	500
871	LIAB. & PROP. INSURANCE	7,902	7,902	8,234	8,600
881	SPECIAL SERVICES	2,475	-	-	-
	SUBTOTAL	33,471	40,630	20,940	33,600
	TOTAL DEPARTMENT	**69,969**	**160,308**	**122,052**	**159,520**

COMMENTS ON EXPENDITURE DETAIL

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

POLICE BUDGET MESSAGE

ORGANIZATION:
The department is comprised of the following personnel:

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

Total: 16 full time employees, 1 part-time employee and 2 reserve employees

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement; parking regulations and related programs, public safety awareness programs, computer aided dispatch center with police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

2009-10 ACCOMPLISHMENTS

- Investigated over 12,000 incidents, (reported and officer initiated)
- Generated over 1,200 investigative reports
- Over 325 arrests
- Issued over 2,600 citations
- Over 30,000 telephone calls answered by Dispatch Center
- Completed Town's 2nd emergency siren project
- DUI Checkpoints and Pedestrian Stings
- Major Records Purging Project completed
- Major Evidence Drug Purging Project completed
- Managed safety issues associated with a large number of public events

2010-11 GOALS AND OBJECTIVES

- Provide cost effective and high level of public safety service for entire community
- Provide problem solving policing to address quality of life issues within our community
- Promote positive recruitment and retention strategies
- Public Awareness Campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings)
- Complete Evidence Purging Project: Firearms & Ammunition Destruction
- Continue Resident Vacation Checks
- Install Live Scan digital fingerprinting computer for public and investigations
- Project management for 3rd Emergency Siren (if included in 2010-11 budget)

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	2,299,799	2,307,507	1,943,794	2,375,194
OPERATING EXPENSES	312,393	253,470	237,826	240,970
TOTAL DEPARTMENT	**2,612,192**	**2,560,977**	**2,181,620**	**2,616,164**

ACTIVITY DESCRIPTION

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

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
POLICE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	1.00	1.00	1.00
SERGEANT	2.00	2.00	2.00	2.00
DETECTIVE / JUVENILE OFFICER	-	-	-	-
CORPORAL	2.00	1.00	1.00	1.00
POLICE OFFICER	5.00	6.00	6.00	6.00
DISPATCHER	4.25	4.25	4.25	4.25
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00
TOTAL POSITIONS	16.25	16.25	16.25	16.25

COMMENTS ON EXPENDITURE DETAIL

497 Overtime charged to Festival Fund for annual festival.

712 Includes Records Management System maintenance contract and maintenance and repair of department's extensive in-house and mobile computer network.

822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force and the Prandi Childrens Center (forensic interview for child victims of violent crimes).

862 Includes Lexipol police policy manual updates

889 Booking fees

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	329,343	323,426	345,341	319,947
402	SAFETY SALARIES	932,024	927,823	723,320	934,945
415	ACCRUED VACATION	14,246	7,000	10,811	7,000
421	TEMP EMPLOYEES	46,365	24,000	55,965	30,000
461	OVERTIME	144,630	123,348	141,173	125,000
481	HOLIDAY PAY	24,015	47,000	24,771	62,577
491	HEALTH INSURANCE	196,859	235,000	161,985	246,750
492	WORKERS COMP.	30,000	30,000	31,951	30,000
498	WORKERS COMP. REIMBURSE	-		-	
493	RETIREMENT	564,063	581,300	432,106	610,365
494	MEDICARE	18,951	17,710	16,370	17,710
496	UNEMPLOYMENT	5,397	-	-	-
497	FESTIVAL OVERTIME REIMBURSIBLE	(6,094)	(9,100)	-	(9,100)
	SUBTOTAL	2,299,799	2,307,507	1,943,794	2,375,194
	OPERATING EXPENSES				
641	EQUIPMENT RENTAL	-	-	-	-
711	OFFICE EQUIP MAINT.	1,592	1,500	-	1,500
712	COMPUTER EQUIP MAINT.	19,816	15,500	9,394	10,000
721	FIELD EQUIP MAINT.	8,956	300	271	300
722	VEHICLE MAINTENANCE	31,614	26,000	20,864	30,000
723	COMMUNICATION EQUIP MAINT	2,290	1,500	735	1,500
725	MERA DEBT SERVICE	47,202	52,000	47,257	48,000
726	MERA MEMBERSHIP FEE	32,974	35,000	32,874	33,000
731	BLDG-GROUNDS MAINT.	33,748	13,000	29,278	13,000
801	WATER	1,132	1,300	923	1,300
802	POWER	6,786	6,000	1,521	3,000
804	TELEPHONE	19,435	15,000	16,690	20,000
811	POSTAGE	1,870	2,000	1,540	2,000
812	REPRODUCTION	3,107	2,500	2,716	2,500
813	OFFICE SUPPLIES	829	1,300	763	1,300
815	PRINTING	4,292	3,000	1,691	3,000
821	OUTSIDE CONSULTING SVS	8,448	-	4	-
822	OUTSIDE CONTRACT SVS	39,207	35,000	36,812	28,000
841	SMALL TOOLS	294	500	95	500
842	SPECIAL DEPT SUPPLIES	10,778	5,500	4,766	5,500
851	CLOTHING	12,292	12,000	8,855	12,000
861	BUS.MEET/CONF.	105	500	44	500
862	DUES & SUBSCRIPTIONS	7,262	6,800	5,993	6,800
871	LIAB. & PROP. INSURANCE	7,270	7,270	9,422	7,270
881	SPECIAL SERVICES	794	-	-	-
883	P.O.S.T.	2,437	7,000	5,319	10,000
889	BOOKING FEES	7,863	3,000	-	-
	SUBTOTAL	312,393	253,470	237,826	240,970
	TOTAL DEPARTMENT	**2,612,192**	**2,560,977**	**2,181,620**	**2,616,164**

