

TOWN OF FAIRFAX

Operating and Capital Improvement Adopted Budget **2011-2012**



MAYOR

Larry Bragman

VICE MAYOR

Pam Hartwell-Herrero

COUNCIL MEMBERS

John Reed

Lew Tremaine

David Weinsoff

RESOLUTION NO. 11-49

A RESOLUTION OF THE FAIRFAX TOWN COUNCIL ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2011 THROUGH JUNE 30, 2012 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH

WHEREAS, the Town Council of the Town of Fairfax has reviewed the proposed final Operating Budget for FY 2011-12 and Capital Improvement Program for FY 2011-12 and has held such public hearings as are necessary prior to adoption of the final budgets.

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

1. That the budget for FY 2011-12 presented by the Town Manager in the document "Town of Fairfax, 2011-12 Operating and Capital Improvement Budget" is hereby approved and adopted as amended herein attached as Exhibit A.
2. That the total General Fund operating budget is \$6,968,822 and is hereby appropriated for Department expenses as follows:

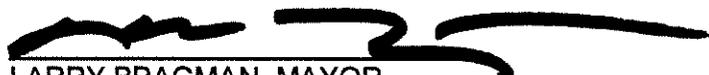
Town Council	\$ 200,122
General Administration	\$ 690,684
Development Services	\$ 553,381
Public Safety	\$ 4,386,298
Public Works	\$ 438,132
Parks&Facility Maintenance	\$ 206,198
Non-Departmental	\$ 494,007

TOTAL OPERATING BUDGET \$ 6,968,822

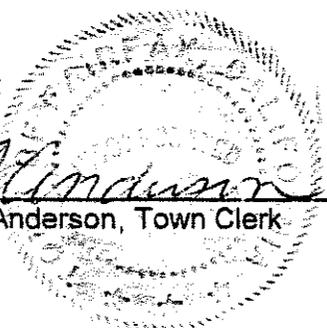
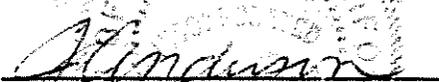
3. That \$2,818,495 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$2,454,457 is hereby appropriated for Capital Improvement Programs for Fiscal Year 2011-12.

The foregoing resolution was adopted at a regular meeting of the Fairfax Town Council, County of Marin, State of California, at a regular meeting held on the 17th day of August, 2011, by the following vote:

AYES: Bragman, Hartwell-Herrero, Reed, Tremaine, Weinsoff
NOES: None
ABSENT: None


LARRY BRAGMAN, MAYOR

Attest:



Judy Anderson, Town Clerk

**ADOPTED BUDGET
FY 2011-2012
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FY 2011-2012
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TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
PHONE (415) 453-1584 / FAX (415) 453-1618

August 17, 2011

Town of Fairfax Proposed Budget for Fiscal Year 2011-12

Dear Mayor and Town Council:

I present to you the Fiscal Year 2011-12 Operating and Capital Improvement Budget. This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. Due to the continued slow economy and rising costs of health care and retirement costs this proposed draft budget has a deficit of \$226,836. This is lower than the \$350,000 figure that has been used for many months now because the Town received more revenue than anticipated in the line items of the triple flip and Vehicle License Fees (VLF) swap and at the last possible moment the state decided to fund the COPS program for one more year (\$100,000). In addition, further savings were realized in the budget by leaving one maintenance worker position at half time instead of full time.

In addition, to reduce the deficit the Town has left positions vacant (Public Works Director, Maintenance Worker, Police Officer, Administrative Assistant), and reduced fringe benefits paid to employees. On July 27, 2011, at a Special Council Meeting, the Town Council voted 5-0 to place a one half cent local sales tax initiative on the ballot November 8, 2011. If this measure passes the Town will receive approximately \$150,000 per year in new revenue for five years.

Labor negotiations have now concluded and all three groups have agreed to major concessions. All Town employees agreed to pay a significant portion of the employee paid portion of PERS. These employee concessions will save the Town budget \$45,398 in the current fiscal year 2011/12. There will be even more savings to the budget in fiscal year 2012/13 through employee concessions because all employees agreed to two year labor agreements with additional out of pocket payments to PERS from employees in year two of these agreements.

Even with this savings the Town will most likely be facing a deficit next year. This is due to the structural nature of the deficit. The County Assessor has reassessed properties in Marin County lower for the second time in three years. This means less property tax for the Town. The Town has already lost \$90,944 in each of the last four years in normal property tax growth. We are now in the "new normal". The "new normal" has resulted in negative growth in property taxes for several years creating the structural deficit. Adding to the structural deficit are the increased costs of retirement and health care. To combat these increases all employees agreed to major concessions over the last several years.

It is not possible to have long term fiscal sustainability without both cuts to expenditures and new revenues generated for the Town. New revenues cannot be generated until the middle of the next calendar year. Thus, the Town must use its Unrestricted Reserve (Dry Period Fund) to balance part of the deficit. To reduce the need to borrow from this fund to fullest extent possible the budget includes reduced expenditures in the following areas:

Vacant position savings:	\$ 160,520
Employee Concessions (New Labor Agreements):	\$ 45,398
	<hr/>
TOTAL:	\$ 205,918

Even with the savings realized from vacant positions and employee concessions the Town deficit is still \$226,836 which will be needed from the Dry Period Fund to fully balance the budget.

Staff will bring a mid-year budget review to the Council that could return a portion of the borrowed money from the Unrestricted Reserve (Dry Period Fund) should a local sales tax measure pass and all other estimates for revenues and expenditures remain relatively unchanged.

Outline of Fiscal Year 2011-12

The proposed budget:

- Continues to leave Public Works Director and Maintenance Worker position vacant;
- Continues to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- Continues to operate all budgets by 4% less than in 2009/10
- Reduces the revenue estimate for ERAF Excess Distribution by \$40,000. This was overestimated by all three counties (Marin, SF and San Mateo) and the state. Actual revenues have now been tracked for two years and adjusted.
- Requires borrowing money from the unrestricted reserve (Dry Period Fund) in the amount of \$226,836.
- Continues moving forward with Capital Projects that are funded thorough FEMA, Measure K, Measure A, Prop 1B, and State and Federal Gas taxes.

The proposed FY10-11 General Fund Operating Budget expenditures total \$6,968,822. General Fund revenues are projected at \$6,968,822. Our projections are cautious on all revenues. We would rather be pleasantly surprised at year end than over-project revenues that may not materialize. We also predict that expenditures in FY11/12 and FY 12/13 will stabilize as labor costs will be more predictable with new employee agreements completed, which include a two-tiered retirement system and employees paying for a portion of their retirement costs out of pocket.

Budget – Projected Deficit

Due to the consumer price index not increasing enough to trigger the maximum increase of two percent per year under Proposition 13 there will be a loss of \$25,000 in projected revenue. Property tax revenue continues to be flat compared to a typical year (about a 4% increase) resulting in a loss of about \$100,000 in our projections for FY 2011/12. Rising retirement and medical costs are also contributing to the deficit. The additional costs over last year for retirement and medical costs is \$ 117,000. The pension override tax is generating the maximum amount and it is not sufficient to pay for the retirement costs, even with five employees in the second tier.

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

Dry Period Fund (Reserves)

Our projected Dry Period reserve fund level will be \$542,629. This is lower than last year's fund balance because we are unable to balance the budget without using this fund. It is possible this fund will be made whole if a local sales tax is approved.

FEMA Projects and Reimbursements (Fund 52)

After intense lobbying and follow-up, the Town received \$213,916 in FY09-10 and \$455,479 in FY 10-11 from FEMA and OES and began the FEMA Audit process. The Town's disaster fund transactions are projected to be \$48,631 as we begin the new fiscal year. We completed most of the flood restoration projects and have one remaining FEMA project for the FY 2011/2012. The project is the Pastori Storm Drain Outfall.

Pension Costs

The pension over ride tax revenue projection for 2011/12 is \$1,048,930. Retirement costs are projected at \$1,181,416. This is not sustainable over the long term. The two-tiered retirement agreement which will include all staff will help stabilize the Pension fund, but if CalPERS rates continue to increase each year, and exceed the savings from the two-tiered retirement, the Town will need funding from other sources and/or initiate discussions with the labor groups about the possibility of having employees pay an even larger portion of the employee contribution to retirement benefits.

Personnel Costs

As a service-oriented agency, personnel costs (salaries and benefits) comprise approximately 80% of the Town's budget. Both the POA and the Management Unit signed a one year MOU that expires June 30, 2011. SEIU signed a two year labor agreement from July 1, 2009-June 30, 2011. Negotiations with the POA, SEIU and Managers are in process.

Staff members continue to wear multiple hats to balance the competing priorities of the Town, and we all take pride in our work and what we have been able to accomplish on a limited budget. Many staff members are working far more than 40 hours per week and are donating a great deal of their own time to get the job done.

Major Capital Improvement Projects proposed or continuing:

1. Pastori Outfall Pipe: \$68,267
2. Street Resurfacing Projects: \$254,585
3. Measure K Projects: \$84,000

Unfunded Projects:

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

ONE TIME PROJECTS OR REPLACEMENT FUNDS NEEDED (Unfunded):

1. Contingency Fund for unplanned capital projects: \$50,000.
2. Retaining Wall Replacements: 65,000
3. Replacement fund for capital projects (Town owned facilities): \$100,000
4. Fund remaining OPEB annual contribution requirement: \$80,600

ONE TIME PROJECTS TO BE FUNDED:

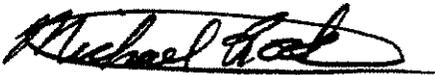
I am not recommending any one time projects to be funded due to the deficit. We have decreased expenditures in our efforts to minimize the deficit. We are also not able to add any new revenue to the "Dry Period" fund and it remains below levels of the 2007/08 and 2008/09 and 2009/10 budgets.

Conclusion

Staff has worked very hard on this budget and we look forward to reviewing this document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to Assistant to the Town Manager/Town Clerk Judy Anderson, Police Chief Chris Morin, and Planning and Building Director Jim Moore. Fire Chief Roger Meagor most ably assisted us with the Ross Valley Fire JPA budget. A special thanks to our Finance staff, chiefly recently departed Finance Director, Laurie Ireland-Ashley and newly appointed Finance Director, Michael Vivrette for a dedicated and commendable job of putting together the FY 2011/12 Town Budget for the Town of Fairfax.

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

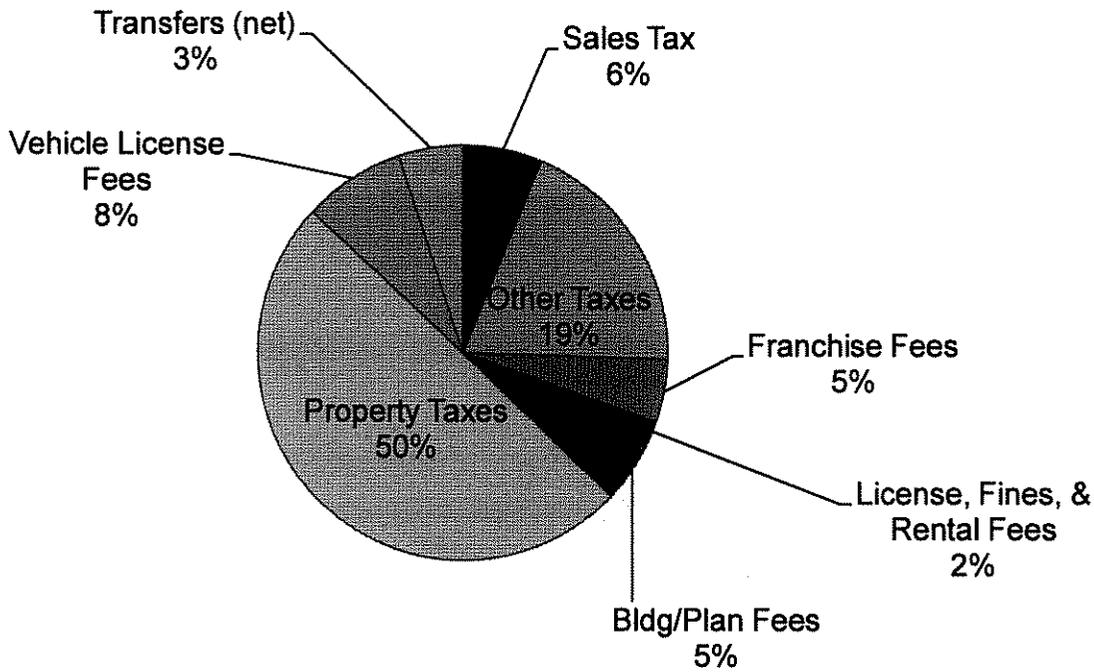
Sincerely,

A handwritten signature in black ink, appearing to read "Michael Rock", written over a horizontal line.

