

TOWN OF FAIRFAX

2009-2010 Operating and Capital Improvement Adopted Budget



MAYOR
David Weinsoff

VICE MAYOR
Lew Tremaine

COUNCIL MEMBERS
Larry Bragman
Susan Brandborg
Mary Ann Maggiore

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TOWN OF FAIRFAX

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

July 1, 2009

Town of Fairfax Budget for Fiscal Year 2009-10

Dear Mayor and Town Council:

I present to you the draft of the Fiscal Year 09-10 Operating and Capital Improvement Budget, which balances General Fund revenue and expenditures. This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. As you can imagine balancing the budget required some painful decisions which are summarized below.

Outline of Fiscal Year 2009-10

The draft budget presented assumes the worst case scenario from the State of California and:

- Reduces staffing levels by not filling one Maintenance Worker position through a retirement;
- Cuts all operating budgets by 4% in anticipation of accounting for half of the State property tax grab (\$134K);
- Requires dipping into our dry period fund in the amount of \$306,591 to make up the other half of the state property tax grab (4%) and for a 3.56% increase adopted in the Ross Valley Fire Department, GASB 45 Retirement (OPEB) UAAL Funding, and replenishing the Equipment Fund.
- The Management Analyst (1 Year limited term position) is funded through September 30, 2009 as approved by the Town Council when it adopted the FY 2008/09 budget. Staff will evaluate the entire budget and determine whether to return for this position in September of this year.
- Continues moving forward with Capital Projects that were deferred last year.

The proposed FY09-10 General Fund Operating Budget expenditures total \$6,939,900. General Fund revenues are projected at \$6,939,900. Our projections are very cautious on all revenues. Proposition 172 and COPS revenues were deleted from the budget as a precaution and based on advice from the League of California Cities staff that the funding for these programs will be cut by the state legislature. We would rather be pleasantly surprised at year end than over-project revenues that may not materialize. We also predict that expenditures in FY09-10 and FY 10/11 will stabilize as labor costs will be more predictable with new employee agreements near completion, and we are close to finalizing agreement with all labor unions and

management staff on a two-tiered retirement system and less-costly health plans, as directed by our Strategic Financial Plan.

Budget is a balanced budget

The FY09-10 budget projects a balanced budget by requesting authority to use our Dry Period funds in the event of the State Revenue Grab.

Dry Period Fund (Reserves)

Our projected Dry Period reserve fund level will be \$551,465 if the Council approves the transfer of \$306,591 to the General Fund to pay for the state property tax grab and increases to the Ross Valley Fire Department budget.

FEMA Projects and Reimbursements (Fund 52)

After intense lobbying and follow-up, the Town received \$720,000 in FY08-09 from FEMA and OES. The Town's disaster fund is projected to be \$623,977 as we begin the new fiscal year. We completed our Town Hall, Police Station and Fire Station flood restoration projects and have five remaining FEMA projects for the FY 2009/10. The five projects are the Peri Park retaining wall (Tennis Courts); Peri Park Pedestrian Bridge; Pastori Storm Drain Outfall; and Glenn Drive Culvert.

Pension Costs

The Miscellaneous Plan rate (employer contribution) will decrease from 12.90% to 12.84% for FY09-10, and the Safety Plan (employer contribution) rate will remain exactly the same at 43.18%.

CalPERS Pension costs for Fiscal Year 2009-10:

	<u>Miscellaneous</u>	<u>Safety</u>
Employer rate	12.84%	43.18%
Employee rate (paid by Town)	8%	9%
Total	20.84%	52.18%

The pension over ride tax revenue is maxed out at the current rate. Retirement costs are continuing to rise resulting in funding from other sources in the General Fund. This is not sustainable over the long term. The two-tiered retirement agreement with the POA (sworn personnel) and pending with the other labor groups will help stabilize this fund but if PERS rate increases each year exceed the savings from the two-tiered retirement plan each year the Town will continue to need funding from other sources in the general fund or discuss with the labor groups the possibility of having employees pay a portion of the retirement benefits.

Personnel Costs

Approximately 84% of the Town's budget is dedicated to personnel costs (salaries and benefits) as we are a service-oriented agency. FY08-09 is the last year of the three-year labor agreements with each employee group. FY09-10 payroll and benefit cost is projected to be less than FY07-08. Salaries are unchanged. PERS remained unchanged from last year, on average except for the RVFD.

We continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings. Staff members continue to wear multiple hats to balance the competing priorities of the Town, and we all take pride in our work and what we have been able to accomplish on a limited budget.

The FY09-10 budget includes a 3.56% increase to the Town's contribution to the Ross Valley Fire Department budget to account for their negotiated salary and benefit agreements with labor. In addition, RVFD's required contribution to the retiree health care fund (GASB requirement) contributed to this increase.

Capital Projects Funds:

Revenue impacting Capital Project Funds include:

1. Estimate of \$798,088 in Federal, State and Park Bond grant monies. The grant funding estimate also includes four Non-motorized Transportation Program Pilot projects.
2. Road Impact Fees from construction and waste hauler franchise fully transferred to Capital Projects: \$235,244.
3. Measure K Bond projects of \$474,700.

Major Capital Improvement Projects proposed:

1. Measure K Rehabilitation program: \$474,000. This includes the Bolinas Sidewalk Replacement & Enhancement Project and the Overlay of various streets.
2. Sir Francis Drake Boulevard pavement repairs: \$109,172 (Federal/State and Measure F funding).
3. FEMA Flood Repair projects: \$623,977 This includes the Glen Drive Culvert Replacement, Peri Park Bridge Replacement, Peri Park Tennis Court/Bank Stabilization, and Pastori Outfall Pipe Replacement.
4. Peri Park improvements: \$112,571 (Parks Bond Act funding and MMWD grant).
5. Non-motorized Transportation Program Pilot projects: \$144,044

Unfunded Projects:

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

ONE TIME PROJECTS (Unfunded):

1. Funding to Equipment Replacement Fund for a new Dump Truck: \$45,000.
2. Contingency Fund for unplanned projects: \$50,000.

ONE TIME PROJECTS TO BE FUNDED :

I am not recommending any one time projects to be funded in light of the fact that we did not balance our budget without using the "dry period fund". Staff is foregoing all salary and benefit increases and all budgets were reduced 4% across the board to balance the budget. In addition to all of this the "Dry Period" fund contributed (\$306,591) to balance the budget.

Conclusion

Staff has worked very hard on this budget and we look forward to reviewing the document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with special appreciation to Assistant to the Town Manager/Town Clerk Judy Anderson, Police Chief Ken Hughes, Public Works Director Kathy Wilkie, and Planning and Building Director Jim Moore. Fire Chief Roger Meagor most ably assisted us with the Ross Valley Fire JPA budget. Special thanks to our Finance staff, chiefly Laurie Ireland-Ashley, who has done a dedicated and commendable job of putting together the FY 2009/10 Town Budget for the Town of Fairfax.

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

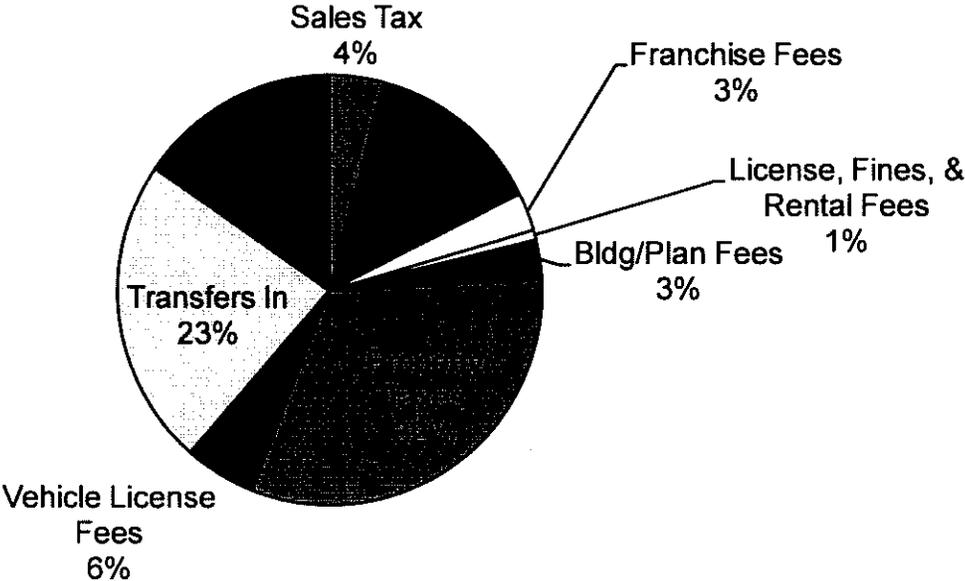
Sincerely,

A handwritten signature in black ink that reads "Michael Rock". The signature is written in a cursive style and is positioned above the printed name.

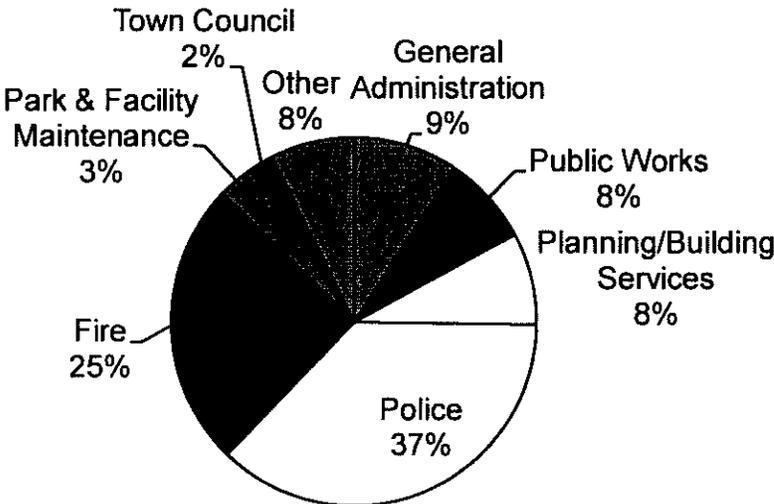
Michael Rock
Town Manager

TOWN OF FAIRFAX
2009 - 2010 FINAL BUDGET

OPERATING REVENUE-GENERAL FUND



OPERATING EXPENDITURES-GENERAL FUND



**TOWN OF FAIRFAX
2009 - 2010 BUDGET
CHANGES IN FUND BALANCES**

	<u>Est Balance At JUNE 30, 2009</u>	<u>2009-2010 REVENUE</u>	<u>2009-2010 XFER IN</u>	<u>2009-2010 XFER OUT</u>	<u>2009-2010 EXPENSES</u>	<u>Est Balance At JUNE 30, 2010</u>
01 - General Fund*	\$ 674,409	\$ 4,394,871	\$ 2,545,030	\$ 78,000	\$ 6,861,900	\$ 674,409
02 - Dry Period Fund	858,056	-	-	306,591	-	551,465
03 - Equipment Replacement Fund	1,138	-	60,000	-	60,000	1,138
04 - Building & Planning Fund	117,064	293,250	-	293,250	-	117,064
05 - Communication Equipment Replacement Fund	25,257	-	-	-	-	25,257
06 - Retirement Fund	65,370	958,913	-	1,221,689	-	(197,406)
07 - Special Police Fund	-	-	-	-	-	-
08 - Office Equip. Replacement Fund	20,058	-	8,000	-	8,000	20,058
11 - Recreation Fund	2,500	2,000	18,000	-	19,000	3,500
12 - Fairfax Festival Fund	816	28,000	-	11,000	14,000	3,816
20 - Measure F - Municipal Svs Tax Fund	-	465,000	-	465,000	-	0
21 - Gas Tax Fund	-	212,400	-	212,400	-	-
41,42 & 43 - Measure K Debt Service	48,546	489,705	-	-	480,731	57,520
49 - Emergency Watershed Protection Fund	-	-	-	-	-	-
50 - Fairfax Creek Restoration Fund	-	-	-	-	-	-
51 - Capital Projects, Grants Fund	114,375	760,288	21,525	-	798,087	98,101
52 - Disaster Fund	-	623,977	-	-	623,977	-
53 - Capital Projects, Town Fund	98,000	283,234	28,200	-	235,244	174,190
54 - Pavilion Renovation Fund (Fiduciary Fund)	154,245	700	-	-	-	154,945
55 - Measure K Capital Project Fund	474,743	-	-	47,470	427,230	43
73 - Open Space Fund	30,333	3,000	-	-	1,000	32,333
Total Of All Funds	\$ 2,684,911	\$ 8,515,338	\$ 2,680,755	\$ 2,635,400	\$ 9,529,169	\$ 1,716,434

**TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2009-2010 FISCAL YEAR**

	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	Estimated Actual 2008-2009	PROPOSED BUDGET 2009-2010
01 - GENERAL FUND				
Property Taxes - Secured	2,031,372	1,901,213	1,067,721	1,758,973
Property Taxes - Unsecured	5,030	40,000	40,791	40,400
Supplemental Property Taxes	64,951	50,000	34,417	50,500
Real Estate Transfer Tax	27,621	35,000	27,991	35,350
Sales Tax	312,361	315,000	267,794	318,150
In-Lieu Sales Tax (Triple Flip)	118,393	105,000	52,394	97,210
\$50 General Municipal Services Tax	177,912	187,000	99,214	188,870
Utility Users Tax - Telephone	155,646	140,000	109,415	141,400
Utility Users Tax - Energy	263,599	225,000	174,575	227,250
1/2 cent Sales Tax - Prop. 172	50,246	-	34,985	-
ERAF Excess Distribution	546,961	375,000	219,155	378,750
ERAF III Shift to State	-	-	-	-
Property Tax In-Lieu of VLF (VLF Swap)	529,013	540,000	278,278	499,918
Hotel Users Tax	15,697	10,000	15,672	10,100
Total Taxes	4,298,800	3,923,213	2,422,401	3,746,871
Garbage	121,776	165,000	197,663	165,000
Gas & Electric	61,022	60,000	-	60,000
Cable	107,810	63,000	61,753	63,000
Total Franchise Fees	290,609	288,000	269,417	288,000
	117,504	120,000	73,100	75,000
Business Licenses	117,504	120,000	73,100	75,000
Vehicle Code Fines	21,126	15,000	5,594	7,500
Parking & Other Fines	53,772	47,000	33,407	47,000
Total Fines	74,897	62,000	39,001	54,500
Women's Club and Other	20,104	15,000	9,215	15,000
CYO - Pavilion	7,332	8,000	5,852	8,000
Pavilion - Other	6,796	5,000	7,556	5,000
Total Rental & Maintenance Fees	34,232	28,000	22,623	28,000
Interest Earnings - Bank	-	1,000	-	1,000
Interest Earnings - LAIF	104,607	90,000	30,932	45,000
Total Investment Earnings	104,607	91,000	30,932	46,000
Vehicle License Fees	28,264	49,000	16,573	49,000
Storm Run-Off Fee	61,378	64,000	33,460	64,000
Homeowners Exemption	14,415	7,000	7,102	7,000
Off Highway/Trailer Coach Vehicle Fees	-	-	-	-
Police Training Reimbursement (POST)	10,076	5,000	6,345	5,000
Workers Compensation Reimbursement	-	-	-	-
SB 90 Reimbursements	-	-	-	-
FEMA Reimbursements	-	-	-	-
Other	22,500	-	102,973	-
Total Revenues From Other Agencies	136,633	125,000	166,463	125,000
Sale Of Maps & Publications	439	500	375	500
Special Police Services (includes booking fees)	3,871	5,000	3,402	5,000
Public Works Services	4,225	-	1,020	-
Miscellaneous - General	17,420	25,000	282,464	25,000
Total Charges For Current Services	25,955	30,500	287,261	30,500
Miscellaneous Revenues	1,428	1,000	1,000	1,000
Transfer From 02-Dry Period Fund	-	-	-	306,591
Transfer From 04-Building & Planning Fund	-	293,250	189,203	293,250
Transfer From 06-Retirement Fund	918,839	1,198,321	598,666	1,221,689
Transfer From 07-Special Police Fund	-	-	100,000	-
Transfer From 12-Fairfax Festival	6,624	11,000	11,000	11,000
Transfer From 20-Measure F - Municipal Services Tax Fund	348,638	348,000	348,000	348,000
Transfer From 21-Gas Tax Fund	141,526	144,500	144,500	144,500
Transfer From Capital-Payroll Offset	10,187	22,000	12,137	20,000
Carryover from 2006-07 General Fund	-	209,700	209,700	-
Carryover from 2008-09 General Fund	-	-	-	200,000
Total Other Revenues	1,427,241	2,227,771	1,614,206	2,546,030
01 GENERAL FUND TOTAL	6,610,478	6,596,464	4,916,394	6,939,900

TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2009-2010 FISCAL YEAR

	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	Estimated Actual 2008-2009	PROPOSED BUDGET 2009-2010
02 - DRY PERIOD FUND				
Miscellaneous Revenues	-	-	-	-
Transfer from 2006-07 General Fund Carryover	-	-	-	-
02 - DRY PERIOD FUND TOTAL				
03 - EQUIPMENT REPLACEMENT FUND				
Sale of surplus police chief vehicle	-	-	-	-
Transfer From 01-General Fund	-	-	-	60,000
03 - EQUIPMENT REPLACEMENT FUND TOTAL				60,000
04 - BUILDING AND PLANNING FUND				
Building Permits	99,379	100,000	57,034	100,000
Road Impact Fees	126,705	60,000	76,914	60,000
General Plan Maintenance Fees	3,637	3,000	1,964	3,000
Technology Improvement Fees	5,061	4,500	2,918	4,500
Bldg/Planning Infrastructure Improvement Fees	5,132	4,500	2,914	4,500
Engineering/Excavation	39	250	-	250
Housing Inspections	16,677	15,000	10,600	15,000
Seismic Fees	332	500	498	500
Plan Retention	858	500	313	500
Street Opening	3,250	3,000	3,000	3,000
Total Permits and Fees	261,070	191,250	156,154	191,250
Zoning & Filing Fees	58,844	57,000	22,592	57,000
Building Plan Checks	38,589	30,000	14,681	30,000
Engineering Plan Checks	15,521	15,000	(2,283)	15,000
Total Charges For Current Services	112,964	102,000	34,990	102,000
04 - BUILDING AND PLANNING FUND TOTAL	374,024	293,250	191,146	293,250
05 - COMMUNICATIONS REPLACEMENT FUND				
Miscellaneous Revenues	-	-	-	-
05 - COMMUNICATIONS REPLACEMENT FUND TOTAL				
06 - RETIREMENT FUND				
Taxes - Current Secured	903,652	-	580,271	940,500
Taxes - Current Unsecured	461	-	1,470	1,213
Supplemental	8,757	-	10,821	11,000
Secured Homeowners Exemption	5,969	-	6,104	6,200
Investment Earnings	-	-	-	-
06 - RETIREMENT FUND TOTAL	918,839	-	598,666	968,913
07 - SPECIAL POLICE REVENUE FUND				
COPS	100,000	-	100,000	-
STAR Program	-	-	-	-
Miscellaneous	-	-	-	-
07 - SPECIAL POLICE REVENUE FUND TOTAL	100,000	-	100,000	-

**TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2009-2010 FISCAL YEAR**

	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	Estimated Actual 2008-2009	PROPOSED BUDGET 2009-2010
08 - OFFICE EQUIPMENT REPLACEMENT FUND				
Transfer From 53-Capital Projects - Town	-	-	-	8,000
08 - OFFICE EQUIPMENT REPLACEMENT FUND TOTAL				
		8,000		8,000
11 - RECREATION FUND				
County Funding	-	-	-	-
Youth Programs	-	-	-	2,000
Transfer From 01-General Fund (Measure F)	-	18,000	18,000	18,000
11 - RECREATION FUND TOTAL				
		18,000	18,000	20,000
12 - FAIRFAX FESTIVAL FUND				
Festival Revenue	32,238	28,000	6,855	28,000
12 - FAIRFAX FESTIVAL FUND TOTAL				
	32,238	28,000	6,855	28,000
20 - MEASURE F - MUNICIPAL SVS TAX FUND				
Designated for Police Services	153,318	180,000	87,596	180,000
Designated for Fire Services	97,615	150,000	55,771	150,000
Designated for Youth Program	17,227	18,000	9,842	18,000
Designated for Public Works Safety Improvements	60,772	49,000	34,721	49,000
Designated for Matching Funds related to Grants	116,088	68,000	66,325	68,000
20 - MEASURE F - MUNICIPAL SVS TAX FUND TOTAL				
	445,019	465,000	254,255	465,000
21 - GAS TAX FUND				
Gas Tax 2106	36,535	37,500	13,911	37,500
Gas Tax 2107	58,989	60,000	21,664	60,000
Gas Tax 2107.5	2,000	2,000	-	2,000
Gas Tax 2105	44,002	45,000	16,662	45,000
Prop 42	-	67,900	31,927	67,900
21 - GAS TAX FUND TOTAL				
	141,526	212,400	83,163	212,400
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS				
Taxes - Current Secured	535,787	452,383	297,596	452,383
Taxes - Current Unsecured	225	3,393	4,419	3,393
Taxes - Supplemental	4,277	28,274	5,433	28,274
Homeowners' Exemption	2,930	5,855	3,246	5,655
Interest Earnings - Fund 43	392	-	-	-
41,42 & 43 - MEASURE K BOND DEBT SERVICE FUNDS TOTAL				
	543,611	489,705	310,694	489,705
49 - EMERGENCY WATERSHED PROTECTION FUND				
Natural Resources Conservation Service Grant	441,595	-	-	-
49 - EMERGENCY WATERSHED PROTECTION FUND TOTAL				
	441,595			
50 - FAIRFAX CREEK RESTORATION FUND				
Department of Water Resources Grant	-	121,200	121,200	-
Fairfax Creek Restoration Fund	-	93,956	93,956	-
Measure F Carryover from 2007-08	-	8,722	8,722	-
Transfer From 01-General Fund	-	-	-	-
Transfer From 20-Measure F - Municipal Services Tax Fund	-	-	-	-
Transfer From 01-General Fund 2006-07 Carryover	-	-	-	-
Applied Carryover from 2006-07	-	110,074	110,074	-
50 - FAIRFAX CREEK RESTORATION FUND TOTAL				
		333,952	333,952	