SPECIAL POLICE EXPENSES

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
SPECIAL POLICE EXPENSES	3,514	5,300	-	5,300
TOTAL DEPARTMENT	**3,514**	**5,300**	**-**	**5,300**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
926	CLEEP	3,514	5,000	-	5,000
927	SLESF		-	-	-
929	RACIAL PROFILING	-	-	-	-
932	STAR PROGRAM	-	-	-	-
933	CERT TRAINING	-	300	-	300
	TOTAL DEPARTMENT	**3,514**	**5,300**	**-**	**5,300**

ROSS VALLEY FIRE SERVICE

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	1,715,923	1,739,733	1,567,843	1,760,242
TOTAL DEPARTMENT	**1,715,923**	**1,739,733**	**1,567,843**	**1,760,242**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
493	RVFS RETIREMENT	429,984	410,182	341,818	430,691
724	RVFS DEBT SERVICE	28,931	28,916	28,916	28,916
731	BUILDINGS & GROUNDS MAINT	1,868	-	1,840	-
871	LIAB. & PROP. INSURANCE	2,906	2,906	5,684	2,906
881	RVFS CONTRACT	1,252,234	1,297,729	1,189,585	1,297,729
	TOTAL DEPARTMENT	**1,715,923**	**1,739,733**	**1,567,843**	**1,760,242**

COMMENTS ON EXPENDITURE DETAIL

493 The Town's share of the RVFD net operating budget is 30.4% of the total fire budget.

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

PUBLIC WORKS BUDGET MESSAGE

Division 510 – Administration

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Director of Public Works

Total = 1 FTE

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 BPAC, Open Space, Measure K and Measure F committees and reviewing development plans for compliance with Town Codes relating to Public Works.

2009-10 ACCOMPLISHMENTS:

With the assistance of a part-time management analyst Administration was able to:

- Implement the iWorQ on-line work request system resulting in 361 incoming requests for service from June 2009 through May 2010.
- Secured $38,000 in Federal stimulus funds for the energy efficiency retrofit of the Downtown streetlights
- Secured $169,000 in federal funding for the Hazardous Fuel Reduction project.
- Secured $450,000 in CalEMA and FEMA funds for the seismic retrofit of the Pavilion
- Obtain FEMA Agreement for $500,000 for the Peri Park Bridge Replacement and Tennis Court Bank stabilization projects

Changes in Budget from FY 10/11

Increase in transfer of payroll out to capital projects due to anticipated number of Capital projects for FY 10/11. Elimination of Meetings, Conferences, Travel and Dues and Subscriptions line items.

FY 2010-11 GOALS AND OBJECTIVES:

Special projects

- Continue developing a Ten-Year Infrastructure Maintenance Master Plan that includes all Town facilities, parks, storm drains and streets. The institutional knowledge of the Public Works staff will be instrumental in developing the plan. Elements of the plan will include:
    - Ten-year capital improvement project schedule for maintenance projects;

    - Develop an annual drainage system inspection and repair schedule;
    - Develop an annual crack sealing schedule for streets and parking lots;
    - Develop an annual sidewalk inspection program; and
    - Develop an annual traffic sign inspection program.
- Continue pursuing grant opportunities and FEMA, Federal & State reimbursement on miscellaneous capital projects
- Continue iWorQ request system improvements.

PUBLIC WORKS ADMINISTRATION

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	185,906	124,014	151,459	103,835
OPERATING EXPENSES	18,569	18,450	15,268	21,200
TOTAL DEPARTMENT	**204,475**	**142,464**	**166,726**	**125,035**

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT		-	-	-
MANAGEMENT ANALYST	0.25	0.25	0.25	-
TOTAL POSITIONS	1.25	1.25	1.25	1.00

Division 511 – Street Maintenance

ORGANIZATION:
This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

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

2009-10 ACCOMPLISHMENTS:

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

- Installed bus shelter on Sir Francis Drake Boulevard;
- Installed new signs for the American Recovery and Reinvestment Act project on Sir Francis Drake saving $10,000 in project expenses;

Changes in Budget from FY 09/10

Shift of funds from expense accounts to fund $8,000 in temporary summer labor to assist with in-house street maintenance functions such as crack sealing and pot hole repairs.

FY 2010-11 GOALS AND OBJECTIVES:

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

- Install asphalt at the new catch basin near 500 Scenic to provide a paved parking area;
- Repair the storm drain pipe at 73 Tamalpais Rd
- Install a new trash rack in Fairfax Creek prior to the Town Hall grate: and
- Install conduit trench for fiber optic lines from the Youth Center to the Women's Club

PUBLIC WORKS ADMINISTRATION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	113,247	112,988	100,321	116,378
415	ACCRUED VACATION	-	-	-	-
	TEMP EMPLOYEES	26,585		8,441	
461	OVERTIME	-	-	-	-
491	HEALTH INSURANCE	6,185	4,560	5,481	4,788
492	WORKERS COMP.	2,000	2,400	2,000	2,000
493	RETIREMENT	35,839	22,066	33,696	23,169
494	MEDICARE	2,049	2,000	1,520	2,000
497	PAYROLL TRANSFER	-	(20,000)	-	(44,500)
	SUBTOTAL	185,906	124,014	151,459	103,835
	OPERATING EXPENSES				
711	OFFICE EQUIP MAINT.	-	500	327	500
731	BLDG-GROUNDS MAINT.	3,498	3,750	3,445	4,000
801	WATER	-	-	-	-
804	TELEPHONE	-	1,000	480	600
811	POSTAGE	555	600	667	700
813	OFFICE SUPPLIES	428	300	310	300
815	PRINTING	-	300	-	300
821	OUTSIDE CONSULTING SVS	9,157	5,000	4,993	5,000
822	OUTSIDE CONTRACT SVS	4,576	5,000	4,446	7,300
842	SPECIAL DEPT SUPPLIES	-	1,000	-	2,500
861	BUS.MEET/CONF.	205	1,000	599	-
862	DUES & SUBSCRIPTIONS	150	-	-	-
	SUBTOTAL	18,569	18,450	15,268	21,200
	TOTAL DEPARTMENT	**204,475**	**142,464**	**166,726**	**125,035**

COMMENTS ON EXPENDITURE DETAIL

821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.