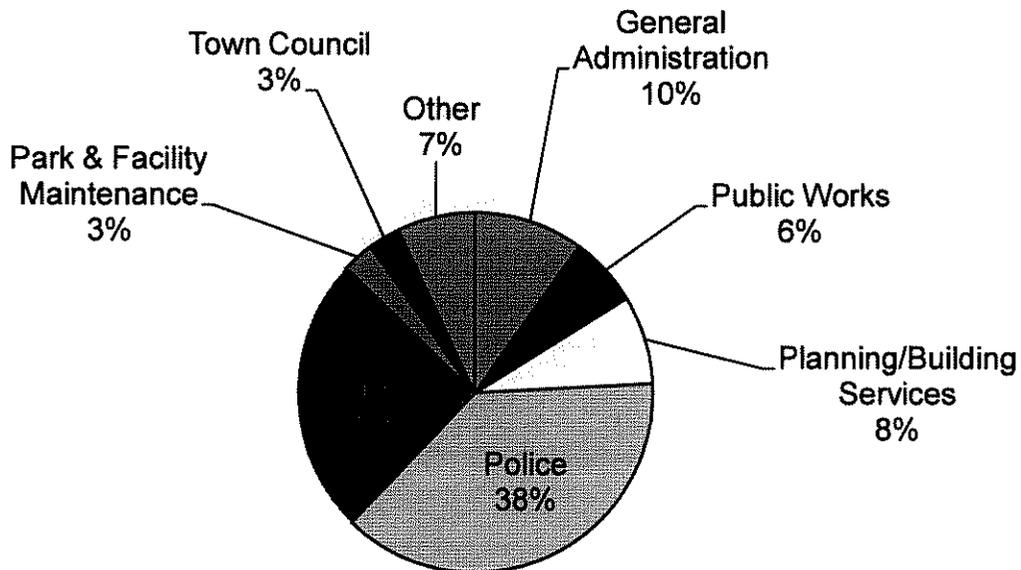
Michael Rock
Town Manager

**TOWN OF FAIRFAX
2011 - 2012 ADOPTED BUDGET**

OPERATING REVENUE - GENERAL FUND



OPERATING EXPENDITURES - GENERAL FUND



**TOWN OF FAIRFAX
2011 - 2012 ADOPTED BUDGET
CHANGES IN FUND BALANCES**

	Balance At JUNE 30, 2011 Estimated	REVENUES	EXPENSES	TRANSFERS IN	TRANSFERS OUT	Balance At JUNE 30, 2012 Estimated
01 - General Fund	\$ 674,409	\$ 4,665,806	\$ 6,900,822	\$ 2,303,016	\$ 68,000	\$ 674,409
02 - Dry Period Fund	769,465	-	-	-	226,836	542,629
03 - Equipment Replacement Fund	15,638	-	-	50,000	50,000	15,638
04 - Building & Planning Fund	117,064	362,750	-	-	362,750	117,064
05 - Communication Equipment Replacement Fund	25,257	-	-	-	-	25,257
06 - Retirement Fund	-	1,048,930	-	-	1,048,130	800
07 - Special Police Fund	-	100,000	-	-	100,000	-
08 - Office Equip. Replacement Fund	20,058	-	8,000	8,000	-	20,058
11 - Recreation Fund	2,500	32,389	46,401	18,000	-	6,488
12 - Fairfax Festival Fund	6,816	28,000	15,000	-	10,000	9,816
20 - Measure I - Municipal Sys Tax Fund	-	465,000	-	-	465,000	0
21 - Gas Tax Fund	-	212,400	-	-	212,400	-
41,42 & 43 - Measure K Debt Service	51,269	515,055	448,181	-	-	118,143
51 - Capital Projects, Grants Fund	98,101	1,312,927	1,399,927	87,000	-	98,101
52 - Disaster Fund	-	48,631	48,631	-	-	-
53 - Capital Projects, Town Fund	174,190	99,685	284,585	184,900	-	174,190
54 - Pavilion Renovation Fund (Fiduciary Fund)	155,645	700	-	-	-	156,345
55 - Measure K Capital Project Fund	43	84,000	84,000	-	-	43
73 - Open Space Fund	32,333	1,000	27,400	26,400	-	32,333
Total Of All Funds	\$ 2,142,789	\$ 8,977,273	\$ 9,262,947	\$ 2,677,316	\$ 2,543,116	\$ 1,991,314

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2011-2012 FISCAL YEAR

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	ADOPTED BUDGET 2011-2012
01 - GENERAL FUND	Draft June 2010		UnAdjusted May	
Property Taxes - Secured	1,798,285	1,942,157	1,840,064	1,922,735
Property Taxes - Unsecured	50,759	40,400	53,214	40,400
Supplemental Property Taxes	35,161	35,500	29,257	35,500
Real Estate Transfer Tax	24,946	30,000	25,968	30,000
Sales Tax	291,920	338,150	283,391	338,150
In-Lieu Sales Tax (Triple Flip)	106,532	97,210	115,488	97,210
\$50 General Municipal Services Tax	179,410	188,870	179,546	188,870
Utility Users Tax - Telephone	180,041	153,400	136,542	153,400
Utility Users Tax - Energy	225,369	215,250	196,165	215,250
1/2 cent Sales Tax - Prop. 172	53,057	-	33,433	-
ERAF Excess Distribution	200,846	446,325	227,606	406,323
ERAF III Shift to State	-	-	-	-
Property Tax In-Lieu of VLF (VLF Swap)	566,062	499,918	562,268	562,268
Hotel Users Tax	16,816	12,100	18,038	12,100
Total Taxes	3,729,006	3,999,280	3,700,979	4,002,206
Garbage	130,995	165,000	136,979	165,000
Gas & Electric	58,132	60,000	59,950	60,000
Cable	111,907	63,000	117,810	117,000
Total Franchise Fees	301,034	288,000	314,739	342,000
Business Licenses	111,788	105,000	106,284	105,000
Business Licenses	111,788	105,000	106,284	105,000
Vehicle Code Fines	10,178	7,500	6,702	7,500
Parking & Other Fines	41,194	47,000	54,012	47,000
Total Fines	51,373	54,500	60,714	54,500
Women's Club and Other	15,999	12,000	13,775	12,000
CYO - Pavilion	13,817	14,000	5,210	14,000
Pavilion - Other	6,882	2,000	6,882	2,000
Total Rental & Maintenance Fees	36,698	28,000	25,666	28,000
Interest Earnings - Bank	2,610	1,000	-	1,000
Interest Earnings - LAIF	-	20,000	8,400	20,000
Total Investment Earnings	2,610	21,000	8,400	21,000
Vehicle License Fees	23,184	21,000	14,222	-
Storm Run-Off Fee	60,458	64,000	58,059	64,000
Homeowners Exemption	11,815	7,000	11,891	11,000
Off Highway/Trailer Coach Vehicle Fees	-	-	-	-
Police Training Reimbursement (POST)	606	5,000	9,402	5,000
Workers Compensation Reimbursement	-	-	11,766	-
SB 90 Reimbursements	-	-	-	-
FEMA Reimbursements	-	-	-	-
Other	806	101,370	4,130	1,000
Total Revenues From Other Agencies	96,868	198,370	109,471	81,000
Sale Of Maps & Publications	282	500	89	100
Special Police Services (includes booking fees)	2,266	5,000	7,567	5,000
Public Works Services	1,500	-	1,010	1,000
Miscellaneous - General	159,868	25,000	38,539	25,000
Total Charges For Current Services	163,917	30,500	47,206	31,100
Miscellaneous Revenues	-	1,000	1,000	1,000
Transfer From 02-Dry Period Fund	-	-	-	226,836
Transfer From 04-Building & Planning Fund	289,193	387,560	395,309	362,750
Transfer From 06-Retirement Fund	1,051,749	1,048,130	1,034,819	1,048,930
Transfer From 07-Special Police Fund	134,262	100,000	75,000	100,000
Transfer From 12-Fairfax Festival	30,137	10,000	20,945	10,000
Transfer From 20-Measure F/I - Municipal Services Tax Fund	274,785	348,000	267,510	348,000
Transfer From 21-Gas Tax Fund	193,366	144,500	168,900	144,500
Carryover from 10-11	-	-	-	62,000
COPS and Prop 172 Revenue Received FY09-10 (Unbudgeted)	-	137,661	-	-
Total Other Revenues	1,973,492	2,176,851	1,963,482	2,304,016
01 - GENERAL FUND TOTAL	6,466,786	6,901,501	6,336,939	6,968,822

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2011-2012 FISCAL YEAR

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	ADOPTED BUDGET 2011-2012
02 - DRY PERIOD FUND				
Miscellaneous Revenues	-	-	-	-
Transfer from 2006-07 General Fund Carryover	-	-	-	-
02 - DRY PERIOD FUND TOTAL	-	-	-	-
03 - EQUIPMENT REPLACEMENT FUND				
Sale of surplus police chief vehicle	-	-	-	-
Transfer From 01-General Fund	-	50,000	-	50,000
03 - EQUIPMENT REPLACEMENT FUND TOTAL	-	50,000	-	50,000
04 - BUILDING AND PLANNING FUND				
Building Permits	67,754	100,000	100,000	125,000
Road Impact Fees	94,706	90,750	95,943	95,000
General Plan Maintenance Fees	2,223	3,000	2,454	2,500
Technology Improvement Fees	3,362	4,500	3,736	3,500
Bldg/Planning Infrastructure Improvement Fees	3,361	4,500	3,725	3,500
Engineering/Excavation	39	250	-	250
Housing Inspections	16,915	15,000	15,000	20,000
Seismic Fees	532	500	1,027	500
Plan Retention	(884)	500	209	500
Street Opening	7,287	3,000	14,408	10,000
Encroachment Fees	-	30,000	30,000	-
Master Fee Increases	-	47,560	34,465	-
Total Permits and Fees	195,295	299,560	300,967	260,750
Zoning & Filing Fees	56,677	57,000	38,740	57,000
Building Plan Checks	18,996	16,000	28,568	25,000
Engineering Plan Checks	18,225	15,000	29,035	20,000
Total Charges For Current Services	93,899	88,000	94,342	102,000
04 - BUILDING AND PLANNING FUND TOTAL	289,193	387,560	395,309	362,750
05 - COMMUNICATIONS REPLACEMENT FUND				
Miscellaneous Revenues	-	-	-	-
05 - COMMUNICATIONS REPLACEMENT FUND TOTAL	-	-	-	-
06 - RETIREMENT FUND				
Taxes - Current Secured	1,035,785	1,029,717	1,013,029	1,029,717
Taxes - Current Unsecured	60	1,213	529	1,213
Supplemental	9,979	11,000	11,264	11,000
Secured Homeowners Exemption	5,928	6,200	9,997	7,000
Investment Earnings	-	-	-	-
06 - RETIREMENT FUND TOTAL	1,051,749	1,048,130	1,034,819	1,048,930
07 - SPECIAL POLICE REVENUE FUND				
COPS	134,262	100,000	75,000	100,000
STAR Program	-	-	-	-
Miscellaneous	4,111	-	10,854	-
07 - SPECIAL POLICE REVENUE FUND TOTAL	138,373	100,000	85,854	100,000

**TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	ADOPTED BUDGET 2011-2012
08 - OFFICE EQUIPMENT REPLACEMENT FUND				
Transfer From 53-Capital Projects - Town	-	8,000	-	8,000
08 - OFFICE EQUIPMENT REPLACEMENT FUND	-	8,000	-	8,000
11 - RECREATION FUND				
County Funding	-	-	-	-
Youth Programs	-	-	6,352	32,389
Transfer From 01-General Fund (Measure F)	-	18,000	-	18,000
11 - RECREATION FUND TOTAL	-	18,000	6,352	50,389
12 - FAIRFAX FESTIVAL FUND				
Festival Revenue	30,137	28,000	20,945	28,000
12 - FAIRFAX FESTIVAL FUND	30,137	28,000	20,945	28,000
20 - MEASURE F/I - MUNICIPAL SVS TAX FUND				
Designated for Police Services	157,106	180,000	152,947	180,000
Designated for Fire Services	100,027	150,000	97,379	150,000
Designated for Youth Program	17,852	18,000	17,185	18,000
Designated for Public Works Safety Improvements	62,273	49,000	60,625	49,000
Designated for Matching Funds related to Grants	118,956	68,000	115,807	68,000
20 - MEASURE F/I - MUNICIPAL SVS TAX FUND TOTAL	456,015	465,000	443,941	465,000
21 - GAS TAX FUND				
Gas Tax 2106	34,470	37,500	54,703	37,500
Gas Tax 2107	53,274	60,000	32,288	60,000
Gas Tax 2107.5	2,000	2,000	787	2,000
Gas Tax 2105	40,032	45,000	24,631	45,000
Prop 42	63,590	67,900	56,490	67,900
21 - GAS TAX FUND TOTAL	193,366	212,400	168,900	212,400
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS				
Taxes - Current Secured	519,326	452,383	500,750	500,000
Taxes - Current Unsecured	31	3,393	275	3,400
Taxes - Supplemental	5,228	28,274	2,430	6,000
Homeowners' Exemption	3,054	5,655	5,097	5,655
Interest Earnings - Fund 43	-	-	-	-
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS TOT/	527,640	489,705	508,551	515,055

**TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2011-2012 FISCAL YEAR**

	Actual 2009-2010	ADOPTED BUDGET 2010-2011	Estimated Actual 2010-2011	ADOPTED BUDGET 2011-2012
51 - CAPITAL PROJECTS FUND, GRANTS				
Federal/State Grant Revenue	16,869	1,010,009	256,204	907,009
Park Bond Revenue		104,592		104,592
Transportation Development Act Revenue				
Measure A - Transportation Authority of Marin		54,500	48,000	54,500
Recycling Grant				
Non-Motorized Transportation Grant		112,375		95,629
MMWD Watershed Grant		1,197		1,197
Prob 1B - Street Resurfacing				
Measure F Carryover from 2008-09		8,463		
Transfer From 01-General Fund				
Transfer From 01-General Fund				
Transfer From 01-General Fund				
Transfer From 04-Building & Planning Fund				
Transfer From 20-Measure F/I - Municipal Services Tax Fund		87,000	63,000	87,000
Transfer From 21-Gas Tax Fund				
Transfer From 53-Capital Projects - Town				
Transfer From 55-Measure K-Center Blvd Grants Match				
Transfer From 54 - Pavilion Restoration Fund		150,000		150,000
51 - CAPITAL PROJECTS FUND, GRANTS TOTAL	16,869	1,528,136	367,204	1,399,927
52 - DISASTER FUND				
Revenue from FEMA/OES	474,119	645,736	468,702	48,631
Transfer From 01-General Fund 2006-07 Carryover				
52 - DISASTER FUND TOTAL	474,119	645,736	468,702	48,631
53 - CAPITAL PROJECTS FUND, TOWN				
Energy Efficiency				
Measure A - Transportation Authority of Marin	64,160	57,000	58,296	58,000
Measure F - Carryover 08/09		41,685		41,685
County - Emergency Warning System				
Transfer From 01-General Fund (Utility Tax)				
Transfer From 01-General Fund				
Transfer From 01-General Fund-Garbage Road Impact Fee				
Transfer From 01-General Fund 2006-07 Carryover				
Transfer From 04-Building & Planning Fund-Road Impact				
Transfer From 20-Measure F/I - Municipal Services Tax Fund		30,000		117,000
Transfer From 21-Gas Tax Fund		67,900		67,900
Transfer from Traffic Impact Fee Fund	24,804			
Carryover from 2008-09	15,675			
53 - CAPITAL PROJECTS FUND, TOWN TOTAL	104,639	196,585	58,296	284,585
55 - MEASURE K FUND				
Interest Earnings				
Proceeds of Bond Sale - Refi				
Measure A County Sales Tax				
Allocation of Measure K Bond Funds		84,000		84,000
55 - MEASURE K FUND		84,000		84,000
73 - OPEN SPACE FUND				
Transfer from the General Fund of the Dunn Proceeds		10,700		26,400
Donations and Other Revenue	25	1,000	25	1,000
73 - OPEN SPACE FUND TOTAL	25	11,700	25	27,400
TOTAL REVENUES AND TRANSFERS IN	9,748,910	12,174,453	9,895,836	11,653,889

