

# TOWN OF FAIRFAX

## 2008-2009 Operating and Capital Improvement Final Budget



MAYOR

Mary Ann Maggiore

VICE MAYOR

David Weinsoff

COUNCIL MEMBERS

Larry Bragman

Susan Brandborg

Lew Tremaine



**2008 - 2009 BUDGET  
TABLE OF CONTENTS**

<u>TITLE</u>	<u>PAGE</u>
<b><u>OPERATING BUDGET</u></b>	<b>i - 12</b>
Budget Message.....	i
Pie Charts of Revenue and Expenditures .....	1
Comparative Revenue Detail by Fund .....	2
Comparative Expenditure Detail by Fund.....	6
Comparative Expenditure Detail by Department .....	7
Consolidated Expenditures by Expense Category .....	8
Summary of Personnel .....	9
<b><u>DEPARTMENT/ACTIVITY DETAIL</u></b>	<b>12 - 100</b>
<b><u>FUND-DEPT. #</u></b>	
Town Council.....	01-111 ..... 10
Town Treasurer .....	01-112 ..... 12
Independent Auditor .....	01-116 ..... 14
Town Attorney.....	01-121 ..... 16
Town Manager.....	01-211 ..... 18
Volunteers For Fairfax .....	01-216 ..... 20
Recreation .....	01-217 ..... 22
Disaster Council.....	01-218 ..... 24
Town Clerk .....	01-221 ..... 26
Elections .....	01-222 ..... 28
Personnel .....	01-231 ..... 30
Finance.....	01-241 ..... 32
Planning.....	01-311 ..... 34
Building Inspection.....	01-321 ..... 36
Police.....	01-421 ..... 38
Special Police .....	01-412 ..... 40
Fire .....	01-421 ..... 42
Public Works Administration .....	01-510 ..... 44
Street Maintenance.....	01-511 ..... 46
Street Lighting & Traffic Signals.....	01-512 ..... 48
Storm Damage.....	01-513 ..... 50
Pollution Prevention .....	01-514 ..... 52
Storm Damage - Town Hall.....	01-515 ..... 54
Storm Damage - Youth Center.....	01-516 ..... 56
Storm Damage - Fire Station.....	01-517 ..... 58
Storm Damage - FEMA April 2006 Storm .....	01-518 ..... 60
Park Maintenance.....	01-611 ..... 62
Rental Facilities - Women's Club and Ballfield .....	01-625 ..... 64
Rental Facilities - Pavilion .....	01-626 ..... 66
Miscellaneous.....	01-715 ..... 68
Building Maintenance.....	01-911 ..... 70
Dry Period Fund.....	02-715 ..... 72
Equipment/Vehicle Replacement .....	03-923 ..... 74
Building and Planning .....	04-715 ..... 75
Communication Equipment Replacement .....	05-924 ..... 76
Retirement Fund .....	06-715 ..... 78
Special Police Fund .....	07-715 ..... 80
Office Equipment Replacement .....	08-928 ..... 82
Youth Center .....	11-624 ..... 84
Fairfax Festival .....	12-622 ..... 86

**2008 - 2009 BUDGET  
TABLE OF CONTENTS**

Measure F Municipal Services Tax Fund .....20-715 ..... 88

<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>	<u>PAGE</u>
Gas Tax.....	21-715 .....	90
Measure K Debt Service Funds .....	41, 42 & 43-716 .....	92
Emergency Watershed Protection Fund.....	49-878 .....	93
Fairfax Creek Restoration .....	50-878 .....	95
Capital Projects Summary .....	50, 51, 53 & 55 .....	92B
Capital Projects – Grants .....	51-Various .....	97
Storm Damage Recovery.....	52-513, 515, 517 & 520.....	99
Capital Projects – General Revenue .....	53-887, 888 & 889 .....	101
Measure K.....	55-719 .....	103
Open Space Fund.....	73-673 .....	105



# TOWN OF FAIRFAX

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September 3, 2008

## **Town of Fairfax Budget for Fiscal Year 2008-09**

Dear Mayor and Town Council:

I am pleased to present to you the final Fiscal Year 2008-09 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.

### ***Outline of Fiscal Year 2008-09***

The draft budget presented:

- Maintains staffing at current levels; maintains all current services to the residents of Fairfax. The budget adds one limited term (2-year) position for the purpose of working 75% of the time on finance and budget matters and 25% time on continuing to work with OES and FEMA on reimbursement for the Flood Disaster of December 31, 2005 and securing grant funding.
- Continues moving forward with Capital Projects that were deferred last year.
- Funds the Energy Efficiency Project for retrofitting Town facilities, at \$114,000.

The proposed FY08-09 General Fund Operating Budget expenditures total \$6,895,484. General Fund revenues are projected at \$6,895,484. 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 FY08-09 and FY 09/10 will stabilize as labor costs will be more predictable with the last year of the employee agreements, and we continue to seek agreement with labor unions on a two-tiered retirement system and less-costly health plans, as directed by our Strategic Financial Plan.

### ***Budget is Balanced***

The FY08-09 budget projects an excess of General Fund revenues over expenditures of \$4,548. Please be reminded that the FY08-09 General Fund is funding the Energy Efficiency Project at \$114,000, which reduces our projected FY08-09 surplus.

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

Our projected Dry Period reserve fund level will be \$983,126 if the Council approves the transfer of \$16,874 to the General Fund for the change order request on Center Blvd. I am not recommending transferring any money to the Dry Period Fund for the FY 2008/09 year as the Dry Period Fund represents 14% of the annual General Fund operating budget. The Town is fortunate to have this reserve and the Council may want to consider a reserve fund policy during this fiscal year.

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

After intense lobbying and follow-up, the Town received \$202,711 in FY07-08 from FEMA and OES. The Town's disaster fund is projected to be \$720,000 as we begin the new fiscal year. We completed our Town Hall, Police Station and Fire Station flood restoration projects and have five remaining FEMA projects for the FY 2008/09. The five projects are the Peri Park retaining wall (Tennis Courts); Peri Park Pedestrian Bridge; Pastori Storm Drain Outfall; Glenn Drive Culvert; and Cascade Drive Culvert.

### ***Pension Costs***

The Miscellaneous Plan rate (employer contribution) will decrease from 13.097% to 12.902% for FY08-09, and the Safety Plan (employer contribution) rate will increase from 43.18% to 43.89%.

CalPERS Pension costs for Fiscal Year 2008-09:

	<u>Miscellaneous</u>	<u>Safety</u>
Employer rate	12.90%	43.89%
Employee rate (paid by Town)	8%	9%
Total	20.90%	52.89%

Staff has projected our retirement fund growth, which is property tax based, at a conservative growth rate of approximately 4.5%.

### ***Personnel Costs***

Approximately 84% of the Town's budget is dedicated to personnel costs (salaries and benefits) as we are a service-oriented agency. FY08-09 is the second year of the three-

year labor agreements with each employee group. FY08-09 payroll and benefit cost growth is budgeted at 8% over FY07-08 year end. Salaries increased by an average of 4% (average of the SEIU, POA, and Management MOUs) and health benefit costs increased 8% for all employees. PERS remained unchanged from last year, on average except for the RVFD. A large part of the overall personnel cost increase is for the proposed 2-Year Limited Term Management Analyst position (\$110,000 for salary and benefits), creation of the Town Treasurer budget (\$5,135), and the hiring of a student intern (\$5,000) to implement some of the strategies in the Economic Sustainability Plan. Part of the Limited Term Management Analyst position will be funded by grant awards if the Town is awarded a competitive grant in FY 2008/09. We are in the process of applying for several grants including a seismic retrofit grant for the Pavilion.

We continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings. 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.

The Town's independent auditor recommended that the Town augment Finance Department staff and ensure that Finance staff receives regular training. To this end, 50% of the newly proposed Limited Term Management Analyst's time would be spent in the Finance Department and another 25% assisting the Town Manager in preparing the annual budget and other tasks related to financial matters.

The FY08-09 budget includes an 8% increase to the Town's contribution to the Ross Valley Fire Department budget to account for their recently negotiated salary and benefit agreements with labor. In addition, RVFD PERS contribution increased by 10.3% over the previous year.

The FY08-09 budget includes a less than 3% increase to the Police Department. The increase is for cost of living adjustments as negotiated in the POA labor agreement and merit steps for some of the staff in the police department.

### **Capital Projects Funds:**

#### ***Revenue impacting Capital Project Funds include:***

1. Estimate of \$1,450,287 in Federal, State and Park Bond grant monies. This amount reflects certain grant-funded projects carried over from FY06-07 due to Caltrans project delays. The grant funding estimate also includes four Non-motorized Transportation Program Pilot projects.
2. Road Impact Fees from construction and waste hauler franchise fully transferred to Capital Projects: \$499,414.
3. Measure K Bond projects of \$1,250,000.

### ***Major Capital Improvement Projects proposed:***

1. Completion of the Fairfax Creek Restoration Project at Olema Road: \$333,952 (Measure F, Restoration Mitigation Fund and Department of Water Resources Grant).
2. Measure K Street and Storm Drain rehabilitation program: \$1,250,000. This includes the Pastori Avenue Storm Drain Replacement Project and the Overlay of various streets including Scenic Road.
3. Sir Francis Drake Boulevard sidewalk improvements at Oak Tree Lane: \$147,000 (Federal/State and Measure F funding).
4. Sir Francis Drake Boulevard pavement repairs: \$112,375 (Federal/State and Measure F funding).
5. Proposition 1B paving projects: \$400,000
6. Peri Park improvements, including stabilization of creek banks and improvements to the park: \$129,226 (Parks Bond Act funding and MMWD grant).
7. Energy Efficiency Project for Town buildings: \$102,870.
8. Non-motorized Transportation Program Pilot projects: \$295,912

### ***Unfunded Projects:***

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

#### ONE TIME PROJECTS (Unfunded):

1. Annual replenishment funding to Equipment Replacement Fund: \$50,000.
2. Contingency Fund for unplanned projects: \$50,000.

#### ONE TIME PROJECTS TO BE FUNDED:

1. New holiday banners for downtown: \$2,500 (propose to ask for a match from Chamber of Commerce).
2. Automated External Defibrillator for Town Hall: \$3,200 (includes 2 year training and maintenance agreement).
3. Tree inventory of all trees on Town owned property: \$10,000

### ***Other Potential Funding***

A seismic retrofit grant application is process and will be submitted for competitive consideration. There are several other grant possibilities staff is looking into one of which is a Department of Water Resources grant for creek bank repair work at the Robin Hood Apartments. The Town will receive \$20,000 in discretionary funding from

Flood Zone 9 to be used on any flood control project in Town per the Council's direction. I recommend this be put toward the bank stabilization at the Robin Hood Apartments.

**Conclusion**

Staff has worked very hard on this budget and we look forward to reviewing the 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 Ann Welsh. Fire Chief Roger Meagor most ably assisted us with the Ross Valley Fire JPA budget. Special thanks to our interim Finance Manager, Laurie Ireland-Ashley, who has done a dedicated and commendable job of putting together the FY 2008/09 Town Budget for the Town of Fairfax.

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

Sincerely,

A handwritten signature in cursive script that reads "Michael Rock".

Michael Rock  
Town Manager



# TOWN OF FAIRFAX

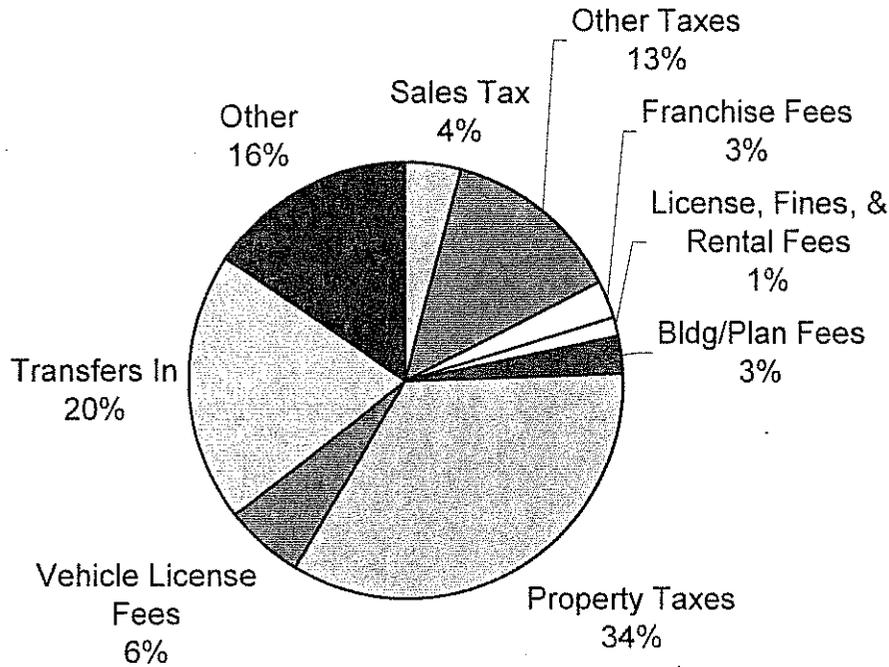
2008-2009  
Operating and  
Capital Improvement  
Final Budget