822 One-half Fairfax share of Fiscal Year 06/07 Marin Map

STREET MAINTENANCE

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	175,127	139,443	142,901	158,685
OPERATING EXPENSES	159,941	194,400	123,477	170,413
TOTAL DEPARTMENT	**335,067**	**333,843**	**266,378**	**329,097**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
MAINT. LEADWORKER	1.00	1.00	1.00	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	1.00	1.00
MAINT. WORKER I	1.00	1.00	1.00	1.00
TOTAL POSITIONS	4.00	4.00	4.00	3.00

Division 512 – Street Light Maintenance

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

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

STREET MAINTENANCE

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	103,276	96,000	82,716	102,744
421	TEMP. EMPLOYEES	-	-	-	8,000
461	OVERTIME	913	1,000	4,179	1,000
491	HEALTH INSURANCE	43,132	20,229	31,799	21,240
492	WORKERS COMP.	6,395	4,385	6,395	6,400
493	RETIREMENT	19,932	17,143	16,580	18,000
494	MEDICARE	1,479	686	1,230	1,300
497	FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
	SUBTOTAL	175,127	139,443	142,901	158,685
	OPERATING EXPENSES				
621	RESERVE FOR VEHICLE REPLACEMENT	-	-	-	2,000
631	RESERVE FOR COMP EQUIP REPLACEMENT	-	-	-	2,000
641	EQUIPMENT RENTAL	-	1,000	73	500
721	FIELD EQUIP MAINT.	1,235	2,500	238	500
722	VEHICLE MAINTENANCE	20,613	25,000	15,494	23,750
723	COMMUNICATION EQUIP MAINT	-	-	-	500
731	BLDG-GROUNDS MAINT.	4,670	5,000	4,599	5,800
801	WATER	-	-	-	-
802	POWER	2,664	2,500	1,763	2,115
803	DUMP FEES	683	1,000	-	1,000
804	TELEPHONE	1,602	1,800	1,075	1,300
813	OFFICE SUPPLIES	739	1,000	230	276
821	OUTSIDE CONSULTING SVS	97,622	80,000	52,343	80,000
841	SMALL TOOLS	178	1,400	477	4,000
842	SPECIAL DEPT SUPPLIES	19,827	62,700	37,522	35,000
851	CLOTHING	850	1,000	-	-
861	TRAVEL/TOLLS	4	-	20	100
871	LIAB. & PROP. INSURANCE	9,254	9,500	9,643	11,572
931	BLDGS & LAND	-	-	-	-
	SUBTOTAL	159,941	194,400	123,477	170,413
	TOTAL DEPARTMENT	**335,067**	**333,843**	**266,378**	**329,097**

COMMENTS ON EXPENDITURE DETAIL

497 Overtime charged to Festival Fund for annual festival.

641 Rental of equipment

821 Use of County equipment, outside labor for right-of-way clearing & Biennial street markings. This includes in-house and contracted services for maintenance of pavement sections (digouts), retaining walls, and drainage.

842 Maintenance materials including pipe, asphalt, concrete and hardware. Also covers requires Hazardous Materials response, street signs, and paint for curbs, crosswalks, and street markings, replacing barracades signs, etc...

STREET LIGHTING & TRAFFIC SIGNALS

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	60,410	50,600	50,028	65,600
TOTAL DEPARTMENT	**60,410**	**50,600**	**50,028**	**65,600**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
802	POWER	30,941	30,000	24,549	30,000
821	OUTSIDE CONSULTING SVS	28,869	20,000	24,878	32,000
822	OUTSIDE CONTRACT SVS	600	600	600	3,600
	TOTAL DEPARTMENT	**60,410**	**50,600**	**50,028**	**65,600**

COMMENTS ON EXPENDITURE DETAIL

802 Street lighting and signal charges by PG&E

821 Contract with Republic Electric to provide maintenance of light poles and traffic signal maintenance costs.

POLLUTION PREVENTION

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	17,272	20,000	20,864	21,000
TOTAL DEPARTMENT	**17,272**	**20,000**	**20,864**	**21,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
822	OUTSIDE CONTRACT SVS	17,272	20,000	20,864	21,000
	TOTAL DEPARTMENT	**17,272**	**20,000**	**20,864**	**21,000**

COMMENTS ON EXPENDITURE DETAIL

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

Division 611 – Parks Maintenance

ORGANIZATION:
This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

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

2009-10 ACCOMPLISHMENTS:

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

Changes in Budget from FY 09/10

No significant change from FY 09/10.