**TOWN OF FAIRFAX
COMPARATIVE REVENUE DETAIL BY FUND
2009-2010 FISCAL YEAR**

	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	Estimated Actual 2008-2009	PROPOSED BUDGET 2009-2010
51 - CAPITAL PROJECTS FUND, GRANTS				
Federal/State Grant Revenue	781,174	273,000	273,000	286,798
Park Bond Revenue	-	128,029	128,029	111,374
Transportation Development Act Revenue	10,000	-	-	-
Measure A - Transportation Authority of Marin	-	173,500	173,500	102,500
Recycling Grant	-	-	-	-
Non-Motorized Transportation Grant	-	295,912	295,912	144,044
MMWD Watershed Grant	-	1,197	1,197	1,197
Prob 1B - Street Resurfacing	-	400,000	400,000	50,000
Measure F Carryover from 2006-07/2008-09	-	9,375	9,375	9,375
County Grant-Center Blvd	-	-	-	-
Transfer From 01-General Fund	-	16,874	16,874	-
Transfer From 01-General Fund	-	-	-	-
Transfer From 01-General Fund	-	-	-	-
Transfer From 04-Building & Planning Fund	-	-	-	-
Transfer From 20-Measure F - Municipal Services Tax Fund	21,152	68,000	68,000	68,000
Transfer From 21-Gas Tax Fund	-	67,900	67,900	67,900
Transfer From 53-Capital Projects - Town	-	16,500	16,500	-
Transfer From 55-Measure K-Center Blvd Grants Match	-	-	-	-
Carryover from 2008-2009	453,922	-	-	55,000
51 - CAPITAL PROJECTS FUND, GRANTS TOTAL	1,286,268	1,450,287	1,450,287	896,188
52 - DISASTER FUND				
Revenue from FEMA/OES	244,469	720,000	720,000	623,977
Transfer From 01-General Fund 2006-07 Carryover	-	-	-	-
52 - DISASTER FUND TOTAL	244,469	720,000	720,000	623,977
53 - CAPITAL PROJECTS FUND, TOWN				
Energy Efficiency	-	102,870	102,870	-
CREBS Bond	-	249,000	249,000	-
Measure A - Transportation Authority of Marin	76,190	-	-	76,190
Measure F - Carryover 08/09	-	-	-	50,000
County - Emergency Warning System	-	11,044	11,044	11,044
Transfer From 01-General Fund (Utility Tax)	-	-	-	-
Transfer From 01-General Fund	-	-	-	-
Transfer From 01-General Fund-Garbage Road Impact Fee	-	-	-	-
Transfer From 01-General Fund 2006-07 Carryover	-	10,000	10,000	-
Transfer From 04-Building & Planning Fund-Road Impact	-	-	-	-
Transfer From 20-Measure F - Municipal Services Tax Fund	95,200	49,000	49,000	49,000
Transfer From 20-Measure F - Municipal Services FYE 06-07	-	80,000	80,000	-
Transfer From 21-Gas Tax Fund	-	-	-	-
Transfer from Traffic Impact Fee Fund	-	-	-	77,200
Carryover from 2008-09	-	-	-	48,000
53 - CAPITAL PROJECTS FUND, TOWN TOTAL	171,390	501,814	501,914	311,434
55 - MEASURE K FUND				
Interest Earnings	62,816	100,000	18,749	20,000
Proceeds of Bond Sale - Refi	-	160,000	160,000	-
Measure A County Sales Tax	-	-	-	135,000
Allocation of Measure K Bond Funds	-	1,250,000	1,250,000	319,000
55 - MEASURE K FUND	62,816	1,810,000	1,428,749	474,000
73 - OPEN SPACE FUND				
Transfer from the General Fund of the Dunn Proceeds	-	29,966	29,966	-
Donations and Other Revenue	5,645	3,000	5,370	3,000
73 - OPEN SPACE FUND TOTAL	5,645	32,966	35,336	3,000
TOTAL REVENUES AND TRANSFERS IN	11,257,906	12,950,959	10,949,408	11,783,768

TOWN OF FAIRFAX

2009-2010 FISCAL YEAR

FUND	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	<u>2007-2008</u>	<u>BUDGET</u> <u>2008-2009</u>	<u>ACTUAL</u> <u>2008-2009</u>	<u>BUDGET</u> <u>2009-2010</u>
01 - General Fund	6,291,464	6,895,484	5,814,216	6,939,900
02 - Dry Period Fund	-	-	-	306,591
03 - Equipment Replacement Fund	72,677	60,000	35,224	60,000
04 - Building & Planning Fund	-	293,250	189,043	293,250
05 - Communication Equip. Replacement Fund	9,833	-	-	-
06 - Retirement Fund	1,033,362	1,198,321	970,852	1,221,689
07 - Special Police Fund	-	-	100,000	-
08 - Office Equip. Replacement Fund	5,561	6,000	-	8,000
11 - Recreation Fund	18,000	19,000	13,500	19,000
12 - Fairfax Festival Fund	33,333	25,000	20,534	25,000
20 - Measure F - Municipal Svs Tax Fund	465,000	465,000	465,000	465,000
21 - Gas Tax Fund	141,526	212,400	144,500	212,400
41,42 & 43 - Measure K Debt Service	413,134	475,081	453,243	480,731
49 - Emergency Watershed Protection Fund	472,001	-	7,200	-
50 - Fairfax Creek Restoration Fund	22,779	333,952	515,175	-
51 - Grants Capital Projects Fund	1,348,227	1,450,287	625,851	798,087
52 - Storm Damage Recovery Fund	313,891	720,000	202,702	623,977
53 - Town Capital Projects Fund	73,941	499,414	130,138	235,244
55 - Measure K Capital Project Fund	394,376	1,250,000	942,587	474,700
73 - Open Space Fund	1,000	29,966	-	1,000
TOTAL EXPENDITURES & XFER OUT	11,110,106	13,933,156	10,629,765	12,164,569

**TOWN OF FAIRFAX
COMPARATIVE EXPENDITURE DETAIL BY DEPARTMENT
2009-2010 FISCAL YEAR**

01 - GENERAL FUND

	ACTUAL <u>2007-2008</u>	ADOPTED BUDGET <u>2008-2009</u>	ESTIMATED ACTUAL <u>2008-2009</u>	PROPOSED BUDGET <u>2009-2010</u>
Mayor & Council	27,675	34,320	24,110	26,200
Town Treasurer	-	5,135	2,100	4,935
Auditor	23,130	23,000	23,407	25,000
Legal	98,689	100,000	82,413	90,000
Total Town Council	149,494	162,455	132,030	146,135
Manager	235,015	242,717	187,960	203,460
Volunteers	22,014	22,420	17,020	22,170
Recreation	19,494	23,020	17,435	21,440
Disaster Council	1,802	3,200	139	600
Town Clerk	126,757	141,591	104,556	133,354
Elections	8,129	8,400	8,373	9,600
Personnel	1,950	6,100	9,229	7,800
Finance	326,037	311,500	206,896	245,062
Total General Admini	741,197	758,948	551,607	643,486
Planning	386,019	458,732	346,702	398,261
Building Inspection	151,782	168,587	110,911	160,308
Total Development S	537,801	627,319	457,613	558,570
Police	2,495,710	2,625,335	2,016,163	2,561,007
Special Police Expens	802	5,300	3,598	5,300
Fire	1,428,835	1,679,873	1,681,244	1,739,733
Total Public Safety	3,925,346	4,310,508	3,701,005	4,306,040
Public Works Administ	138,607	150,550	160,227	142,464
Streets	321,959	363,949	274,260	333,842
Lighting	56,271	60,600	53,109	50,600
Storm	36,052	-	24,500	-
Pollution Prevention	19,880	20,000	17,272	20,000
Total Public Works	572,768	595,099	529,368	546,906
Park Maintenance	100,225	134,205	110,407	136,771
Rental Facilities-WC &	47,688	58,788	41,221	48,546
Rental Facilities-Pavili	34,823	39,288	36,159	38,426
Total Parks & Facility	182,736	232,281	187,787	223,743
Miscellaneous	182,121	174,000	241,306	437,021
Transfers Out	-	34,874	13,500	78,000
Total Non-Departmen	182,121	208,874	254,806	515,021
TOTAL GENERAL FUND EXPENSES	6,291,464	6,895,484	5,814,216	6,939,900

**TOWN OF FAIRFAX
CONSOLIDATED GENERAL FUND OPERATING EXPENDITURES BY EXPENSE CATEGORY
2009-2010 FISCAL YEAR**

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2008-2009
<u>PAYROLL AND BENEFITS</u>				
PAYROLL	2,389,615	2,589,852	1,881,922	2,543,948
ACCRD VAC & COMP	69,875	9,000	8,669	9,000
HEALTH INSURANCE	372,677	396,364	258,881	388,312
WORKERS COMP.	90,167	50,495	55,288	49,385
RETIREMENT	1,033,362	1,198,321	970,852	1,221,689
MEDICARE	31,290	32,562	24,823	31,816
UNEMPLOYMENT	5,159	-	10,253	-
AUTO ALLOWANCE	4,200	4,200	3,150	4,200
CLOTHING ALLOWANCE	13,024	14,400	12,942	14,150
PAYROLL TRANSFERS	(15,642)	(50,200)	-	(29,100)
SUBTOTAL	3,993,728	4,244,994	3,226,781	4,233,400
<u>OPERATING EXPENSES</u>				
LIAB. & PROP. INSURANCE	42,420	80,960	81,689	84,873
FIRE SERVICE CONTRACT	1,074,787	1,252,234	1,252,235	1,297,729
OTHER CONTRACT SVCS	679,516	748,341	756,866	744,550
DONATIONS	9,472	10,000	9,883	7,000
OTHER EXPENSES	491,542	524,081	473,262	494,348
FEMA CIP PROJECTS	-	-	-	-
TRANSFERS OUT	-	34,874	13,500	78,000
SUBTOTAL	2,297,736	2,650,490	2,587,435	2,706,500
TOTAL GENERAL FUND EXPENSES	6,291,464	6,895,484	5,814,216	6,939,900

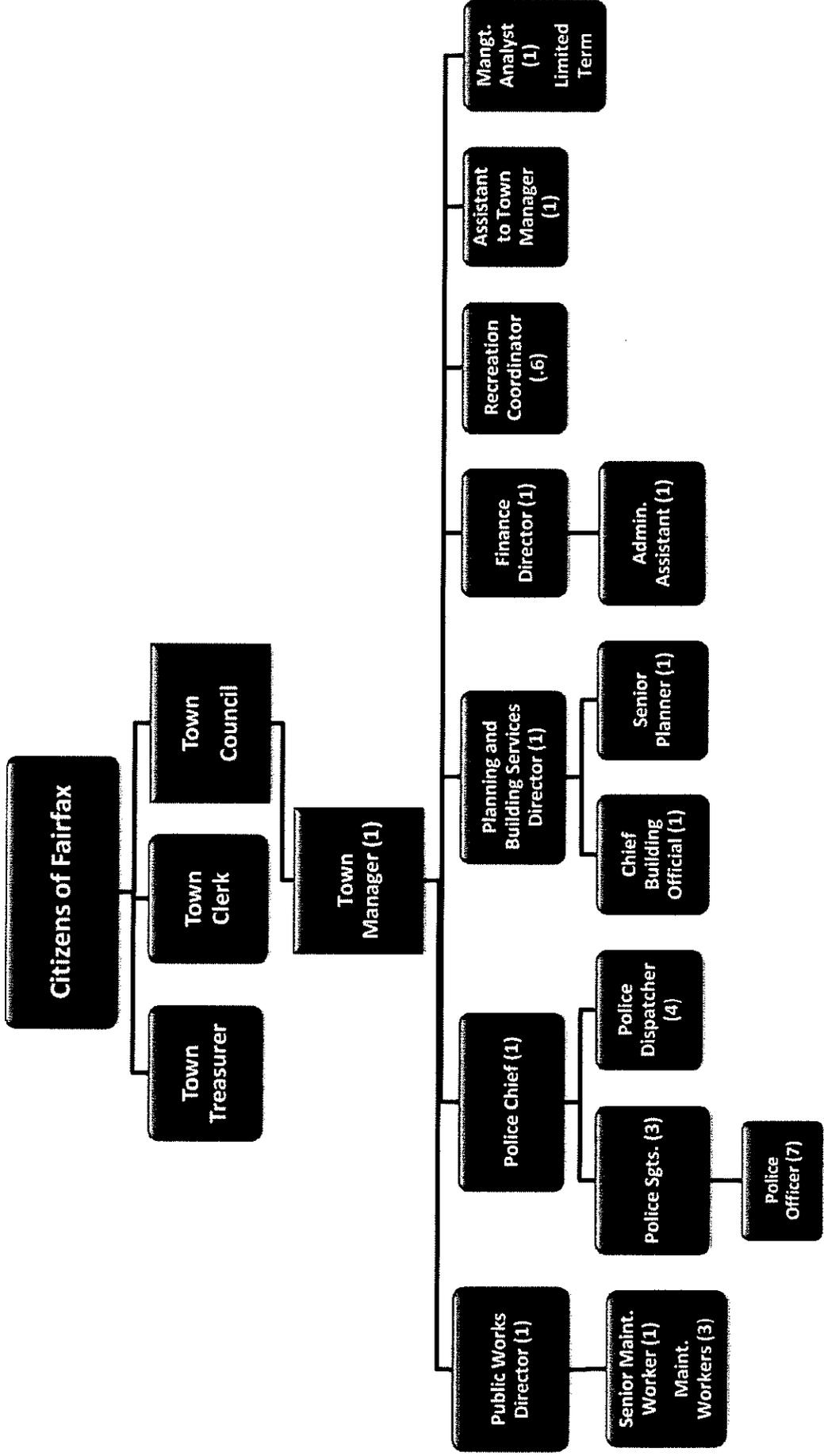
**TOWN OF FAIRFAX
2009-2010 BUDGET
PERSONNEL
of Employees**

ACTIVITY	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
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	1.00
PLANNING/ BUILDING SERVICES	3.50	3.50	3.50	3.00
POLICE	16.25	16.25	16.25	16.25
PUBLIC WORKS ADMINISTRATION	1.00	1.25	1.00	1.00
STREETS	3.00	3.00	3.00	2.00
PARK MAINTENANCE	1.00	1.00	1.00	1.00
RENTAL FACILITIES	0.50	0.50	0.50	0.50
BUILDING MAINTENANCE	0.50	0.50	0.50	0.50
ADMINISTRATIVE NON-DEPT	-	-	-	2.00
COMM. RESOURCES COORDINATOR	0.50	0.50	0.50	0.50
	<u>29.75</u>	<u>30.75</u>	<u>29.75</u>	<u>29.75</u>

Positions reflected are full-time equivalents (FTEs).