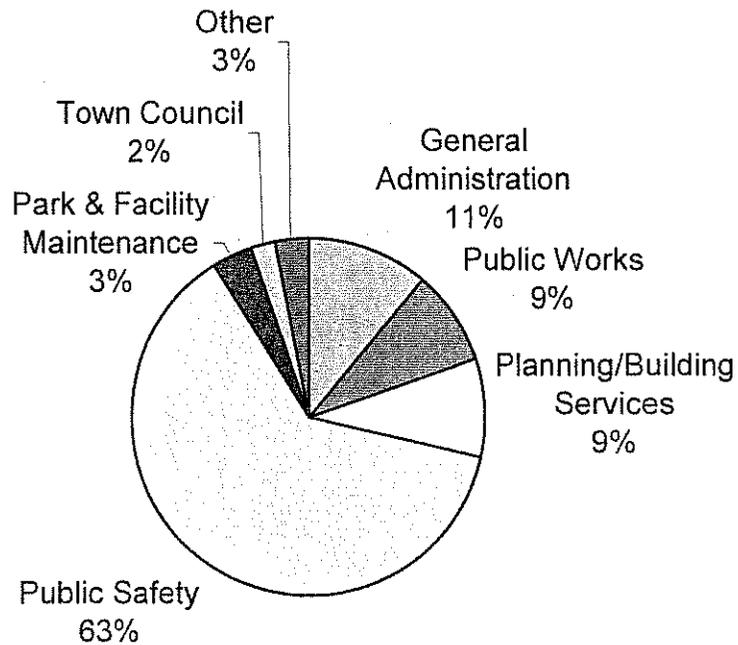


TOWN OF FAIRFAX  
2008 - 2009 FINAL BUDGET

OPERATING REVENUE-GENERAL FUND



OPERATING EXPENDITURES-GENERAL FUND





TOWN OF FAIRFAX  
 COMPARATIVE REVENUE DETAIL BY FUND  
 2008-2009 FISCAL YEAR

	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	Estimated Actual 2007-2008	PROPOSED BUDGET 2008-2009
<b>01 - GENERAL FUND</b>				
Property Taxes - Secured	1,721,231	1,815,000	2,091,097	1,901,213
Property Taxes - Unsecured	38,190	40,000	5,030	40,000
Supplemental Property Taxes	96,086	90,000	66,648	50,000
Real Estate Transfer Tax	47,351	45,000	28,379	35,000
Sales Tax	346,072	300,000	330,261	315,000
In-Lieu Sales Tax (Triple Flip)	105,116	105,000	118,393	105,000
\$50 General Municipal Services Tax	186,450	187,000	177,080	187,000
Utility Users Tax - Telephone	160,906	150,000	143,381	140,000
Utility Users Tax - Energy	225,479	215,000	245,539	225,000
1/2 cent Sales Tax - Prop. 172	77,803	75,000	46,141	-
ERAF Excess Distribution	341,940	325,000	546,961	375,000
ERAF III Shift to State	-	-	-	-
Property Tax In-Lieu of VLF (VLF Swap)	493,513	505,000	528,827	540,000
Hotel Users Tax	26,112	20,000	10,336	10,000
<b>Total Taxes</b>	<b>3,866,250</b>	<b>3,872,000</b>	<b>4,338,072</b>	<b>3,923,213</b>
Garbage	185,913	165,000	42,857	165,000
Gas & Electric	62,564	60,000	61,022	60,000
Cable	63,155	63,000	97,747	63,000
<b>Total Franchise Fees</b>	<b>311,631</b>	<b>288,000</b>	<b>201,627</b>	<b>288,000</b>
	118,543	120,000	117,504	120,000
<b>Business Licenses</b>	<b>118,543</b>	<b>120,000</b>	<b>117,504</b>	<b>120,000</b>
Vehicle Code Fines	29,011	30,000	16,752	15,000
Parking & Other Fines	46,713	47,000	49,487	47,000
<b>Total Fines</b>	<b>75,725</b>	<b>77,000</b>	<b>66,239</b>	<b>62,000</b>
Women's Club and Other	18,668	15,000	20,104	15,000
CYO - Pavilion	8,940	8,000	7,332	8,000
Pavilion - Other	10,063	5,000	6,796	5,000
<b>Total Rental &amp; Maintenance Fees</b>	<b>37,671</b>	<b>28,000</b>	<b>34,232</b>	<b>28,000</b>
Interest Earnings - Bank	1,042	1,000	-	1,000
Interest Earnings - LAIF	134,786	85,000	77,578	90,000
<b>Total Investment Earnings</b>	<b>135,828</b>	<b>86,000</b>	<b>77,578</b>	<b>91,000</b>
Vehicle License Fees	49,128	49,000	26,503	49,000
Storm Run-Off Fee	64,390	64,000	61,137	64,000
Homeowners Exemption	14,393	14,000	14,415	7,000
Off Highway/Trailer Coach Vehicle Fees	-	-	-	-
Police Training Reimbursement (POST)	10,159	5,000	7,788	5,000
Workers Compensation Reimbursement	21,256	-	-	-
SB 90 Reimbursements	81,495	-	-	-
FEMA Reimbursements	-	-	-	-
Other	15,127	-	-	-
<b>Total Revenues From Other Agencies</b>	<b>255,947</b>	<b>132,000</b>	<b>109,843</b>	<b>125,000</b>
Sale Of Maps & Publications	808	1,000	439	500
Special Police Services (includes booking fees)	4,181	5,000	2,281	5,000
Public Works Services	1,431	-	4,225	-
Miscellaneous - General	26,109	25,000	21,257	25,000
<b>Total Charges For Current Services</b>	<b>32,530</b>	<b>31,000</b>	<b>28,202</b>	<b>30,500</b>
Miscellaneous Revenues	2,993	1,000	1,428	1,000
Transfer From 02-Dry Period Fund	-	-	-	-
Transfer From 04-Building & Planning Fund	297,950	249,750	249,750	293,250
Transfer From 06-Retirement Fund	994,513	1,100,940	1,100,940	1,198,321
Transfer From 07-Special Police Fund	108,000	100,000	100,000	-
Transfer From 12-Fairfax Festival	6,831	10,250	-	11,000
Transfer From 20-Measure F - Municipal Services Tax Fund	281,000	348,638	348,638	348,000
Transfer From 21-Gas Tax Fund	142,888	144,500	144,500	144,500
Transfer From Capital-Payroll Offset	24,133	14,950	10,187	22,000
Carryover from 2006-07 General Fund	-	356,221	-	209,700
<b>Total Other Revenues</b>	<b>1,858,307</b>	<b>2,326,249</b>	<b>1,955,442</b>	<b>2,227,771</b>
<b>01 - GENERAL FUND TOTAL</b>	<b>6,692,433</b>	<b>6,960,249</b>	<b>6,928,739</b>	<b>6,895,484</b>

TOWN OF FAIRFAX  
COMPARATIVE REVENUE DETAIL BY FUND  
2008-2009 FISCAL YEAR

	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	Estimated Actual 2007-2008	PROPOSED BUDGET 2008-2009
<b>02 - DRY PERIOD FUND</b>				
Miscellaneous Revenues	-	-	-	-
Transfer from 2006-07 General Fund Carryover	-	141,944	-	-
<b>02 - DRY PERIOD FUND TOTAL</b>	<b>-</b>	<b>141,944</b>	<b>-</b>	<b>-</b>
<b>03 - EQUIPMENT REPLACEMENT FUND</b>				
Sale of surplus police chief vehicle	-	-	-	-
Transfer From 01-General Fund	-	-	-	-
<b>03 - EQUIPMENT REPLACEMENT FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>04 - BUILDING AND PLANNING FUND</b>				
Building Permits	88,204	100,000	99,379	100,000
Road Impact Fees	58,474	60,000	82,705	60,000
General Plan Maintenance Fees	2,878	3,000	3,637	3,000
Technology Improvement Fees	4,360	4,500	5,061	4,500
Bldg/Planning Infrastructure Improvement Fees	4,335	4,500	5,132	4,500
Engineering/Excavation	727	250	39	250
Housing Inspections	19,425	20,000	16,677	15,000
Seismic Fees	638	500	332	500
Plan Retention	81	500	858	500
Street Opening	3,381	4,500	3,250	3,000
<b>Total Permits and Fees</b>	<b>182,502</b>	<b>197,750</b>	<b>217,070</b>	<b>191,250</b>
Zoning & Filing Fees	56,488	57,000	58,844	57,000
Building Plan Checks	29,683	30,000	38,589	30,000
Engineering Plan Checks	(4,160)	25,000	15,521	15,000
<b>Total Charges For Current Services</b>	<b>82,011</b>	<b>112,000</b>	<b>112,954</b>	<b>102,000</b>
<b>04 - BUILDING AND PLANNING FUND TOTAL</b>	<b>264,514</b>	<b>309,750</b>	<b>330,024</b>	<b>293,250</b>
<b>05 - COMMUNICATIONS REPLACEMENT FUND</b>				
Miscellaneous Revenues	-	-	-	-
<b>05 - COMMUNICATIONS REPLACEMENT FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>06 - RETIREMENT FUND</b>				
Taxes - Current Secured	853,209	900,000	896,636	940,500
Taxes - Current Unsecured	7,001	7,000	461	7,315
Supplemental	85,226	80,000	7,465	83,600
Secured Homeowners Exemption	11,839	11,500	5,969	12,018
Investment Earnings	-	2,000	-	-
<b>06 - RETIREMENT FUND TOTAL</b>	<b>957,275</b>	<b>1,000,500</b>	<b>910,550</b>	<b>1,043,433</b>
<b>07 - SPECIAL POLICE REVENUE FUND</b>				
COPS	100,000	100,000	100,000	-
STAR Program	-	-	-	-
Miscellaneous	15,000	-	-	-
<b>07 - SPECIAL POLICE REVENUE FUND TOTAL</b>	<b>115,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

**TOWN OF FAIRFAX**  
**COMPARATIVE REVENUE DETAIL BY FUND**  
**2008-2009 FISCAL YEAR**

	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	Estimated Actual 2007-2008	PROPOSED BUDGET 2008-2009
<b>08 - OFFICE EQUIPMENT REPLACEMENT FUND</b>				
Transfer From 53-Capital Projects - Town	-	-	-	-
<b>08 - OFFICE EQUIPMENT REPLACEMENT FUND</b>				
<b>11 - RECREATION FUND</b>				
County Funding	-	-	-	-
Transfer From 01-General Fund (Measure F)	-	18,000	-	18,000
<b>11 - RECREATION FUND TOTAL</b>				
	-	18,000	-	18,000
<b>12 - FAIRFAX FESTIVAL FUND</b>				
Festival Revenue	37,395	28,000	19,669	28,000
<b>12 - FAIRFAX FESTIVAL FUND</b>				
	37,395	28,000	19,669	28,000
<b>20 - MEASURE F - MUNICIPAL SVS TAX FUND</b>				
Designated for Police Services	160,676	180,000	152,601	180,000
Designated for Fire Services	102,299	150,638	97,158	150,000
Designated for Youth Program	18,053	18,000	17,146	18,000
Designated for Public Works Safety Improvements	63,668	48,662	60,488	49,000
Designated for Matching Funds related to Grants	121,659	67,700	115,545	68,000
<b>20 - MEASURE F - MUNICIPAL SVS TAX FUND TOTAL</b>				
	466,375	465,000	442,938	465,000
<b>21 - GAS TAX FUND</b>				
Gas Tax 2106	34,326	37,500	27,538	37,500
Gas Tax 2107	54,531	60,000	44,579	60,000
Gas Tax 2107.5	-	2,000	2,000	2,000
Gas Tax 2105	40,881	45,000	33,352	45,000
Prop 42	54,668	-	-	67,900
<b>21 - GAS TAX FUND TOTAL</b>				
	184,407	144,500	107,469	212,400
<b>41,42 &amp; 43 - MEASURE K BOND DEBT SERVICE FUNDS</b>				
Taxes - Current Secured	422,012	400,000	533,295	452,383
Taxes - Current Unsecured	3,130	3,000	225	3,393
Taxes - Supplemental	29,212	25,000	3,628	28,274
Homeowners' Exemption	5,838	5,000	2,930	5,655
Interest Earnings - Fund 43	150,511	-	392	-
<b>41,42 &amp; 43 - MEASURE K BOND DEBT SERVICE FUNDS TOTAL</b>				
	610,703	433,000	540,470	489,705
<b>49 - EMERGENCY WATERSHED PROTECTION FUND</b>				
Natural Resources Conservation Service Grant	-	400,000	395,995	-
<b>49 - EMERGENCY WATERSHED PROTECTION FUND TOTAL</b>				
	-	400,000	395,995	-
<b>50 - FAIRFAX CREEK RESTORATION FUND</b>				
Department of Water Resources Grant	-	121,200	-	121,200
Fairfax Creek Restoration Fund	-	-	-	93,956
Measure F Carryover form 2007-08	-	-	-	8,722
Transfer From 01-General Fund	2,275	1,400	1,400	-
Transfer From 20-Measure F - Municipal Services Tax Fund	109,932	-	-	-
Transfer From 01-General Fund 2006-07 Carryover	-	110,074	-	-
Applied Carryover from 2006-07	-	-	-	110,074
<b>50 - FAIRFAX CREEK RESTORATION FUND TOTAL</b>				
	112,207	232,674	1,400	333,952

**TOWN OF FAIRFAX**  
**COMPARATIVE REVENUE DETAIL BY FUND**  
**2008-2009 FISCAL YEAR**

	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	Estimated Actual 2007-2008	PROPOSED BUDGET 2008-2009
<b>51 - CAPITAL PROJECTS FUND, GRANTS</b>				-
Federal/State Grant Revenue	-	1,590,800	781,174	273,000
Park Bond Revenue	-	128,029	-	128,029
Transportation Development Act Revenue	-	-	10,000	-
Measure A - Transportation Authority of Marin	-	-	-	173,500
Recycling Grant	-	5,000	-	-
Non-Motorized Transportation Grant	-	-	-	295,912
MMWD Watershed Grant	-	-	-	1,197
Prob 1B - Street Resurfacing	-	-	-	400,000
Measure F Carryover from 2006-07	-	-	-	9,375
County Grant-Center Blvd	50,000	-	-	-
Transfer From 01-General Fund	-	-	-	16,874
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	110,628	21,162	21,162	68,000
Transfer From 21-Gas Tax Fund	-	-	-	67,900
Transfer From 53-Capital Projects - Town	-	-	-	16,500
Transfer From 55-Measure K-Center Blvd Grants Match	-	13,000	-	-
Prior Years Projected Revenue	-	-	453,922	-
<b>51 - CAPITAL PROJECTS FUND, GRANTS TOTAL</b>	<b>160,628</b>	<b>1,757,991</b>	<b>1,266,258</b>	<b>1,450,287</b>
<b>52 - DISASTER FUND</b>				
Revenue from FEMA/OES	810,988	-	202,711	720,000
Transfer From 01-General Fund 2006-07 Carryover	-	100,000	-	-
<b>52 - DISASTER FUND TOTAL</b>	<b>810,988</b>	<b>100,000</b>	<b>202,711</b>	<b>720,000</b>
<b>53 - CAPITAL PROJECTS FUND, TOWN</b>				
Energy Efficiency	-	-	-	102,870
CREBS Bond	-	-	-	249,000
Measure A - Transportation Authority of Marin	66,803	76,000	76,190	-
County - Emergency Warning System	50,000	11,044	-	11,044
Transfer From 01-General Fund (Utility Tax)	-	-	114,000	-
Transfer From 01-General Fund	-	114,000	-	-
Transfer From 01-General Fund-Garbage Road Impact Fee	-	48,000	48,000	-
Transfer From 01-General Fund 2006-07 Carryover	-	10,000	-	10,000
Transfer From 04-Building & Planning Fund-Road Impact	82,000	60,000	60,000	-
Transfer From 20-Measure F - Municipal Services Tax Fund	77,500	95,200	95,200	49,000
Transfer From 20-Measure F - Municipal Services FYE 06-07	-	-	-	80,000
Transfer From 21-Gas Tax Fund	65,000	-	-	-
Transfer from Traffic Impact Fee Fund	-	-	-	-
<b>53 - CAPITAL PROJECTS FUND, TOWN TOTAL</b>	<b>341,303</b>	<b>414,244</b>	<b>393,390</b>	<b>501,914</b>
<b>55 - MEASURE K FUND</b>				
Interest Earnings	79,930	100,000	52,110	100,000
Proceeds of Bond Sale - Refi	1,768,000	-	-	160,000
Transfer From 01-General Fund	-	-	-	-
Allocation of Measure K Bond Funds	-	-	-	1,250,000
<b>55 - MEASURE K FUND</b>	<b>1,844,930</b>	<b>100,000</b>	<b>52,110</b>	<b>1,510,000</b>
<b>73 - OPEN SPACE FUND</b>				
Transfer from the General Fund of the Dunn Proceeds	-	-	-	29,966
Donations and Other Revenue	16,447	3,000	5,645	3,000
<b>73 - OPEN SPACE FUND TOTAL</b>	<b>16,447</b>	<b>3,000</b>	<b>5,645</b>	<b>32,966</b>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>12,614,604</b>	<b>12,608,852</b>	<b>11,697,366</b>	<b>13,994,391</b>