**TOWN OF FAIRFAX
COMPARATIVE EXPENDITURE DETAIL BY FUND
2011-2012 FISCAL YEAR**

FUND	ACTUAL	ADOPTED	ESTIMATED	ADOPTED
	2009-2010	BUDGET	ACTUAL	BUDGET
	Unaudited	2010-2011	2010-2011	2011-2012
			Through May 2011	
01 - General Fund	6,753,978	6,897,002	6,437,136	6,968,822
02 - Dry Period Fund	-	-	-	226,836
03 - Equipment Replacement Fund	25,689	50,000	18,500	50,000
04 - Building & Planning Fund	287,092	387,560	393,207	362,750
05 - Communication Equip. Replacement Fund	-	-	-	-
06 - Retirement Fund	945,560	1,048,130	945,560	1,048,130
07 - Special Police Fund	138,373	100,000	85,854	100,000
08 - Office Equip. Replacement Fund	8,009	8,000	12,547	8,000
11 - Recreation Fund	9,951	18,000	18,342	46,401
12 - Fairfax Festival Fund	32,087	28,000	7,953	25,000
20 - Measure F/I - Municipal Svs Tax Fund	465,000	465,000	465,000	465,000
21 - Gas Tax Fund	212,400	212,400	212,400	212,400
41,42 & 43 - Measure K Debt Service	494,258	489,705	542,601	448,181
51 - Grants Capital Projects Fund	466,470	1,528,136	155,995	1,399,927
52 - Storm Damage Recovery Fund	214,065	645,736	675,160	48,631
53 - Town Capital Projects Fund	201,629	196,585	17,614	284,585
55 - Measure K Capital Project Fund	117,786	84,000	-	84,000
73 - Open Space Fund	7,100	11,700	-	27,400
TOTAL EXPENDITURES & TRANSFERS OUT	10,379,447	12,169,954	9,987,867	11,806,063

**TOWN OF FAIRFAX
COMPARATIVE EXPENDITURE DETAIL BY DEPARTMENT
2011-2012 FISCAL YEAR**

01 - GENERAL FUND	ACTUAL	ADOPTED	ESTIMATED	ADOPTED
	2009-2010	BUDGET	ACTUAL	BUDGET
	Unaudited	2010-2011	2010-2011	2011-2012
			Through May 2011	
Mayor & Council	27,344	26,145	28,301	25,252
Town Treasurer	3,600	4,830	3,300	4,870
Auditor	23,067	37,000	61,093	45,000
Legal	179,668	125,000	185,601	125,000
Total Town Council	233,679	192,975	278,296	200,122
Manager	208,792	196,860	183,276	211,261
Volunteers	21,479	22,485	20,413	22,693
Recreation	22,728	21,750	25,049	21,843
Disaster Council	-	100	-	-
Town Clerk	139,506	136,445	124,899	141,983
Elections	11,503	1,500	3,867	13,500
Personnel	731	7,800	12,700	12,300
Finance	218,536	263,563	202,629	267,104
Total General Admini	623,274	650,503	572,834	690,684
Planning	388,863	397,438	373,361	395,905
Building Inspection	145,887	159,520	130,008	157,476
Total Development S	534,750	556,958	503,369	553,381
Police	2,466,769	2,566,164	2,225,299	2,644,201
Special Police Expens	-	5,300	-	5,300
Fire	1,710,506	1,736,797	1,743,941	1,736,797
Total Public Safety	4,177,275	4,308,261	3,969,239	4,386,298
Public Works Administ	185,565	75,645	131,381	69,563
Streets	323,277	329,097	315,493	290,569
Lighting	65,255	65,600	55,218	57,000
Pollution Prevention	20,864	21,000	16,250	21,000
Total Public Works	594,961	491,342	518,343	438,132
Park Maintenance	135,067	129,773	111,677	134,375
Rental Facilities-WC &	43,343	39,934	45,023	39,637
Rental Facilities-Pavili	40,005	36,803	23,205	32,186
Total Parks & Facility	218,414	206,510	179,905	206,198
Miscellaneous	371,625	422,454	415,150	426,007
Transfers Out	-	68,000	-	68,000
Total Non-Departmen	371,625	490,454	415,150	494,007
TOTAL GENERAL FUND EXPENSES	6,753,978	6,897,002	6,437,136	6,968,822

TOWN OF FAIRFAX
CONSOLIDATED EXPENDITURES BY EXPENSE CATEGORY
GENERAL FUND
2011-2012 FISCAL YEAR

DESCRIPTION	ACTUAL 2009-2010 Unaudited	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011 Through May 2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
PAYROLL	2,540,304	2,478,525	2,136,921	2,445,840
ACCRD VAC & COMP	10,811	8,000	69,824	36,867
HEALTH INSURANCE	339,942	386,771	358,833	395,462
WORKERS COMP.	52,446	51,200	55,017	55,451
RETIREMENT	1,114,052	1,251,153	1,126,961	1,181,416
MEDICARE	32,875	31,805	31,137	33,559
UNEMPLOYMENT	1,291	-	12,118	-
AUTO ALLOWANCE	4,200	4,200	3,850	4,200
CLOTHING ALLOWANCE	16,474	12,500	8,891	14,900
PAYROLL TRANSFERS	-	(53,600)	-	(19,100)
SUBTOTAL	4,112,394	4,170,554	3,803,551	4,148,595
<u>OPERATING EXPENSES</u>				
LIAB. & PROP. INSURANCE	97,223	94,518	108,709	115,976
FIRE SERVICE CONTRACT	1,297,729	1,274,284	1,203,620	1,274,284
OTHER CONTRACT SVCS	787,050	800,527	923,893	842,976
DONATIONS	8,081	7,000	17,935	7,000
OTHER EXPENSES	451,500	482,119	379,427	511,992
FEMA CIP PROJECTS	-	-	-	-
TRANSFERS OUT	-	68,000	-	68,000
SUBTOTAL	2,641,583	2,726,448	2,633,585	2,820,228
TOTAL GENERAL FUND EXPENSES	6,753,978	6,897,002	6,437,136	6,968,822

**TOWN OF FAIRFAX
SUMMARY OF PERSONNEL
of Employees
2011-2012 BUDGET**

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
ACTIVITY				
TOWN MANAGER	1.00	1.25	1.00	1.00
TOWN CLERK	1.00	1.00	1.00	1.00
FINANCE	1.50	2.00	1.50	1.50
PLANNING/ BUILDING SERVICES	3.50	3.50	3.00	3.00
POLICE	16.25	16.25	16.25	16.00
PUBLIC WORKS ADMINISTRATION	1.00	1.25	1.00	-
STREETS	3.00	3.00	2.00	2.00
PARK MAINTENANCE	1.00	1.00	1.00	1.00
RENTAL FACILITIES	0.50	0.50	0.50	0.50
BUILDING MAINTENANCE	0.50	0.50	0.50	0.50
ADMINSTRATIVE NON-DEPT	-	-	1.50	1.00
COMM. RESOURCES COORDINATOR	0.50	0.50	0.50	0.50
FOCUS COORDINATOR	-	-	-	0.25
	29.75	30.75	29.75	28.25

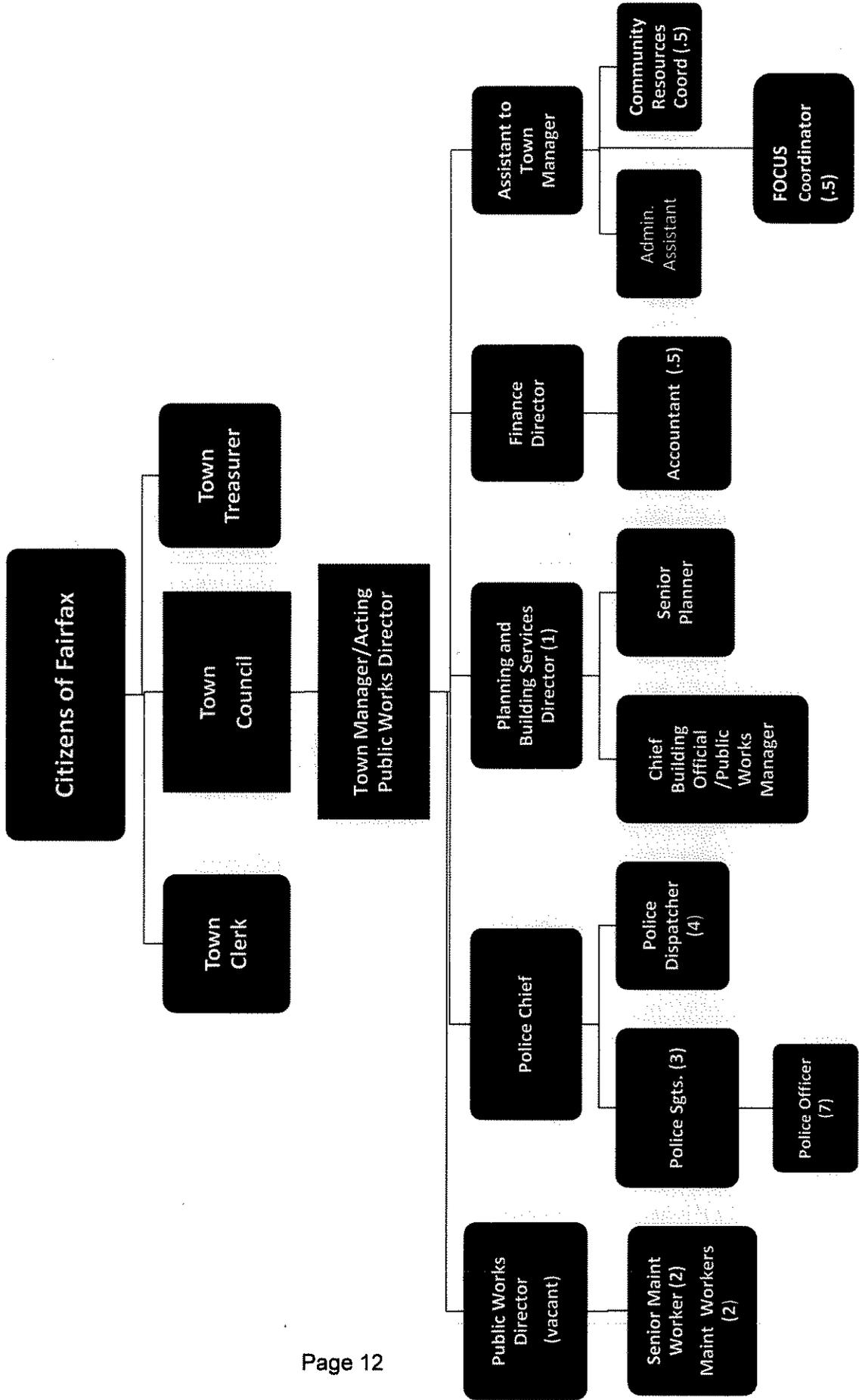
Positions reflected as full-time equivalents (FTEs).

Town of Fairfax
Schedule of Approved Positions
For 2011-12

	<u>Salary Range</u>		<u>Payroll Tax & Benefits</u>	
	Low	High	\$\$ *	%
Assistant to the Town Manager	\$ 71,040	\$ 82,245	\$ 36,513	47.64%
Chief Building Official	74,992	86,812	37,483	46.33%
Chief of Police	116,196	122,005	79,072	66.39%
Detective/Officer	61,173	77,944	34,898	50.17%
Senior Maintenance Worker	47,808	58,104	31,114	58.76%
Maint. Worker I	38,316	46,560	28,717	67.67%
Maint. Worker II	40,248	48,912	29,205	65.51%
Maint. Worker II	42,648	51,828	29,811	63.11%
Planning & Building Services Director	97,596	112,987	43,042	40.88%
Police Community Service Officer	48,788	59,748	31,413	57.89%
Police Corporal/Officer	61,173	77,944	54,103	77.78%
Police Dispatcher	48,788	59,748	31,413	57.89%
Police Dispatcher	48,788	59,748	31,413	57.89%
Police Dispatcher	48,788	59,748	31,413	57.89%
Police Dispatcher	48,788	59,748	31,413	57.89%
Police Officer	58,260	74,232	52,434	79.15%
Police Officer	58,260	74,232	52,434	79.15%
Police Officer	58,260	74,232	52,434	79.15%
Police Officer	58,260	74,232	52,434	79.15%
Police Sergeant	69,996	89,364	59,204	74.30%
Police Sergeant	69,996	89,364	59,204	74.30%
Police Sergeant	69,996	89,364	59,204	74.30%
Public Works Director	97,596	112,987	43,042	40.88%
Administrative Assistant II	40,332	49,020	29,227	65.42%
Community Resources Coordinator	33,075	33,075	480	1.45%
Finance Director	97,596	112,987	43,042	40.88%
Accountant	35,000	42,500	562	1.45%
Senior Planner	74,988	86,812	37,483	46.33%
Town Manager	125,660	125,660	47,684	37.95%
FOCAS Coordinator	31,200	31,200	452	1.45%

* Payroll taxes and benefits includes Employer paid PERS; Employee PERS paid by employer, medicare tax and PERS health benefits available
Payroll taxes and benefits are calculated on average salary for position

Town of Fairfax Organizational Chart



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

ORGANIZATION:

This department is comprised of the following personnel:

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

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

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

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

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

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

2010-11 ACCOMPLISHMENTS:

- Approved a draft General Plan
- Adopted an updated Master Fee Resolution
- Updated the Town Building and Fire Codes
- Hired a new Police Chief (Chris Morin) upon the retirement of Ken Hughes
- Placed a one year moratorium on smart meters
- Adopted a FY 2010/11 budget October 6, 2010 and had to balance a \$205,000 deficit
- Fair Anselm sold to new owners; Good Earth Natural Foods signs lease agreement with the new owners of Fair Anselm
- Hired Camille Esposito to part-time to expand the FOCAS recreational programming

- Completed the installation of a new Pedestrian Bridge (that collapsed in the floods of 2005/06) in Peri Park and stabilized the bank along Fairfax Creek and the Tennis Courts in Peri Park as part of a FEMA project
- Town adopts an amended smoking ordinance further restricting smoking in public places and requiring 75% of all apartment units be smoke free units for complexes with four or more units
- Town adopts a marijuana dispensary ordinance that regulates the location, number and operation of medical marijuana dispensaries. The key points are that there will not be more than three dispensaries in the Town. The other key point is that dispensaries shall be located only within the Central Commercial (CC), Highway Commercial (CH), and Light Commercial (CL) area as designated in the General Plan and Zoning Map. In addition, a dispensary cannot be located within 600 feet of a school or directly abutting a residential property unless there is a fence or an intervening natural landform between the commercial property and the residential property such as a creek or significant undeveloped parcel of land.
 - Worked with the Finance Director on bringing the Town current on all financial audits and improving internal controls such as the separation of powers and duties
- Town adopted overall financial polices and a reserve policy
- Approved and MOU to work with the Chamber of Commerce and Sustainable Fairfax on the FairBuck Project

FY 2011-12 GOALS AND OBJECTIVES:

- Major update to the Town's personnel policies
- Complete all FEMA funded projects related to the floods of December 31, 2005
- Create affordable housing at two sites in Fairfax, possibly three sites. Need to find enough financing through partnerships and grants to make projects a reality
- Adopt a Green Building Ordinance
- Research and recommend new revenue streams for the Town to consider including local sales tax and managed parking
- Continue to formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the Town financial system
- Evaluate the latest version of BDS financial systems for FY 2012-13 upgrade
- Adoption of the Town General Plan
- Complete a Climate Action Plan