Town Of Fairfax Annual Salary Roster			
	Base Salary	Benefits Calculation	%
Assistant to the Town Manager	\$79,092.13	\$34,812.00	44.01%
Chief Building Official	\$80,265.48	\$28,727.00	35.79%
Chief of Police	\$133,542.20	\$78,175.60	58.54%
Detective/Officer	\$74,232.00	\$43,455.41	58.54%
Senior Maintenance Worker	\$58,104.00	\$24,415.30	42.02%
Lead Worker-VACANT	\$54,419.43	\$22,867.04	42.02%
Maint. Worker I	\$46,560.00	\$19,564.51	42.02%
Maint. Worker II	\$48,912.00	\$21,310.00	43.57%
Maint. Worker II	\$48,912.00	\$20,552.82	42.02%
Management Analyst	\$81,036.00	\$33,224.76	41.00%
Planning & Building Services Director	\$102,483.00	\$42,018.03	41.00%
Police Community Service Officer	\$64,536.00	\$37,779.37	58.54%
Police Corporal/Officer	\$74,232.00	\$43,455.41	58.54%
Police Dispatcher	\$65,136.00	\$38,130.61	58.54%
Police Dispatcher	\$62,148.00	\$36,381.44	58.54%
Police Dispatcher	\$62,448.00	\$36,557.06	58.54%
Police Dispatcher	\$64,536.00	\$37,779.37	58.54%
Police Officer	\$61,068.00	\$35,749.21	58.54%
Police Officer	\$74,232.00	\$43,455.41	58.54%
Police Officer	\$67,344.00	\$39,423.18	58.54%
Police Officer	\$64,128.00	\$37,540.53	58.54%
Police Sergeant	\$95,640.00	\$55,987.66	58.54%
Police Sergeant	\$102,948.00	\$60,265.76	58.54%
Police Sergeant	\$92,808.00	\$54,329.80	58.54%
Public Works Director	\$112,987.83	\$29,727.10	26.31%
Administrative Assistant	\$47,952.00	\$19,660.32	41.00%
Community Resources Coordinator	\$33,075.00	\$6,975.00	21.09%
Finance Director	\$102,483.00	\$42,018.03	41.00%
Senior Planner	\$84,919.75	\$34,817.10	41.00%
Town Manager	\$125,660.04	\$51,393.00	40.90%
	\$2,265,839.87	\$1,110,547.85	48.76%

Town of Fairfax Organizational Chart



TOWN MANAGER BUDGET MESSAGE
INCLUDES TOWN COUNCIL, TOWN TREASURER, TOWN ATTORNEY,
DISASTER COUNCIL, RECREATION, VOLUNTEERS, YOUTH CENTER
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
- 1 Community Resources Coordinator (60% Time)

Total = 6 elected officials, 1.6 FTE benefited employees, 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.

The Community Resources Coordinator is responsible for providing staff support to the Parks and Recreation Commission, Youth Program, Volunteer Board and the Disaster Council. This entails preparing the agenda and producing the minutes for each meeting. This position also coordinates the annual Fairfax Creek Clean up event, Easter Egg Hunt, Halloween Parade, Christmas programs and the annual Volunteer Picnic.

2008-09 ACCOMPLISHMENTS:

- Hired a new Planning and Building Services Director and a Senior Accountant
- Negotiated a three-year labor contract with SEIU employee group
- Negotiated a three-year MOU Agreement with the Management Team
- Completed a records retention management policy
- Awarded a \$168,000 grant for fire safety and education programs, including brush clearing projects in many neighborhoods
- Awarded a \$10,000 grant to relocate an access trail near Deer Park School
- Installed solar panels on the Pavilion roof that will power all of Town Hall, Police, Public Works and the Pavilion buildings.
- Received \$1 million during this fiscal year from FEMA to complete the outstanding projects requested from the December 31, 2005 floods
- Installed flood gates for eleven businesses in the downtown area
- Extended the second unit amnesty period for an additional year through January 31, 2010
- Completed \$400K of Proposition 1B projects which included street resurfacing and storm drain projects on Scenic
- Received agreement from all employees of the Town to implement a two-tiered retirement system. New hires will receive 2% at 55 for the miscellaneous employees and new hires in police will receive 3% at 55. The average cost savings per employee per year is \$13,000. Once all staff are on the new tier the annual savings will be about \$370,000 in present dollars.
- Completed a storm drain pipe replacement project on Pastori Avenue that will protect the neighborhood from severe flooding.
- Completed a flood control project on 300 Olema that has already prevented flooding of the apartment complex at 300 Olema.
- Completed major improvements to Center Blvd. making it more pedestrian and bicycle friendly. Includes new overlay of the street, landscaping and lighting.
- Awarded \$188,000 from the Federal Economic Stimulus Plan (ARRA) for the resurfacing of Sir Francis Drake Blvd from June Court to near the western Town limits.

- Adopted mission, vision and core values statement
- Installed a siren in the Cascade Canyon to warn residents of imminent fire or flood

FY 2009-10 GOALS AND OBJECTIVES:

- Adoption of an updated General Plan
- Contract with the Town of Ross to provide police dispatching for them
- Receive an electric vehicle grant which would allow the sale of two current Town vehicles reducing the Town's fleet costs
- Completion of a redesign of Bolinas Road which includes new sidewalks, bulb outs and street landscaping
- Major update to the Town's personnel policies
- Complete a Climate Action Plan and Emissions Inventory
- Adopt a Green Building Ordinance
- 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
- Research for new revenue streams
- 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 2009-10 upgrade
- Make recommendations to modify rental property business license ordinance
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Implement additional injury and illness prevention strategies, workers' case management and return to work procedures that reduce overall workers' compensation expenses

TOWN COUNCIL

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
111 - TOWN COUNCIL
TOWN COUNCIL

SUMMARY

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2007-2008	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	21,815	22,070	16,262	22,000
OPERATING EXPENSES	5,861	12,250	7,847	4,200
TOTAL DEPARTMENT	27,675	34,320	24,110	26,200

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

TOWN COUNCIL

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2006-2007	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS				
421 TEMP EMPLOYEES	17,965	18,000	13,531	18,000
493 RETIREMENT	3,798	3,800	2,696	3,900
494 MEDICARE MATCH	53	270	35	100
SUBTOTAL	21,815	22,070	16,262	22,000
OPERATING EXPENSES				
813 OFFICE SUPPLIES	232	300	35	100
815 PRINTING	170	300	313	300
822 STATE LOBBYIST	1,157	1,300	-	1,300
842 SPECIAL DEPT SUPPLIES	506	6,600	6,209	1,000
861 BUS.MEET/CONF.	3,046	3,000	540	1,000
862 DUES & SUBSCRIPTIONS	750	750	750	500
SUBTOTAL	5,861	12,250	7,847	4,200
TOTAL DEPARTMENT	27,675	34,320	24,110	26,200

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	-	4,385	2,100	4,385
OPERATING EXPENSES	-	750	-	550
TOTAL DEPARTMENT	-	5,135	2,100	4,935

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS				
421 TEMP EMPLOYEES	-	3,600	2,100	3,600
493 RETIREMENT	-	760	-	760
494 MEDICARE MATCH	-	25	-	25
SUBTOTAL	-	4,385	2,100	4,385
OPERATING EXPENSES				
813 OFFICE SUPPLIES	-	50	-	50
815 PRINTING	-	100	-	100
861 BUS.MEET/CONF.	-	500	-	300
862 DUES & SUBSCRIPTIONS	-	100	-	100
SUBTOTAL	-	750	-	550
TOTAL DEPARTMENT	-	5,135	2,100	4,935

COMMENTS ON EXPENDITURE DETAIL

- 861 Professional Development
- 862 Professional Trade Journals

INDEPENDENT AUDITOR

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	23,130	23,000	23,407	25,000
TOTAL DEPARTMENT	23,130	23,000	23,407	25,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING	-	1,000	-	3,000
822 OUTSIDE CONTRACT SVS	23,130	22,000	23,407	22,000
TOTAL DEPARTMENT	23,130	23,000	23,407	25,000

COMMENTS ON EXPENDITURE DETAIL

- 821 Independent auditor contract cost. Includes cost of State Controller's Annual Audit Report. (Reclassified from Finance Dept)
- 822 Independent auditor contract cost. Includes preparation of annual Town Financial Audit.

TOWN ATTORNEY

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
121 - TOWN ATTORNEY
TOWN COUNCIL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	98,689	100,000	82,413	90,000
TOTAL DEPARTMENT	98,689	100,000	82,413	90,000

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES				
811 POSTAGE	-	-	-	-
812 REPRODUCTION	-	-	-	-
821 OUTSIDE CONSULTING SVS - RWG	98,689	100,000	82,413	90,000
822 OUTSIDE CONTRACT SVS - BFE	-	-	-	-
TOTAL DEPARTMENT	98,689	100,000	82,413	90,000

COMMENTS ON EXPENDITURE DETAIL

821 Provides fees for Richards Watson & Gershon representation for general legal services.

TOWN MANAGER

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	209,235	203,522	143,642	169,860
OPERATING EXPENSES	25,780	39,195	44,318	33,600
TOTAL DEPARTMENT	235,015	242,717	187,960	203,460

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
TOWN MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	-	0.25	0.25	-
TOTAL POSITIONS	1.00	1.25	1.25	1.00

TOWN MANAGER

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	131,958	140,000	104,734	125,660
415 ACCRUED VACATION	20,674	-	-	-
421 TEMP EMPLOYEES	-	5,000	-	5,000
491 HEALTH INSURANCE	17,257	18,060	11,645	3,000
492 WORKERS COMP.	3,254	2,000	2,000	2,000
493 RETIREMENT	27,787	30,000	19,680	25,000
494 MEDICARE	2,106	2,262	1,560	2,000
496 UNEMPLOYMENT	-	-	-	-
511 TRAVEL/CONF	2,000	2,000	874	3,000
611 AUTO ALLOWANCE	4,200	4,200	3,150	4,200
SUBTOTAL	209,235	203,522	143,642	169,860
<u>OPERATING EXPENSES</u>				
636 OFFICE EQUIP REPLACEMENT	-	1,500	848	1,000
711 OFFICE EQUIP MAINT.	50	100	2,468	100
731 BLDG-GROUNDS MAINT.	4,578	5,200	3,561	5,200
801 WATER	210	300	335	400
802 POWER	1,842	2,300	2,945	2,700
804 TELEPHONE	2,893	2,500	2,314	2,500
811 POSTAGE	534	300	488	400
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,520	1,000	1,174	500
815 PRINTING	77	100	-	-
821 OUTSIDE CONSULTING SVS	5,666	5,000	7,900	2,500
822 OUTSIDE CONTRACT SVS	2,092	1,500	3,880	-
861 BUS.MEET/CONF.	1,495	1,500	772	-
862 DUES & SUBSCRIPTIONS	1,512	1,600	1,111	1,300
871 LIAB. & PROP. INSURANCE	3,310	15,795	16,523	17,000
881 SPECIAL SERVICES	-	500	-	-
SUBTOTAL	25,780	39,195	44,318	33,600
TOTAL DEPARTMENT	235,015	242,717	187,960	203,460

COMMENTS ON EXPENDITURE DETAIL

- 401 Starting in FY 06-07, all of the Assistant to the Town Manager is budgeted under the Town Clerk.
- 421 Student Intern requested for implementing the Economic Sustainability Plan is proposed
- 821 Janitorial services allocation

VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 0.50 Part-time coordinator

SUMMARY OF DUTIES:

The Community Resources Coordinator prepares the Parks & Recreation Commission and Citizens Disaster Council agenda; prepares minutes of the Volunteer Board meetings, the Parks & Recreation Commission meetings, and the Citizens Disaster Council meeting. The Coordinator plans and organizes special events for the community, including the Town-wide picnic, winter ice skating in the Pavilion, Easter Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers for special events and to assist with Town Hall functions, updates the Town website to include calendar of special events and meetings. The Coordinator plans creek clean-up 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, supports the scheduling of recreational activities in Town venues.