**TOWN OF FAIRFAX  
COMPARATIVE EXPENDITURE SUMMARY BY FUND  
2008-2009 FISCAL YEAR**

<u>FUND</u>	<u>ACTUAL</u> <u>2006-2007</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2007-2008</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2007-2008</u>	<u>PROPOSED</u> <u>BUDGET</u> <u>2008-2009</u>
01 - General Fund	6,238,240	6,917,916	6,719,039	6,895,484
02 - Dry Period Fund	-	-	-	-
03 - Equipment Replacement Fund	87,720	62,751	72,677	60,000
04 - Building & Planning Fund	379,950	309,750	309,750	293,250
05 - Communication Equip. Replacement Fund	18,562	10,000	9,833	-
06 - Retirement Fund	994,513	1,100,940	1,100,940	1,198,321
07 - Special Police Fund	108,000	100,000	100,000	-
08 - Office Equip. Replacement Fund	14,738	10,000	5,561	6,000
11 - Recreation Fund	18,000	18,000	18,000	19,000
12 - Fairfax Festival Fund	30,237	23,750	26,710	25,000
20 - Measure F - Municipal Svs Tax Fund	579,060	465,000	465,000	465,000
21 - Gas Tax Fund	207,888	144,500	144,500	212,400
41,42 & 43 - Measure K Debt Service	491,418	466,384	413,134	475,081
49 - Emergency Watershed Protection Fund	-	400,000	472,001	-
50 - Fairfax Creek Restoration Fund	116,638	356,731	22,779	333,952
51 - Grants Capital Projects Fund	786,015	1,759,627	1,348,227	1,450,287
52 - Storm Damage Recovery Fund	547,895	227,975	313,891	720,000
53 - Town Capital Projects Fund	323,231	321,044	73,941	499,414
55 - Measure K Capital Project Fund	241,724	713,000	394,376	1,250,000
73 - Open Space Fund	2,402	1,000	1,000	29,966
<b>TOTAL EXPENDITURES &amp; XFER OUT</b>	<b>11,186,231</b>	<b>13,408,368</b>	<b>12,011,359</b>	<b>13,933,156</b>

**TOWN OF FAIRFAX  
COMPARATIVE EXPENDITURE DETAIL BY DEPARTMENT  
2008-2009 FISCAL YEAR**

	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>01 - GENERAL FUND</b>				
Mayor & Council	28,499	27,570	27,719	34,320
Town Treasurer	-	-	-	5,135
Auditor	19,616	22,000	23,130	23,000
Legal	97,675	80,000	98,689	100,000
<b>Total Town Council</b>	<b>145,790</b>	<b>129,570</b>	<b>149,538</b>	<b>162,455</b>
Manager	213,719	203,432	207,340	242,717
Volunteers	18,955	21,980	22,004	22,420
Recreation	16,295	20,330	19,483	23,020
Disaster Council	-	4,000	1,802	3,200
Town Clerk	129,431	128,887	125,586	141,591
Elections	-	7,400	8,129	8,400
Personnel	6,959	7,700	1,950	6,100
Finance	255,141	248,761	320,909	311,500
<b>Total General Administration</b>	<b>640,500</b>	<b>642,490</b>	<b>707,203</b>	<b>758,948</b>
Planning	351,551	399,728	386,710	458,732
Building Inspection	128,897	153,809	149,813	168,587
<b>Total Development Services</b>	<b>480,448</b>	<b>553,537</b>	<b>536,523</b>	<b>627,319</b>
Police	2,400,736	2,532,038	2,465,517	2,625,335
Special Police Expenses	5,083	6,300	802	5,300
Fire	1,593,577	1,557,832	1,428,835	1,679,873
<b>Total Public Safety</b>	<b>3,999,396</b>	<b>4,096,170</b>	<b>3,895,154</b>	<b>4,310,508</b>
Public Works Administration	115,130	118,701	130,001	150,550
Streets	352,401	359,412	324,875	363,949
Lighting	53,517	57,800	56,271	60,600
Storm	9,277	5,000	13,479	-
Pollution Prevention	19,880	20,000	19,880	20,000
<b>Total Public Works</b>	<b>550,206</b>	<b>560,913</b>	<b>544,507</b>	<b>595,099</b>
Park Maintenance	102,419	103,116	106,870	134,205
Rental Facilities-WC & Ballfield	51,155	56,371	47,585	58,788
Rental Facilities-Pavilion	39,284	34,571	34,658	39,288
<b>Total Parks &amp; Facility Maintenance</b>	<b>192,858</b>	<b>194,058</b>	<b>189,112</b>	<b>232,281</b>
Miscellaneous	160,767	197,760	153,585	174,000
Transfers Out	68,275	543,418	543,418	34,874
<b>Total Non-Departmental</b>	<b>229,042</b>	<b>741,178</b>	<b>697,003</b>	<b>208,874</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>6,238,240</b>	<b>6,917,916</b>	<b>6,719,039</b>	<b>6,895,484</b>

**TOWN OF FAIRFAX**  
**CONSOLIDATED GENERAL FUND OPERATING EXPENDITURES BY EXPENSE CATEGORY**  
**2008-2009 FISCAL YEAR**

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
PAYROLL	2,290,217	2,390,243	2,382,525	2,589,852
ACCRD VAC & COMP	8,958	7,000	149	9,000
HEALTH INSURANCE	320,233	348,044	378,342	396,364
WORKERS COMP.	9,761	49,313	90,167	50,495
RETIREMENT	991,341	1,107,129	1,033,370	1,198,321
MEDICARE	28,515	31,837	30,987	32,562
UNEMPLOYMENT	10,003	-	3,709	-
AUTO ALLOWANCE	4,200	4,200	3,952	4,200
CLOTHING ALLOWANCE	19,487	15,825	13,024	14,400
PAYROLL TRANSFERS	(30,964)	(37,250)	(9,018)	(50,200)
<b>SUBTOTAL</b>	<b>3,651,751</b>	<b>3,916,341</b>	<b>3,927,207</b>	<b>4,244,994</b>
<b>OPERATING EXPENSES</b>				
LIAB. & PROP. INSURANCE	198,788	174,000	42,420	80,960
FIRE SERVICE CONTRACT	1,219,556	1,172,495	1,074,787	1,252,234
OTHER CONTRACT SVCS	576,967	568,050	658,756	748,341
DONATIONS	7,528	9,050	9,879	10,000
OTHER EXPENSES	515,374	534,562	462,572	524,081
FEMA CIP PROJECTS	-	-	-	-
TRANSFERS OUT	68,275	543,418	543,418	34,874
<b>SUBTOTAL</b>	<b>2,586,489</b>	<b>3,001,575</b>	<b>2,791,832</b>	<b>2,650,490</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>6,238,240</b>	<b>6,917,916</b>	<b>6,719,039</b>	<b>6,895,484</b>

**TOWN OF FAIRFAX  
2008-2009 BUDGET  
PERSONNEL  
# of Employees**

ACTIVITY	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TOWN MANAGER	1.00	1.00	1.00	1.25
TOWN CLERK	1.00	1.00	1.00	1.00
FINANCE	1.50	1.50	1.50	2.00
PLANNING/ BUILDING SERVICES	3.50	3.50	3.50	3.50
POLICE	16.25	16.25	16.25	16.25
PUBLIC WORKS ADMINISTRATION	1.00	1.00	1.00	1.25
STREETS	3.00	3.00	3.00	3.00
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
COMM. RESOURCES COORDINATOR	0.50	0.50	0.50	0.50
	<u>29.75</u>	<u>29.75</u>	<u>29.75</u>	<u>30.75</u>

Positions reflected are full-time equivalents (FTEs).

Town Of Fairfax Annual Salary Roster				
	Base Salary	Benefits Calculation	%	
Assistant to the Town Manager	\$79,092.13	\$34,812.00	44.01%	
Building Official	\$76,443.39	\$28,727.00	37.58%	
Chief of Police	\$122,003.46	\$71,420.82	58.54%	
Detective/Officer	\$74,232.00	\$43,455.41	58.54%	
Lead Worker	\$51,828.00	\$21,778.13	42.02%	
Lead Worker	\$54,419.43	\$22,867.04	42.02%	
Maint. Worker I	\$46,560.00	\$19,564.51	42.02%	
Maint. Worker II	\$48,912.00	\$21,310.00	43.57%	
Maint. Worker II	\$48,912.00	\$20,552.82	42.02%	
Management Analyst	\$79,038.48	\$32,405.78	41.00%	
Planning & Building Director	\$112,987.83	\$46,325.01	41.00%	
Police Community Service Officer	\$58,860.00	\$34,456.64	58.54%	
Police Corporal/Officer	\$74,232.00	\$43,455.41	58.54%	
Police Dispatcher	\$58,860.00	\$34,456.64	58.54%	
Police Dispatcher	\$58,860.00	\$34,456.64	58.54%	
Police Dispatcher	\$58,860.00	\$34,456.64	58.54%	
Police Dispatcher	\$58,860.00	\$34,456.64	58.54%	
Police Officer	\$61,068.00	\$35,749.21	58.54%	
Police Officer	\$74,232.00	\$43,455.41	58.54%	
Police Officer	\$67,344.00	\$39,423.18	58.54%	
Police Officer	\$64,128.00	\$37,540.53	58.54%	
Police Sergeant	\$86,760.00	\$50,789.30	58.54%	
Police Sergeant	\$86,760.00	\$50,789.30	58.54%	
Police Sergeant	\$86,760.00	\$50,789.30	58.54%	
Public Works Director	\$110,724.96	\$29,131.74	26.31%	
Reception/Front Counter	\$46,032.00	\$18,873.12	41.00%	
Recreation Coordinator	\$31,500.00	\$6,975.00	22.14%	
Senior Accountant	\$77,704.20	\$31,858.72	41.00%	
Senior Planner	\$84,919.75	\$34,817.10	41.00%	
Town Manager	\$125,660.04	\$51,393.00	40.90%	
	\$2,166,553.67	\$1,060,542.08	48.86%	



**TOWN COUNCIL**

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

**SUMMARY**

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	23,057	22,070	21,858	22,070
OPERATING EXPENSES	5,441	5,500	5,861	12,250
<b>TOTAL DEPARTMENT</b>	<b>28,499</b>	<b>27,570</b>	<b>27,719</b>	<b>34,320</b>

**ACTIVITY DESCRIPTION**

The Town Council consist 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 ultimately responsible to the community for the implementation of all programs and services provided by the Town. The Council reviews proposals to meet community needs, initiates action for new programs, and determines the ability of the Town to provide financing for various activities. The Council appoints the Town Manager and the Town Attorney and ratifies the appointment of Department Heads. Appointments are made to Commissions, Boards and Advisory Committees. The Council acts to influence local, regional and state policies favorable to the Town, through various organizations and action groups.

**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

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

**TOWN COUNCIL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
111 - TOWN COUNCIL  
TOWN COUNCIL

EXPENDITURE DETAIL

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DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
<b>PAYROLL AND BENEFITS</b>					
421	TEMP EMPLOYEES	19,281	18,000	18,000	18,000
493	RETIREMENT	3,672	3,800	3,806	3,800
494	MEDICARE MATCH	104	270	52	270
	SUBTOTAL	23,057	22,070	21,858	22,070
<b>OPERATING EXPENSES</b>					
813	OFFICE SUPPLIES	218	250	232	300
815	PRINTING	352	300	170	300
822	STATE LOBBYIST	1,233	1,300	1,157	1,300
842	SPECIAL DEPT SUPPLIES	491	400	506	6,600
861	BUS.MEET/CONF.	2,397	2,500	3,046	3,000
862	DUES & SUBSCRIPTIONS	750	750	750	750
	SUBTOTAL	5,441	5,500	5,861	12,250
	<b>TOTAL DEPARTMENT</b>	<b>28,499</b>	<b>27,570</b>	<b>27,719</b>	<b>34,320</b>

**TOWN TREASURER**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
112 - TOWN COUNCIL  
TOWN TREASURER

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	-	-	-	4,385
OPERATING EXPENSES	-	-	-	750
<b>TOTAL DEPARTMENT</b>	-	-	-	<b>5,135</b>

ACTIVITY DESCRIPTION

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 Town Council on August 6, 2008 established additional duties and authorized compensation for the Town Treasurer.

COMMENTS ON EXPENDITURE DETAIL

- 861 Professional Development
- 862 Professional Trade Journals

POSITIONS	PERSONNEL			
TREASURER	-	-	-	1.00
<b>TOTAL POSITIONS</b>	-	-	-	<b>1.00</b>

TOWN TREASURER

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
111 - TOWN COUNCIL  
TOWN TREASURER

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
		2006-2007	BUDGET	ACTUAL	BUDGET
			2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
<b>PAYROLL AND BENEFITS</b>					
421	TEMP EMPLOYEES	-	-	-	3,600
493	RETIREMENT	-	-	-	760
494	MEDICARE MATCH	-	-	-	25
	SUBTOTAL	-	-	-	4,385
<b>OPERATING EXPENSES</b>					
813	OFFICE SUPPLIES	-	-	-	50
815	PRINTING	-	-	-	100
861	BUS.MEET/CONF.	-	-	-	500
862	DUES & SUBSCRIPTIONS	-	-	-	100
	SUBTOTAL	-	-	-	750
	<b>TOTAL DEPARTMENT</b>	-	-	-	<b>5,135</b>

**INDEPENDENT AUDITOR**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	19,616	22,000	23,130	23,000
<b>TOTAL DEPARTMENT</b>	<b>19,616</b>	<b>22,000</b>	<b>23,130</b>	<b>23,000</b>

ACTIVITY DESCRIPTION

The Town Council hires an independent auditor to annually conduct an audit of Town expenditures and to ensure that the Town conforms to generally accepted accounting procedures and compliance with GASB 34.

COMMENTS ON EXPENDITURE DETAIL

822 Independent auditor contract cost. Includes preparation of annual Town Financial Audit.

**INDEPENDENT AUDITOR**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
116 - INDEPENDENT AUDITOR  
TOWN COUNCIL

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
821	OUTSIDE CONSULTING	-		-	1,000
822	OUTSIDE CONTRACT SVS	19,616	22,000	23,130	22,000
<b>TOTAL DEPARTMENT</b>		<b>19,616</b>	<b>22,000</b>	<b>23,130</b>	<b>23,000</b>

**TOWN ATTORNEY**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	97,675	80,000	98,689	100,000
<b>TOTAL DEPARTMENT</b>	<b>97,675</b>	<b>80,000</b>	<b>98,689</b>	<b>100,000</b>

ACTIVITY DESCRIPTION

The Town Attorney is appointed by the Council on a contract basis and is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in suits, litigation, and hearings; prepares or reviews all ordinances, contracts, and other legal instruments; and renders legal advice and opinions for the Town Council, Town Manager and departments. The Town Attorney attends all regular Council meetings or arranges for a substitute.