TOWN COUNCIL

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
111 - TOWN COUNCIL
TOWN COUNCIL

SUMMARY

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	23,382	22,195	20,338	21,202
OPERATING EXPENSES	3,962	3,950	7,964	4,050
TOTAL DEPARTMENT	27,344	26,145	28,301	25,252

POSITIONS

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

TOWN COUNCIL

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
111 - TOWN COUNCIL
TOWN COUNCIL

DESCRIPTION		ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>					
421	TEMP EMPLOYEES	19,516	18,000	16,556	18,000
493	RETIREMENT	3,751	4,095	3,495	2,941
494	MEDICARE MATCH	115	100	286	261
	SUBTOTAL	23,382	22,195	20,338	21,202
<u>OPERATING EXPENSES</u>					
813	OFFICE SUPPLIES	60	100	138	100
815	PRINTING	159	200	82	100
822	STATE LOBBYIST	1,149	1,200	1,311	1,500
842	SPECIAL DEPT SUPPLIES	865	800	910	700
861	BUS.MEET/CONF.	979	900	1,023	900
862	DUES & SUBSCRIPTIONS	750	750	4,500	750
	SUBTOTAL	3,962	3,950	7,964	4,050
	TOTAL DEPARTMENT	27,344	26,145	28,301	25,252

COMMENTS ON EXPENDITURE DETAIL

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

TOWN TREASURER

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
112 - TOWN COUNCIL
TOWN TREASURER

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	3,600	4,430	3,300	4,470
OPERATING EXPENSES	-	400	-	400
TOTAL DEPARTMENT	3,600	4,830	3,300	4,870

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS				
421 TEMP EMPLOYEES	3,600	3,600	3,300	3,600
493 RETIREMENT	-	800	-	818
494 MEDICARE MATCH	-	30	-	52
SUBTOTAL	3,600	4,430	3,300	4,470
OPERATING EXPENSES				
813 OFFICE SUPPLIES	-	100	-	100
815 PRINTING	-	-	-	-
861 BUS.MEET/CONF.	-	300	-	300
862 DUES & SUBSCRIPTIONS	-	-	-	-
SUBTOTAL	-	400	-	400
TOTAL DEPARTMENT	3,600	4,830	3,300	4,870

INDEPENDENT AUDITOR

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
116 - INDEPENDENT AUDITOR
TOWN COUNCIL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	23,067	37,000	61,093	45,000
TOTAL DEPARTMENT	23,067	37,000	61,093	45,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING	14,222	3,000	7,425	7,000
822 OUTSIDE CONTRACT SVS	8,845	34,000	53,668	38,000
TOTAL DEPARTMENT	23,067	37,000	61,093	45,000

COMMENTS ON EXPENDITURE DETAIL

- 821 Independent auditor contract cost. Includes cost of State Controller's Annual Street Audit Report and Cities Financial Report
- 822 Independent auditor contract cost. Includes preparation of annual Town Financial Audit, and Single Audit.

TOWN ATTORNEY

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
121 - TOWN ATTORNEY
TOWN COUNCIL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	179,668	125,000	185,601	125,000
TOTAL DEPARTMENT	179,668	125,000	185,601	125,000

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
811 POSTAGE	-	-	-	-
812 REPRODUCTION	-	-	-	-
821 OUTSIDE CONSULTING SVS - RWG	179,668	125,000	185,601	125,000
822 OUTSIDE CONTRACT SVS - BFE				
TOTAL DEPARTMENT	179,668	125,000	185,601	125,000

TOWN MANAGER

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	172,220	166,410	150,550	170,461
OPERATING EXPENSES	36,572	30,450	32,726	40,800
TOTAL DEPARTMENT	208,792	196,860	183,276	211,261

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
TOWN MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0.25	-	0.25	-
TOTAL POSITIONS	1.25	1.00	1.25	1.00

TOWN MANAGER

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	131,122	125,660	115,188	125,660
415 ACCRUED VACATION	-	-	-	7,563
421 TEMP EMPLOYEES	1,346	-	250	-
491 HEALTH INSURANCE	5,107	4,300	2,886	2,400
492 WORKERS COMP.	2,000	2,000	2,000	2,000
493 RETIREMENT	26,188	26,250	24,667	26,816
494 MEDICARE	1,886	2,000	1,709	1,822
511 TRAVEL/CONF	371	2,000	-	-
611 AUTO ALLOWANCE	4,200	4,200	3,850	4,200
SUBTOTAL	172,220	166,410	150,550	170,461
<u>OPERATING EXPENSES</u>				
636 OFFICE EQUIP REPLACEMENT	-	-	1,060	500
711 OFFICE EQUIP MAINT.	440	100	1,910	100
731 BLDG-GROUNDS MAINT.	5,660	5,200	3,353	5,200
801 WATER	333	400	389	400
802 POWER	778	1,200	391	800
804 TELEPHONE	2,331	1,700	1,714	1,800
811 POSTAGE	447	350	166	200
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,355	500	968	500
815 PRINTING	-	-	-	-
821 OUTSIDE CONSULTING SVS	3,456	500	159	7,000
822 OUTSIDE CONTRACT SVS	1,949	1,000	1,490	1,000
861 BUS.MEET/CONF.	430	-	105	-
862 DUES & SUBSCRIPTIONS	1,211	1,500	1,068	1,300
871 LIAB. & PROP. INSURANCE	18,182	18,000	19,952	22,000
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	36,572	30,450	32,726	40,800
TOTAL DEPARTMENT	208,792	196,860	183,276	211,261

COMMENTS ON EXPENDITURE DETAIL

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

VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 0.50 Part-time coordinator

The Community Resources Coordinator prepares the Parks & Recreation Commission and Volunteer Board agendas; as well as the minutes of the Volunteer Board meetings and the Parks & Recreation Commission meetings. The Coordinator plans and organizes special events for the community, including the Town-wide picnic, winter ice skating in the Pavilion, Spring Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers for special events throughout town, updates the Town website to include calendar of special events and meetings. The Coordinator plans creek clean-up days to help flood prevention efforts, researches other town and cities' programs in the areas of recreation and disaster preparedness in order to better assist the residents of Fairfax. The Coordinator helps to organize and serve the needs of the Ross Valley Seniors in set-up of meetings and meal preparations and, supports the scheduling of recreational activities in Town venues.

2010-11 ACCOMPLISHMENTS:

- Held annual town-wide picnic.
- Sponsored 2 day ice skating event at the Pavilion.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Revised PARC application sponsorship form to include mandatory non-refundable maintenance fees for use of Town's buildings & parks.
- Helped to organize neighborhood chipper days in the following neighborhoods: Scenic/Tamalpais, Cascade, and Deer Park as part of fuel reduction grant.
- Prepared informational brochure/direct mail piece along with Ross Valley Fire Department for distribution to residents in target zone for wildfire safety/prevention and defensible space.
- Sponsored trail marking event for Earth Day through Fairfax Volunteers.
- Conducted creek clean-up day with Fairfax Volunteers towards flood prevention efforts.
- Revised Town building rental application form and included photo description of sites; made it available on-line on the Town's website.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings.
- Established food pantry program with the Fairfax Volunteers in conjunction with the Marin/SF Food Bank and the Fairfax Community Church to help feed those in need.

- Organized Fairfax theme song contest as part of the Volunteer Board goals.
- Hosted multi-Boards & Commissions social mixer event at Women's Club.
- Assisted with children's area at Fairfax Festival including picking up donations from vendors of purified water and sunscreen.
- Conducted Pavilion clean-up day and work party to improve building.
- Updated Town's website content on an on-going basis to keep the public abreast of current issues.

FY 2011-12 GOALS AND OBJECTIVES:

- Fill vacancy post on Volunteer Board.
- Renew Artists-in-Residence contract under Parks & Recreation.
- Continue to enhance Pavilion building through work parties and explore potential for volunteer labor for improvements.
- Explore additional funding resources through grants for Parks & Recreation and trails program.
- Establish database of volunteers to recruit more volunteer help at special events.

VOLUNTEERS FOR FAIRFAX

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
216 - VOLUNTEERS FOR FAIRFAX
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	19,071	19,935	18,017	20,143
OPERATING EXPENSES	2,407	2,550	2,396	2,550
TOTAL DEPARTMENT	21,479	22,485	20,413	22,693

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
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

DESCRIPTION		ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>					
401	REGULAR SALARIES	15,450	16,160	14,530	16,160
492	WORKERS COMP.	300	300	300	300
493	RETIREMENT	3,102	3,255	2,980	3,449
494	MEDICARE	220	220	207	234
	SUBTOTAL	19,071	19,935	18,017	20,143
<u>OPERATING EXPENSES</u>					
711	OFFICE EQUIP MAINT.	-	-	-	-
804	TELEPHONE	243	550	261	550
811	POSTAGE	660	500	307	500
812	REPRODUCTION	-	-	-	-
813	OFFICE SUPPLIES	1,491	500	1,325	500
842	SPECIAL DEPT SUPPLIES	13	1,000	504	1,000
	SUBTOTAL	2,407	2,550	2,396	2,550
	TOTAL DEPARTMENT	21,479	22,485	20,413	22,693

COMMENTS ON EXPENDITURE DETAIL

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

RECREATION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	22,728	21,750	25,049	21,843
TOTAL DEPARTMENT	22,728	21,750	25,049	21,843

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

RECREATION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	16,484	15,655	14,530	15,655
492 WORKERS COMP	300	300	300	300
493 RETIREMENT	3,102	3,255	2,980	3,341
494 MEDICARE	220	220	207	227
SUBTOTAL	20,105	19,430	18,017	19,523
<u>OPERATING EXPENSES</u>				
804 TELEPHONE	105	-	-	-
811 POSTAGE	-	1,000	-	1,000
813 OFFICE SUPPLIES	61	120	312	120
821 OUTSIDE CONSULTING SVS	622	-	300	-
881 SPECIAL SERVICES	1,836	1,200	6,420	1,200
SUBTOTAL	2,623	2,320	7,032	2,320
TOTAL DEPARTMENT	22,728	21,750	25,049	21,843

COMMENTS ON EXPENDITURE DETAIL

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

DISASTER COUNCIL

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>	-	100	-	-
TOTAL DEPARTMENT	-	100	-	-

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
811 POSTAGE	-	-	-	-
813 OFFICE SUPPLIES	-	100	-	-
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	-	100	-	-
TOTAL DEPARTMENT	-	100	-	-

TOWN CLERK/ELECTIONS

TOWN CLERK:

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

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

Accomplishments for 2010-2011:

- Still working on the implementation of a Records Management System with the adopted Records Retention Schedule;

GOALS FOR 2011-2012:

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

TOWN CLERK

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	121,439	118,645	112,088	124,183
OPERATING EXPENSES	18,067	17,800	12,812	17,800
TOTAL DEPARTMENT	139,506	136,445	124,899	141,983

ACTIVITY DESCRIPTION

The Town Clerk is elected to provide assistance to the Mayor and Councilmembers and is custodian of all official town records. The Town Clerk oversees the Town's legal requirements as well as maintaining liability claims and personnel files.

As the Assistant to the Town Manager, this position works as assigned in the general administration of the town as a confidential employee. The Town Clerk also administers local elections prepares council meeting agendas and gives notice of public hearings, authenticates official records on behalf of the Town.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
TOWN CLERK/ ASST TO MANAGER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

TOWN CLERK

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	86,836	82,245	77,639	82,245
415 ACCRUED VACATION	-	-	-	3,487
421 TEMP. EMPLOYEES	-	-	-	-
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	15,894	17,283	16,204	18,707
492 WORKERS COMP.	1,000	1,000	1,000	1,000
493 RETIREMENT	16,483	16,867	16,144	17,551
494 MEDICARE	1,226	1,250	1,101	1,193
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	121,439	118,645	112,088	124,183
<u>OPERATING EXPENSES</u>				
711 OFFICE EQUIP MAINT.	-	500	385	500
731 BLDG-GROUNDS MAINT.	4,355	4,000	2,580	4,000
801 WATER	-	100	-	100
804 TELEPHONE	708	1,000	486	1,000
811 POSTAGE	435	700	143	700
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,144	1,200	1,135	1,200
814 LEGAL ADS	427	350	154	350
815 PRINTING	-	100	-	100
821 OUTSIDE CONSULTING SVS	7,026	600	360	600
822 OUTSIDE CONTRACT SVS	3,859	7,500	4,190	7,500
842 SPECIAL DEPT SUPPLIES	-	200	543	200
861 BUS.MEET/CONF.	33	1,300	2,525	1,300
862 DUES & SUBSCRIPTIONS	80	250	310	250
SUBTOTAL	18,067	17,800	12,812	17,800
TOTAL DEPARTMENT	139,506	136,445	124,899	141,983

COMMENTS ON EXPENDITURE DETAIL

- 821 Website/ABAG
- 822 Town Code Update/ Janitor/ Minutes Clerk

ELECTIONS

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	11,503	1,500	3,867	13,500
TOTAL DEPARTMENT	11,503	1,500	3,867	13,500

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.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
813 OFFICE SUPPLIES	-	100	-	100
814 LEGAL ADS	171	200	60	200
821 OUTSIDE CONSULTING SVS	-	-	-	-
822 OUTSIDE CONTRACT SVS	10,745	-	2,835	12,000
861 BUS.MEET/CONF.	587	1,200	973	1,200
TOTAL DEPARTMENT	11,503	1,500	3,867	13,500

PERSONNEL

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	731	7,800	12,700	12,300
TOTAL DEPARTMENT	731	7,800	12,700	12,300

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
814 LEGAL ADS	-	-	149	-
815 PRINTING	-	500	-	-
821 OUTSIDE CONSULTING SVS	731	7,000	11,941	12,000
842 SPECIAL DEPT SUPPLIES	-	300	597	300
861 BUS.MEET/CONF.	-	-	12	-
SUBTOTAL	731	7,800	12,700	12,300
TOTAL DEPARTMENT	731	7,800	12,700	12,300

FINANCE BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 1 Finance Director
- .5 Part-Time Accountant

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

SUMMARY OF DUTIES:

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

The Administrative Assistant for the Town was moved to Administrative Non-Dept for the year 2009-2010.

2010-11 ACCOMPLISHMENTS:

- Worked on record retention management and computer file retention and restructuring.
- Replaced existing computer infrastructure on a three year plan.
- Continued on restructuring the Finance Department
- Continued on budget modification and restructuring to make a cohesive articulating document
- Facilitated Private Placement TRAN
- Completed the Open Space Fund internal audit for the last five years.
- Completed the CalPERS audit of the last three years.
- Completed the 09-10 Annual Audit bringing the Town current for the first time in five years.
- Started prep for the 10-11 Annual Audit.
- Completed a FEMA cash on cash project grant review from '05-'06 to date.
- Prepared for the FEMA Audit
- Adopted Financial Policies and Reserve Policies
- Completed the creation of an updated chart of accounts for the Town financial system.

- Continued with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Improved internal audit control with new procedures.