FY 2010-11 GOALS AND OBJECTIVES:

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

PARK MAINTENANCE

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	70,524	69,872	60,825	73,503
OPERATING EXPENSES	58,429	64,995	52,879	65,270
TOTAL DEPARTMENT	**128,953**	**134,867**	**113,704**	**138,773**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
MAINT. WORKER II	1.00	1.00	1.00	1.00
TOTAL POSITIONS	1.00	1.00	1.00	1.00

PARK MAINTENANCE

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	49,411	48,912	42,905	52,000
415	ACCRUED VACATION	-	-	-	-
491	HEALTH INSURANCE	9,079	9,250	7,775	9,329
492	WORKERS COMP.	1,000	1,000	1,000	1,200
493	RETIREMENT	10,278	10,000	8,494	10,193
494	MEDICARE	755	710	651	780
497	FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
	SUBTOTAL	70,524	69,872	60,825	73,503
	OPERATING EXPENSES				
621	RESERVE FOR VEHICLE REPLACEMENT	-	1,000	-	1,000
641	EQUIPMENT RENTAL	-	500	108	500
721	FIELD EQUIP MAINT.	40	500	60	500
722	VEHICLE MAINTENANCE	1,125	1,500	582	1,000
801	WATER	14,175	15,000	13,315	16,000
802	POWER	3,856	4,200	3,619	4,300
821	OUTSIDE CONSULTING SVS	14,459	20,000	9,848	15,000
841	SMALL TOOLS	-	1,000	-	-
842	SPECIAL DEPT SUPPLIES	8,553	5,000	6,378	7,000
851	CLOTHING	425	500	-	500
871	LIAB. & PROP. INSURANCE	15,796	15,795	18,970	18,970
881	SPECIAL SERVICES	-	-	-	500
931	BLDGS & LAND	-	-	-	-
	SUBTOTAL	58,429	64,995	52,879	65,270
	TOTAL DEPARTMENT	**128,953**	**134,867**	**113,704**	**138,773**

COMMENTS ON EXPENDITURE DETAIL

497 Overtime charged to Festival Fund for annual festival.

821 This account primarily covers the cost of outside contractors to perform tree trimming and replacement of dead or inappropriate sidewalk trees.

931 Fence repairs at all town parks.

Divisions 625 & 626 – Rental Facilities

ORGANIZATION:
This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

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

RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	21,304	20,746	17,611	21,134
OPERATING EXPENSES	26,483	27,800	20,125	23,300
TOTAL DEPARTMENT	**47,786**	**48,546**	**37,736**	**44,434**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
LEAD WORKER	0.25	0.25	0.25	0.25
TOTAL POSITIONS	0.25	0.25	0.25	0.25

RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	14,899	14,526	12,119	14,526
415	ACCRUED VACATION	-	-	-	-
491	HEALTH INSURANCE	2,384	2,320	1,969	2,363
492	WORKERS COMP.	1,000	1,000	1,000	1,200
498	WORKERS COMP. REIMBURSE	-	-	-	-
493	RETIREMENT	3,021	2,900	2,523	3,045
	SUBTOTAL	21,304	20,746	17,611	21,134
	OPERATING EXPENSES				
731	BLDG-GROUNDS MAINT.	-	-	-	-
801	WATER	316	500	225	300
802	POWER	5,295	6,000	2,692	3,500
804	TELEPHONE	-	-	-	-
821	OUTSIDE CONSULTING SVS	-	1,000	1,255	1,500
822	OUTSIDE CONTRACT SVS	8,998	10,000	5,304	6,500
841	SMALL TOOLS	-	-	-	-
842	SPECIAL DEPT SUPPLIES	4,842	3,000	1,252	2,000
851	CLOTHING	106	200	-	-
871	LIAB. & PROP. INSURANCE	6,925	7,100	9,397	9,500
931	BLDGS & LAND		-	-	-
	SUBTOTAL	26,483	27,800	20,125	23,300
	TOTAL DEPARTMENT	**47,786**	**48,546**	**37,736**	**44,434**

COMMENTS ON EXPENDITURE DETAIL

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

RENTAL FACILITIES - PAVILION

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	17,577	20,926	17,565	20,703
OPERATING EXPENSES	17,081	17,500	16,625	25,100
TOTAL DEPARTMENT	**34,657**	**38,426**	**34,189**	**45,803**

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
POSITIONS				
LEAD WORKER	0.25	0.25	0.25	0.25
TOTAL POSITIONS	0.25	0.25	0.25	0.25

RENTAL FACILITIES - PAVILION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	12,667	14,526	12,119	13,833
415	ACCRUED VACATION	-	-	-	-
491	HEALTH INSURANCE	1,980	2,500	1,923	2,625
492	WORKERS COMP.	281	1,000	1,000	1,200
498	WORKERS COMP. REIMBURSE	-	-		-
493	RETIREMENT	2,649	2,900	2,523	3,045
				-	
	SUBTOTAL	17,577	20,926	17,565	20,703
	OPERATING EXPENSES				
801	WATER	-	-	-	-
802	POWER	323	500	318	500
804	TELEPHONE	325	400	300	400
821	OUTSIDE CONSULTING SVS	268	1,000	1,335	8,000
822	OUTSIDE CONTRACT SVS	7,699	7,000	6,240	7,500
842	SPECIAL DEPT SUPPLIES	3,359	1,000	819	1,000
851	CLOTHING	106	200	-	-
871	LIAB. & PROP. INSURANCE	5,000	7,400	7,612	7,700
931	BLDGS & LAND		-	-	-
	SUBTOTAL	17,081	17,500	16,625	25,100
	TOTAL DEPARTMENT	**34,657**	**38,426**	**34,189**	**45,803**

COMMENTS ON EXPENDITURE DETAIL

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

ADMINISTRATIVE NON-DEPARTMENTAL BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- Contractual FEMA/Grant Employee
- 1 Administrative Assistant

Total = 1 FTE with benefits

SUMMARY OF EXPENDITURES:

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

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

MISCELLANEOUS

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	401,574	437,021	345,327	424,267
TRANSFERS	-	78,000	-	68,000
TOTAL DEPARTMENT	**401,574**	**515,021**	**345,327**	**492,267**