COMMENTS ON EXPENDITURE DETAIL

821 Provides fees for Richards Watson & Gershon representation for general legal services. Increase of \$20K over prior year for updating the Town Code and formation of an RDA

**TOWN ATTORNEY**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
121 - TOWN ATTORNEY  
TOWN COUNCIL

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
811	POSTAGE	34	-	-	-
812	REPRODUCTION	327	-	-	-
821	OUTSIDE CONSULTING SVS - RWG	97,313	80,000	98,689	100,000
822	OUTSIDE CONTRACT SVS - BFE	-			
<b>TOTAL DEPARTMENT</b>		<b>97,675</b>	<b>80,000</b>	<b>98,689</b>	<b>100,000</b>

**TOWN MANAGER**

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

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	173,075	183,332	181,941	203,522
OPERATING EXPENSES	40,644	20,100	25,399	39,195
<b>TOTAL DEPARTMENT</b>	<b>213,719</b>	<b>203,432</b>	<b>207,340</b>	<b>242,717</b>

**ACTIVITY DESCRIPTION**

The Town Manager is responsible for carrying out Council policy and directing and coordinating 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 attends all Council meetings unless excused, represents the Town with other jurisdictions subject to Council direction and performs such other duties as may be directed by the Town Council. The Town Manager also serves as the personnel officer and rotates with the Town of San Anselmo as Executive Officer of the Ross Valley Fire Authority.

**COMMENTS ON EXPENDITURE DETAIL**

- 401 Starting in FY 06-07, all of the Assistant to the Town Manager is budgeted under the Town Clerk.
- 401 A Management Analyst (FTE 2 Year Limited Term) working 25% for Town Manager is proposed
- 421 Student Intern requested for implementing the Economic Sustainability Plan is proposed
- 822 Janitorial services allocation (\$1,300).

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
TOWN MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	-	-	-	0.25
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>

TOWN MANAGER

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
211 - TOWN MANAGER  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	122,894	129,500	124,705	140,000
415 ACCRUED VACATION	-	-	-	-
421 TEMP EMPLOYEES	-	-	-	5,000
491 HEALTH INSURANCE	16,167	18,060	18,409	18,060
492 WORKERS COMP.	1,800	3,254	3,254	2,000
493 RETIREMENT	26,141	26,375	27,787	30,000
494 MEDICARE	1,874	1,943	1,834	2,262
496 UNEMPLOYMENT	-	-	-	-
511 TRAVEL/CONF	-	-	2,000	2,000
611 AUTO ALLOWANCE	4,200	4,200	3,952	4,200
SUBTOTAL	173,075	183,332	181,941	203,522
<b>OPERATING EXPENSES</b>				
636 OFFICE EQUIP REPLACEMENT	410	-	50	1,500
711 OFFICE EQUIP MAINT.	-	-	-	100
731 BLDG-GROUNDS MAINT.	4,154	5,000	4,238	5,200
801 WATER	268	300	210	300
802 POWER	1,521	2,300	1,842	2,300
804 TELEPHONE	2,138	2,100	2,851	2,500
811 POSTAGE	562	600	534	300
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,964	1,400	1,520	1,000
815 PRINTING	56	-	77	100
821 OUTSIDE CONSULTING SVS	5,749	1,500	5,666	5,000
822 OUTSIDE CONTRACT SVS	2,147	1,500	2,092	1,500
861 BUS.MEET/CONF.	1,387	1,500	1,495	1,500
862 DUES & SUBSCRIPTIONS	287	1,400	1,512	1,600
871 LIAB. & PROP. INSURANCE	20,000	2,500	3,310	15,795
881 SPECIAL SERVICES	-	-	-	500
SUBTOTAL	40,644	20,100	25,399	39,195
<b>TOTAL DEPARTMENT</b>	<b>213,719</b>	<b>203,432</b>	<b>207,340</b>	<b>242,717</b>

**VOLUNTEERS FOR FAIRFAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
216 - VOLUNTEERS FOR FAIRFAX  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	15,029	18,330	18,196	19,620
OPERATING EXPENSES	3,926	3,650	3,808	2,800
<b>TOTAL DEPARTMENT</b>	<b>18,955</b>	<b>21,980</b>	<b>22,004</b>	<b>22,420</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

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

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

**VOLUNTEERS FOR FAIRFAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
216 - VOLUNTEERS FOR FAIRFAX  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
<b>PAYROLL AND BENEFITS</b>					
401	REGULAR SALARIES	13,834	14,675	14,842	16,000
492	WORKERS COMP.	1,000	340	340	300
493	RETIREMENT	-	3,095	2,802	3,100
494	MEDICARE	195	220	213	220
	SUBTOTAL	15,029	18,330	18,196	19,620
<b>OPERATING EXPENSES</b>					
711	OFFICE EQUIP MAINT.	-	100	-	-
804	TELEPHONE	565	550	943	550
811	POSTAGE	761	750	677	750
812	REPRODUCTION	-	50	-	-
813	OFFICE SUPPLIES	986	1,200	686	500
842	SPECIAL DEPT SUPPLIES	1,613	1,000	1,502	1,000
	SUBTOTAL	3,926	3,650	3,808	2,800
	<b>TOTAL DEPARTMENT</b>	<b>18,955</b>	<b>21,980</b>	<b>22,004</b>	<b>22,420</b>

**RECREATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
217 - RECREATION  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	16,295	20,330	19,483	23,020
<b>TOTAL DEPARTMENT</b>	<b>16,295</b>	<b>20,330</b>	<b>19,483</b>	<b>23,020</b>

ACTIVITY DESCRIPTION

The Park & Recreation Commission recommends policies and recreational activities to the Town Council via the Town Manager. In addition, it coordinates the Easter Egg Hunt, Halloween Parade, Haunted Grove, and Christmas Programs as well as administer other ad hoc programs.

COMMENTS ON EXPENDITURE DETAIL

881 Easter Egg Hunt (\$300), Artist in Residence (\$400), Halloween (\$200)

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

**RECREATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
217 - RECREATION  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
<b>PAYROLL AND BENEFITS</b>					
401	REGULAR SALARIES	13,834	14,675	14,678	15,500
492	WORKERS COMP	1,000	340	340	300
493	RETIREMENT	-	3,095	2,802	3,100
494	MEDICARE	195	220	213	220
	SUBTOTAL	15,029	18,330	18,033	19,120
<b>OPERATING EXPENSES</b>					
804	TELEPHONE	20	500	-	500
811	POSTAGE	-	100	-	2,000
813	OFFICE SUPPLIES	-	200	78	200
821	OUTSIDE CONSULTING SVS	-	300	50	-
881	SPECIAL SERVICES	1,246	900	1,323	1,200
	SUBTOTAL	1,266	2,000	1,451	3,900
	<b>TOTAL DEPARTMENT</b>	<b>16,295</b>	<b>20,330</b>	<b>19,483</b>	<b>23,020</b>

**DISASTER COUNCIL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
218 - DISASTER COUNCIL  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	-	4,000	1,802	3,200
<b>TOTAL DEPARTMENT</b>	-	<b>4,000</b>	<b>1,802</b>	<b>3,200</b>

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and has been recently 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.

COMMENTS ON EXPENDITURE DETAIL

- 811 Postage for an Emergency Information mailer
- 881 Emergency information mailer

**DISASTER COUNCIL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
218 - DISASTER COUNCIL  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
811	POSTAGE	-	1,000	-	200
881	SPECIAL SERVICES	-	3,000	1,802	3,000
	SUBTOTAL	-	4,000	1,802	3,200
	<b>TOTAL DEPARTMENT</b>	-	<b>4,000</b>	<b>1,802</b>	<b>3,200</b>

**TOWN CLERK**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
221 - TOWN CLERK  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	113,476	113,237	112,476	116,691
OPERATING EXPENSES	15,955	15,650	13,110	24,900
<b>TOTAL DEPARTMENT</b>	<b>129,431</b>	<b>128,887</b>	<b>125,586</b>	<b>141,591</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

- 821 Website and Records Management
- 822 Town Code Update

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
TOWN CLERK/ ASST TO MANAGER	0.50	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**TOWN CLERK**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
221 - TOWN CLERK  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	79,708	76,790	76,788	80,629
415 ACCRUED VACATION	-	-	-	-
421 TEMP. EMPLOYEES	1,440	1,500	-	-
461 OVERTIME	500	-	-	-
491 HEALTH INSURANCE	15,299	15,845	16,640	17,112
492 WORKERS COMP.	1,000	1,747	1,747	1,000
493 RETIREMENT	14,463	16,200	16,161	16,700
494 MEDICARE	1,066	1,155	1,140	1,250
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	113,476	113,237	112,476	116,691
<b>OPERATING EXPENSES</b>				
711 OFFICE EQUIP MAINT.	120	300	503	500
731 BLDG-GROUNDS MAINT.	4,154	4,000	4,238	4,000
801 WATER	29	100	-	100
804 TELEPHONE	782	750	1,098	1,000
811 POSTAGE	619	700	460	700
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	2,018	2,000	1,881	1,200
814 LEGAL ADS	-	200	518	500
815 PRINTING	56	100	77	100
821 OUTSIDE CONSULTING SVS	1,876	1,000	881	10,000
822 OUTSIDE CONTRACT SVS	5,834	5,500	2,169	6,000
842 SPECIAL DEPT SUPPLIES	183	200	99	200
861 BUS.MEET/CONF.	130	500	950	300
862 DUES & SUBSCRIPTIONS	155	300	237	300
SUBTOTAL	15,955	15,650	13,110	24,900
<b>TOTAL DEPARTMENT</b>	<b>129,431</b>	<b>128,887</b>	<b>125,586</b>	<b>141,591</b>

**ELECTIONS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
222 - ELECTIONS  
GENERAL ADMINISTRATION

SUMMARY

-----	-----	-----	-----	-----
DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	-	7,400	8,129	8,400
<b>TOTAL DEPARTMENT</b>	-	<b>7,400</b>	<b>8,129</b>	<b>8,400</b>

ACTIVITY DESCRIPTION

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

**ELECTIONS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
222 - ELECTIONS  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>OPERATING EXPENSES</b>				
813 OFFICE SUPPLIES	-	200	23	100
814 LEGAL ADS	-	-	165	600
821 OUTSIDE CONSULTING SVS	-	-	-	-
822 OUTSIDE CONTRACT SVS	-	6,000	7,370	7,700
861 BUS.MEET/CONF.	-	1,200	571	-
<b>TOTAL DEPARTMENT</b>	<b>-</b>	<b>7,400</b>	<b>8,129</b>	<b>8,400</b>

**PERSONNEL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
231 - PERSONNEL  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	6,959	7,700	1,950	6,100
<b>TOTAL DEPARTMENT</b>	<b>6,959</b>	<b>7,700</b>	<b>1,950</b>	<b>6,100</b>

ACTIVITY DESCRIPTION

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

821 Psychological and physical examinations for new employees (\$2,800) and Legal Fees for Personnel Matters

**PERSONNEL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
231 - PERSONNEL  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
-----		-----	2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
814	LEGAL ADS	1,413	2,500	633	1,000
815	PRINTING	-	-	-	-
821	OUTSIDE CONSULTING SVS	5,396	5,000	1,317	5,000
842	SPECIAL DEPT SUPPLIES	150	150	-	100
861	BUS.MEET/CONF.	-	50	-	-
	SUBTOTAL	6,959	7,700	1,950	6,100
	<b>TOTAL DEPARTMENT</b>	<b>6,959</b>	<b>7,700</b>	<b>1,950</b>	<b>6,100</b>

**FINANCE**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	139,571	172,511	187,337	209,200
OPERATING EXPENSES	115,571	76,250	133,573	102,300
<b>TOTAL DEPARTMENT</b>	<b>255,141</b>	<b>248,761</b>	<b>320,909</b>	<b>311,500</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

- 401 Salary for Sr. Accountant, 50% of Administrative Assistant and 50% of Management Analyst.
- 821 Miscellaneous outside services (ie. bank charges, GASB 34 compliance), tax auditing service (\$3,000)
- 822 Payroll Service (\$10,000)
- Accounting software support (\$4,000)
- Mandated cost reimbursement preparation (\$4,000)
- Quarterly Sales Tax audits and reports (\$6,000)
- Janitorial services allocation (\$1,300)
- County Tax Collector's fee for collection of property tax (\$33,000)
- Master Fee Study-Consultant (\$30,000)

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	0.50	0.50	0.50
MANAGEMENT ANALYST	-	-	-	0.50
<b>TOTAL POSITIONS</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>2.00</b>

**FINANCE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
241 - FINANCE  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
401 REGULAR SALARIES	96,205	120,455	135,641	133,000
415 ACCRUED VACATION	1,221	-	-	-
421 TEM. EMPLOYEES	878	-	-	-
461 OVERTIME	1,424	1,500	615	1,000
491 HEALTH INSURANCE	16,360	20,590	21,181	34,000
492 WORKERS COMP.	2,000	2,741	2,741	1,500
493 RETIREMENT	20,163	25,415	25,345	37,000
494 MEDICARE	1,320	1,810	1,813	2,700
SUBTOTAL	139,571	172,511	187,337	209,200
OPERATING EXPENSES				
711 OFFICE EQUIP MAINT.	295	300	167	300
731 BLDG-GROUNDS MAINT.	4,154	4,000	4,238	4,000
801 WATER	-	100	-	100
804 TELEPHONE	1,025	1,000	1,582	1,200
811 POSTAGE	625	700	616	700
813 OFFICE SUPPLIES	1,745	1,750	2,266	1,000
815 PRINTING	854	800	281	700
821 OUTSIDE CONSULTING SVS	44,313	10,000	51,353	10,000
822 OUTSIDE CONTRACT SVS	59,706	53,800	71,496	83,000
861 BUS.MEET/CONF.	1,693	3,500	1,384	1,000
862 DUES & SUBSCRIPTIONS	285	300	222	300
890 MISCELLANEOUS	874	-	(32)	-
SUBTOTAL	115,571	76,250	133,573	102,300
<b>TOTAL DEPARTMENT</b>	<b>255,141</b>	<b>248,761</b>	<b>320,909</b>	<b>311,500</b>

**PLANNING**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	280,436	295,228	303,797	325,580
OPERATING EXPENSES	71,115	104,500	82,913	133,152
<b>TOTAL DEPARTMENT</b>	<b>351,551</b>	<b>399,728</b>	<b>386,710</b>	<b>458,732</b>

ACTIVITY DESCRIPTION

The planning department is responsible for administering the General Plan and Zoning Code; meeting CEQA requirements; providing staff support for the Council, Planning Commission, and Design Review Board. This activity is largely self-supported by the assessment of user fees.