FY 2011-12 GOALS AND OBJECTIVES:

- Research for new revenue streams
- Formalize accounting policies and procedures and improve internal control – ongoing process
- Evaluate the latest version of BDS financial systems for FY 2012-13 upgrade
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Continue restructuring the budget to create a cohesive articulating document.
- Finalize the 10-11 Audit.
- Continue creation of system structure and support.

FINANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	163,452	187,708	160,301	195,249
OPERATING EXPENSES	55,084	75,855	42,328	71,855
TOTAL DEPARTMENT	218,536	263,563	202,629	267,104

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	0.50	-
MANAGEMENT ANALYST	0.50	-	0.50	-
PART-TIME ACCOUNTANT	-	0.50	-	0.50
TOTAL POSITIONS	2.00	1.50	2.00	1.50

FINANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
401 REGULAR SALARIES	111,585	108,284	98,853	108,284
411 REG PART_TIME SALARIES		35,964	19,030	35,964
415 ACCRUED VACATION	-	-	-	2,708
421 TEM. EMPLOYEES	1,910	-	-	2,000
461 OVERTIME	-	500	-	500
491 HEALTH INSURANCE	23,520	17,640	18,062	19,094
492 WORKERS COMP.	1,500	1,500	1,500	1,500
493 RETIREMENT	23,487	21,819	21,168	23,108
494 MEDICARE	1,449	2,000	1,688	2,092
SUBTOTAL	163,452	187,708	160,301	195,249
<u>OPERATING EXPENSES</u>				
636 OFFICE EQUIP REPLACEMENT	-	1,000	-	1,000
711 OFFICE EQUIP MAINT.	-	300	60	300
731 BLDG-GROUNDS MAINT.	4,355	4,000	2,580	4,000
801 WATER	-	100	-	100
804 TELEPHONE	1,347	1,500	791	1,500
811 POSTAGE	472	700	198	700
813 OFFICE SUPPLIES	2,819	1,000	2,871	1,000
815 PRINTING	78	1,200	539	1,200
821 OUTSIDE CONSULTING SVS	12,859	21,000	13,334	21,000
822 OUTSIDE CONTRACT SVS	31,605	38,740	19,504	34,740
861 BUS.MEET/CONF.	117	2,250	2,430	2,250
862 DUES & SUBSCRIPTIONS	1,428	1,065	22	1,065
890 MISCELLANEOUS	5	3,000	-	3,000
SUBTOTAL	55,084	75,855	42,328	71,855
TOTAL DEPARTMENT	218,536	263,563	202,629	267,104

COMMENTS ON EXPENDITURE DETAIL

401-41 Salary for Finance Director and 50% of Part Time Accountant

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

822 Payroll Service,

Accounting software support - BDS, AssetMAXX

Mandated cost reimbursement preparation

Quarterly Sales Tax audits and reports

Janitorial services allocation

Merchant Fees for the Town

Department of Planning and Building Services

ORGANIZATION:

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

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

Total = 3 FTE with benefits

SUMMARY OF DUTIES:

The Department of Planning and Building Services provides staff services to the public at the front counter at Town Hall, Town Council, Planning Commission, Design Review Board, and the General Plan Advisory Committee (or what will now become the General Plan Implementation Committee) - related to the creation and implementation of planning and land use policies and regulations in Fairfax. The Planning Division also processes "entitlement" permit applications and oversees the enforcement of Town ordinances that govern the development and use of property within the community. The Building Division provides "building" permits for construction activity and code enforcement related to the California and Uniform Building Codes. Department staff also oversees the contracted work of a Town Civil Engineer; as well as the work of a prime consultant and sub-consultants assisting in the General Plan update, environmental review and implementation.

FY 2010-11 ACCOMPLISHMENTS:

- Completed final drafting of the 2010 General Plan; accepted on 12/1/10.
- Commenced environmental review of the final draft 2010 General Plan, per (CEQA).
- Adjourned the General Plan Advisory Committee (GPAC).
- Convened the creation of a General Plan Implementation Committee (GPIC).
- Completed an administrative draft Climate Action Plan (CAP) for GPIC review; as a result of staff participation in the Marin Climate & Energy Partnership (MCEP).
- Held a Town Parking Forum to address "The High Price of Free Parking".
- Crafted a new Medical Marijuana Dispensary Ordinance for the Town.
- Assisted the Town Council in the updating of the Town's Fire Code with regards to new second unit sprinkler requirements in the central area of Town.
- Updated the Town's Building Code, which includes requirements for "green building" per the new CALGreen section of the California Building Code.
- Applied for 5.8M of Federal funding through TAM/MTC to implement the Cross Marin Bikeway & the Parkade Area Circulation Study; completed by staff in FY 2009-10.

FY 2011-12 GOALS AND OBJECTIVES:

- Complete environmental review of the draft 2010 General Plan, per (CEQA), and then formally adopt the 2010 General Plan.
- Update the Town's Zoning Ordinance after final adoption of the 2010 General Plan.
- Commence General Plan Implementation Committee (GPIC) meetings.
- Adopt a Climate Action Plan (CAP) for the Town.
- Augment "CALGreen" guidelines (part of the new Building Code) with additional "green building" requirements within the Town's Zoning Ordinance.
- Work with the Affordable Housing Committee to articulate a process for moving forward with the analysis, funding and development of the Lutheran Church site for Senior Housing and 10 Olema Road site for Workforce Housing.
- Re-draft/resurrect the Second Unit Amnesty Ordinance for adoption by Town Council.
- Commence public workshops for the creation of a Town Center Plan, as called for in the 2010 General Plan.
- Conduct a "managed parking" feasibility analysis.
- Introduce and implement a historic resources review procedure that complies with CEQA requirements.

PLANNING

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	283,464	289,188	261,159	295,905
OPERATING EXPENSES	105,398	108,250	112,202	100,000
TOTAL DEPARTMENT	388,863	397,438	373,361	395,905

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
PLANNING DIRECTOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
TOTAL POSITIONS	2.00	2.00	2.00	2.00

PLANNING

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	199,769	194,419	177,818	194,419
415 ACCRUED VACATION	-	1,000	-	6,372
421 TEMP EMPLOYEES	5,018	7,500	2,669	7,500
461 OVERTIME	-	1,000	-	-
491 HEALTH INSURANCE	28,101	37,700	25,379	40,807
492 WORKERS COMP.	2,500	2,500	2,500	2,500
493 RETIREMENT	44,051	41,988	38,164	41,489
494 MEDICARE	2,734	3,080	2,511	2,819
496 UNEMPLOYMENT	1,291	-	12,118	-
611 AUTO ALLOWANCE	-	-	-	-
	SUBTOTAL	283,464	261,159	295,905
OPERATING EXPENSES				
711 OFFICE EQUIP MAINT.	-	1,000	-	-
731 BLDG-GROUNDS MAINT.	7,614	7,000	4,511	7,000
801 WATER	911	1,000	-	-
802 POWER	358	500	199	250
804 TELEPHONE	1,985	2,000	1,227	1,500
811 POSTAGE	429	1,000	187	500
812 REPRODUCTION	(73)	-	411	1,000
813 OFFICE SUPPLIES	1,888	1,000	1,391	1,500
814 LEGAL ADS	-	500	-	-
815 PRINTING	1,042	1,000	1,224	1,500
821 OUTSIDE CONSULTING SVS	75,069	75,000	86,244	70,000
822 OUTSIDE CONTRACT SVS	4,406	5,000	1,339	1,500
842 SPECIAL DEPT SUPPLIES	-	500	364	500
861 BUS.MEET/CONF.	1,690	2,000	3,024	2,000
862 DUES & SUBSCRIPTIONS	-	750	32	250
871 LIAB. & PROP. INSURANCE	10,080	10,000	12,048	12,500
	SUBTOTAL	105,398	112,202	100,000
TOTAL DEPARTMENT	388,863	397,438	373,361	395,905

COMMENTS ON EXPENDITURE DETAIL

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

BUILDING INSPECTION/PERMITS

FUND:
ACTIVITY:
RESPONSIBILITY:

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	122,917	125,920	108,063	128,851
OPERATING EXPENSES	22,971	33,600	21,945	28,625
TOTAL DEPARTMENT	145,887	159,520	130,008	157,476

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

BUILDING INSPECTION/PERMITS

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	91,137	86,812	79,578	86,812
415 ACCRUED VACATION	-	-	-	2,830
421 TEMP. EMPLOYEES	3,260	8,000	-	7,500
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	9,476	10,093	9,283	10,924
492 WORKERS COMP.	1,000	1,000	1,000	1,000
493 RETIREMENT	16,727	18,900	17,041	18,526
494 MEDICARE	1,316	1,115	1,161	1,259
SUBTOTAL	122,917	125,920	108,063	128,851
OPERATING EXPENSES				
711 OFFICE EQUIP MAINT.	-	500	-	500
722 VEHICLE MAINTENANCE	3,781	5,000	4,878	5,000
723 COMM EQUIPMENT MAINTENANCE	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,482	3,200	2,063	3,200
801 WATER	-	100	-	-
802 POWER	355	500	185	500
804 TELEPHONE	1,545	1,500	1,215	1,500
811 POSTAGE	660.1	700	315.6	300
812 REPRODUCTION	-	100	-	-
813 OFFICE SUPPLIES	855	700	1,724	1,500
815 PRINTING	-	200	-	-
821 OUTSIDE CONSULTING SVS	2,155	10,000	1,515	5,000
822 OUTSIDE CONTRACT SVS	1,174	1,000	1,174	1,250
851 CLOTHING	-	-	-	-
861 BUS.MEET/CONF.	555	1,000	-	1,000
862 DUES & SUBSCRIPTIONS	173	500	275	275
871 LIAB. & PROP. INSURANCE	8,234	8,600	8,600	8,600
881 SPECIAL SERVICES	-	-	-	-
SUBTOTAL	22,971	33,600	21,945	28,625
TOTAL DEPARTMENT	145,887	159,520	130,008	157,476

COMMENTS ON EXPENDITURE DETAIL

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

Department of Planning & Building Services
311-321 (Account number series)

Account No. & Title	Quantity, brief description and justification of items requested	FY 2010-11 Requested Appropriations	FY 2011-12 Projected Appropriations
01-311-821 Outside Consulting Serv.	GP/CEQA Env. Review; Prime and Sub-Consultants, and Zoning Ordinance Update	75,000	70,000
01-311-822 Contracted Services/ Memberships	Misc. Town Hall expenses (i.e., janitorial, meter, etc.)	5,000	1,500
01-311-861 Bus Mtgs/Conf./Travel	ABAG/Marin Co. Planning Directors Meetings American Planning Associate Conference	2,000	2,000
01-311-862 Dues and Subscriptions	American Planning Association	750	250
01-321-421 Temp. Employees	Substitute Building Official (during vacation of perm. empl) Back-up Building Inspector	8,000	7,500
01-321-722 Vehicle Maintenance	Building Official Vehicle; Maintenance and Operation	5,000	5,000
01-321-821 Outside Consultan Serv.	Contract Civil Engineer	10,000	5,000
01-321-822 Contract Services	Janitorial expenses (shared office space)	1,000	1,250
01-321-861 Bus. Mtg./Conf./Travel	Continuing Education	1,000	1,000
01-321-862 Dues and Subscriptions	Professional Licensing & Periodicals	500	275
		108,250	93,775

POLICE BUDGET MESSAGE

ORGANIZATION:

The department is comprised of the following personnel:

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

Total: 16 full time employees and 4 reserve employees

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

2010-11 ACCOMPLISHMENTS

- Completed installation of new \$94,000 911 phone system at no cost to Town
- Completed installation of \$34,000 Live Scan fingerprinting system at no cost to town
- Saved over \$65,000 in overtime by Chief covering watch commander shifts due to vacant sergeant position the entire fiscal year
- Investigated over 13,000 calls for service ("incidents" reported and officer initiated)
- Generated over 1,200 investigative crime reports
- Over 356 arrests
- Issued over 2,600 citations
- Over 28,000 telephone calls answered by Dispatch Center
- DUI Checkpoints and Pedestrian Stings
- Managed safety issues associated with a large number of public events

2011-12 GOALS AND OBJECTIVES

- Find ways to reduce costs to overall budget
- Continue to provide cost effective and high level of public safety service for entire community
- Provide problem solving policing to address quality of life issues within our community
- Promote positive recruitment and retention strategies
- Public Awareness Campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings)
- Complete Evidence Purging Project: Firearms & Ammunition Destruction
- Continue Resident Vacation Checks
- Expand Police Department's web site

POLICE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	2,189,058	2,325,194	2,022,843	2,371,846
OPERATING EXPENSES	277,711	240,970	202,456	272,355
TOTAL DEPARTMENT	2,466,769	2,566,164	2,225,299	2,644,201

ACTIVITY DESCRIPTION

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

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
POLICE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	1.00	1.00	-
SERGEANT	2.00	2.00	2.00	1.00
DETECTIVE / JUVENILE OFFICER	-	-	-	1.00
CORPORAL	1.00	1.00	1.00	2.00
POLICE OFFICER	6.00	6.00	6.00	6.00
DISPATCHER	4.25	4.25	4.25	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00
TOTAL POSITIONS	16.25	16.25	16.25	16.00

COMMENTS ON EXPENDITURE DETAIL

- 497 Overtime charged to Festival Fund for annual festival.
- 712 Includes Records Management System maintenance contract and maintenance and repair of department's extensive in-house and mobile computer network.
- 822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force and the Prandi Childrens Center (forensic interview for child victims of violent crimes).
- 862 Includes Lexipol police policy manual updates
- 889 Booking fees