2008-09 ACCOMPLISHMENTS:

- Held annual town-wide picnic
- Sponsored 2 day ice skating event at the Pavilion.
- Organized Easter Egg hunt at Bolinas Park for 300 children.
- Recruited volunteer to help at front desk of Town Hall on a weekly basis
- Helped to organize chipper day in Scenic/Tamalpais neighborhood for fire prevention effort.
- Sponsored trail marking event for Earth Day through Fairfax Volunteers.
- Coordinated creek clean-up event in conjunction with Town of San Anselmo.
- Filed necessary permits with State Department of Alcoholic Beverage Control for liquor sales at public events.
- Helped to implement FOCAS programming; prepared contract.
- Attended monthly Ross Valley Seniors club meetings.

FY 2009-10 GOALS AND OBJECTIVES:

- Sponsor Disaster Preparedness Fair in cooperation with Chamber of Commerce.
- Renew Artists-in-Residence contract under Parks & Recreation.
- Maintain pet waste disposal containers in parks throughout town.
- Explore additional recreational opportunities for youth.

VOLUNTEERS FOR FAIRFAX

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
216 - VOLUNTEERS FOR FAIRFAX
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	18,043	19,620	13,938	19,620
OPERATING EXPENSES	3,971	2,800	3,081	2,550
TOTAL DEPARTMENT	22,014	22,420	17,020	22,170

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	14,688	16,000	11,176	16,000
492 WORKERS COMP.	340	300	300	300
493 RETIREMENT	2,802	3,100	2,300	3,100
494 MEDICARE	213	220	162	220
SUBTOTAL	18,043	19,620	13,938	19,620
<u>OPERATING EXPENSES</u>				
711 OFFICE EQUIP MAINT.	-	-	-	-
804 TELEPHONE	943	550	511	550
811 POSTAGE	677	750	702	500
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	686	500	995	500
842 SPECIAL DEPT SUPPLIES	1,666	1,000	873	1,000
SUBTOTAL	3,971	2,800	3,081	2,550
TOTAL DEPARTMENT	22,014	22,420	17,020	22,170

COMMENTS ON EXPENDITURE DETAIL

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

RECREATION

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	19,494	23,020	17,435	21,440
TOTAL DEPARTMENT	19,494	23,020	17,435	21,440

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
COMMUNITY RESOURCES COORD.	0.25	0.25	0.25	0.25

RECREATION

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

EXPENDITURE DETAIL

DESCRIPTION		ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>					
401	REGULAR SALARIES	14,688	15,500	11,189	15,500
492	WORKERS COMP	340	300	300	300
493	RETIREMENT	2,802	3,100	2,300	3,100
494	MEDICARE	213	220	162	220
	SUBTOTAL	18,043	19,120	13,952	19,120
<u>OPERATING EXPENSES</u>					
804	TELEPHONE	-	500	-	-
811	POSTAGE	-	2,000	-	1,000
813	OFFICE SUPPLIES	78	200	300	120
821	OUTSIDE CONSULTING SVS	50	-	-	-
881	SPECIAL SERVICES	1,323	1,200	3,183	1,200
	SUBTOTAL	1,451	3,900	3,483	2,320
	TOTAL DEPARTMENT	19,494	23,020	17,435	21,440

COMMENTS ON EXPENDITURE DETAIL

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

DISASTER COUNCIL

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>	1,802	3,200	139	600
TOTAL DEPARTMENT	1,802	3,200	139	600

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
811 POSTAGE	-	200	-	200
881 SPECIAL SERVICES	1,802	3,000	139	400
SUBTOTAL	1,802	3,200	139	600
TOTAL DEPARTMENT	1,802	3,200	139	600

TOWN CLERK/ELECTIONS BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 1 Town Clerk

Total = 1 FTE with benefits

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

TOWN CLERK: SUMMARY OF DUTIES:

The Municipal Clerk, along with the tax collector, is the oldest of public servants. The office can be traced to biblical times and even before. To quote an eminent political scientist, Professor William Bennett Munro, in one of the first textbooks on municipal administration:

"No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager (when there is one), and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

In Fairfax, the Town Clerk is an elected position. Many of the duties of the Clerk are mandated by Government Code. The elected clerk is responsible to the voters directly. The Town Clerk provides assistance to the Mayor and Council members and is custodian of all official Town records. The Town Clerk oversees the Town's adherence to legal requirements as well as maintaining liability claims and personnel files, and processes Workers Compensation Claims. As the Assistant to the Town Manager, this position works as assigned in the general administration of the Town as a confidential employee and includes serving as office manager and as the Town's representative to the Bay Cities Joint Powers Insurance Authority. The Town Clerk also administers local elections, prepares council meeting agendas and minutes, gives notice of public hearings, updates the Municipal Code, maintains the Town's Web site, authenticates official records on behalf of the Town and serves as the financial disclosure officer.

2008-09 ACCOMPLISHMENTS:

- Significant updates to the Town Code;
- Implementation of a Records Management System with a newly adopted Records Retention Schedule;

- Volunteers in Town Hall, coordinated tasks assigned and supervised limited hours of volunteer work;
- Implemented the ergonomic evaluations of work stations in Town Hall to prevent Workers Comp claims.

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

FY 2009-10 GOALS AND OBJECTIVES:

- Move forward with implementation of new Records Retention Schedule and destruction of old records;
- Begin to reduce the number of paper copies of the Town Code by encouraging the use of the on-line version of the Code;
- Purchase and implement a records management computer program and go "green" by saving staff time, paper, storage space and money. There is an initial cost to going in this direction, but the savings will be realized almost immediately. For less than \$700/month we can purchase the necessary scanners and software to implement the program.

ELECTIONS

There is an election this year and the projected cost for that election is included in the draft budget. The County has estimated that the cost for the election will be \$2.50 per registered voter.

TOWN CLERK

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	113,308	116,691	85,110	115,154
OPERATING EXPENSES	13,449	24,900	19,446	18,200
TOTAL DEPARTMENT	126,757	141,591	104,556	133,354

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
TOWN CLERK/ ASST TO MANAGER	0.50	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

TOWN CLERK

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	76,609	80,629	59,262	79,092
415 ACCRUED VACATION	-	-	-	-
421 TEMP. EMPLOYEES	1,826	-	-	-
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	15,825	17,112	11,582	17,112
492 WORKERS COMP.	1,747	1,000	1,000	1,000
493 RETIREMENT	16,161	16,700	12,387	16,700
494 MEDICARE	1,140	1,250	879	1,250
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	113,308	116,691	85,110	115,154
OPERATING EXPENSES				
711 OFFICE EQUIP MAINT.	503	500	-	500
731 BLDG-GROUNDS MAINT.	4,578	4,000	2,740	4,000
801 WATER	-	100	-	100
804 TELEPHONE	1,098	1,000	775	1,000
811 POSTAGE	460	700	478	700
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	1,881	1,200	1,413	1,200
814 LEGAL ADS	518	500	305	750
815 PRINTING	77	100	-	100
821 OUTSIDE CONSULTING SVS	881	10,000	7,006	600
822 OUTSIDE CONTRACT SVS	2,169	6,000	6,390	7,500
842 SPECIAL DEPT SUPPLIES	99	200	53	200
861 BUS.MEET/CONF.	950	300	172	1,300
862 DUES & SUBSCRIPTIONS	237	300	115	250
SUBTOTAL	13,449	24,900	19,446	18,200
TOTAL DEPARTMENT	126,757	141,591	104,556	133,354

COMMENTS ON EXPENDITURE DETAIL

- 821 Website/ABAG
- 822 Town Code Update/ Janitor/ Minutes Clerk
- 861 New Law Seminar

ELECTIONS

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	8,129	8,400	8,373	9,600
TOTAL DEPARTMENT	8,129	8,400	8,373	9,600

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.

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES				
813 OFFICE SUPPLIES	23	100	91	100
814 LEGAL ADS	165	600	-	200
821 OUTSIDE CONSULTING SVS	-	-	-	-
822 OUTSIDE CONTRACT SVS	7,370	7,700	8,282	8,300
861 BUS.MEET/CONF.	571	-	-	1,000
TOTAL DEPARTMENT	8,129	8,400	8,373	9,600

COMMENTS ON EXPENDITURE DETAIL

822 Election - Required Expenditure

PERSONNEL

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

DESCRIPTION	SUMMARY			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	1,950	6,100	9,229	7,800
TOTAL DEPARTMENT	1,950	6,100	9,229	7,800

ACTIVITY DESCRIPTION

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

DESCRIPTION	EXPENDITURE DETAIL			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
814 LEGAL ADS	633	1,000	-	-
815 PRINTING	-	-	377	500
821 OUTSIDE CONSULTING SVS	1,317	5,000	8,532	7,000
842 SPECIAL DEPT SUPPLIES	-	100	319	300
861 BUS.MEET/CONF.	-	-	-	-
SUBTOTAL	1,950	6,100	9,229	7,800
TOTAL DEPARTMENT	1,950	6,100	9,229	7,800

FINANCE BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 1 Finance Director
- Management of the Administrative Assistant – time allocated as used

Total = 1 FTE with 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 is moved to Administrative Non-Dept for the year 2009-2010. All of the billable time for that position will be coded out to each department used each month so that we arrive at the true cost of each department.

2008-09 ACCOMPLISHMENTS:

- Hired an Interim Finance Director (covering the first quarter of the fiscal year)
- Utilized the GASB 45 retiree healthcare cost actuarial study to determine unfunded liability and fund the first year
- Started on record retention management
- Started on restructuring the Finance Department
- Started on budget modification and restructuring
- Created quarterly investment reporting system to Town Council
- Created quarterly financial reporting system to Town Council
- Completed the 2007-08 Annual Audit

FY 2009-10 GOALS AND OBJECTIVES:

- Research for new revenue streams
- Formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the Town financial system

- Evaluate the latest version of BDS financial systems for FY 2010-11 upgrade
- Make recommendations to modify rental property business license ordinance
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Continue restructuring the budget to create a cohesive articulating document.
- Continue restructuring the Finance Department

FINANCE

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	191,809	209,200	116,786	169,207
OPERATING EXPENSES	134,229	102,300	90,110	75,855
TOTAL DEPARTMENT	326,037	311,500	206,896	245,062

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	0.50	0.50	-
MANAGEMENT ANALYST	-	0.50	0.50	-
TOTAL POSITIONS	1.50	2.00	2.00	1.00

BUILDING AND PLANNING BUDGET MESSAGE

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

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

FY 2008-09 ACCOMPLISHMENTS:

- Hired an Interim Planning Director (covering the third quarter of the fiscal year).
- Hired a permanent Planning Director (active from the end of the third quarter to present).
- Accomplished substantial progress on updating/drafting the seven required elements and one selected element of the Towns General Plan.
- Drafted revisions to the Towns Tree Ordinance regulating the removal of trees.
- Drafted amendments to Chapters 17.008 and 17.016 of the Fairfax Town Code to include a definition of 50% remodel and establish limits on the improvements of nonconforming structures or properties.
- Taken over the day to day project management of the two non-motorized transportation pilot program projects: 1. Fairfax-San Rafael Bicycle Connector, and 2. Fairfax Parkade Study.