COMMENTS ON EXPENDITURE DETAIL

- 421 Planning Commission Minutes
- 821 Pass Thru Engineering Plan reviews (\$18,000)  
General Plan Update CEQA Compliance
- 822 Janitorial services allocation (\$1,300).  
One-half Fairfax share of Fiscal Year 07/08 Marin Map (\$3,000)

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
PLANNING DIRECTOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

**PLANNING**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
311 - PLANNING  
DEVELOPMENT SERVICES

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	195,218	205,365	209,761	225,000
415 ACCRUED VACATION	-	-	-	1,000
421 TEMP EMPLOYEES	7,973	-	3,534	8,000
461 OVERTIME	1,196	2,000	1,189	1,000
491 HEALTH INSURANCE	31,178	36,905	37,388	40,000
492 WORKERS COMP.	3,502	4,673	4,986	2,500
493 RETIREMENT	38,771	43,205	43,983	45,000
494 MEDICARE	2,597	3,080	2,956	3,080
496 UNEMPLOYMENT	-	-	-	-
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	280,436	295,228	303,797	325,580
<b>OPERATING EXPENSES</b>				
711 OFFICE EQUIP MAINT.	414	750	1,048	1,000
731 BLDG-GROUNDS MAINT.	7,122	7,000	7,266	7,000
801 WATER	-	200	750	200
802 POWER	760	1,000	896	1,200
804 TELEPHONE	1,897	2,000	2,645	2,500
811 POSTAGE	655	1,000	503	1,000
812 REPRODUCTION	65	100	-	-
813 OFFICE SUPPLIES	2,259	1,700	2,431	2,400
814 LEGAL ADS	365	400	50	500
815 PRINTING	383	500	91	600
821 OUTSIDE CONSULTING SVS	40,468	73,000	49,536	100,000
822 OUTSIDE CONTRACT SVS	4,742	4,750	4,613	5,000
842 SPECIAL DEPT SUPPLIES	33	100	527	500
861 BUS.MEET/CONF.	1,513	2,500	2,439	2,600
862 DUES & SUBSCRIPTIONS	440	500	714	750
871 LIAB. & PROP. INSURANCE	10,000	9,000	9,405	7,902
SUBTOTAL	71,115	104,500	82,913	133,152
<b>TOTAL DEPARTMENT</b>	<b>351,551</b>	<b>399,728</b>	<b>386,710</b>	<b>458,732</b>

**BUILDING INSPECTION/PERMITS**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	92,196	101,584	101,564	116,885
OPERATING EXPENSES	36,701	52,225	48,249	51,702
<b>TOTAL DEPARTMENT</b>	<b>128,897</b>	<b>153,809</b>	<b>149,813</b>	<b>168,587</b>

ACTIVITY DESCRIPTION

Building is part of the Planning & Building Department and is staffed by a full-time Building Official who is responsible for the issuance of building permits and the enforcement of codes and regulations, which are designed to maintain minimum health and safety standards. This activity is largely self-supported by the assessment of user fees.

COMMENTS ON EXPENDITURE DETAIL

- 401 Salary for Building Official.
- 722 Fuel and upkeep for Building Official's vehicle.
- 821 Coastland Plan Check & Town Engineer (pass-through, \$25,000).
- 822 Janitorial services allocation (\$1,300).  
Scan building plans (\$1,200).
- 861 Building Official/ICBO meetings.
- 862 Professional membership renewals for Building Official.

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS	PERSONNEL			
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**BUILDING INSPECTION/PERMITS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	67,281	74,220	74,217	80,158
415 ACCRUED VACATION	-	-	-	1,000
421 TEMP. EMPLOYEES	1,043	-	81	7,000
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	8,028	8,900	8,895	9,612
492 WORKERS COMP.	1,500	1,689	1,689	1,000
493 RETIREMENT	13,355	15,660	15,559	17,000
494 MEDICARE	990	1,115	1,124	1,115
<b>SUBTOTAL</b>	<b>92,196</b>	<b>101,584</b>	<b>101,564</b>	<b>116,885</b>
<b>OPERATING EXPENSES</b>				
711 OFFICE EQUIP MAINT.	308	400	50	500
722 VEHICLE MAINTENANCE	4,309	4,100	5,317	5,000
723 COMM EQUIPMENT MAINTENANCE	-	-	-	500
731 BLDG-GROUNDS MAINT.	2,968	3,000	3,027	3,200
801 WATER	-	100	-	100
802 POWER	757	1,000	921	1,200
804 TELEPHONE	1,723	2,000	2,205	2,000
811 POSTAGE	782	800	739.6	800
812 REPRODUCTION	-	100	-	100
813 OFFICE SUPPLIES	751	1,000	1,374	1,200
815 PRINTING	113	200	75	200
821 OUTSIDE CONSULTING SVS	10,344	25,000	22,454	25,000
822 OUTSIDE CONTRACT SVS	1,574	2,500	1,396	2,000
851 CLOTHING	425	425	425	-
861 BUS.MEET/CONF.	2,283	2,000	822	1,500
862 DUES & SUBSCRIPTIONS	367	600	241	500
871 LIAB. & PROP. INSURANCE	10,000	9,000	9,203	7,902
<b>SUBTOTAL</b>	<b>36,701</b>	<b>52,225</b>	<b>48,249</b>	<b>51,702</b>
<b>TOTAL DEPARTMENT</b>	<b>128,897</b>	<b>153,809</b>	<b>149,813</b>	<b>168,587</b>

**POLICE**

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

**SUMMARY**

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	1,995,493	2,179,338	2,196,370	2,319,065
OPERATING EXPENSES	405,242	352,700	269,147	306,270
<b>TOTAL DEPARTMENT</b>	<b>2,400,736</b>	<b>2,532,038</b>	<b>2,465,517</b>	<b>2,625,335</b>

**ACTIVITY DESCRIPTION**

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

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

**COMMENTS ON EXPENDITURE DETAIL**

- 497 Overtime charged to Festival Fund for annual festival.
- 712 Includes Records Management System maintenance contract (\$10,300) 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 (\$21,000) and the Prandi Childrens Center (forensic interview for child victims of violent crimes).
- 862 Includes Lexipol police policy manual updates (\$3,000).
- 889 Booking fees

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
POLICE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	-	1.00	1.00	1.00
SERGEANT	3.00	2.00	2.00	2.00
DETECTIVE / JUVENILE OFFICER	-	-	-	-
CORPORAL	-	2.00	2.00	2.00
POLICE OFFICER	7.00	5.00	5.00	5.00
DISPATCHER	4.25	4.25	4.25	4.25
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>16.25</b>	<b>16.25</b>	<b>16.25</b>	<b>16.25</b>

**POLICE**

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

**EXPENDITURE DETAIL**

<u>DESCRIPTION</u>	<u>ACTUAL 2006-2007</u>	<u>ADOPTED BUDGET 2007-2008</u>	<u>ESTIMATED ACTUAL 2007-2008</u>	<u>PROPOSED BUDGET 2008-2009</u>
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	303,664	286,200	283,693	315,000
402 SAFETY SALARIES	820,333	894,396	901,296	931,546
415 ACCRUED VACATION	7,737	7,000	-	7,000
421 TEMP EMPLOYEES	24,002	29,000	11,649	25,000
461 OVERTIME	148,994	140,000	149,845	158,348
481 HOLIDAY PAY	43,615	44,100	47,787	45,423
491 HEALTH INSURANCE	177,410	201,420	211,202	225,000
492 WORKERS COMP.	(22,555)	26,863	60,252	30,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	471,157	541,450	508,617	573,138
494 MEDICARE	16,825	17,710	18,320	17,710
496 UNEMPLOYMENT	10,003	-	3,709	-
497 FESTIVAL OVERTIME REIMBURSIBLE	(5,691)	(8,800)	-	(9,100)
SUBTOTAL	1,995,493	2,179,338	2,196,370	2,319,065
<b>OPERATING EXPENSES</b>				
641 EQUIPMENT RENTAL	-	-	-	-
711 OFFICE EQUIP MAINT.	3,787	4,500	980	1,500
712 COMPUTER EQUIP MAINT.	21,617	22,000	22,948	22,500
721 FIELD EQUIP MAINT.	2,282	-	303	300
722 VEHICLE MAINTENANCE	30,304	20,000	31,372	34,000
723 COMMUNICATION EQUIP MAINT	676	2,500	3,600	2,500
725 MERA DEBT SERVICE	45,220	47,200	47,192	52,000
726 MERA MEMBERSHIP FEE	30,152	34,900	34,374	35,000
731 BLDG-GROUNDS MAINT.	30,137	27,000	35,558	28,000
801 WATER	1,052	1,300	817	1,300
802 POWER	4,092	5,000	3,853	6,000
804 TELEPHONE	28,841	29,000	24,181	26,000
811 POSTAGE	2,497	2,900	2,325	2,900
812 REPRODUCTION	3,497	3,500	1,642	2,500
813 OFFICE SUPPLIES	834	1,500	2,873	2,000
815 PRINTING	2,716	3,500	2,414	3,000
821 OUTSIDE CONSULTING SVS	186	-	2,587	-
822 OUTSIDE CONTRACT SVS	37,131	33,000	31,436	33,000
841 SMALL TOOLS	273	400	1,042	500
842 SPECIAL DEPT SUPPLIES	6,223	5,000	5,227	5,500
851 CLOTHING	16,049	12,000	10,474	12,000
861 BUS.MEET/CONF.	47	500	485	500
862 DUES & SUBSCRIPTIONS	7,552	6,000	6,982	6,000
871 LIAB. & PROP. INSURANCE	85,614	75,000	(18,759)	7,270
881 SPECIAL SERVICES	15,000	-	-	-
883 P.O.S.T.	11,892	12,000	12,450	12,000
889 BOOKING FEES	17,573	4,000	2,792	10,000
SUBTOTAL	405,242	352,700	269,147	306,270
<b>TOTAL DEPARTMENT</b>	<b>2,400,736</b>	<b>2,532,038</b>	<b>2,465,517</b>	<b>2,625,335</b>

**SPECIAL POLICE EXPENSES**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
412 - SPECIAL POLICE EXPENSES  
PUBLIC SAFETY

SUMMARY

----- DESCRIPTION -----	----- ACTUAL 2006-2007 -----	----- ADOPTED BUDGET 2007-2008 -----	----- ESTIMATED ACTUAL 2007-2008 -----	----- PROPOSED BUDGET 2008-2009 -----
SPECIAL POLICE EXPENSES	5,083	6,300	802	5,300
<b>TOTAL DEPARTMENT</b>	<b>5,083</b>	<b>6,300</b>	<b>802</b>	<b>5,300</b>

ACTIVITY DESCRIPTION  
-----

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

**SPECIAL POLICE EXPENSES**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
412 - SPECIAL POLICE EXPENSES  
PUBLIC SAFETY

EXPENDITURE DETAIL

DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>OPERATING EXPENSES</b>					
926	CLEEP	4,783	6,000	802	5,000
927	SLESF	-	-	-	-
929	RACIAL PROFILING	-	-	-	-
932	STAR PROGRAM	-	-	-	-
933	CERT TRAINING	300	300	-	300
<b>TOTAL DEPARTMENT</b>		<b>5,083</b>	<b>6,300</b>	<b>802</b>	<b>5,300</b>

**ROSS VALLEY FIRE SERVICE**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	1,593,577	1,557,832	1,428,835	1,679,873
<b>TOTAL DEPARTMENT</b>	<b>1,593,577</b>	<b>1,557,832</b>	<b>1,428,835</b>	<b>1,679,873</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

- 493 The Town's share of the RVFD net operating budget is 30.4% of \$5,553,669 or \$1,679,874 for the Town.
- 724 Fire Engine, Turnouts, and Breathing Apparatus lease payments.

**ROSS VALLEY FIRE SERVICE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
421 - ROSS VALLEY FIRE SERVICE  
PUBLIC SAFETY

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
-----		-----	2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
493	RVFS RETIREMENT	338,896	358,860	328,955	395,802
724	RVFS DEBT SERVICE	31,625	22,977	22,977	28,931
731	BUILDINGS & GROUNDS MAINT		-	-	-
871	LIAB. & PROP. INSURANCE	3,500	3,500	2,116	2,906
881	RVFS CONTRACT	1,219,556	1,172,495	1,074,787	1,252,234
<b>TOTAL DEPARTMENT</b>		<b>1,593,577</b>	<b>1,557,832</b>	<b>1,428,835</b>	<b>1,679,873</b>

**PUBLIC WORKS ADMINISTRATION**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	98,726	101,951	90,253	127,600
OPERATING EXPENSES	16,404	16,750	39,748	22,950
<b>TOTAL DEPARTMENT</b>	<b>115,130</b>	<b>118,701</b>	<b>130,001</b>	<b>150,550</b>

ACTIVITY DESCRIPTION

The Public Works Department has the overall responsibility for the development and implementation of the Town's Capital Improvement Program, maintenance of the street lighting and traffic signals, maintenance and repair of the Town's buildings and facilities, park maintenance, and management of the Storm Water Pollution Prevention Program. Staffing includes the Director of Public Works.

COMMENTS ON EXPENDITURE DETAIL

- 401 Includes 25% of the Management Analyst position to work on FEMA, grants and PWD administration
- 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 (\$3,000)

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
MANAGEMENT ANALYST	-	-	-	0.25
<b>TOTAL POSITIONS</b>	<b>1.50</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>

**PUBLIC WORKS ADMINISTRATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
510 - PUBLIC WORKS ADMINISTRATION  
PUBLIC WORKS

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	97,324	100,665	51,660	133,000
415 ACCRUED VACATION	-	-	-	-
TEMP EMPLOYEES	-	-	30,274	-
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	2,683	3,490	3,815	4,560
492 WORKERS COMP.	2,000	2,291	2,291	2,000
493 RETIREMENT	19,337	20,995	10,102	26,040
494 MEDICARE	1,515	1,510	1,128	2,000
497 PAYROLL TRANSFER	(24,133)	(27,000)	(9,018)	(40,000)
SUBTOTAL	98,726	101,951	90,253	127,600
<b>OPERATING EXPENSES</b>				
711 OFFICE EQUIP MAINT.	180	300	501	500
731 BLDG-GROUNDS MAINT.	3,942	3,750	3,027	3,750
801 WATER	-	100	-	-
804 TELEPHONE	1,196	1,500	344	1,000
811 POSTAGE	556	600	504	600
813 OFFICE SUPPLIES	-	500	278	300
815 PRINTING	35	300	274	300
821 OUTSIDE CONSULTING SVS	6,043	5,000	29,791	7,500
822 OUTSIDE CONTRACT SVS	3,228	3,000	3,216	7,000
842 SPECIAL DEPT SUPPLIES	-	200	372	1,000
861 BUS.MEET/CONF.	1,225	1,000	841	1,000
862 DUES & SUBSCRIPTIONS	-	500	600	-
SUBTOTAL	16,404	16,750	39,748	22,950
<b>TOTAL DEPARTMENT</b>	<b>115,130</b>	<b>118,701</b>	<b>130,001</b>	<b>150,550</b>

**STREET MAINTENANCE**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	205,958	199,712	214,914	202,095
OPERATING EXPENSES	146,444	159,700	109,962	161,854
<b>TOTAL DEPARTMENT</b>	<b>352,401</b>	<b>359,412</b>	<b>324,875</b>	<b>363,949</b>

ACTIVITY DESCRIPTION

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

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 barricades signs, etc...