POLICE

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

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	ADOPTED
	2009-2010	BUDGET 2010-2011	ACTUAL 2010-2011	BUDGET 2011-2012
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	405,895	319,947	297,136	318,849
402 SAFETY SALARIES	767,106	934,945	776,698	976,018
402 SALARY VACANCY SAVINGS	-	(50,000)	-	(26,000)
415 ACCRUED VACATION	10,811	7,000	66,416	7,000
421 TEMP EMPLOYEES	49,408	30,000	44,743	30,000
461 OVERTIME	140,049	125,000	86,930	125,000
481 HOLIDAY PAY	53,425	62,577	33,263	67,367
491 HEALTH INSURANCE	192,043	246,750	225,115	263,397
492 WORKERS COMP.	31,951	30,000	33,805	33,805
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	518,528	610,365	440,392	565,140
494 MEDICARE	19,842	17,710	18,344	20,370
496 UNEMPLOYMENT	-	-	-	-
497 FESTIVAL OVERTIME REIMBURSIBLE	-	(9,100)	-	(9,100)
SUBTOTAL	2,189,058	2,325,194	2,022,843	2,371,846
OPERATING EXPENSES				
641 EQUIPMENT RENTAL	-	-	-	-
711 OFFICE EQUIP MAINT.	413	1,500	1,043	1,500
712 COMPUTER EQUIP MAINT.	14,341	10,000	5,709	28,000
721 FIELD EQUIP MAINT.	271	300	11	1,000
722 VEHICLE MAINTENANCE	28,649	30,000	31,357	18,000
723 COMMUNICATION EQUIP MAINT	4,454	1,500	767	3,000
725 MERA DEBT SERVICE	47,257	48,000	4,505	38,260
726 MERA MEMBERSHIP FEE	32,874	33,000	29,953	24,325
731 BLDG-GROUNDS MAINT.	34,477	13,000	20,639	26,000
801 WATER	985	1,300	1,328	1,900
802 POWER	6,879	3,000	1,151	2,000
804 TELEPHONE	19,832	20,000	14,093	17,000
806 FUEL	-	-	-	18,000
811 POSTAGE	1,940	2,000	1,160	2,000
812 REPRODUCTION	2,826	2,500	2,364	2,500
813 OFFICE SUPPLIES	1,219	1,300	1,177	1,300
815 PRINTING	2,868	3,000	3,928	3,000
821 OUTSIDE CONSULTING SVS	4	-	-	-
822 OUTSIDE CONTRACT SVS	38,404	28,000	47,109	38,000
841 SMALL TOOLS	130	500	295	500
842 SPECIAL DEPT SUPPLIES	5,035	5,500	3,457	5,500
851 CLOTHING	14,774	12,000	7,616	13,000
861 BUS.MEET/CONF.	199	500	-	500
862 DUES & SUBSCRIPTIONS	5,993	6,800	6,162	6,800
871 LIAB. & PROP. INSURANCE	9,422	7,270	9,318	7,270
881 SPECIAL SERVICES	-	-	-	-
883 P.O.S.T.	4,466	10,000	9,313	10,000
889 BOOKING FEES	-	-	-	3,000
SUBTOTAL	277,711	240,970	202,456	272,355
TOTAL DEPARTMENT	2,466,769	2,566,164	2,225,299	2,644,201

POLICE DEPARTMENT

01-411

Account No. & Title	Quantity, brief description and justification of items requested	FY 2011 Requested Appropriations		FY 2012 Projected Appropriations
01-411-725 MERA Debt Service	MERA New Project financing and Bond Fund MERA New Project Financing 2007 Bank Note (\$4505) Police and Public Works share this cost. Police share is 81.21% of total which is \$3659		3,659	
	MERA Bond Fund (\$42,607). Police and Public Works share this cost. Police share is 81.21% of total which is \$34,601		34,601	
	Total	48,000		38,260
01-411-726 MERA Membership Fee	MERA Membership Fee Police and Public Works share this cost. Police share is 81.21% of total which is \$24,325		24,325	
	Total	33,000		24,325
01-411-822 Outside Contract Services	Major Crimes Task Force Prandi Center, Child Forensic Interviews Janitorial Services Evidence Facility Alarm Blood Analysis, Drunk Drivers Firing Range Blood Analysis, other Email Exchange Server Records Shredding Web Site Maintenance Forensic Evidence Analysis(Includes sex assault exam		17,782 1,470 6,400 600 600 848 1,000 2,200 300 1,800 5,000	
	Total	28,000		38,000
03-923-921 Field Equipment Capital Account	Panasonic Lease. 48 month lease for police vehicle mobile Data Computers. Entered into contract 7/1/2008. 4 yearly payments of \$15,517.03 with last payment due 7/1/2012		15,517	
	Compellent Credit 60 month computer lease for office computers (includes Town Hall). Entered into contract in 2008 5 yearly payments of \$7574 with last payment due Jan 2013. Police Portion is \$5910. Town Hall portion of \$1664 not reflected in total		5,910	
	Ally Financial 4 year lease for a police vehicle. Entered into contract Jan 2011. Yearly cost \$8911 with through Jan 2014.		8,911	
	Replacement of 2 marked patrol vehicles utilizing a 4 year lease purchase plan		24,000	
	Total	30,337		54,338
Total Detailed Operations		139,337		154,923

SPECIAL POLICE EXPENSES

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
SPECIAL POLICE EXPENSES	-	5,300	-	5,300
TOTAL DEPARTMENT	-	5,300	-	5,300

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
926 CLEEP	-	5,000	-	5,000
927 SLESF	-	-	-	-
929 RACIAL PROFILING	-	-	-	-
932 STAR PROGRAM	-	-	-	-
933 CERT TRAINING	-	300	-	300
TOTAL DEPARTMENT	-	5,300	-	5,300

ROSS VALLEY FIRE SERVICE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	1,710,506	1,736,797	1,743,941	1,736,797
TOTAL DEPARTMENT	1,710,506	1,736,797	1,743,941	1,736,797

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.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				No recognized cost increase
493 RVFS RETIREMENT	376,000	430,691	506,308	430,691
724 RVFS DEBT SERVICE	28,916	28,916	26,868	28,916
731 BUILDINGS & GROUNDS MAINT	2,177	-	1,290	-
871 LIAB. & PROP. INSURANCE	5,684	2,906	5,854	2,906
881 RVFS CONTRACT	1,297,729	1,274,284	1,203,620	1,274,284
TOTAL DEPARTMENT	1,710,506	1,736,797	1,743,941	1,736,797

COMMENTS ON EXPENDITURE DETAIL

493 The Town's share of the RVFD net operating budget is 30.4% of the total fire budget.
 724 Fire Engine, Turnouts, and Breathing Apparatus lease payments.

PUBLIC WORKS BUDGET MESSAGE

Division 510 – Administration

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Consultant (Not to exceed \$40K per fiscal year)

Administration is responsible for the oversight of all maintenance divisions, encroachment permits, contract administration and capital projects. Staff participates in community and multiple joint-agency coordination efforts including neighborhood traffic calming, MCSTOPPP, MarinMap, ICLEI and others. Staff is responsible for writing grant proposals and submitting required documentation and invoices, and corresponding with FEMA and Caltrans. The Division is also responsible for staffing Open Space, Measure K and Measure F committees and reviewing development plans for compliance with Town Codes relating to Public Works.

2010-11 ACCOMPLISHMENTS:

- Created a 50-Year Infrastructure Maintenance Master Plan that includes all Town facilities, parks, storm drains and streets. Elements of the plan include:
 - Ten-year capital improvement project schedule for maintenance projects;
 - An annual drainage system inspection and repair schedule;
 - An annual crack sealing schedule for streets and parking lots;
 - An annual traffic sign inspection program.
- Continued implementing the iWorQ on-line work request system resulting over 400 incoming requests for service from July 2010 through May 2011.
- Secured \$38,000 in Federal stimulus funds for the energy efficiency retrofit of the Downtown streetlights
- Implementing the Hazardous Fuel Reduction project (\$169,000 in federal funding).
- Implementing the Seismic Retrofit project for the Pavilion (\$450,000 in CalEMA and FEMA funds).
- Completed Construction of the Peri Park Bridge Replacement and Tennis Court Bank stabilization projects (FEMA Project -\$500,000).

Changes in Budget from FY 10/11

Public Works Director position is left vacant (FBLR of \$142,380 per year) for a net savings of about \$102,000. A consultant services contract not to exceed \$40,000 per year will be able to complete several capital projects in process or about to begin.

Decrease in transfer of payroll out to capital projects due to far fewer Capital projects for FY 11/12. Continued elimination of meetings, conferences, travel and dues and subscriptions line items.

FY 2011-12 GOALS AND OBJECTIVES:

Special projects

- Develop plans and specifications and then apply appropriate resurfacing material for Belle, Belmont, Coolidge and Hill Avenues and Alder and Baywood Courts as funded by Measure A, Measure I, Gas Tax and Road Impact fees.
- Continue developing a Ten-Year The institutional knowledge of the Public Works staff will be instrumental in developing the plan.
- Continue pursuing grant opportunities and FEMA, Federal & State reimbursement on miscellaneous capital projects
- Continue iWorQ request system improvements.

PUBLIC WORKS ADMINISTRATION

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
510 - PUBLIC WORKS ADMINISTRATION
PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	169,368	54,445	90,697	7,963
OPERATING EXPENSES	16,197	21,200	40,685	61,600
TOTAL DEPARTMENT	185,565	75,645	131,381	69,563

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	-
ADMINISTRATIVE ASSISTANT	-	-	-	-
MANAGEMENT ANALYST	0.25	-	0.25	-
TOTAL POSITIONS	1.25	1.00	1.25	-

PUBLIC WORKS ADMINISTRATION

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
510 - PUBLIC WORKS ADMINISTRATION
PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	119,152	112,988	70,182	13,000
401 SALARY SAVINGS	-	(46,000)	-	-
415 ACCRUED VACATION	-	-	-	-
TEMP EMPLOYEES	-	-	1,127	-
491 HEALTH INSURANCE	6,119	4,788	3,616	-
492 WORKERS COMP.	2,000	2,000	2,000	2,000
493 RETIREMENT	40,435	23,169	12,749	2,774
494 MEDICARE	1,662	2,000	1,022	189
497 PAYROLL TRANSFER	-	(44,500)	-	(10,000)
SUBTOTAL	169,368	54,445	90,697	7,963
OPERATING EXPENSES				
711 OFFICE EQUIP MAINT.	327	500	-	-
731 BLDG-GROUNDS MAINT.	4,077	4,000	2,416	4,000
801 WATER	-	-	-	-
804 TELEPHONE	480	600	-	600
811 POSTAGE	738	700	143	400
813 OFFICE SUPPLIES	310	300	230	300
815 PRINTING	-	300	87	300
821 OUTSIDE CONSULTING SVS	4,993	5,000	33,811	50,000
822 OUTSIDE CONTRACT SVS	4,481	7,300	3,998	3,500
842 SPECIAL DEPT SUPPLIES	-	2,500	-	2,000
861 BUS.MEET/CONF.	790	-	-	500
862 DUES & SUBSCRIPTIONS	-	-	-	-
SUBTOTAL	16,197	21,200	40,685	61,600
TOTAL DEPARTMENT	185,565	75,645	131,381	69,563

COMMENTS ON EXPENDITURE DETAIL

- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of Fiscal Year 10/11 Marin Map

**Department of Public Works
510, 511, 611, 911**

Account No. & Title	Quantity, brief description and justification of items requested	FY 2010-11 Adopted Budget	FY 2011-12 Adopted Budget
01-510-821 (PW Admin)	Consultant Services for FEMA, NMTTP, Grants (Wayne Bush)		40,000
Professional Serv.	Unplanned design and engineering for flood or storm related emergencies	5,000	10,000
01-510-822 (PW Admin)	Construction services for unplanned storm drain failures and flood repair work	7,300	7,300
Contracted Services			
01-511-821 (Street Maint)	MERA CIP and Annual Maintenance Charges -Public Works Share		14,800
Professional Services	Use of County equipment, ROW clearing and street markings, drainage design	80,000	35,200
01-611-821 (Park Maint)	Center Blvd. Landscaping Maintenance, Vendors for Park Maint	15,000	15,000
Professional Services			
01-911-822	Janitorial Contract, electrical repair and other building maint. services	9,200	9,000
Contractual Services			-
		116,500	131,300

Division 511 – Street Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

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

2010-11 ACCOMPLISHMENTS:

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

- Worked with contractor on the bank stabilization and pedestrian bridge landscaping;
- Conducted regular safety meetings and all staff are injury free this year

Changes in Budget from FY 10/11

This budget unit overall costs are decreasing due to returning the street sweeping operation to Town staff. The Marin Sanitary Service street sweeping contract in FY 2010/11 was \$50,000 per year. Town staff sweeping the streets should save the Town about \$30,000 per year. One line item is increasing due to the change in the way the Marin Emergency Radio Authority (MERA) share of costs to the Town is presented. The Public Works Department share of costs for MERA has, in past budgets, been presented in the Police budget. This increase of \$14,800 to the Street Maintenance budget is a decrease to the Police budget and has a zero net effect on the General Fund.

FY 2011-12 GOALS AND OBJECTIVES:

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

- Maintain streets and storm drains to minimum safety standards
- Work with property owners on maintaining sidewalks to minimum safety standards and investigate grant opportunities to assist property owners in the repair of their sidewalks
- Provide excellent street sweeping services to residents and businesses

STREET MAINTENANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	165,250	158,685	163,755	164,569
OPERATING EXPENSES	158,027	170,413	151,738	126,000
TOTAL DEPARTMENT	323,277	329,097	315,493	290,569

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
MAINT. LEADWORKER	1.00	-	1.00	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	1.00	-
MAINT. WORKER I	1.00	1.00	1.00	1.00
TOTAL POSITIONS	4.00	3.00	4.00	2.00

STREET MAINTENANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	98,628	102,744	90,068	105,826
415 ACCRUED VACATION	-	-	-	4,485
421 TEMP. EMPLOYEES	-	8,000	9,883	1,000
461 OVERTIME	1,807	1,000	2,984	1,500
491 HEALTH INSURANCE	37,065	21,240	33,397	21,240
492 WORKERS COMP.	6,395	6,400	6,400	6,400
493 RETIREMENT	19,896	18,000	19,484	22,583
494 MEDICARE	1,458	1,300	1,540	1,534
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	165,250	158,685	163,755	164,569
<u>OPERATING EXPENSES</u>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	2,000	-	-
631 RESERVE FOR COMP EQUIP REPLACEMENT	-	2,000	-	-
641 EQUIPMENT RENTAL	73	500	-	-
721 FIELD EQUIP MAINT.	238	500	-	-
722 VEHICLE MAINTENANCE	21,521	23,750	19,704	15,000
723 COMMUNICATION EQUIP MAINT	-	500	-	500
731 BLDG-GROUNDS MAINT.	5,443	5,800	3,527	5,800
801 WATER	-	-	-	-
802 POWER	2,102	2,115	392	1,500
803 DUMP FEES	-	1,000	-	500
804 TELEPHONE	1,267	1,300	999	1,200
806 FUEL	-	-	-	10,000
813 OFFICE SUPPLIES	315	276	44	300
821 OUTSIDE CONSULTING SVS	68,248	80,000	85,199	40,000
841 SMALL TOOLS	477	4,000	175	4,000
842 SPECIAL DEPT SUPPLIES	47,829	35,000	29,259	30,000
851 CLOTHING	850	-	850	1,200
861 TRAVEL/TOLLS	20	100	18	1,000
871 LIAB. & PROP. INSURANCE	9,643	11,572	11,572	15,000
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	158,027	170,413	151,738	126,000
TOTAL DEPARTMENT	323,277	329,097	315,493	290,569

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...