- Assisted in the preparation of the Capitol Improvements Project for Bolinas Road.
- Identified two opportunity sites for senior and work force housing; and articulated a process for moving forward with the analysis, funding and potential development of those sites.
- Scheduled "site capacity studies" on the two opportunity sites for senior and work force housing.
- Completed Salary Surveys for the positions of Senior Planner and Building Official.

FY 2009-10 GOALS AND OBJECTIVES:

- Complete the General Plan Update and commence environmental review (i.e., Initial Study and/or Environmental Impact Report).
- Update the Town Zoning Ordinance after completion of the General Plan update.
- Propose and/or adopt the implementation of an Administrative Citation Program.
- Complete and adopt a Green Building Ordinance.
- Complete Zoning Ordinance amendment for the limited commercial zone district.
- Identify and secure funding for the development of a "Specific Plan" on the Fair/Anselm property; and for a "public participatory process" (i.e., "Charrette") in preparation of the drafting of the Specific Plan.
- Conduct site capacity studies on the two opportunity sites for senior and work force housing; coordinate and implement a strategy for their development.

FINANCE

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
401 REGULAR SALARIES	135,256	133,000	93,741	102,483
415 ACCRUED VACATION	5,476	-	-	-
421 TEM. EMPLOYEES	-	-	-	-
461 OVERTIME	615	1,000	630	630
491 HEALTH INSURANCE	20,562	34,000	7,680	29,905
492 WORKERS COMP.	2,741	1,500	1,500	1,500
493 RETIREMENT	25,345	37,000	11,907	31,989
494 MEDICARE	1,813	2,700	1,328	2,700
SUBTOTAL	191,809	209,200	116,786	169,207
OPERATING EXPENSES				
636 OFFICE EQUIP REPLACEMENT	-	-	-	1,000
711 OFFICE EQUIP MAINT.	167	300	-	300
731 BLDG-GROUNDS MAINT.	4,578	4,000	2,739	4,000
801 WATER	-	100	-	100
804 TELEPHONE	1,582	1,200	1,112	1,500
811 POSTAGE	616	700	530	700
813 OFFICE SUPPLIES	2,266	1,000	1,913	1,000
815 PRINTING	281	700	1,452	1,200
821 OUTSIDE CONSULTING SVS	51,353	10,000	29,026	21,000
822 OUTSIDE CONTRACT SVS	71,781	83,000	52,568	38,740
861 BUS.MEET/CONF.	1,384	1,000	716	2,250
862 DUES & SUBSCRIPTIONS	222	300	-	1,065
890 MISCELLANEOUS	-	-	53	3,000
SUBTOTAL	134,229	102,300	90,110	75,855
TOTAL DEPARTMENT	326,037	311,500	206,896	245,062

COMMENTS ON EXPENDITURE DETAIL

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

PLANNING

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	302,524	325,580	228,404	278,886
OPERATING EXPENSES	83,495	133,152	118,298	119,375
TOTAL DEPARTMENT	386,019	458,732	346,702	398,261

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
PLANNING DIRECTOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	0.50	0.50	-
TOTAL POSITIONS	2.50	2.50	2.50	2.00

PLANNING

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	209,111	225,000	161,350	187,403
415 ACCRUED VACATION	(350)	1,000	-	1,000
421 TEMP EMPLOYEES	3,534	8,000	3,369	8,000
461 OVERTIME	1,189	1,000	7	1,010
491 HEALTH INSURANCE	37,114	40,000	25,199	35,905
492 WORKERS COMP.	4,986	2,500	2,500	2,500
493 RETIREMENT	43,983	45,000	28,822	39,989
494 MEDICARE	2,956	3,080	2,302	3,080
496 UNEMPLOYMENT	-	-	4,856	-
611 AUTO ALLOWANCE	-	-	-	-
SUBTOTAL	302,524	325,580	228,404	278,886
<u>OPERATING EXPENSES</u>				
711 OFFICE EQUIP MAINT.	1,048	1,000	-	1,000
731 BLDG-GROUNDS MAINT.	7,847	7,000	4,790	7,000
801 WATER	750	200	10	200
802 POWER	896	1,200	1,473	1,425
804 TELEPHONE	2,645	2,500	1,824	2,500
811 POSTAGE	503	1,000	505	1,000
812 REPRODUCTION	-	-	-	-
813 OFFICE SUPPLIES	2,431	2,400	2,230	2,400
814 LEGAL ADS	50	500	498	500
815 PRINTING	91	600	336	600
821 OUTSIDE CONSULTING SVS	49,536	100,000	95,128	83,900
822 OUTSIDE CONTRACT SVS	4,613	5,000	1,645	5,000
842 SPECIAL DEPT SUPPLIES	527	500	121	500
861 BUS.MEET/CONF.	2,439	2,600	1,836	2,600
862 DUES & SUBSCRIPTIONS	714	750	-	750
871 LIAB. & PROP. INSURANCE	9,405	7,902	7,902	10,000
SUBTOTAL	83,495	133,152	118,298	119,375
TOTAL DEPARTMENT	386,019	458,732	346,702	398,261

COMMENTS ON EXPENDITURE DETAIL

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

BUILDING INSPECTION/PERMITS

FUND:
ACTIVITY:
RESPONSIBILITY:

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	103,290	116,885	81,194	119,678
OPERATING EXPENSES	48,491	51,702	29,716	40,630
TOTAL DEPARTMENT	151,782	168,587	110,911	160,308

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	-	-	-	-
TOTAL POSITIONS	1.00	1.00	1.00	1.00

BUILDING INSPECTION/PERMITS

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	74,004	80,158	60,048	80,265
415 ACCRUED VACATION	-	1,000	-	1,000
421 TEMP. EMPLOYEES	1,939	7,000	-	8,686
461 OVERTIME	81	-	-	-
491 HEALTH INSURANCE	8,895	9,612	6,699	9,612
492 WORKERS COMP.	1,689	1,000	1,000	1,000
493 RETIREMENT	15,559	17,000	12,551	18,000
494 MEDICARE	1,124	1,115	897	1,115
SUBTOTAL	103,290	116,885	81,194	119,678
<u>OPERATING EXPENSES</u>				
711 OFFICE EQUIP MAINT.	50	500	349	500
722 VEHICLE MAINTENANCE	5,317	5,000	2,486	5,000
723 COMM EQUIPMENT MAINTENANCE	-	500	-	500
731 BLDG-GROUNDS MAINT.	3,270	3,200	2,191	3,200
801 WATER	-	100	-	100
802 POWER	921	1,200	1,473	1,200
804 TELEPHONE	2,205	2,000	1,599	2,000
811 POSTAGE	740	800	721.6	800
812 REPRODUCTION	-	100	-	100
813 OFFICE SUPPLIES	1,374	1,200	666	1,200
815 PRINTING	75	200	77	200
821 OUTSIDE CONSULTING SVS	22,454	25,000	6,662	14,928
822 OUTSIDE CONTRACT SVS	1,396	2,000	1,227	1,000
851 CLOTHING	425	-	-	-
861 BUS.MEET/CONF.	822	1,500	158	1,500
862 DUES & SUBSCRIPTIONS	241	500	1,730	500
871 LIAB. & PROP. INSURANCE	9,203	7,902	7,902	7,902
881 SPECIAL SERVICES	-	-	2,475	-
SUBTOTAL	48,491	51,702	29,716	40,630
TOTAL DEPARTMENT	151,782	168,587	110,911	160,308

COMMENTS ON EXPENDITURE DETAIL

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

POLICE

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	2,224,408	2,319,065	1,730,085	2,307,537
OPERATING EXPENSES	271,302	306,270	286,078	253,470
TOTAL DEPARTMENT	2,495,710	2,625,335	2,016,163	2,561,007

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
POLICE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	-	1.00	1.00	1.00
SERGEANT	3.00	2.00	2.00	2.00
DETECTIVE / JUVENILE OFFICER	-	-	-	-
CORPORAL	-	2.00	2.00	2.00
POLICE OFFICER	7.00	5.00	5.00	5.00
DISPATCHER	4.25	4.25	4.25	4.25
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00
TOTAL POSITIONS	16.25	16.25	16.25	16.25

COMMENTS ON EXPENDITURE DETAIL

- 497 Overtime charged to Festival Fund for annual festival.
- 712 Includes Records Management System maintenance contract (\$10,300) and maintenance and repair of department's extensive in-house and mobile computer network.
- 822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, Major Crimes Task Force (\$21,000) and the Prandi Childrens Center (forensic interview for child victims of violent crimes).
- 862 Includes Lexipol police policy manual updates (\$3,000).
- 889 Booking fees

POLICE

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
PAYROLL AND BENEFITS				
401 REGULAR SALARIES	282,259	315,000	245,869	323,426
402 SAFETY SALARIES	902,137	931,546	706,506	927,853
415 ACCRUED VACATION	36,226	7,000	8,519	7,000
421 TEMP EMPLOYEES	11,649	25,000	28,377	24,000
461 OVERTIME	151,985	158,348	98,267	123,348
481 HOLIDAY PAY	45,042	45,423	24,015	47,000
491 HEALTH INSURANCE	209,353	225,000	143,871	235,000
492 WORKERS COMP.	60,252	30,000	30,000	30,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	508,617	573,138	424,995	581,300
494 MEDICARE	18,351	17,710	14,269	17,710
496 UNEMPLOYMENT	5,159	-	5,397	-
497 FESTIVAL OVERTIME REIMBURSIBLE	(6,624)	(9,100)	-	(9,100)
SUBTOTAL	2,224,408	2,319,065	1,730,085	2,307,537
OPERATING EXPENSES				
641 EQUIPMENT RENTAL	-	-	-	-
711 OFFICE EQUIP MAINT.	980	1,500	1,592	1,500
712 COMPUTER EQUIP MAINT.	22,728	22,500	19,596	15,500
721 FIELD EQUIP MAINT.	303	300	8,956	300
722 VEHICLE MAINTENANCE	31,372	34,000	27,826	26,000
723 COMMUNICATION EQUIP MAINT	3,600	2,500	1,649	1,500
725 MERA DEBT SERVICE	47,192	52,000	47,202	52,000
726 MERA MEMBERSHIP FEE	34,374	35,000	32,974	35,000
731 BLDG-GROUNDS MAINT.	37,932	28,000	26,781	13,000
801 WATER	817	1,300	995	1,300
802 POWER	3,853	6,000	6,151	6,000
804 TELEPHONE	24,181	26,000	17,883	15,000
811 POSTAGE	2,325	2,900	1,572	2,000
812 REPRODUCTION	1,642	2,500	3,107	2,500
813 OFFICE SUPPLIES	2,873	2,000	775	1,300
815 PRINTING	2,414	3,000	3,081	3,000
821 OUTSIDE CONSULTING SVS	2,587	-	8,436	-
822 OUTSIDE CONTRACT SVS	31,436	33,000	36,048	35,000
841 SMALL TOOLS	1,042	500	269	500
842 SPECIAL DEPT SUPPLIES	5,227	5,500	7,623	5,500
851 CLOTHING	10,474	12,000	11,242	12,000
861 BUS.MEET/CONF.	485	500	105	500
862 DUES & SUBSCRIPTIONS	6,982	6,000	7,262	6,800
871 LIAB. & PROP. INSURANCE	(18,759)	7,270	7,270	7,270
881 SPECIAL SERVICES	-	-	538	-
883 P.O.S.T.	12,450	12,000	2,437	7,000
889 BOOKING FEES	2,792	10,000	4,708	3,000
SUBTOTAL	271,302	306,270	286,078	253,470
TOTAL DEPARTMENT	2,495,710	2,625,335	2,016,163	2,561,007

SPECIAL POLICE EXPENSES

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
SPECIAL POLICE EXPENSES	802	5,300	3,598	5,300
TOTAL DEPARTMENT	802	5,300	3,598	5,300

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES				
926 CLEEP	802	5,000	3,598	5,000
927 SLESF	-	-	-	-
929 RACIAL PROFILING	-	-	-	-
932 STAR PROGRAM	-	-	-	-
933 CERT TRAINING	-	300	-	300
TOTAL DEPARTMENT	802	5,300	3,598	5,300

ROSS VALLEY FIRE SERVICE

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

DESCRIPTION	SUMMARY			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	1,428,835	1,679,873	1,681,244	1,739,733
TOTAL DEPARTMENT	1,428,835	1,679,873	1,681,244	1,739,733

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	EXPENDITURE DETAIL			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
493 RVFS RETIREMENT	328,955	395,802	395,802	410,182
724 RVFS DEBT SERVICE	22,977	28,931	28,931	28,916
731 BUILDINGS & GROUNDS MAINT		-	1,370	-
871 LIAB. & PROP. INSURANCE	2,116	2,906	2,906	2,906
881 RVFS CONTRACT	1,074,787	1,252,234	1,252,235	1,297,729
TOTAL DEPARTMENT	1,428,835	1,679,873	1,681,244	1,739,733

COMMENTS ON EXPENDITURE DETAIL

493 The Town's share of the RVFD net operating budget is 30.4% of the total fire budget or \$1,762,873 for the Town.
 724 Fire Engine, Turnouts, and Breathing Apparatus lease payments.