ACTIVITY DESCRIPTION

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

MISCELLANEOUS

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
401	GRANT EMPLOYEES	-	88,988	45,660	40,000
401	REGULAR SALARIES	-	40,000	33,360	48,000
491	HEALTH INSURANCE	-	14,289	2,240	8,000
492	WORKERS COMP.	-	-	-	-
493	RETIREMENT	-	26,961	-	9,360
822	OUTSIDE CONTRACT SVS	20,375	21,000	11,135	20,000
822	OUTSIDE CONTRACT SVS - OPEB	-	-	-	
822	CONTRACTED SVCS	135,639	198,083	176,691	200,000
841	SMALL TOOLS	2,354	1,700	-	1,700
842	SPECIAL DEPT SUPPLIES	625	4,000	397	4,000
861	BUS.MEET/CONF.	-	-	-	-
881	SPECIAL SERVICES	9,883	7,000	8,081	7,000
890	MISCELLANEOUS	4,952		6,752	16,000
891	CLAIMS - WC / SETTLEMENTS	227,745	25,000	48,500	50,000
895	TRAN INTEREST	-	10,000	12,510	20,207
	SUBTOTAL	401,574	437,021	345,327	424,267
	TRANSFERS OUT				
902	TRANSFER TO 02-DRY PERIOD FROM CARRYOVEF	-	-	-	-
903	TRANSFER TO 03-EQUIPMENT REPLACEMENT	-	60,000	-	50,000
911	TRANSFER TO 11-RECREATION	-	18,000	-	18,000
950	TRANSFER TO 50-CREEK REST. (PW ADMIN)	-	-	-	-
950	TRANSFER TO 50-CREEK REST. FROM CARRYOVER		-	-	-
951	TRANSFER TO 51-CIP, GRANTS (RAINY DAY FUND)	-	-	-	-
951	TRANSFER TO 51-CIP, GRANTS (PW ADMIN)	-	-	-	-
952	TRANSFER TO 52-CIP, TOWN, UPPER SCENIC FROM CARRYOVER		-	-	-
953	TRANSFER TO 53-CIP, TOWN (UUT ENERGY EFFICIENCY)		-	-	-
953	TRANSFER TO 53-CIP, TOWN, GARBAGE ROAD IMF	-	-	-	-
953	TRANSFER TO 53-CIP, TOWN, BUS SHELTER FROM CARRYOVER		-	-	-
955	TRANSFER TO 55- MEASURE K (PW ADMIN)	-	-	-	-
	SUBTOTAL	-	78,000	-	68,000
	TOTAL DEPARTMENT	**401,574**	**515,021**	**345,327**	**492,267**

COMMENTS ON EXPENDITURE DETAIL

822 Share of county-wide contract with Humane Society for Animal Control Services
Transportation Authority of Marin pro-rata share, LAFCO charges
Contribution for OES- Emergency Service Specialist
Share of Marin Telecommunications Agency
ABAG membership, League of California Cities membership
Chamber of Commerce membership, ICLEI membership
Web site support, and IT server/email support

890 Solar Panel Bond Payment

891 Allocation for Worker's Comp claims and settlements

895 Tax and Revenue Anticipation Notes Interest

Division 911 – Building Maintenance

ORGANIZATION:
This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

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

2009-10 ACCOMPLISHMENTS:

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

Changes in Budget from FY 09/10
No significant changes from prior year.

FY 2010-11 GOALS AND OBJECTIVES:

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

BUILDING MAINTENANCE

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
PAYROLL AND BENEFITS	39,261	41,382	35,660	38,979
NET ALLOCATED EXPENSES	(39,132)	(39,478)	(31,683)	(38,979)
TOTAL DEPARTMENT	**130**	**1,904**	3,977	**(0)**

ACTIVITY DESCRIPTION

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

POSITIONS	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
LEAD WORKER	0.50	0.50	0.50	0.50
TOTAL POSITIONS	0.50	0.50	0.50	0.50

BUILDING MAINTENANCE

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	PAYROLL AND BENEFITS				
401	REGULAR SALARIES	28,858	29,052	26,232	27,666
415	ACCRUED VACATION	-	-	-	-
461	OVERTIME	(849)	1,000	-	-
491	HEALTH INSURANCE	4,552	4,630	3,882	4,659
492	WORKERS COMP.	659	1,000	500	600
498	WORKERS COMP. REIMBURSE	-	-	-	-
493	RETIREMENT	6,042	5,700	5,045	6,054
497	FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
	SUBTOTAL	39,261	41,382	35,660	38,979
	OPERATING EXPENSES				
721	FIELD EQUIP MAINT.	-	500	-	-
731	BLDG-GROUNDS MAINT.	(58,008)	(65,009)	(57,135)	(81,806)
821	OUTSIDE CONSULTING SVS	12,826	12,500	15,180	25,500
822	OUTSIDE CONTRACT SVS	5,837	12,281	3,500	9,200
842	SPECIAL DEPT SUPPLIES	-	-	6,772	8,126
851	CLOTHING	213	250	-	-
931	BLDGS & LAND	-	-	-	-
	SUBTOTAL	(39,132)	(39,478)	(31,683)	(38,979)
	TOTAL DEPARTMENT	**130**	**1,904**	3,977	**(0)**

COMMENTS ON EXPENDITURE DETAIL

822 Sewer service charge for buildings paid to Ross Valley Sanitary District

842 Supplies needed for upkeep of town-owned buildings

DRY PERIOD FUND

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	-	306,591	-	-
TOTAL DEPARTMENT	**-**	**306,591**	**-**	**-**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	TRANSFERS				
901	TRANSFER TO 01-GENERAL FUND	-	306,591	-	-
	TOTAL DEPARTMENT	**-**	**306,591**	**-**	**-**