Division 512 – Street Light Maintenance

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

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

STREET LIGHTING & TRAFFIC SIGNALS

FUND:

ACTIVITY:

RESPONSIBILITY:

01 - GENERAL FUND

512 - STREET LIGHTING & TRAFFIC SIGNALS

PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	65,255	65,600	55,218	57,000
TOTAL DEPARTMENT	65,255	65,600	55,218	57,000

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.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
802 POWER	27,538	30,000	27,885	26,000
821 OUTSIDE CONSULTING SVS	37,117	32,000	26,733	30,000
822 OUTSIDE CONTRACT SVS	600	3,600	600	1,000
TOTAL DEPARTMENT	65,255	65,600	55,218	57,000

COMMENTS ON EXPENDITURE DETAIL

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

POLLUTION PREVENTION

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
514 - POLLUTION PREVENTION
PUBLIC WORKS

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	20,864	21,000	16,250	21,000
TOTAL DEPARTMENT	20,864	21,000	16,250	21,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
822 OUTSIDE CONTRACT SVS	20,864	21,000	16,250	21,000
TOTAL DEPARTMENT	20,864	21,000	16,250	21,000

COMMENTS ON EXPENDITURE DETAIL

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

Division 611 – Parks Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

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

2010-11 ACCOMPLISHMENTS:

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

Changes in Budget from FY 10/11

No significant change from FY 10/11.

FY 2011-12 GOALS AND OBJECTIVES:

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

PARK MAINTENANCE

FUND:
ACTIVITY:
RESPONSIBILITY:

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	70,696	73,503	66,585	79,378
OPERATING EXPENSES	61,962	65,270	57,805	70,500
TOTAL DEPARTMENT	132,657	138,773	124,390	149,878

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
MAINT. WORKER II	1.00	1.00	1.00	1.00
TOTAL POSITIONS	1.00	1.00	1.00	1.00

PARK MAINTENANCE

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

DESCRIPTION	ESTIMATED	PROPOSED	ESTIMATED	ADOPTED
	ACTUAL 2009-2010	BUDGET 2010-2011	ACTUAL 2009-2010	BUDGET 2010-2011
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	49,482	52,000	44,942	54,960
415 ACCRUED VACATION	-	-	-	422
491 HEALTH INSURANCE	9,273	9,329	10,060	10,171
492 WORKERS COMP.	1,000	1,200	1,212	1,300
493 RETIREMENT	10,193	10,193	9,692	11,728
494 MEDICARE	747	780	680	797
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	70,696	73,503	66,585	79,378
<u>OPERATING EXPENSES</u>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	1,000	-	1,000
641 EQUIPMENT RENTAL	108	500	298	500
721 FIELD EQUIP MAINT.	60	500	-	500
722 VEHICLE MAINTENANCE	582	1,000	-	1,000
801 WATER	13,842	16,000	11,379	16,000
802 POWER	4,139	4,300	1,335	2,500
821 OUTSIDE CONSULTING SVS	14,419	15,000	12,008	15,000
841 SMALL TOOLS	-	-	1,555	1,000
842 SPECIAL DEPT SUPPLIES	8,945	7,000	8,823	7,000
851 CLOTHING	425	500	425	500
871 LIAB. & PROP. INSURANCE	18,970	18,970	21,833	25,000
881 SPECIAL SERVICES	473	500	150	500
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	61,962	65,270	57,805	70,500
TOTAL DEPARTMENT	132,657	138,773	124,390	149,878

COMMENTS ON EXPENDITURE DETAIL

- 497 Overtime charged to Festival Fund for annual festival.
- 821 This account primarily covers the cost of outside contractors to perform tree trimming and replacement of dead or inappropriate sidewalk trees.
- 931 Fence repairs at all town parks.

Divisions 625 & 626 – Rental Facilities

ORGANIZATION:

This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

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

RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD

FUND:
ACTIVITY:
RESPONSIBILITY:

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	20,913	16,634	5,909	8,087
OPERATING EXPENSES	22,429	23,300	39,114	31,550
TOTAL DEPARTMENT	43,343	39,934	45,023	39,637

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>POSITIONS</u>				
LEAD WORKER	0.25	0.25	0.25	0.25
TOTAL POSITIONS	0.25	0.25	0.25	0.25

RENTAL FACILITIES - WOMEN'S CLUB AND BALLFIELD

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	14,540	10,026	2,421	-
421 TEMP EMPLOYEES	-	-	-	6,250
415 ACCRUED VACATION	-	-	-	1,000
491 HEALTH INSURANCE	2,346	2,363	1,770	-
492 WORKERS COMP.	1,000	1,200	1,200	746
494 MEDICARE	-	-	-	91
493 RETIREMENT	3,027	3,045	518	-
SUBTOTAL	20,913	16,634	5,909	8,087
<u>OPERATING EXPENSES</u>				
731 BLDG-GROUNDS MAINT.	-	-	-	-
801 WATER	268	300	271	350
802 POWER	3,351	3,500	16,527	3,500
804 TELEPHONE	-	-	-	-
821 OUTSIDE CONSULTING SVS	1,255	1,500	795	1,500
822 OUTSIDE CONTRACT SVS	6,371	6,500	6,518	6,500
841 SMALL TOOLS	-	-	324	500
842 SPECIAL DEPT SUPPLIES	1,681	2,000	2,847	4,000
851 CLOTHING	106	-	-	200
871 LIAB. & PROP. INSURANCE	9,397	9,500	11,832	15,000
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	22,429	23,300	39,114	31,550
TOTAL DEPARTMENT	43,343	39,934	45,023	39,637

COMMENTS ON EXPENDITURE DETAIL

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

RENTAL FACILITIES - PAVILION

FUND:
ACTIVITY:
RESPONSIBILITY:

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	20,863	11,703	5,894	7,086
OPERATING EXPENSES	19,142	25,100	17,311	25,100
TOTAL DEPARTMENT	40,005	36,803	23,205	32,186

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
LEAD WORKER	0.25	0.25	0.25	0.25
TOTAL POSITIONS	0.25	0.25	0.25	0.25

RENTAL FACILITIES - PAVILION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	14,540	9,333	2,421	-
421 TEMP EMPLOYEES	-	(4,500)	-	6,250
491 HEALTH INSURANCE	2,295	2,625	1,754	-
492 WORKERS COMP.	1,000	1,200	1,200	746
494 MEDICARE	-	-	-	91
493 RETIREMENT	3,027	3,045	518	-
	-	-	-	-
SUBTOTAL	20,863	11,703	5,894	7,086
<u>OPERATING EXPENSES</u>				
801 WATER	-	-	297	-
802 POWER	382	500	64	500
804 TELEPHONE	330	400	329	400
821 OUTSIDE CONSULTING SVS	2,167	8,000	304	8,000
822 OUTSIDE CONTRACT SVS	7,591	7,500	7,684	7,500
842 SPECIAL DEPT SUPPLIES	953	1,000	933	1,000
851 CLOTHING	106	-	-	-
871 LIAB. & PROP. INSURANCE	7,612	7,700	7,700	7,700
931 BLDGS & LAND	-	-	-	-
	-	-	-	-
SUBTOTAL	19,142	25,100	17,311	25,100
TOTAL DEPARTMENT	40,005	36,803	23,205	32,186

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.

MISCELLANEOUS

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
715 - MISCELLANEOUS
NON-DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	371,625	422,454	415,150	426,007
TRANSFERS	-	68,000	-	68,000
TOTAL DEPARTMENT	371,625	490,454	415,150	494,007

ACTIVITY DESCRIPTION

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

MISCELLANEOUS

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES				
401 GRANT EMPLOYEES	33,360	40,000	3,240	-
401 REGULAR SALARIES	74,412	48,000	45,805	49,020
491 HEALTH INSURANCE	4,070	8,000	8,069	8,722
492 WORKERS COMP.	-	-	-	-
494 MEDICARE	-	-	680	711
493 RETIREMENT	-	9,360	9,622	10,461
822 OUTSIDE CONTRACT SVS	11,135	20,000	105,295	20,000
822 OUTSIDE CONTRACT SVS - OPEB	-	-	-	40,000
822 CONTRACTED SVCS	188,197	198,187	172,731	198,187
841 SMALL TOOLS	3,805	1,700	-	1,700
842 SPECIAL DEPT SUPPLIES	397	4,000	2,251	4,000
861 BUS.MEET/CONF.	-	-	-	-
881 SPECIAL SERVICES	8,081	7,000	17,935	7,000
890 MISCELLANEOUS	6,752	16,000	-	16,000
891 CLAIMS - WC / SETTLEMENTS	28,905	50,000	49,521	50,000
895 TRAN INTEREST	12,510	20,207	-	20,207
SUBTOTAL	371,625	422,454	415,150	426,007
TRANSFERS OUT				
902 TRANSFER TO 02-DRY PERIOD FROM CARRYOVER	-	-	-	-
903 TRANSFER TO 03-EQUIPMENT REPLACEMENT	-	50,000	-	50,000
911 TRANSFER TO 11-RECREATION	-	18,000	-	18,000
950 TRANSFER TO 50-CREEK REST. (PW ADMIN)	-	-	-	-
950 TRANSFER TO 50-CREEK REST. FROM CARRYOVE	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS (RAINY DAY FUND)	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS (PW ADMIN)	-	-	-	-
952 TRANSFER TO 52-CIP, TOWN, UPPER SCENIC FRO	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN (UUT ENERGY EFFICI	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, GARBAGE ROAD IMF	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, BUS SHELTER FROM	-	-	-	-
955 TRANSFER TO 55- MEASURE K (PW ADMIN)	-	-	-	-
SUBTOTAL	-	68,000	-	68,000
TOTAL DEPARTMENT	371,625	490,454	415,150	494,007

COMMENTS ON EXPENDITURE DETAIL

- 822 Share of county-wide contract with Humane Society for Animal Control Services
 Transportation Authority of Marin pro-rata share, LAFCO charges
 Contribution for OES- Emergency Service Specialist
 Share of Marin Telecommunications Agency
 ABAG membership, League of California Cities membership
 Chamber of Commerce membership, ICLEI membership
- 891 Allocation for Worker's Comp claims and settlements
- 895 Tax and Revenue Anticipation Notes Interest

TOWN OF FAIRFAX
CONSULTANT AND CONTRACTOR LIST
FOR FISCAL YEAR 2011/12

CONSULTANT/CONTRACTOR	DESCRIPTION	VENDOR	COST
Outside Consulting	Auditor, State of California for Gas Tax Audit	State of California	\$ 3,000
Outside Consulting	Town Attorney-Legal Services to the Town	Richards, Watson and Gershon	\$ 125,000
Outside Consulting	Web Site Maintenance Fee	ABAG	\$ 600
Outside Consulting	Independent Auditor	Maze and Associates	\$ 34,000
Outside Consulting	Planning Consultant-General Plan Update	Larry Kennings and Associates	\$ 75,000
Outside Consulting	Engineering Services-Capital Projects	Coastland Engineering, Wayne Bush	\$ 40,000
Outside Consulting	Street Sweeping Services	Marin Sanitary Service	\$ 50,000
Outside Consulting	Traffic Signal Maintenance	Republic Electric	\$ 32,000
Outside Consulting	Landscape Maintenance	Various Vendors	\$ 15,000
Outside Contract Services	Computer Server and Email Exchange Server	Marin IT	\$ 20,000
Outside Contract Services	Animal Control, Street Lighting, LAFCO, TAM, MIDAS, MGSA, OES, MERA	County of Marin	\$ 270,187
Outside Contract Services	Repair to equipment	Various Vendors	\$ 80,000
Outside Contract Services	Building Maintenance Repairs	Various Vendors	\$ 40,000
Outside Contract Services	Computer Software Applications and Support	STARS, BDS, Asset Maxx	\$ 30,000
Outside Contract Services	Postage Meter Rental	USPS	\$ 10,000
Outside Contract Services	Security Services (Alarm) and Pest Control	Various Vendors	\$ 17,000
Outside Contract Services	Special Events (Ice Skating, Spring Egg Hunt, Etc)	Various Vendors	\$ 5,000
Outside Contract Services	MCSTOPP Program and Required Permits	County of Marin	\$ 21,000
			\$ 867,787

ABAG - Association of Bay Area Governments

BDS - Town's financial software

LAFCO - Local Area Formation Committee

MCSTOPP - Marin County Sormwater Pollution Prevention Program

MERA - Marin Emergency Radio Authority

MGSA - Marin General Services Agency

OES - Office of Emergency Services

STARS - MuniFinance salestax program

TAM - Transportation Authorit of Marin

Division 911 – Building Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

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

2010-11 ACCOMPLISHMENTS:

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

Changes in Budget from FY 10/11

No significant changes from prior year.

FY 2011-12 GOALS AND OBJECTIVES:

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

BUILDING MAINTENANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
PAYROLL AND BENEFITS	42,652	29,979	13,421	15,173
NET ALLOCATED EXPENSES	(40,242)	(38,979)	(26,134)	(30,676)
TOTAL DEPARTMENT	2,410	(9,000)	(12,713)	(15,503)

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.