PUBLIC WORKS BUDGET MESSAGE

Division 510 – Administration

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Director of Public Works
- 0.25 Management Analyst

Total = 1.25 FTE

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

2008-09 ACCOMPLISHMENTS:

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

- Implement the iWorQ on-line work request system resulting in 249 incoming requests for service from September 2008 through May 2009.
- Secure \$187,000 in Federal stimulus funds for resurfacing Sir Francis Drake Boulevard.
- Secure payment from FEMA for the Creek Road Bridge Bank Stabilization project.
- Implement administrative practices that saved \$9,500 annually in water costs and sand replacement for the Peri Park Playground.
- Obtain FEMA Obligation of \$112,000 for the Glen Drive Culvert project.
- Obtain FEMA Agreement for \$500,000 for the Peri Park Bridge Replacement and Tennis Court Bank stabilization project

Changes in Budget from FY 08/09

Reduction in transfer of payroll out to capital projects due to anticipated reduction in Capital projects for FY 09/10. Elimination of Meetings, Conferences, Travel and Dues and Subscriptions line items.

FY 2008-09 GOALS AND OBJECTIVES:

Special projects

- Continue developing a Ten-Year Infrastructure Maintenance Master Plan that includes all Town facilities, parks, storm drains and streets. This project will be

completed with existing staff and is expected to take a year to complete. The institutional knowledge of the Public Works staff will be instrumental in developing the plan. Elements of the plan will include:

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

PUBLIC WORKS ADMINISTRATION

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
510 - PUBLIC WORKS ADMINISTRATION
PUBLIC WORKS

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	98,608	127,600	143,749	124,014
OPERATING EXPENSES	39,999	22,950	16,478	18,450
TOTAL DEPARTMENT	138,607	150,550	160,227	142,464

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.50	-	-	-
MANAGEMENT ANALYST	-	0.25	0.25	-
TOTAL POSITIONS	1.50	1.25	1.25	1.00

PUBLIC WORKS ADMINISTRATION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	52,790	133,000	83,717	112,988
415 ACCRUED VACATION	7,225	-	-	-
TEMP EMPLOYEES	30,274		21,520	
461 OVERTIME	-	-	-	-
491 HEALTH INSURANCE	3,815	4,560	4,621	4,560
492 WORKERS COMP.	2,291	2,000	6,635	2,400
493 RETIREMENT	10,102	26,040	25,700	22,066
494 MEDICARE	1,128	2,000	1,555	2,000
497 PAYROLL TRANSFER	(9,018)	(40,000)	-	(20,000)
SUBTOTAL	98,608	127,600	143,749	124,014
<u>OPERATING EXPENSES</u>				
711 OFFICE EQUIP MAINT.	501	500	-	500
731 BLDG-GROUNDS MAINT.	3,270	3,750	2,565	3,750
801 WATER	-	-	-	-
804 TELEPHONE	344	1,000	-	1,000
811 POSTAGE	504	600	537	600
813 OFFICE SUPPLIES	287	300	347	300
815 PRINTING	274	300	-	300
821 OUTSIDE CONSULTING SVS	29,791	7,500	8,098	5,000
822 OUTSIDE CONTRACT SVS	3,216	7,000	4,575	5,000
842 SPECIAL DEPT SUPPLIES	372	1,000	-	1,000
861 BUS.MEET/CONF.	841	1,000	205	1,000
862 DUES & SUBSCRIPTIONS	600	-	150	-
SUBTOTAL	39,999	22,950	16,478	18,450
TOTAL DEPARTMENT	138,607	150,550	160,227	142,464

COMMENTS ON EXPENDITURE DETAIL

- 401 Includes 25% of the Management Analyst position to work on FEMA, grants and PWD administration
- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of Fiscal Year 06/07 Marin Map (\$3,000)

Division 511 – Street Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker II

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.

2008-09 ACCOMPLISHMENTS:

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

- Installed new guardrail at 287 Scenic and 207 Tamalpais;
- Installed fencing for Robin Hood Manor Apartments as part of the Channel reconstruction project saving \$10,000 in project expenses;
- Repainted the streetlight posts
- Dug trenches for the Pavilion Solar/Fiber Optic project saving \$30,000 in project costs;

Changes in Budget from FY 08/09

A reduction in budget was achieved through salary savings by not filling vacant position. A portion of the salary savings will be used for special department supplies for construction of several retaining walls needed to prevent slides for an overall budget reduction of \$30,600.

FY 2008-09 GOALS AND OBJECTIVES:

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

- Reconstruct retaining walls at 167 Scenic, 458 Bolinas & 196 Hillside.
- Repair sink hole on Porteous.
- Re-stripe all Town lane lines, crosswalks and legends.
- Re-grade asphalt at Dominga/Sherman accessible ramp to improve drainage.
- Replace old traffic signs.
- Install berm or ditch to address drainage problems at 103 Pine Drive and 464 Scenic Drive.

STREET MAINTENANCE

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	212,301	202,095	131,253	139,442
OPERATING EXPENSES	109,657	161,854	143,007	194,400
TOTAL DEPARTMENT	321,959	363,949	274,260	333,842

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 2007-2008	PROPOSED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
MAINT. LEADWORKER	1.00	1.00	1.00	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	1.00	1.00
MAINT. WORKER I	1.00	1.00	1.00	1.00
TOTAL POSITIONS	4.00	4.00	4.00	3.00

STREET MAINTENANCE

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	129,403	140,000	73,516	96,000
421 TEMP. EMPLOYEES	-	-	150	-
461 OVERTIME	1,411	1,000	282	1,000
491 HEALTH INSURANCE	42,605	29,500	34,858	20,229
492 WORKERS COMP.	10,345	6,395	6,395	4,385
493 RETIREMENT	27,064	25,000	14,943	17,143
494 MEDICARE	1,473	1,000	1,110	686
497 FESTIVAL OVERTIME REIMBURSIBLE	-	(800)	-	-
SUBTOTAL	212,301	202,095	131,253	139,442
<u>OPERATING EXPENSES</u>				
641 EQUIPMENT RENTAL	69	1,000	-	1,000
721 FIELD EQUIP MAINT.	1,998	2,500	1,235	2,500
722 VEHICLE MAINTENANCE	30,622	42,000	17,444	25,000
723 COMMUNICATION EQUIP MAINT	-	-	-	-
731 BLDG-GROUNDS MAINT.	5,232	5,000	3,424	5,000
801 WATER	-	700	-	-
802 POWER	2,245	2,500	2,451	2,500
803 DUMP FEES	600	1,000	683	1,000
804 TELEPHONE	1,589	1,800	1,455	1,800
813 OFFICE SUPPLIES	1,522	1,000	739	1,000
821 OUTSIDE CONSULTING SVS	23,214	83,000	89,622	80,000
841 SMALL TOOLS	882	1,000	178	1,400
842 SPECIAL DEPT SUPPLIES	21,038	10,000	15,667	62,700
851 CLOTHING	1,275	1,000	850	1,000
861 TRAVEL/TOLLS	8	100	4	-
871 LIAB. & PROP. INSURANCE	19,363	9,254	9,254	9,500
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	109,657	161,854	143,007	194,400
TOTAL DEPARTMENT	321,959	363,949	274,260	333,842

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...

STREET LIGHTING & TRAFFIC SIGNALS

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	56,271	60,600	53,109	50,600
TOTAL DEPARTMENT	56,271	60,600	53,109	50,600

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
802 POWER	29,361	35,000	26,143	30,000
821 OUTSIDE CONSULTING SVS	26,310	25,000	26,366	20,000
822 OUTSIDE CONTRACT SVS	600	600	600	600
TOTAL DEPARTMENT	56,271	60,600	53,109	50,600

COMMENTS ON EXPENDITURE DETAIL

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

STORM DAMAGE

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

SUMMARY

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
OPERATING EXPENSES	24,819	-	24,500	-
TOTAL DEPARTMENT	24,819	-	24,500	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
421 TEMP EMPLOYEES	-	-	-	-
461 OVERTIME	-	-	-	-
641 EQUIPMENT RENTAL	-	-	-	-
722 VEHICLE MAINTENANCE	-	-	-	-
803 DUMP FEES	-	-	-	-
811 POSTAGE	98	-	-	-
821 OUTSIDE CONSULTING SVS	24,571	-	24,500	-
842 SPECIAL DEPT SUPPLIES	150	-	-	-
TOTAL DEPARTMENT	24,819	-	24,500	-

COMMENTS ON EXPENDITURE DETAIL

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

POLLUTION PREVENTION

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	19,880	20,000	17,272	20,000
TOTAL DEPARTMENT	19,880	20,000	17,272	20,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
822 OUTSIDE CONTRACT SVS	19,880	20,000	17,272	20,000
TOTAL DEPARTMENT	19,880	20,000	17,272	20,000

COMMENTS ON EXPENDITURE DETAIL

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

STORM DAMAGE - TOWN HALL

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	(5,307)	-	-	-
TOTAL DEPARTMENT	(5,307)	-	-	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING SVS	(5,307)	-	-	-
842 SPECIAL DEPT SUPPLIES	-	-	-	-
TOTAL DEPARTMENT	(5,307)	-	-	-

STORM DAMAGE - FIRE STATION

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	(1,577)	-	-	-
TOTAL DEPARTMENT	(1,577)	-	-	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING SVS	(1,577)	-	-	-
TOTAL DEPARTMENT	(1,577)	-	-	-

STORM DAMAGE - FEMA 4/11/06

FUND: 01 - GENERAL FUND
 ACTIVITY: 520 - FEMA CIP PROJECTS
 RESPONSIBILITY: PUBLIC WORKS

SUMMARY				
DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	18,116	-	-	-
TOTAL DEPARTMENT	18,116	-	-	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL				
DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
821 OUTSIDE CONSULTING SVS	18,116	-	-	-
TOTAL DEPARTMENT	18,116	-	-	-

Division 611 – Parks Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Maintenance Worker II

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.

2008-09 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.
- Installs and maintains all additional holiday lighting.

Changes in Budget from FY 08/09

Increase of \$6,000 in contractual services for the maintenance of Center Boulevard and reduction in Departmental Supplies to FY 08/09 actuals and other minor adjustments results in a \$1,500 increase in the Parks budget.

FY 2008-09 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 and others that are scheduled throughout the year.