EQUIPMENT/VEHICLE REPLACEMENT

FUND: 03 - EQUIPMENT REPLACEMENT
ACTIVITY: 923 - EQUIPMENT REPLACEMENT
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	72,677	60,000	33,479	35,500
TOTAL DEPARTMENT	**72,677**	**60,000**	**33,479**	**35,500**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
921	FIELD EQUIP.	72,677	60,000	33,479	35,500
	TOTAL DEPARTMENT	**72,677**	**60,000**	**33,479**	**35,500**

COMMENTS ON EXPENDITURE DETAIL

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

FUND: 04 -BUILDING & PLANNING FUND
ACTIVITY: 715 - MISCELLANEOUS
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	-	293,250	238,243	310,000
TOTAL DEPARTMENT	**-**	**293,250**	**238,243**	**310,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	TRANSFERS				
901	TRANSFER TO 01-GENERAL FUND	-	293,250	238,243	310,000
951	TRANSFER TO 51-CIP, GRANTS	-	-	-	-
953	TRANSFER TO 53-CIP, TOWN	-	-	-	-
	TOTAL DEPARTMENT	**-**	**293,250**	**238,243**	**310,000**

COMMUNICATION EQUIPMENT REPLACEMENT

FUND: 05 - COMMUNICATION EQUIPMENT REPLACEMENT
ACTIVITY: 924 - COMMUNICATION EQUIPMENT REPLACEMENT
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	9,833	-	-	-
TOTAL DEPARTMENT	**9,833**	-	-	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

		ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
910	COMMUNICATION EQUIP	9,833	-	-	-
	TOTAL DEPARTMENT	**9,833**	-	-	-

FUND: 06 - RETIREMENT FUND
ACTIVITY: 715 - MISCELLANEOUS
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	1,068,001	1,221,689	945,560	1,048,130
TOTAL DEPARTMENT	**1,068,001**	**1,221,689**	**945,560**	**1,048,130**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
901	TRANSFER TO 01-GENERAL FUND	1,068,001	1,221,689	945,560	1,048,130
	TOTAL DEPARTMENT	**1,068,001**	**1,221,689**	**945,560**	**1,048,130**

FUND: 07 - SPECIAL POLICE FUND
ACTIVITY: 715 - MISCELLANEOUS
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	-	-	134,262	-
TOTAL DEPARTMENT	**-**	**-**	**134,262**	**-**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
901	TRANSFER TO 01-GENERAL FUND	-	-	134,262	-
	TOTAL DEPARTMENT	**-**	**-**	**134,262**	**-**

OFFICE EQUIPMENT REPLACEMENT

FUND: 08 - OFFICE EQUIPMENT REPLACEMENT
DEPARTMENT: 928 - OFFICE EQUIPMENT REPLACEMENT
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	-	8,000	6,262	8,000
TOTAL DEPARTMENT	**-**	**8,000**	**6,262**	**8,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
911	OFFICE EQUIPMENT	-	8,000	6,262	8,000
	TOTAL DEPARTMENT	**-**	**8,000**	**6,262**	**8,000**

YOUTH CENTER

FUND: 11 - RECREATION
ACTIVITY: 624 - YOUTH CENTER
RESPONSIBILITY GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	16,500	19,000	8,227	19,000
TOTAL DEPARTMENT	**16,500**	**19,000**	**8,227**	**19,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
842	SPECIAL DEPT SUPPLIES	-	1,000	996	1,000
821	OUTSIDE CONSULTING SVS	16,500	18,000	8,227	18,000
	TOTAL DEPARTMENT	**16,500**	**19,000**	**9,224**	**19,000**

FAIRFAX FESTIVAL

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
OPERATING EXPENSES	36,527	25,000	17,839	25,000
TOTAL DEPARTMENT	**36,527**	**25,000**	**17,839**	**25,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
497	POLICE & PW OVERTIME	6,094	11,000	10,493	10,000
882	OTHER FESTIVAL EXPENSE	30,432	14,000	7,346	15,000
	TOTAL DEPARTMENT	**36,527**	**25,000**	**17,839**	**25,000**

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	457,668	465,000	465,000	465,000
TOTAL DEPARTMENT	**457,668**	**465,000**	**465,000**	**465,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	TRANSFERS				
901	TRANSFER TO 01-GENERAL FUND	342,505	348,000	348,000	348,000
950	TRANSFER TO 50-CREEK RESTOR. OLEMA	-	-	-	-
951	TRANSFER TO 51-CIP, GRANTS	66,932	68,000	68,000	68,000
953	TRANSFER TO 53-CIP, TOWN	48,231	49,000	49,000	49,000
	TOTAL DEPARTMENT	**457,668**	**465,000**	**465,000**	**465,000**

GAS TAX

FUND: 21 - GAS TAX FUND
ACTIVITY: 715 - MISCELLANEOUS
RESPONSIBILITY NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
TRANSFERS	193,178	212,400	212,400	212,400
TOTAL DEPARTMENT	**193,178**	**212,400**	**212,400**	**212,400**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	TRANSFERS				
901	TRANSFER TO 01-GENERAL FUND	131,423	144,500	144,500	144,500
951	TRANSFER TO 51-CIP, GRANTS	61,755	67,900	67,900	67,900
953	TRANSFER TO 53-CIP, ROAD I	-	-	-	-
	TOTAL DEPARTMENT	**193,178**	**212,400**	**212,400**	**212,400**

MEASURE K DEBT SERVICE SERVICE FUNDS

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
DEBT SERVICE	453,243	478,981	531,752	495,956
TOTAL DEPARTMENT	**453,243**	**478,981**	**531,752**	**495,956**