	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
POSITIONS				
LEAD WORKER	0.50	0.50	0.50	0.50
TOTAL POSITIONS	0.50	0.50	0.50	0.50

BUILDING MAINTENANCE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	31,074	18,666	4,842	-
421 TEMP EMPLOYEES	-	-	-	12,500
415 ACCRUED VACATION	-	-	3,408	1,000
461 OVERTIME	391	-	295	-
491 HEALTH INSURANCE	4,632	4,659	3,239	-
492 WORKERS COMP.	500	600	600	1,492
494 MEDICARE	-	-	-	181
493 RETIREMENT	6,054	6,054	1,037	-
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	42,652	29,979	13,421	15,173
<u>OPERATING EXPENSES</u>				
721 FIELD EQUIP MAINT.	-	-	-	-
731 BLDG-GROUNDS MAINT.	(67,618)	(81,806)	(38,882)	(54,676)
821 OUTSIDE CONSULTING SVS	15,855	25,500	1,583	10,000
822 OUTSIDE CONTRACT SVS	3,500	9,200	4,315	6,000
842 SPECIAL DEPT SUPPLIES	7,809	8,126	6,850	8,000
851 CLOTHING	213	-	-	-
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	(40,242)	(38,979)	(26,134)	(30,676)
TOTAL DEPARTMENT	2,410	(9,000)	(12,713)	(15,503)

COMMENTS ON EXPENDITURE DETAIL

- 822 Sewer service charge for buildings paid to Ross Valley Sanitary District
- 842 Supplies needed for upkeep of town-owned buildings

DRY PERIOD FUND

FUND:
ACTIVITY:
RESPONSIBILITY

02 - DRY PERIOD FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	-	-	-	226,836
TOTAL DEPARTMENT	-	-	-	226,836

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>TRANSFERS</u>				
901 TRANSFER TO 01-GENERAL FUND	-	-	-	226,836
TOTAL DEPARTMENT	-	-	-	226,836

EQUIPMENT/VEHICLE REPLACEMENT

FUND:
ACTIVITY:
RESPONSIBILITY

03 - EQUIPMENT REPLACEMENT
923 - EQUIPMENT REPLACEMENT
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	25,689	50,000	18,500	50,000
TOTAL DEPARTMENT	25,689	50,000	18,500	50,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
921 FIELD EQUIP.	25,689	50,000	18,500	50,000
TOTAL DEPARTMENT	25,689	50,000	18,500	50,000

COMMENTS ON EXPENDITURE DETAIL

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

BUILDING AND PLANNING

FUND:
ACTIVITY:
RESPONSIBILITY

04 -BUILDING & PLANNING FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	287,092	387,560	393,207	362,750
TOTAL DEPARTMENT	287,092	387,560	393,207	362,750

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>TRANSFERS</u>				
901 TRANSFER TO 01-GENERAL FUND	287,092	387,560	393,207	362,750
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN	-	-	-	-
TOTAL DEPARTMENT	287,092	387,560	393,207	362,750

COMMUNICATION EQUIPMENT REPLACEMENT

FUND:
ACTIVITY:
RESPONSIBILITY

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	-	-	-	-
TOTAL DEPARTMENT	-	-	-	-

ACTIVITY DESCRIPTION

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

	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
910 COMMUNICATION EQUIP	-	-	-	-
TOTAL DEPARTMENT	-	-	-	-

RETIREMENT FUND

FUND:
ACTIVITY:
RESPONSIBILITY

06 - RETIREMENT FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	945,560	1,048,130	945,560	1,048,130
TOTAL DEPARTMENT	945,560	1,048,130	945,560	1,048,130

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
901 TRANSFER TO 01-GENERAL FUND	945,560	1,048,130	945,560	1,048,130
TOTAL DEPARTMENT	945,560	1,048,130	945,560	1,048,130

SPECIAL POLICE FUND

FUND:
ACTIVITY:
RESPONSIBILITY

07 - SPECIAL POLICE FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	138,373	100,000	85,854	100,000
TOTAL DEPARTMENT	138,373	100,000	85,854	100,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
901 TRANSFER TO 01-GENERAL FUND	138,373	100,000	85,854	100,000
TOTAL DEPARTMENT	138,373	100,000	85,854	100,000

OFFICE EQUIPMENT REPLACEMENT

FUND:
DEPARTMENT:
RESPONSIBILITY

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	8,009	8,000	12,547	8,000
TOTAL DEPARTMENT	8,009	8,000	12,547	8,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
911 OFFICE EQUIPMENT	8,009	8,000	8,009	8,000
TOTAL DEPARTMENT	8,009	8,000	8,009	8,000

RECREATION

FUND: 11 - RECREATION
 ACTIVITY: YOUTH COMMISSION AND FOCAS
 RESPONSIBILITY: GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	9,951	18,000	18,342	46,401
TOTAL DEPARTMENT	9,951	18,000	18,342	46,401

ACTIVITY DESCRIPTION

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

Camp Fairfax receives revenues from fees which offset the costs of the program. In FY11-12 these fees are estimated to be \$15,750

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>DEPT 618 - YOUTH CENTER IMPROVEMENTS</u>				
<u>DEPT 619 - SKATE PARK</u>				
<u>DEPT 620 - YOUTH CENTER ACTIVITIES (including Friday Nights)</u>				
842 SPECIAL DEPT SUPPLIES	1,724	-	559	5,000
821 OUTSIDE CONSULTING SVS	8,227	-	596	-
881 SPECIAL SERVICES	-	-	-	-
<u>DEPT 621 - FOCAS</u>				
411 REGULAR PT SALARIES	-	18,000	10,652	18,000
494 MEDICARE			-	261
804 TELEPHONE			1,152	600
813 OFFICE SUPPLIES			528	250
821 OUTSIDE CONSULTING SVS	-	-	3,774	8,305
822 CONTRACTED SERVICES			591	295
842 SPECIAL DEPT SUPPLIES	-	-	149	2,650
881 SPECIAL SERVICES	-	-	-	1,450
890 MISCELLANEOUS			340	500
<u>DEPT 622 - CAMP FAIRFAX</u>				
821 OUTSIDE CONSULTING SVS	-	-		500
822 CONTRACTED SERVICES				7,540
842 SPECIAL DEPT SUPPLIES	-	-		550
890 MISCELLANEOUS				500
TOTAL DEPARTMENT	9,951	18,000	18,342	46,401

FAIRFAX FESTIVAL

FUND:
ACTIVITY:
RESPONSIBILITY

12 - FAIRFAX FESTIVAL
622 - FAIRFAX FESTIVAL
GENERAL ADMINISTRATION

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES	32,087	28,000	7,953	25,000
TOTAL DEPARTMENT	32,087	28,000	7,953	25,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
497 POLICE & PW OVERTIME	507	10,000	-	10,000
882 OTHER FESTIVAL EXPENSE	31,581	18,000	7,953	15,000
TOTAL DEPARTMENT	32,087	28,000	7,953	25,000

MEASURE I - MUNICIPAL SVS TAX FUND

FUND:
ACTIVITY:
RESPONSIBILITY

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	465,000	465,000	465,000	465,000
TOTAL DEPARTMENT	465,000	465,000	465,000	465,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	348,000	348,000	348,000	348,000
950 TRANSFER TO 50-CREEK RESTOR. OLEMA	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	68,000	68,000	68,000	68,000
953 TRANSFER TO 53-CIP, TOWN	49,000	49,000	49,000	49,000
TOTAL DEPARTMENT	465,000	465,000	465,000	465,000

GAS TAX

FUND:
 ACTIVITY:
 RESPONSIBILITY

21 - GAS TAX FUND
 715 - MISCELLANEOUS
 NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
TRANSFERS	212,400	212,400	212,400	212,400
TOTAL DEPARTMENT	212,400	212,400	212,400	212,400

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>TRANSFERS</u>				
901 TRANSFER TO 01-GENERAL FUND	144,500	144,500	144,500	144,500
951 TRANSFER TO 51-CIP, GRANTS	67,900	67,900	67,900	67,900
953 TRANSFER TO 53-CIP, ROAD I	-	-	-	-
TOTAL DEPARTMENT	212,400	212,400	212,400	212,400

MEASURE K DEBT SERVICE SERVICE FUNDS

FUND:
ACTIVITY:
RESPONSIBILITY

41, 42 AND 43, 44 - DEBT SERVICE FUNDS
716 - MEASURE K DEBT SERVICE
NON DEPARTMENTAL

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
DEBT SERVICE	494,258	489,705	542,601	448,181
TOTAL DEPARTMENT	494,258	489,705	542,601	448,181

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.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>OPERATING EXPENSES</u>				
995 PRINCIPAL - 2000 SERIES	-	-	-	-
996 INTEREST - 2000 SERIES	43,300	-	45,300	-
995 PRINCIPAL - 2002 SERIES	50,000	55,000	55,000	6,500
996 INTEREST - 2002 SERIES	139,565	136,365	137,465	136,365
995 PRINCIPAL - 2006 SERIES	60,000	60,000	60,000	60,000
996 INTEREST - 2006 SERIES	45,700	77,879	85,850	83,450
995 PRINCIPAL - 2008 SERIES	67,000	70,000	70,000	74,000
996 INTEREST - 2008 SERIES	88,193	86,991	86,991	85,366
994 BOND ISSUE COSTS	-	1,720	-	-
871 INSURANCE	500	1,750	1,995	2,500
TOTAL DEPARTMENT	494,258	489,705	542,601	448,181

TOWN OF FAIRFAX

Capital Improvement
Adopted Budget
2011-2012



Capital Projects

2010-2011 ACCOMPLISHMENTS:

- Completed the Pedestrian Bridge Replacement and Tennis Courts Bank Stabilization FEMA Projects
- Began the design and engineering for the Seismic Retrofit of the Pavilion
- Began the design and engineering for the Pastori Storm Drain Pipe Replacement FEMA project
- Began the design and engineering for the Pastori sidewalk project under the NMTTP grant
- Began the design of the sidewalk project on Oak Manor Drive under the Safe Routes to Schools grant

FY 2011-12 GOALS AND OBJECTIVES:

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

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

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

EXPENDITURES		FUNDING SOURCE														
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Expenditures to Date	Funds Requested	FEMA	Federal / State Funding	Measure F Prior Years	Measure I 11/12	Measure A County Salestax	NTPP Grant Funding	Measure K	Road Impact Fees General Funds Gas Tax	2002 Parks Bond Act	Pavilion Restoration Fund	MMWD Watershed Grant
51-870	PERI PARK IMPROVEMENTS	Design & Const	\$144,994	\$20,664	\$124,330				\$18,541					\$104,592		\$1,197
51-881	SIR FRANCIS DRAKE BLVD SIDEWALK IMPROVEMENTS FROM OLEMA TO BROADWAY (LIBRARY) - NTPP **	Design & Const	\$80,000	\$20,105	\$59,895						\$59,895					
51-882	PASTORI AVENUE SIDEWALK - NTPP **	Design & Const	\$50,000	\$14,266	\$35,734						\$35,734					
51-885	OAK MANOR SIDEWALK SAFE PATHWAYS TO SCHOOLS	Design & Const	\$54,500	\$0	\$54,500					\$54,500						
51-900	ENERGY EFFICIENCY BLOCK GRANT STREET LIGHT RETROFIT	Design & Const	\$38,178	\$0	\$38,178		\$38,178									
51-907	HAZARDOUS FUEL ELIMINATION GRANT	Design & Const	\$187,290	\$0	\$187,290		\$188,831		\$18,459							
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	\$300,000	\$0	\$300,000		\$250,000		\$50,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	\$600,000	\$0	\$600,000		\$450,000								\$150,000	
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	\$84,311	\$35,680	\$48,631	\$48,631										
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	\$20,000	\$0	\$20,000				\$20,000							
53-867	TREE MAINTENANCE PROGRAM	Annual Program	\$20,000	\$10,000	\$10,000				\$10,000							
53-887	NON-MEASURE K STREET RECONSTRUCTION	Design & Const	\$254,585	\$0	\$254,585			\$41,685	\$87,000	\$58,000			\$67,900			
55-828	BOLINAS SIDEWALKS	Design & Const	\$260,000	\$30,810	\$0							\$84,000				
55-719	10111 MEASURE K STREET RECONSTRUCTION	Design & Const	\$84,000	\$0	\$84,000											
			\$2,177,868	\$131,626	\$1,817,143	\$48,631	\$907,009	\$41,685	\$204,000	\$112,600	\$95,629	\$84,000	\$67,900	\$104,592	\$150,000	\$1,197

* NTPP = Non-Motorized Transportation Pilot Program - federal grant funding

CAPITAL PROJECTS

FUND:
ACTIVITY:
DEPT NO.

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	466,470	1,528,136	155,995	1,399,927
TOTAL DEPARTMENT	466,470	1,528,136	155,995	1,399,927

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
497 PAYROLL TRANSFER	481		859	
821 OUTSIDE CONSULTING SVS	76,744	152,814	35,877	139,993
825 ENVIRON & PERMITS	-		-	
826 ENGINEERING & DESIGN	29,721	152,814	7,958	139,993
827 CONSTRUCTION	357,523	1,222,509	111,300	1,119,942
828 CONSTRUCTION ENGINEERING	-		-	
842 SPECIAL DEPT SUPPLIES	2,000	-		
TOTAL DEPARTMENT	466,470	1,528,136	155,995	1,399,927

COMMENTS ON EXPENDITURE DETAIL

The following capital projects are budgeted for fiscal year 2011-2012

- 51-891 Sir Francis Drake sidewalk improvements from Olema to Broadway at the library -NMPTG
- 51-892 Pastori Avenue sidewalk - NMPTG
- 51-895 Oak Manor sidewalk - SP2S
- 51- 909 Pavilion Seismic Retrofit

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

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	214,065	645,736	675,160	48,631
TOTAL DEPARTMENT	214,065	645,736	675,160	48,631

ACTIVITY DESCRIPTION

This activity encompasses the costs of capital projects for the repairs to places which were damaged in the flood.

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
<u>CAPITAL OUTLAY</u>				
821 OUTSIDE CONSULTING	112,870	64,574	210,325	4,863
826 ENGINEERING & DESIGN	989	64,574	16,579	4,863
827 CONSTRUCTION	100,207	516,589	448,256	38,905
842 SPECIAL DEPT SUPPLIES		-		-
TOTAL DEPARTMENT	214,065	645,736	675,160	48,631

COMMENTS ON EXPENDITURE DETAIL

The majority of the funding for these activities will come from FEMA and the State Office of Emergency Services. There is one outstanding project for this fund; Pastori Outfall Pipe Replacement

CAPITAL PROJECTS

FUND:
ACTIVITY:
DEPT NO.

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	201,629	196,585	17,614	284,585
TOTAL DEPARTMENT	201,629	196,585	17,614	284,585

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY				
821 OUTSIDE CONSULTING SVS	21,597	19,659	800	28,459
826 ENGINEERING & DESIGN	2,000	19,659	214	28,459
827 CONSTRUCTION	141,736	157,268	16,600	227,668
842 SPECIAL DEPT SUPPLIES	36,296	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
TOTAL DEPARTMENT	201,629	196,585	17,614	284,585

CAPITAL PROJECTS

FUND:
ACTIVITY:
DEPT NO.

MEASURE K (55)
MEASURE K
719

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY	117,786	84,000	-	84,000
TOTAL DEPARTMENT	117,786	84,000	-	84,000

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
CAPITAL OUTLAY				
497 PAYROLL TRANSFER	-		-	
821 OUTSIDE CONSULTING SVS	30,810	8,400	-	8,400
825 ENVIRON & PERMITS	-		-	
826 ENGINEERING & DESIGN	1,200	8,400	-	8,400
827 CONSTRUCTION	85,775	67,200	-	67,200
828 CONSTRUCTION ENGINEERING				
955 TRANSFER TO CIP FUND 51-CTR BL GRANT MATCH	-		-	
994 BOND ADMIN COSTS	-		-	
TOTAL DEPARTMENT	117,786	84,000	-	84,000

COMMENTS ON EXPENDITURE DETAIL

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

OPEN SPACE

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

DESCRIPTION	ACTUAL 2009-2010	ADOPTED BUDGET 2010-2011	ESTIMATED ACTUAL 2010-2011	ADOPTED BUDGET 2011-2012
OPERATING EXPENSES				
811 POSTAGE	-	2,500	-	3,000
812 REPRODUCTION	-	500	-	500
815 PRINTING	-	-	-	535
871 LIAB. & PROP. INSURANCE	-	-	-	-
879 FUNDRAISING COST	-	-	-	1,500
890 MISCELLANEOUS	1,000	3,000	-	1,865
931 BLDGS & LAND	6,100	5,700	-	20,000
TOTAL DEPARTMENT	7,100	11,700	-	27,400

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.

890 - T-shirts and other FOOSC items for sale/donation, Website annual fee, Email marketing/distribution list service

931 - Land Purchases for Open Space* (including pre-purchase costs, such as appraisal, title insurance, etc)

*Purchase of land is subject to prior Council approval or to Town Manager approval if within delgated authority.