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS	PERSONNEL			
MAINT. LEADWORKER	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
<b>TOTAL POSITIONS</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**STREET MAINTENANCE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
511 - STREET MAINTENANCE  
PUBLIC WORKS

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	136,558	140,292	131,380	140,000
421 TEMP. EMPLOYEES	-	-	149	-
461 OVERTIME	214	500	1,411	1,000
491 HEALTH INSURANCE	37,158	25,694	43,091	29,500
492 WORKERS COMP.	4,742	3,192	10,345	6,395
493 RETIREMENT	26,879	28,729	27,064	25,000
494 MEDICARE	1,158	2,104	1,473	1,000
497 FESTIVAL OVERTIME REIMBURSIBLE	(750)	(800)	-	(800)
SUBTOTAL	205,958	199,712	214,914	202,095
<b>OPERATING EXPENSES</b>				
641 EQUIPMENT RENTAL	142	1,000	69	1,000
721 FIELD EQUIP MAINT.	884	2,500	1,998	2,500
722 VEHICLE MAINTENANCE	33,953	30,000	30,622	42,000
723 COMMUNICATION EQUIP MAINT	4,091	2,000	-	-
731 BLDG-GROUNDS MAINT.	4,763	5,000	4,844	5,000
801 WATER	13	700	-	700
802 POWER	2,445	2,500	2,245	2,500
803 DUMP FEES	1,210	1,500	600	1,000
804 TELEPHONE	796	900	1,589	1,800
813 OFFICE SUPPLIES	882	1,000	1,522	1,000
821 OUTSIDE CONSULTING SVS	18,905	25,000	23,906	83,000
841 SMALL TOOLS	626	500	882	1,000
842 SPECIAL DEPT SUPPLIES	25,609	25,000	21,038	10,000
851 CLOTHING	1,738	2,000	1,275	1,000
861 TRAVEL/TOLLS	98	100	8	100
871 LIAB. & PROP. INSURANCE	50,274	60,000	19,363	9,254
931 BLDGS & LAND	14	-	-	-
SUBTOTAL	146,444	159,700	109,962	161,854
<b>TOTAL DEPARTMENT</b>	<b>352,401</b>	<b>359,412</b>	<b>324,875</b>	<b>363,949</b>

**STREET LIGHTING & TRAFFIC SIGNALS**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	53,517	57,800	56,271	60,600
<b>TOTAL DEPARTMENT</b>	<b>53,517</b>	<b>57,800</b>	<b>56,271</b>	<b>60,600</b>

ACTIVITY DESCRIPTION

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

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.

**STREET LIGHTING & TRAFFIC SIGNALS**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

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

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
802	POWER	31,254	32,000	29,361	35,000
821	OUTSIDE CONSULTING SVS	21,124	25,000	26,310	25,000
822	OUTSIDE CONTRACT SVS	1,140	800	600	600
<b>TOTAL DEPARTMENT</b>		<b>53,517</b>	<b>57,800</b>	<b>56,271</b>	<b>60,600</b>

**STORM DAMAGE**

FUND: 01 - GENERAL FUND  
ACTIVITY: 513 - STORM DAMAGE  
RESPONSIBILITY: PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	-	5,000	2,247	-
<b>TOTAL DEPARTMENT</b>	-	<b>5,000</b>	<b>2,247</b>	-

ACTIVITY DESCRIPTION

This activity provides an account to charge costs related to storm damage. A minimal amount is budgeted each year and actual costs incurred during the emergency are run through this activity. This allows the ability to keep track of expenses for purposes of requesting State and Federal reimbursement.

COMMENTS ON EXPENDITURE DETAIL

842 Purchase of sand bags, barracades and sand in event of winter flooding.  
Represents expenditures for annual storm preparation each year

**STORM DAMAGE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
513 - STORM DAMAGE  
PUBLIC WORKS

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>OPERATING EXPENSES</b>				
421 TEMP EMPLOYEES	-	-	-	-
461 OVERTIME	-	-	-	-
641 EQUIPMENT RENTAL	-	-	-	-
722 VEHICLE MAINTENANCE	-	-	-	-
803 DUMP FEES	-	-	-	-
811 POSTAGE	-	-	98	-
821 OUTSIDE CONSULTING SVS	-	-	1,998	-
842 SPECIAL DEPT SUPPLIES	-	5,000	150	-
<b>TOTAL DEPARTMENT</b>	-	<b>5,000</b>	<b>2,247</b>	-

**POLLUTION PREVENTION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
514 - POLLUTION PREVENTION  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	19,880	20,000	19,880	20,000
<b>TOTAL DEPARTMENT</b>	<b>19,880</b>	<b>20,000</b>	<b>19,880</b>	<b>20,000</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

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

**POLLUTION PREVENTION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
514 - POLLUTION PREVENTION  
PUBLIC WORKS

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
-----		-----	2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
822	OUTSIDE CONTRACT SVS	19,880	20,000	19,880	20,000
<b>TOTAL DEPARTMENT</b>		<b>19,880</b>	<b>20,000</b>	<b>19,880</b>	<b>20,000</b>

**STORM DAMAGE - TOWN HALL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
515 - STORM DAMAGE, TOWN HALL  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	5,307	-	(5,307)	-
<b>TOTAL DEPARTMENT</b>	<b>5,307</b>	<b>-</b>	<b>(5,307)</b>	<b>-</b>

ACTIVITY DESCRIPTION

This account was created in Fiscal Year 05-06 to track 12/31/05 flood expenditures for Town Hall damage. For FY 06-07 and forward, Fund 52 will track these expenses.

**STORM DAMAGE - TOWN HALL**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
515 - STORM DAMAGE, TOWN HALL  
PUBLIC WORKS

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
821	OUTSIDE CONSULTING SVS	5,307	-	(5,307)	-
842	SPECIAL DEPT SUPPLIES	-	-	-	-
<b>TOTAL DEPARTMENT</b>		<b>5,307</b>	<b>-</b>	<b>(5,307)</b>	<b>-</b>

**STORM DAMAGE - YOUTH CENTER**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
516 - STORM DAMAGE, YOUTH CENTER  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

ACTIVITY DESCRIPTION

This account was created in Fiscal Year 05-06 to track 12/31/05 flood expenditures to Youth Center damage. For FY 06-07, Fund 52 was created to track these expenses.

**STORM DAMAGE - YOUTH CENTER**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
516 - STORM DAMAGE, YOUTH CENTER  
PUBLIC WORKS

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
821	OUTSIDE CONSULTING SVS	-	-	-	-
842	SPECIAL DEPT SUPPLIES	-	-	-	-
<b>TOTAL DEPARTMENT</b>		-	-	-	-

**STORM DAMAGE - FIRE STATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
517 - STORM DAMAGE, FIRE STATION  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	1,577	-	(1,577)	-
<b>TOTAL DEPARTMENT</b>	<b>1,577</b>	<b>-</b>	<b>(1,577)</b>	<b>-</b>

ACTIVITY DESCRIPTION

This account was created in Fiscal Year 05-06 to track 12/31/05 flood expenditures related to Fire Station damage. For FY 06-07, Fund 52 was created to track these expenses.

**STORM DAMAGE - FIRE STATION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
517 - STORM DAMAGE, FIRE STATION  
PUBLIC WORKS

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
OPERATING EXPENSES		-----	2007-2008	2007-2008	2008-2009
-----					
821	OUTSIDE CONSULTING SVS	1,577	-	(1,577)	-
<b>TOTAL DEPARTMENT</b>		<b>1,577</b>	<b>-</b>	<b>(1,577)</b>	<b>-</b>

**STORM DAMAGE - FEMA 4/11/06**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
518 - STORM DAMAGE, FEMA 4/11/06  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

ACTIVITY DESCRIPTION

This account was created in Fiscal Year 05-06 to track expenditures related to the April 11 and 12, 2006 storm.

**STORM DAMAGE - FEMA 4/11/06**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
518 - STORM DAMAGE, FEMA 4/11/06  
PUBLIC WORKS

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES				
821 OUTSIDE CONSULTING SVS	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

**STORM DAMAGE - FEMA 4/11/06**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
520 - FEMA CIP PROJECTS  
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	2,394	-	18,116	-
<b>TOTAL DEPARTMENT</b>	<b>2,394</b>	-	<b>18,116</b>	-

ACTIVITY DESCRIPTION

This account was created in Fiscal Year 05-06 to track expenditures related to the April 11 and 12, 2006 storm.

**STORM DAMAGE - FEMA 4/11/06**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
520 - FEMA CIP PROJECTS  
PUBLIC WORKS

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES				
821 OUTSIDE CONSULTING SVS	2,394	-	18,116	-
<b>TOTAL DEPARTMENT</b>	<b>2,394</b>	-	<b>18,116</b>	-

**PARK MAINTENANCE**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	65,356	66,354	67,025	72,310
OPERATING EXPENSES	31,175	38,200	35,404	61,895
<b>TOTAL DEPARTMENT</b>	<b>96,531</b>	<b>104,554</b>	<b>102,429</b>	<b>134,205</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

- 497 Overtime charged to Festival Fund for annual festival.
- 801 Includes \$1,000 for water supply to playground waterplay.
- 821 This account primarily covers the cost of outside contractors to perform tree trimming and replacement of dead or inappropriate sidewalk trees.
- 842 Includes portion of cost for new water play feature to replace existing (split fiscal years). Total cost is \$6,000.
- 931 Fence repairs at all town parks.

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
MAINT. WORKER II	1.00	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**PARK MAINTENANCE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
611 - PARK MAINTENANCE  
PARK & FACILITY MAINTENANCE

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	44,962	46,550	46,584	51,000
415 ACCRUED VACATION	-	-	-	-
491 HEALTH INSURANCE	8,076	8,565	8,873	9,250
492 WORKERS COMP.	2,900	1,059	1,059	1,000
493 RETIREMENT	9,030	9,830	9,789	10,350
494 MEDICARE	677	700	721	710
497 FESTIVAL OVERTIME REIMBURSIBLE	(288)	(350)	-	-
SUBTOTAL	65,356	66,354	67,025	72,310
<b>OPERATING EXPENSES</b>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	-	-	1,000
641 EQUIPMENT RENTAL	283	500	128	500
721 FIELD EQUIP MAINT.	413	500	-	500
722 VEHICLE MAINTENANCE	339	1,000	820	2,000
801 WATER	10,919	9,000	13,233	15,000
802 POWER	5,240	5,500	3,914	5,000
821 OUTSIDE CONSULTING SVS	509	5,000	3,500	13,000
841 SMALL TOOLS	-	2,000	2,000	1,000
842 SPECIAL DEPT SUPPLIES	10,947	9,000	6,384	7,500
851 CLOTHING	425	500	425	500
871 LIAB. & PROP. INSURANCE	2,000	5,000	5,000	15,795
881 SPECIAL SERVICES	100	200	-	100
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	31,175	38,200	35,404	61,895
<b>TOTAL DEPARTMENT</b>	<b>96,531</b>	<b>104,554</b>	<b>102,429</b>	<b>134,205</b>

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

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	19,825	17,371	18,041	20,220
OPERATING EXPENSES	31,330	39,000	29,544	38,568
<b>TOTAL DEPARTMENT</b>	<b>51,155</b>	<b>56,371</b>	<b>47,585</b>	<b>58,788</b>

ACTIVITY DESCRIPTION

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

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.
- 821 Includes new windows in bathroom and kitchen for FY 08/09
- 842 Repainting and exterior repairs.
- 842 Includes landscaping

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS	PERSONNEL			
LEAD WORKER	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

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

FUND:  
ACTIVITY:  
RESPONSIBILITY:

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	12,109	12,340	12,667	14,000
415 ACCRUED VACATION	-	-	-	-
491 HEALTH INSURANCE	2,110	2,145	2,444	2,320
492 WORKERS COMP.	3,236	281	281	1,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	2,369	2,605	2,649	2,900
SUBTOTAL	19,825	17,371	18,041	20,220
<b>OPERATING EXPENSES</b>				
731 BLDG-GROUNDS MAINT.	-	-	-	-
801 WATER	575	500	213	500
802 POWER	7,884	9,000	10,923	10,000
804 TELEPHONE	60	300	27	300
821 OUTSIDE CONSULTING SVS	496	500	2,000	1,000
822 OUTSIDE CONTRACT SVS	11,022	15,000	6,390	15,000
841 SMALL TOOLS	-	500	-	500
842 SPECIAL DEPT SUPPLIES	2,287	8,000	2,103	4,000
851 CLOTHING	106	200	106	200
871 LIAB. & PROP. INSURANCE	8,900	5,000	7,782	7,068
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	31,330	39,000	29,544	38,568
<b>TOTAL DEPARTMENT</b>	<b>51,155</b>	<b>56,371</b>	<b>47,585</b>	<b>58,788</b>

**RENTAL FACILITIES - PAVILION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	19,243	17,371	17,577	20,220
OPERATING EXPENSES	20,041	17,200	17,081	19,068
<b>TOTAL DEPARTMENT</b>	<b>39,284</b>	<b>34,571</b>	<b>34,658</b>	<b>39,288</b>

ACTIVITY DESCRIPTION

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

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.

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
POSITIONS		PERSONNEL		
LEAD WORKER	0.25	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**RENTAL FACILITIES - PAVILION**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	11,811	12,340	12,667	14,000
415 ACCRUED VACATION	-	-	-	-
491 HEALTH INSURANCE	1,826	2,145	1,980	2,320
492 WORKERS COMP.	3,236	281	281	1,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	2,369	2,605	2,649	2,900
SUBTOTAL	19,243	17,371	17,577	20,220
<b>OPERATING EXPENSES</b>				
801 WATER	62	300	-	300
802 POWER	349	1,000	323	1,000
804 TELEPHONE	327	500	325	500
821 OUTSIDE CONSULTING SVS	3,276	2,000	268	-
822 OUTSIDE CONTRACT SVS	6,048	7,000	7,699	8,000
842 SPECIAL DEPT SUPPLIES	1,373	1,200	3,359	2,000
851 CLOTHING	106	200	106	200
871 LIAB. & PROP. INSURANCE	8,500	5,000	5,000	7,068
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	20,041	17,200	17,081	19,068
<b>TOTAL DEPARTMENT</b>	<b>39,284</b>	<b>34,571</b>	<b>34,658</b>	<b>39,288</b>

**MISCELLANEOUS**

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	160,767	197,760	153,585	174,000
TRANSFERS	68,275	543,418	543,418	34,874
<b>TOTAL DEPARTMENT</b>	<b>229,042</b>	<b>741,178</b>	<b>697,003</b>	<b>208,874</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

- 822 Share of county-wide contract with Humane Society for Animal Control Services (\$70,187)  
 Transportation Authority of Marin pro-rata share (\$12,357), LAFCO charges (\$2,872)  
 Contribution for OES- Emergency Service Specialist (\$4,328)  
 Share of Marin Telecommunications Agency (\$18,352)  
 ABAG membership (\$1,800), League of California Cities membership (\$3,953)  
 Chamber of Commerce membership (\$250), ICLEI membership (\$600)
- 842 Employee recognition awards (\$300)
- 881 Donations to outside agencies:
  1. Rape Crisis Center (\$2,000)
  2. Whistle Stop Meals on Wheels (\$500)
  3. Sober Graduation (\$500)
  4. Chamber of Commerce (\$1000)
  5. Mediation Services (\$1,700)
  6. Marin Renters Rebate (\$3,328)
- 891 Allocation for flood-related claims. The Town's self-insured retention is \$50,000 through the Bay Cities Risk Authority. No payment was required toward the self-insured retention for the flood class action lawsuits in FY 06-07.