ACTIVITY DESCRIPTION

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

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
995	PRINCIPAL - 2000 SERIES	30,000	35,000	35,000	-
996	INTEREST - 2000 SERIES	95,828	111,266	111,266	-
995	PRINCIPAL - 2002 SERIES	40,000	45,000	40,000	55,000
996	INTEREST - 2002 SERIES	141,365	137,165	123,808	136,365
995	PRINCIPAL - 2006 SERIES	55,000	60,000	55,000	60,000
996	INTEREST - 2006 SERIES	90,550	90,550	128,364	85,850
995	PRINCIPAL - 2008 SERIES	-	-	-	70,000
996	INTEREST - 2008 SERIES	-	-	37,814	86,991
994	BOND ISSUE COSTS	-	-	-	-
871	INSURANCE	500		500	1,750
	TOTAL DEPARTMENT	**453,243**	**478,981**	**531,752**	**495,956**

TOWN OF FAIRFAX

2010-2011
Operating and
Capital Improvement
Draft Budget

Capital Projects

2009-10 ACCOMPLISHMENTS:

- Completed the Glen Drive Culvert project.
- Completed the Glen Drive High Visibility Crosswalk Project
- Completed the ARRA funded Sir Francis Drake Resurfacing/Restriping project
- Completed the reconstruction of the Fire Station Driveway.
- Completed the Town Hall/PD/Fire Station repainting project
- Completed the reconstruction of three roadway retaining walls

Changes in Budget from FY 09/10

Increase budget from $2,132,008 to $ 2,454,674 to match projected revenue sources for FY 10/11.

FY 2010-11 GOALS AND OBJECTIVES:

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

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

BUDGET ALTERNATE

Several retaining walls supporting roads are beginning to show signs of distress. Some require engineering design. If funds are available, $65,000 should be allocated for design and construction in FY 10/11.

TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2010/11

EXPENDITURES							FUNDING SOURCE									
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Expenditures to Date	Requested Funds for FY 2009/10	FEMA	Federal / State Funding	Measure F Prior Years	Measure F 10/11	Measure A County Salestax	NonMotorized Transportation Grant Funding	Measure K	Road Impacts Fees/general Funds/Gas Tax	2002 Parks Bond Act	Pavilion Restoration Fund	MMWD Watershed Grant
51-808	SIR FRANCIS DRAKE BLVD PAVEMENT REPAIRS	Design & Const	$118,000	$6,537	$111,463		$103,000	$8,463								
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) - NTPP **	Design & Const	$80,000	$8,305	$71,695						$71,695					
51-892	PASTORI AVENUE SIDEWALK - NTPP**	Design & Const	$50,000	$9,320	$40,680						$40,680					
51-895	OAK MANOR SIDEWALK (SAFE PATHWAYS TO SCHOOLS)	Design & Const	$54,500	$0	$54,500					$54,500						
51-900	ENERGY EFFICIENCY BLOCK GRANT-STREET LIGHT RETROFIT	Design & Const	$38,178	$0	$38,178		$38,178									
51-907	HAZARDOUZ FUEL ELIMINATION GRANT	Design & Const	$187,290	$0	$187,290		$168,831		$18,459							
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	$300,000	$0	$300,000		$250,000		$50,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	$600,000	$0	$600,000		$450,000								$150,000	
52- 522	PERI PARK BRIDGE REPLACEMENT	Design & Const	$198,117	$67,648	$130,469	$130,469										
52- 523	PERI PARK TENNIS COURT/BANK STABILIZATION	Design & Const	$548,259	$101,259	$447,000	$447,000										
52- 524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	$84,311	$16,044	$68,267	$68,267										
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	$20,000	$0	$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	$124,900	$0	$124,900					$57,000			$67,900			
53-888	EMERGENCY WARNING SIREN	Design & Const	$100,000	$58,315	$41,685			$41,685								
55-828	BOLINAS SIDEWALKS	Design & Const	$260,000	$30,810	$0											
55-719	10/11 MEASURE K PROJECTS	Design & Const	$84,000	$0	$84,000							$84,000				
			$ 3,012,549	**$ 328,902**	**$ 2,454,457**	**$ 645,736**	**$ 1,010,009**	**$ 50,148**	**$ 117,000**	**$ 111,500**	**$ 112,375**	**$ 84,000**	**$ 67,900**	**$ 104,592**	**$ 150,000**	**$ 1,197**

FUND: **EMERGENCY WATERSHED PROTECTION FUND (49)**
ACTIVITY: PASS THROUGH FUND FOR EWP PROJECTS
DEPT NO. 878

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY				
TOTAL DEPARTMENT	**7,200**	-	-	-

ACTIVITY DESCRIPTION

This is a pass-through fund. The Emergency Watershed Protection (EWP) program is funded by the United States Department of Agriculture (USDA), Natural Resources Conservation Servcice (NRCS). EWP funds emergency measures for runoff retardation and soil erosion prevention to safeguard lives and property from floods, drought, and the products of erosion on any watershed whenever fire, flood or any other natural occurrence is causing or has caused a sudden impairment of the watershed. The property owners of 82 and 88 Creek Road are contributing their own funds, to be supplemented by the EWP. The 12/31/05 storm triggered their eligibility. The Town is acting as the fiscal sponsor, and is incurring no out of pocket expense for this one-time project.

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
826	ENGINEERING & DESIGN	-	-	-	-
827	CONSTRUCTION	-	-	-	-
890	MISCELLANEOUS	7,200		-	
	TOTAL DEPARTMENT	**7,200**	-	-	-

COMMENTS ON EXPENDITURE DETAIL

This activity captures the costs of restoring the creek at 82 and 88 Creek Road.