MISCELLANEOUS

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>OPERATING EXPENSES</b>				
822 OUTSIDE CONTRACT SVS	4,523	120,000	23,265	10,000
822 CONTRACTED SVCS	101,128		100,486	125,000
842 SPECIAL DEPT SUPPLIES	34	300	2,338	4,000
861 BUS.MEET/CONF.	-	-	-	-
881 SPECIAL SERVICES	7,528	9,050	9,879	10,000
891 CLAIMS - FLOOD SETTLEMENTS	1,991	25,000	2,446	25,000
895 TRAN INTEREST	45,564	43,410	15,171	-
SUBTOTAL	160,767	197,760	153,585	174,000
<b>TRANSFERS OUT</b>				
902 TRANSFER TO 02-DRY PERIOD FROM CARRY	-	141,944	141,944	-
903 TRANSFER TO 03-EQUIPMENT REPLACEMEN	-	-	-	-
911 TRANSFER TO 11-RECREATION	18,000	18,000	18,000	18,000
950 TRANSFER TO 50-CREEK REST. (PW ADMIN)	2,275	1,400	1,400	-
950 TRANSFER TO 50-CREEK REST. FROM CARRYOVER	-	110,074	110,074	-
951 TRANSFER TO 51-CIP, GRANTS (RAINY DAY F	-	-	-	16,874
951 TRANSFER TO 51-CIP, GRANTS (PW ADMIN)	-	-	-	-
952 TRANSFER TO 52-CIP, TOWN, UPPER SCENIC FROM CARRYOV	-	100,000	100,000	-
953 TRANSFER TO 53-CIP, TOWN (UUT ENERGY EFFICIENCY)	-	114,000	114,000	-
953 TRANSFER TO 53-CIP, TOWN, GARBAGE ROA	48,000	48,000	48,000	-
953 TRANSFER TO 53-CIP, TOWN, BUS SHELTER FROM CARRYOVE	-	10,000	10,000	-
955 TRANSFER TO 55- MEASURE K (PW ADMIN)	-	-	-	-
961 TRANSFER TO 11 -RECREATION	-	-	-	-
SUBTOTAL	68,275	543,418	543,418	34,874
<b>TOTAL DEPARTMENT</b>	<b>229,042</b>	<b>741,178</b>	<b>697,003</b>	<b>208,874</b>

891 - Claim settlements estimate of \$25,000  
 Self-insured retention is \$50,000 through  
 Bay Cities JPA.  
 895 - Tax and Revenue Anticipation Notes Interest

**BUILDING MAINTENANCE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
911 - BUILDING MAINTENANCE  
BUILDING MAINTENANCE

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
PAYROLL AND BENEFITS	36,899	34,937	37,846	38,209
NET ALLOCATED EXPENSES	(31,011)	(36,375)	(33,405)	(38,209)
<b>TOTAL DEPARTMENT</b>	<b>5,888</b>	<b>(1,438)</b>	4,441	-

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.

COMMENTS ON EXPENDITURE DETAIL

- 822 Sewer service charge for buildings paid to Ross Valley Sanitary District (\$1,200), pest control (\$600), pigeon proofing at the Police Department (\$2,000), and electrical repairs at the Youth Center (\$500).
- 842 Supplies needed for upkeep of town-owned buildings

POSITIONS	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
		PERSONNEL		
LEAD WORKER	0.50	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>0.50</b>	<b>0.50</b>	0.50	0.50

**BUILDING MAINTENANCE**

FUND:  
ACTIVITY:  
RESPONSIBILITY:

01 - GENERAL FUND  
911 - BUILDING MAINTENANCE  
BUILDING MAINTENANCE

EXPENDITURE DETAIL

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>PAYROLL AND BENEFITS</b>				
401 REGULAR SALARIES	23,619	24,680	25,777	27,148
415 ACCRUED VACATION	-	-	-	-
461 OVERTIME	305	500	1,785	500
491 HEALTH INSURANCE	3,937	4,285	4,424	4,630
492 WORKERS COMP.	4,400	562	562	500
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	4,739	5,210	5,299	5,731
497 FESTIVAL OVERTIME REIMBURSIBLE	(102)	(300)	-	(300)
SUBTOTAL	36,899	34,937	37,846	38,209
<b>OPERATING EXPENSES</b>				
721 FIELD EQUIP MAINT.	-	500	329	500
731 BLDG-GROUNDS MAINT.	(59,350)	(56,875)	(60,548)	(62,150)
821 OUTSIDE CONSULTING SVS	8,510	5,000	12,139	10,941
822 OUTSIDE CONTRACT SVS	7,886	4,500	5,561	-
842 SPECIAL DEPT SUPPLIES	5,149	5,000	5,828	12,000
851 CLOTHING	638	500	213	500
931 BLDGS & LAND	6,157	5,000	3,073	-
SUBTOTAL	(31,011)	(36,375)	(33,405)	(38,209)
<b>TOTAL DEPARTMENT</b>	<b>5,888</b>	<b>(1,438)</b>	<b>4,441</b>	<b>-</b>

**DRY PERIOD FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

02 - DRY PERIOD FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

ACTIVITY DESCRIPTION

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

**DRY PERIOD FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

02 - DRY PERIOD FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	-	-	-

**EQUIPMENT/VEHICLE REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

03 - EQUIPMENT REPLACEMENT  
923 - EQUIPMENT REPLACEMENT  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	87,720	62,751	72,677	60,000
<b>TOTAL DEPARTMENT</b>	<b>87,720</b>	<b>62,751</b>	<b>72,677</b>	<b>60,000</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

921 Payment on the lease of 1 PW truck, 3 police cars, fully equipped, plus 1 parking utility vehicle originally purchased in FY 06-07 (\$31,797 + \$10,006). Plus 6 CF-30Toughbooks for the PD cars (\$16,000)

**EQUIPMENT/VEHICLE REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

03 - EQUIPMENT REPLACEMENT  
923 - EQUIPMENT REPLACEMENT  
NON DEPARTMENTAL

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
CAPITAL OUTLAY					
921	FIELD EQUIP.	87,720	62,751	72,677	
<b>TOTAL DEPARTMENT</b>		<b>87,720</b>	<b>62,751</b>	<b>72,677</b>	<b>-</b>

**BUILDING AND PLANNING**

FUND:  
ACTIVITY:  
RESPONSIBILITY

04 -BUILDING & PLANNING FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	379,950	309,750	309,750	293,250
<b>TOTAL DEPARTMENT</b>	<b>379,950</b>	<b>309,750</b>	<b>309,750</b>	<b>293,250</b>

ACTIVITY DESCRIPTION

This activity is used to transfer all Fund 04 revenues to the General Fund  
953 - \$82,000 transfer represents construction road impact fee

**BUILDING AND PLANNING**

FUND:  
ACTIVITY:  
RESPONSIBILITY

04 -BUILDING & PLANNING FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	297,950	249,750	249,750	293,250
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN	82,000	60,000	60,000	-
<b>TOTAL DEPARTMENT</b>	<b>379,950</b>	<b>309,750</b>	<b>309,750</b>	<b>293,250</b>

**COMMUNICATION EQUIPMENT REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	18,562	10,000	9,833	-
<b>TOTAL DEPARTMENT</b>	<b>18,562</b>	<b>10,000</b>	<b>9,833</b>	<b>-</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

**COMMUNICATION EQUIPMENT REPLACEMENT**

FUND:  
ACTIVITY:  
RESPONSIBILITY

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

EXPENDITURE DETAIL

		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY					
910	COMMUNICATION EQUIP	18,562	10,000	9,833	-
<b>TOTAL DEPARTMENT</b>		<b>18,562</b>	<b>10,000</b>	<b>9,833</b>	<b>-</b>

**RETIREMENT FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

06 - RETIREMENT FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	994,513	1,100,940	1,100,940	1,198,321
<b>TOTAL DEPARTMENT</b>	<b>994,513</b>	<b>1,100,940</b>	<b>1,100,940</b>	<b>1,198,321</b>

ACTIVITY DESCRIPTION

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

**RETIREMENT FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

06 - RETIREMENT FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY				
901 TRANSFER TO 01-GENERAL FUND	994,513	1,100,940	1,100,940	1,198,321
<b>TOTAL DEPARTMENT</b>	<b>994,513</b>	<b>1,100,940</b>	<b>1,100,940</b>	<b>1,198,321</b>

**SPECIAL POLICE FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

07 - SPECIAL POLICE FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	108,000	100,000	100,000	-
<b>TOTAL DEPARTMENT</b>	<b>108,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

ACTIVITY DESCRIPTION

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

**SPECIAL POLICE FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

07 - SPECIAL POLICE FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
901	TRANSFER TO 01-GENERAL FUND	108,000	100,000	100,000	-
<b>TOTAL DEPARTMENT</b>		<b>108,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

**OFFICE EQUIPMENT REPLACEMENT**

FUND:  
DEPARTMENT:  
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	14,738	10,000	5,561	6,000
<b>TOTAL DEPARTMENT</b>	<b>14,738</b>	<b>10,000</b>	<b>5,561</b>	<b>6,000</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

**OFFICE EQUIPMENT REPLACEMENT**

FUND:  
DEPARTMENT:  
RESPONSIBILITY

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

EXPENDITURE DETAIL

DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY					
911	OFFICE EQUIPMENT	14,738	10,000	5,561	6,000
<b>TOTAL DEPARTMENT</b>		<b>14,738</b>	<b>10,000</b>	<b>5,561</b>	<b>6,000</b>

**YOUTH CENTER**

FUND:  
ACTIVITY:  
RESPONSIBILITY

11 - RECREATION  
624 - YOUTH CENTER  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	18,000	18,000	18,000	19,000
<b>TOTAL DEPARTMENT</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>19,000</b>

ACTIVITY DESCRIPTION

The Town of Fairfax contributes to the operation of an after school and summer activity program for youth. The program is operated through a contract with Community Action Marin(CAM). With the passage of Measure F, the Town has committed to contribute to the annual operation up to \$18,000 within certain operational guidelines.

**YOUTH CENTER**

FUND:  
ACTIVITY:  
RESPONSIBILITY

11 - RECREATION  
624 - YOUTH CENTER  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>OPERATING EXPENSES</b>				
842 SPECIAL DEPT SUPPLIES	-	-	-	1,000
821 OUTSIDE CONSULTING SVS	18,000	18,000	18,000	18,000
<b>TOTAL DEPARTMENT</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>19,000</b>

**FAIRFAX FESTIVAL**

FUND:  
ACTIVITY:  
RESPONSIBILITY

12 - FAIRFAX FESTIVAL  
622 - FAIRFAX FESTIVAL  
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES	30,237	23,750	26,710	25,000
<b>TOTAL DEPARTMENT</b>	<b>30,237</b>	<b>23,750</b>	<b>26,710</b>	<b>25,000</b>

ACTIVITY DESCRIPTION

**FAIRFAX FESTIVAL**

FUND:  
ACTIVITY:  
RESPONSIBILITY

12 - FAIRFAX FESTIVAL  
622 - FAIRFAX FESTIVAL  
GENERAL ADMINISTRATION

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
OPERATING EXPENSES					
497	POLICE & PW OVERTIME	6,831	10,250	-	11,000
882	OTHER FESTIVAL EXPENSE	23,406	13,500	26,710	14,000
<b>TOTAL DEPARTMENT</b>		<b>30,237</b>	<b>23,750</b>	<b>26,710</b>	<b>25,000</b>

ACTIVITY DESCRIPTION

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

**MEASURE F - MUNICIPAL SVS TAX FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	579,060	465,000	465,000	465,000
<b>TOTAL DEPARTMENT</b>	<b>579,060</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>

ACTIVITY DESCRIPTION

This activity is used to transfer Measure F revenues to various funds in support of public safety, youth program, public works safety programs, and matching grants.  
FY06-07 amount reflects carryover funding from FY05-06 for Public Works matching grants and safety projects.

**MEASURE F - MUNICIPAL SVS TAX FUND**

FUND:  
ACTIVITY:  
RESPONSIBILITY

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2006-2007	BUDGET 2007-2008	ACTUAL 2007-2008	BUDGET 2008-2009
<b>TRANSFERS</b>				
901 TRANSFER TO 01-GENERAL FUND	281,000	348,638	348,638	348,000
950 TRANSFER TO 50-CREEK RESTOR. OLEMA	109,932	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	110,628	21,162	21,162	68,000
953 TRANSFER TO 53-CIP, TOWN	77,500	95,200	95,200	49,000
<b>TOTAL DEPARTMENT</b>	<b>579,060</b>	<b>465,000</b>	<b>465,000</b>	<b>465,000</b>

**GAS TAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY

21 - GAS TAX FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
TRANSFERS	207,888	144,500	144,500	212,400
<b>TOTAL DEPARTMENT</b>	<b>207,888</b>	<b>144,500</b>	<b>144,500</b>	<b>212,400</b>

ACTIVITY DESCRIPTION

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

**GAS TAX**

FUND:  
ACTIVITY:  
RESPONSIBILITY

21 - GAS TAX FUND  
715 - MISCELLANEOUS  
NON DEPARTMENTAL

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
-----		-----	2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
TRANSFERS					
901	TRANSFER TO 01-GENERAL FUND	142,888	144,500	144,500	144,500
951	TRANSFER TO 51-CIP, GRANTS	-	-	-	67,900
953	TRANSFER TO 53-CIP, ROAD I	65,000	-	-	-
<b>TOTAL DEPARTMENT</b>		<b>207,888</b>	<b>144,500</b>	<b>144,500</b>	<b>212,400</b>

**MEASURE K DEBT SERVICE SERVICE FUNDS**

FUND:  
ACTIVITY:  
RESPONSIBILITY

41, 42 AND 43 - DEBT SERVICE FUNDS  
716 - MEASURE K DEBT SERVICE  
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
DEBT SERVICE	491,418	466,384	413,134	475,081
<b>TOTAL DEPARTMENT</b>	<b>491,418</b>	<b>466,384</b>	<b>413,134</b>	<b>475,081</b>