FUND: **FAIRFAX CREEK RESTORATION (50)**
ACTIVITY: FAIRFAX CREEK RESTORATION
DEPT NO. 878

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	515,470	-	-	-
TOTAL DEPARTMENT	**515,470**	-	-	-

ACTIVITY DESCRIPTION

This activity captures the costs of restoring the creek at 300 Olema Road.

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
497	PAYROLL TRANSFER	-	-	-	-
821	RESTORATION & MONITORING	2,789	-	-	-
825	ENVIRON & PERMITS	-	-	-	-
826	ENGINEERING & DESIGN	68,657	-	-	-
827	CONSTRUCTION	443,920	-	-	-
828	CONSTRUCTION ENGINEERING	104	-	-	-
	TOTAL DEPARTMENT	**515,470**	-	-	-

COMMENTS ON EXPENDITURE DETAIL

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	800,441	798,088	138,341	1,528,136
TOTAL DEPARTMENT	**800,441**	**798,088**	**138,341**	**1,528,136**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
497	PAYROLL TRANSFER	-	-	-	
821	OUTSIDE CONSULTING SVS	117,439	79,809	62,128	152,814
825	ENVIRON & PERMITS	-	-	-	
826	ENGINEERING & DESIGN	48,631	79,809	24,594	152,814
827	CONSTRUCTION	633,012	638,470	49,619	1,222,509
828	CONSTRUCTION ENGINEERING	1,359	-	-	
842	SPECIAL DEPT SUPPLIES	-	-	2,000	-
	TOTAL DEPARTMENT	**800,441**	**798,088**	**138,341**	**1,528,136**

COMMENTS ON EXPENDITURE DETAIL

The following capital projects are budgeted for fiscal year 2010-2011

51-808 Sir Francis Drake pavement repairs
51-870 Peri Park improvements
51-891 Sir Francis Drake sidewalk improvements from Olema to Broadway at the library -NMPTG
51-892 Pastori Avenue sidewalk - NMPTG
51-895 Oak Manor sidewalk - SP2S
51-900 Energy Efficiency
51-907 Hazardous Fuel Elimination
51-908 Bridge Design - Creek Road & Meadow Way
51- 909 Pavilion Seismic Retrofit

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

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

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	255,782	623,978	189,597	645,736
TOTAL DEPARTMENT	**255,782**	**623,978**	**189,597**	**645,736**

ACTIVITY DESCRIPTION

This acitivity encompasses the costs of capital projects for the Creek Road Bridge Bank Stablization and replacement of the pedestrian bridge in Peri Park which were damaged in the flood.

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
821	OUTSIDE CONSULTING	130,446	62,398	88,401	64,574
826	ENGINEERING & DESIGN	11,543	62,398	989	64,574
827	CONSTRUCTION	113,793	499,182	100,207	516,589
842	SPECIAL DEPT SUPPLIES	-	-		-
	TOTAL DEPARTMENT	**255,782**	**623,978**	**189,597**	**645,736**

COMMENTS ON EXPENDITURE DETAIL

The majority of the funding for these activities will come from FEMA and the State Office of Emergency Services. There are three additonal outstanding projects for this fund; Pastori Outfall Pipe Replacement, Peri Park Pedestrian Bridge Replacement, and Peri Park Tennis Court Bank Stabilization.

CAPITAL PROJECTS

FUND: **TOWN (53)**
ACTIVITY: VARIOUS
DEPT NO. 804, 859, 867, 868, 870, 871, 872 & 873

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	166,227	235,243	131,373	196,585
TOTAL DEPARTMENT	**166,227**	**235,243**	**131,373**	**196,585**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
821	OUTSIDE CONSULTING SVS	54,496	23,524	21,260	19,659
826	ENGINEERING & DESIGN	456	23,524	70,301	19,659
827	CONSTRUCTION	108,075	188,195	3,517	157,268
842	SPECIAL DEPT SUPPLIES	3,200	-	36,296	-
951	TRANSFER TO 51-CIP, GRANTS	-	-	-	-
	TOTAL DEPARTMENT	**166,227**	**235,243**	**131,373**	**196,585**

CAPITAL PROJECTS

FUND:
ACTIVITY: **MEASURE K (55)**
DEPT NO. MEASURE K
719

SUMMARY

DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
CAPITAL OUTLAY	953,388	474,700	117,786	84,000
TOTAL DEPARTMENT	**953,388**	**474,700**	**117,786**	**84,000**

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	CAPITAL OUTLAY				
497	PAYROLL TRANSFER	-	-	-	
821	OUTSIDE CONSULTING SVS	1,000		30,810	8,400
825	ENVIRON & PERMITS	-	47,470	-	
826	ENGINEERING & DESIGN	268,259	47,470	1,200	8,400
827	CONSTRUCTION	677,669	379,760	85,775	67,200
828	CONSTRUCTION ENGINEERING	6,460			
955	TRANSFER TO CIP FUND 51-CTR BL GRANT MATCH	-		-	
994	BOND ADMIN COSTS	-		-	
	TOTAL DEPARTMENT	**953,388**	**474,700**	**117,786**	**84,000**

COMMENTS ON EXPENDITURE DETAIL

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

OPEN SPACE

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

EXPENDITURE DETAIL

	DESCRIPTION	ACTUAL 2008-2009	ADOPTED BUDGET 2009-2010	ESTIMATED ACTUAL 2009-2010	PROPOSED BUDGET 2010-2011
	OPERATING EXPENSES				
811	POSTAGE	-	-	-	2,500
812	REPRODUCTION	-	-	-	500
871	LIAB. & PROP. INSURANCE	-	-	-	-
890	MISCELLANEOUS	-		1,000	3,000
931	BLDGS & LAND	-	-	-	5,700
	TOTAL DEPARTMENT	**-**	**-**	**1,000**	**11,700**

ACTIVITY DESCRIPTION

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