ACTIVITY DESCRIPTION

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

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

MEASURE K DEBT SERVICE SERVICE FUNDS

FUND:  
ACTIVITY:  
RESPONSIBILITY

41, 42 AND 43 - DEBT SERVICE FUNDS  
716 - MEASURE K DEBT SERVICE  
NON DEPARTMENTAL

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2006-2007	BUDGET 2007-2008	ACTUAL 2007-2008	BUDGET 2008-2009
<b>OPERATING EXPENSES</b>				
995 PRINCIPAL - 2000 SERIES	20,000	25,000	25,000	30,000
996 INTEREST - 2000 SERIES	118,103	116,921	116,921	116,266
995 PRINCIPAL - 2002 SERIES	30,000	35,000	35,000	40,000
996 INTEREST - 2002 SERIES	144,015	142,813	142,813	142,165
995 PRINCIPAL - 2006 SERIES	-	55,000	-	55,000
996 INTEREST - 2006 SERIES	45,570	91,650	91,650	91,650
994 BOND ISSUE COSTS	133,730	-	-	-
871 INSURANCE			1,750	
<b>TOTAL DEPARTMENT</b>	<b>491,418</b>	<b>466,384</b>	<b>413,134</b>	<b>475,081</b>



# TOWN OF FAIRFAX

## 2008-2009 Operating and Capital Improvement Final Budget





TOWN OF FAIRFAX

TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2008/09

Account No.	PROJECT	Project Phase	Estimated Total Project Costs	Expenditures to Date	Requested Funds for FY 2008/09	FEMA	Federal / State Funding	Measure F 06/07	Measure F 08/09	Measure A County Sales Tax	NonSpecified Transportation Grant Funding	Measure K	Road Impacts Fees/general Funds/Gas Tax	Utility Tax	County of Marin Special Funds	2002 Parks Bond Act	MMWD Watershed Grant	Fairfax Creek Restoration Mitigation Fund	Fairfax Creek Rehabilitation DVR	Carryover from FY 06,07	CREBIS Balance
50-878	FAIRFAX CREEK RESTORATION *	Design & Const	\$550,000	\$216,048	\$333,952			\$8,722											\$121,200	\$110,074	
51-808	SIR FRANCIS DRAKE BLVD PAVEMENT REPAIRS	Design & Const	\$118,000	\$5,629	\$112,375		\$103,000	\$0,375													
51-870	PERI PARK IMPROVEMENTS	Design & Const	\$144,994	\$15,768	\$129,226											\$128,029	\$1,197				
51-880	CENTER BOULEVARD REDESIGN	Design & Const	\$1,681,160	\$1,334,234	\$410,274		\$170,000	\$84,500	\$71,000	\$0	\$70,912	\$0	\$67,900								
51-881	SIR FRANCIS DRAKE BLVD SIDEWALK IMPROVEMENTS FROM OLEMA TO BROADWAY (LIBRARY) - NITPP **	Design & Const	\$80,000	\$9,088	\$70,912						\$50,000										
51-892	PASTORI AVENUE SIDEWALK - NITPP **	Design & Const	\$50,000	\$2,605	\$50,000						\$150,000										
51-893	SAN RAFAEL/SAN ALBESMO/FAIRFAX CORRIDOR STUDY FOR BICYCLE ACCESS - NITPP **	Study	\$150,000	\$2,611	\$150,000						\$25,000										
51-894	PARKADE ACCESS - NITPP **	Study	\$25,000	\$2,652	\$25,000						\$25,000										
51-895	OAK MANOR SIDEWALK (SAFE PATHWAYS TO SCHOOLS)	Design & Const	\$54,500	\$0	\$54,500				\$54,500												
51-896	GLEN DRIVE CROSSWALK (SAFE PATHWAYS TO SCHOOLS)	Design & Const	\$48,000	\$0	\$48,000				\$48,000												
51-NEW	0609 PROP 1B STREET RESURFACING	Design & Const	\$400,000	\$0	\$400,000		\$400,000														
52-	CREEK ROAD BRIDGE BANK STABILIZATION	Design & Const	\$600,000	\$0	\$600,000	\$600,000															
52-	PERI PARK PEDESTRIAN BRIDGE	Design & Const	\$120,000	\$0	\$120,000	\$120,000															
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	\$25,000	\$0	\$25,000			\$20,000													
53-867	TREE MAINTENANCE PROGRAM	Annual Program	\$7,500	\$0	\$10,000			\$10,000													
53-888	EMERGENCY WARNING SIREN	Design & Const	\$100,000	\$38,568	\$61,432			\$50,000													
53-900	ENERGY EFFICIENCY AND POSSIBLE SOLAR PROJECT FOR TOWN BUILDINGS	Design & Const	\$114,000	\$11,130	\$102,870									\$102,870						\$10,000	
53-901	BUS SHELTER ON SIR FRANCIS DRAKE BLVD.	Design & Const	\$10,000	\$0	\$10,000																
NEW	FOAM ROOF FIRE STATION	Design & Const	\$30,000	\$0	\$30,000				\$30,000												
NEW	PAVILION SOLAR PANELS	Design & Const	\$249,000	\$0	\$249,000																\$249,000
55-719	0709 MEASURE K - STREET AND STORM DRAIN REHABILITATION PROGRAM	Design & Const	\$1,250,000	\$390,629	\$1,250,000						\$1,250,000										
			\$ 5,723,154	\$ 2,019,247	\$ 4,237,153	\$ 720,000	\$ 673,000	\$ 98,097	\$ 114,500	\$ 173,500	\$ 295,912	\$ 1,250,000	\$ 67,900	\$ 102,870	\$ 11,044	\$ 128,029	\$ 1,197	\$ 92,956	\$ 121,200	\$ 120,074	\$ 249,000

\*\* NITPP = Non-Motorized Transportation Pilot Program - federal grant funding



**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**EMERGENCY WATERSHED PROTECTION FUND (49)**  
**PASS THROUGH FUND FOR EWP PROJECTS**  
878

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY				
<b>TOTAL DEPARTMENT</b>	-	<b>400,000</b>	<b>472,001</b>	-

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 Service (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.

COMMENTS ON EXPENDITURE DETAIL

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

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**EMERGENCY WATERSHED PROTECTION FUND (49)**  
PASS THROUGH FUND FOR EWP PROJECTS  
878

EXPENDITURE DETAIL

-----		-----	-----	-----	-----
DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
-----		-----	-----	-----	-----
CAPITAL OUTLAY					
826	ENGINEERING & DESIGN	-	100,000	14,759	-
827	CONSTRUCTION	-	300,000	418,817	-
890	MISCELLANEOUS			38,425	
<b>TOTAL DEPARTMENT</b>		-	<b>400,000</b>	<b>472,001</b>	-

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**FAIRFAX CREEK RESTORATION (50)**  
FAIRFAX CREEK RESTORATION  
878

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	116,638	356,731	22,779	333,952
<b>TOTAL DEPARTMENT</b>	<b>116,638</b>	<b>356,731</b>	<b>22,779</b>	<b>333,952</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

Funding of the remaining project is budgeted to come from developer reserves of \$96,756, Department of Water Resources grant of \$121,200, General Fund carryover of \$104,277, and "in-kind" staff time of \$1,400.

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**FAIRFAX CREEK RESTORATION (50)**  
FAIRFAX CREEK RESTORATION  
878

EXPENDITURE DETAIL

-----		-----			
DESCRIPTION		ACTUAL	ADOPTED	ESTIMATED	PROPOSED
-----		2006-2007	BUDGET	ACTUAL	BUDGET
-----		-----	2007-2008	2007-2008	2008-2009
-----		-----	-----	-----	-----
CAPITAL OUTLAY					
497	PAYROLL TRANSFER	4,413	1,400	2,198	3,000
821	RESTORATION & MONITORING	15,000	2,100	5,897	3,000
825	ENVIRON & PERMITS	953	-	-	-
826	ENGINEERING & DESIGN	-	-	14,235	-
827	CONSTRUCTION	96,272	353,231	450	300,000
828	CONSTRUCTION ENGINEERING	-	-	-	27,952
<b>TOTAL DEPARTMENT</b>		<b>116,638</b>	<b>356,731</b>	<b>22,779</b>	<b>333,952</b>

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**GRANTS (51)**  
VARIOUS  
808, 866, 870, 879, 880 & 881

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	786,015	1,759,627	1,348,227	1,450,287
<b>TOTAL DEPARTMENT</b>	<b>786,015</b>	<b>1,759,627</b>	<b>1,348,227</b>	<b>1,450,287</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

The following capital projects are budgeted for fiscal year 2008-2009

- 51-808 Sir Francis Drake pavement repairs (\$112,375)
- 51-870 Peri Park improvements (\$129,226)
- 51-880 Center Boulevard Redesign (\$410,274)
- 51-891 Sir Francis Drake sidewalk improvements from Olema to Broadway at the library (\$70,912) - NMPTG
- 51-892 Pastori Avenue sidewalk (\$50,000) - NMPTG
- 51-893 San Rafael/San Anselmo/Fairfax corridor study for bicycle access (\$150,000) - NMPTG
- 51-894 Parkade access (\$25,000) - NMPTG
- 51-895 Oak Manor sidewalk (\$54,500) - SP2S
- 51-896 Glen Drive crosswalk (\$48,000) - SP2S
- 51-New Prop 1B Street Resurfacing (\$400,000)

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

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**GRANTS (51)**  
VARIOUS  
808, 866, 870, 879, 880 & 881

EXPENDITURE DETAIL

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>CAPITAL OUTLAY</b>				
497 PAYROLL TRANSFER	11,680	9,750	6,315	11,000
821 OUTSIDE CONSULTING SVS	-	7,000	10,680	200,000
825 ENVIRON & PERMITS	4,563	-	-	-
826 ENGINEERING & DESIGN	137,661	214,500	158,518	140,347
827 CONSTRUCTION	631,352	1,469,000	1,172,715	1,035,940
828 CONSTRUCTION ENGINEERING	760	59,377	-	63,000
842 SPECIAL DEPT SUPPLIES	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>786,015</b>	<b>1,759,627</b>	<b>1,348,227</b>	<b>1,450,287</b>

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**STORM DAMAGE RECOVERY (52)**  
TOWN HALL, FIRE DEPARTMENT, POLICE DEPARTMENT AND  
VARIOUS TOWN SITE REPAIRS  
513, 515, 517 & 520

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	547,895	227,975	313,891	720,000
<b>TOTAL DEPARTMENT</b>	<b>547,895</b>	<b>227,975</b>	<b>313,891</b>	<b>720,000</b>

ACTIVITY DESCRIPTION

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

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 additional outstanding projects for this fund; Pastori Storm Drain Outfall, Cascade Drive Culvert, and Glen Court Culvert that will not have approval until 7/15/09. They will be reflected in next years budget.

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**STORM DAMAGE RECOVERY (52)**  
TOWN HALL, FIRE DEPARTMENT, POLICE DEPARTMENT AND  
VARIOUS TOWN SITE REPAIRS  
513, 515, 517 & 520

SUMMARY

DESCRIPTION		ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
<b>CAPITAL OUTLAY</b>					
821	OUTSIDE CONSULTING	446,734	10,000	277,352	-
826	ENGINEERING & DESIGN	-	-	-	159,000
827	CONSTRUCTION	84,680	207,975	28,961	561,000
842	SPECIAL DEPT SUPPLIES	16,481	10,000	7,578	-
<b>TOTAL DEPARTMENT</b>		<b>547,895</b>	<b>227,975</b>	<b>313,891</b>	<b>720,000</b>

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

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

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	323,231	321,044	73,941	499,414
<b>TOTAL DEPARTMENT</b>	<b>323,231</b>	<b>321,044</b>	<b>73,941</b>	<b>499,414</b>

ACTIVITY DESCRIPTION

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

COMMENTS ON EXPENDITURE DETAIL

The following capital projects are budgeted for fiscal year 2008-2009:

- 53-804 Sidewalk Hazard Elimination Program (\$20,000)
- 53-867 Tree Maintenance Program (\$10,000)
- 53-888 Two remaining emergency warning system sirens (\$61,044)
- 53-900 Energy efficiency project (\$102,870)
- 53-901 Bus Shelter on Sir Francis Drake Blvd. (\$10,000)
- 53-New Foam Roof Fire Station (\$30,000)
- 53-New Pavillion Solar Panels (\$249,000)

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2006-2007	BUDGET 2007-2008	ACTUAL 2007-2008	BUDGET 2008-2009
<b>CAPITAL OUTLAY</b>				
821 OUTSIDE CONSULTING SVS	51,048	-	51,311	72,437
826 ENGINEERING & DESIGN	146	34,000	-	410,477
827 CONSTRUCTION	272,038	287,044	22,630	-
908 TRANSFER TO 08-OFFICE EQUIPMENT REPL	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	16,500
<b>TOTAL DEPARTMENT</b>	<b>323,231</b>	<b>321,044</b>	<b>73,941</b>	<b>499,414</b>

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**MEASURE K (55)**  
MEASURE K  
719

DESCRIPTION	SUMMARY			
	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
CAPITAL OUTLAY	241,724	713,000	394,376	1,250,000
<b>TOTAL DEPARTMENT</b>	<b>241,724</b>	<b>713,000</b>	<b>394,376</b>	<b>1,250,000</b>

**ACTIVITY DESCRIPTION**

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

**COMMENTS ON EXPENDITURE DETAIL**

The total budgeted expenditures for fiscal year 2008-2009 will be \$1,250,000 of the \$1,765,000 Bonds offering. The Measure K Oversight Committee is involved in prioritizing projects for funding.

Street Resurfacing, Pavillion Floor Refinishing, Women's Club Floor Refinishing, Tennis Court Light Fixtures, and Pastori Storm Drain Replacement Project, and if funds remaining any projects deemed feasible by the Measure K Oversight Committee.

**CAPITAL PROJECTS**

FUND:  
ACTIVITY:  
DEPT NO.

**MEASURE K (55)**  
MEASURE K  
716, 717, 718 & 719

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2006-2007	BUDGET 2007-2008	ACTUAL 2007-2008	BUDGET 2008-2009
<b>CAPITAL OUTLAY</b>				
497 PAYROLL TRANSFER	8,040	3,800	1,674	8,000
821 OUTSIDE CONSULTING SVS	9,111	-	165	-
825 ENVIRON & PERMITS	-	-	3,563	187,500
826 ENGINEERING & DESIGN	21,352	80,000	61,585	1,029,500
827 CONSTRUCTION	201,911	556,200	327,388	25,000
828 CONSTRUCTION ENGINEERING	220	60,000	-	-
955 TRANSFER TO CIP FUND 51-CTR BL GRANT M	-	13,000	-	-
994 BOND ADMIN COSTS	1,090	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>241,724</b>	<b>713,000</b>	<b>394,376</b>	<b>1,250,000</b>

**OPEN SPACE**

FUND:  
ACTIVITY:  
DEPT NO:

OPEN SPACE (73)  
OPEN SPACE (73)  
673

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2007-2008	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2008-2009
OPERATING EXPENSES				
811 POSTAGE	1,902	-	-	-
812 REPRODUCTION	-	-	-	-
871 LIAB. & PROP. INSURANCE	-	-	-	-
890 MISCELLANEOUS	500	1,000	1,000	-
931 BLDGS & LAND	-	-	-	29,966
<b>TOTAL DEPARTMENT</b>	<b>2,402</b>	<b>1,000</b>	<b>1,000</b>	<b>29,966</b>

ACTIVITY DESCRIPTION

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