PARK MAINTENANCE

FUND:
ACTIVITY:
RESPONSIBILITY:

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	66,363	72,310	52,269	69,872
OPERATING EXPENSES	33,998	61,895	53,173	64,995
TOTAL DEPARTMENT	100,362	134,205	105,442	134,867

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
MAINT. WORKER II	1.00	1.00	1.00	1.00
TOTAL POSITIONS	1.00	1.00	1.00	1.00

PARK MAINTENANCE

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-201
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	46,448	51,000	36,626	48,912
415 ACCRUED VACATION	(280)	-	-	-
491 HEALTH INSURANCE	8,628	9,250	6,358	9,250
492 WORKERS COMP.	1,059	1,000	1,000	1,000
493 RETIREMENT	9,789	10,350	7,722	10,000
494 MEDICARE	721	710	563	710
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-
SUBTOTAL	66,363	72,310	52,269	69,872
<u>OPERATING EXPENSES</u>				
621 RESERVE FOR VEHICLE REPLACEMENT	-	1,000	-	1,000
641 EQUIPMENT RENTAL	128	500	-	500
721 FIELD EQUIP MAINT.	-	500	-	500
722 VEHICLE MAINTENANCE	820	2,000	1,125	1,500
801 WATER	13,233	15,000	14,175	15,000
802 POWER	3,914	5,000	3,646	4,200
821 OUTSIDE CONSULTING SVS	2,095	13,000	10,767	20,000
841 SMALL TOOLS	2,000	1,000	-	1,000
842 SPECIAL DEPT SUPPLIES	6,384	7,500	7,240	5,000
851 CLOTHING	425	500	425	500
871 LIAB. & PROP. INSURANCE	5,000	15,795	15,796	15,795
881 SPECIAL SERVICES	-	100	-	-
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	33,998	61,895	53,173	64,995
TOTAL DEPARTMENT	100,362	134,205	105,442	134,867

COMMENTS ON EXPENDITURE DETAIL

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

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	SUMMARY			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	18,145	20,220	15,746	20,746
OPERATING EXPENSES	29,544	38,568	25,475	27,800
TOTAL DEPARTMENT	47,688	58,788	41,221	48,546

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	12,631	14,000	10,785	14,526
415 ACCRUED VACATION	226	-	-	-
491 HEALTH INSURANCE	2,357	2,320	1,700	2,320
492 WORKERS COMP.	281	1,000	1,000	1,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	2,649	2,900	2,262	2,900
SUBTOTAL	18,145	20,220	15,746	20,746
<u>OPERATING EXPENSES</u>				
731 BLDG-GROUNDS MAINT.	-	-	-	-
801 WATER	213	500	316	500
802 POWER	10,923	10,000	4,730	6,000
804 TELEPHONE	27	300	-	-
821 OUTSIDE CONSULTING SVS	2,000	1,000	-	1,000
822 OUTSIDE CONTRACT SVS	6,390	15,000	8,464	10,000
841 SMALL TOOLS	-	500	-	-
842 SPECIAL DEPT SUPPLIES	2,103	4,000	4,790	3,000
851 CLOTHING	106	200	106	200
871 LIAB. & PROP. INSURANCE	7,782	7,068	7,068	7,100
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	29,544	38,568	25,475	27,800
TOTAL DEPARTMENT	47,688	58,788	41,221	48,546

COMMENTS ON EXPENDITURE DETAIL

- 822 Includes cost of janitorial services and pest control.
- 842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.
- 821 Includes new windows in bathroom and kitchen for FY 08/09
- 842 Repainting and exterior repairs.
- 842 Includes landscaping

RENTAL FACILITIES - PAVILION

FUND:
ACTIVITY:
RESPONSIBILITY:

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	17,742	20,220	15,459	20,926
OPERATING EXPENSES	17,081	19,068	20,700	17,500
TOTAL DEPARTMENT	34,823	39,288	36,159	38,426

ACTIVITY DESCRIPTION

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

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
POSITIONS				
LEAD WORKER	0.25	0.25	0.25	0.25
TOTAL POSITIONS	0.25	0.25	0.25	0.25

RENTAL FACILITIES - PAVILION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	12,631	14,000	10,718	14,526
415 ACCRUED VACATION	226	-	-	-
491 HEALTH INSURANCE	1,955	2,320	1,479	2,500
492 WORKERS COMP.	281	1,000	1,000	1,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	2,649	2,900	2,262	2,900
SUBTOTAL	17,742	20,220	15,459	20,926
<u>OPERATING EXPENSES</u>				
801 WATER	-	300	-	-
802 POWER	323	1,000	361	500
804 TELEPHONE	325	500	357	400
821 OUTSIDE CONSULTING SVS	268	-	4,695	1,000
822 OUTSIDE CONTRACT SVS	7,699	8,000	7,221	7,000
842 SPECIAL DEPT SUPPLIES	3,359	2,000	891	1,000
851 CLOTHING	106	200	106	200
871 LIAB. & PROP. INSURANCE	5,000	7,068	7,068	7,400
931 BLDGS & LAND	-	-	-	-
SUBTOTAL	17,081	19,068	20,700	17,500
TOTAL DEPARTMENT	34,823	39,288	36,159	38,426

COMMENTS ON EXPENDITURE DETAIL

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

ADMINISTRATIVE NON-DEPARTMENTAL BUDGET MESSAGE

ORGANIZATION:

This department is comprised of the following personnel:

- 1 Management Analyst (Grant Employee)
- 1 Administrative Assistant

Total = 2 FTE with benefits

SUMMARY OF EXPENDITURES:

The Administrative Non-Department records the salary and benefits of the Management Analyst and the Administrative Assistant. Effective with the budget for 2009-2010 all of the time for each of these positions will be tracked and allocated monthly to the departments that use them. This will represent for the Town the true cost of each department.

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

MISCELLANEOUS

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
715 - MISCELLANEOUS
NON-DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	182,121	174,000	241,306	437,021
TRANSFERS	-	34,874	13,500	78,000
TOTAL DEPARTMENT	182,121	208,874	254,806	515,021

ACTIVITY DESCRIPTION

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

MISCELLANEOUS

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES				
401 GRANT EMPLOYEES	-	-	-	81,036
401 REGULAR SALARIES	-	-	-	47,952
491 HEALTH INSURANCE	-	-	-	14,289
492 WORKERS COMP.	-	-	-	-
493 RETIREMENT	-	-	-	26,961
822 OUTSIDE CONTRACT SVS	23,265	10,000	20,375	21,000
822 OUTSIDE CONTRACT SVS - OPEB	-	-	-	77,000
822 CONTRACTED SVCS	100,486	125,000	136,599	121,083
841 SMALL TOOLS	1,414	-	2,354	1,700
842 SPECIAL DEPT SUPPLIES	924	4,000	625	4,000
861 BUS.MEET/CONF.	-	-	-	-
881 SPECIAL SERVICES	9,472	10,000	9,883	7,000
891 CLAIMS - WC / SETTLEMENTS	2,446	25,000	71,469	25,000
895 TRAN INTEREST	44,115	-	-	10,000
SUBTOTAL	182,121	174,000	241,306	437,021
TRANSFERS OUT				
902 TRANSFER TO 02-DRY PERIOD FROM CARRYOVER	-	-	-	-
903 TRANSFER TO 03-EQUIPMENT REPLACEMENT	-	-	-	60,000
911 TRANSFER TO 11-RECREATION	-	18,000	13,500	18,000
950 TRANSFER TO 50-CREEK REST. (PW ADMIN)	-	-	-	-
950 TRANSFER TO 50-CREEK REST. FROM CARRYOVER	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS (RAINY DAY FUND)	-	16,874	-	-
951 TRANSFER TO 51-CIP, GRANTS (PW ADMIN)	-	-	-	-
952 TRANSFER TO 52-CIP, TOWN, UPPER SCENIC FROM CARRYOVER	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN (JUT ENERGY EFFICIENCY)	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, GARBAGE ROAD IMF	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN, BUS SHELTER FROM CARRYOVER	-	-	-	-
955 TRANSFER TO 55- MEASURE K (PW ADMIN)	-	-	-	-
SUBTOTAL	-	34,874	13,500	78,000
TOTAL DEPARTMENT	182,121	208,874	254,806	515,021

COMMENTS ON EXPENDITURE DETAIL

- 822 Share of county-wide contract with Humane Society for Animal Control Services (\$80,381)
 Transportation Authority of Marin pro-rata share (\$12,587), LAFCO charges (\$2,872)
 Contribution for OES- Emergency Service Specialist (\$4,328)
 Share of Marin Telecommunications Agency (\$18,352)
 ABAG membership (\$1,811), League of California Cities membership (\$3,953)
 Chamber of Commerce membership (\$250), ICLEI membership (\$600)
- 842 Employee recognition awards (\$300)
- 881 Donations to outside agencies (\$7,000)
- 891 Allocation for Worker's Comp claims and settlements
- 895 Tax and Revenue Anticipation Notes Interest

Division 911 – Building Maintenance

ORGANIZATION:

This division is comprised of the following personnel:

- 0.5 Maintenance Worker I

Total = 0.5 FTE

Provide daily maintenance of buildings, setting up for public meetings, and handling citizen complaints.

2008-09 ACCOMPLISHMENTS:

- Completed the Energy Efficiency Lighting Retrofit
- Painted downtown light poles
- Renovated the Women's Club, including painting, new floor
- Improved men's bathroom in the Pavilion.

Changes in Budget from FY 08/09

No significant changes from prior year.

FY 2008-09 GOALS AND OBJECTIVES:

- Repaint Town Hall & Police Department to prevent dry rot.
- Repair and install moisture barrier in the Youth Center Public restroom.
- Upgrade electric at the Pavilion and Town Hall to accommodate new technology.

BUILDING MAINTENANCE

FUND:
ACTIVITY:
RESPONSIBILITY:

01 - GENERAL FUND
911 - BUILDING MAINTENANCE
BUILDING MAINTENANCE

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
PAYROLL AND BENEFITS	38,115	38,209	28,961	41,382
NET ALLOCATED EXPENSES	(38,252)	(38,209)	(23,996)	(39,478)
TOTAL DEPARTMENT	(137)	-	4,965	1,904

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 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
<u>PAYROLL AND BENEFITS</u>				
401 REGULAR SALARIES	25,705	27,148	21,436	29,052
415 ACCRUED VACATION	453	-	-	-
461 OVERTIME	1,785	500	(849)	1,000
491 HEALTH INSURANCE	4,312	4,630	3,191	4,630
492 WORKERS COMP.	562	500	659	1,000
498 WORKERS COMP. REIMBURSE	-	-	-	-
493 RETIREMENT	5,299	5,731	4,523	5,700
497 FESTIVAL OVERTIME REIMBURSIBLE	-	(300)	-	-
SUBTOTAL	38,115	38,209	28,961	41,382
<u>OPERATING EXPENSES</u>				
721 FIELD EQUIP MAINT.	329	500	-	500
731 BLDG-GROUNDS MAINT.	(65,394)	(62,150)	(42,539)	(65,009)
821 OUTSIDE CONSULTING SVS	12,139	10,941	12,826	12,500
822 OUTSIDE CONTRACT SVS	5,561	-	-	-
842 SPECIAL DEPT SUPPLIES	5,828	12,000	5,504	12,281
851 CLOTHING	213	500	213	250
931 BLDGS & LAND	3,073	-	-	-
SUBTOTAL	(38,252)	(38,209)	(23,996)	(39,478)
TOTAL DEPARTMENT	(137)	-	4,965	1,904

COMMENTS ON EXPENDITURE DETAIL

- 822 Sewer service charge for buildings paid to Ross Valley Sanitary District (\$1,200),
- 842 Supplies needed for upkeep of town-owned buildings

DRY PERIOD FUND

FUND:
ACTIVITY:
RESPONSIBILITY

02 - DRY PERIOD FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS	-	-	-	306,591
TOTAL DEPARTMENT	-	-	-	306,591

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>TRANSFERS</u>				
901 TRANSFER TO 01-GENERAL FUND	-	-	-	306,591
TOTAL DEPARTMENT	-	-	-	306,591

EQUIPMENT/VEHICLE REPLACEMENT

FUND:
ACTIVITY:
RESPONSIBILITY

03 - EQUIPMENT REPLACEMENT
923 - EQUIPMENT REPLACEMENT
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
CAPITAL OUTLAY	72,677	60,000	35,224	60,000
TOTAL DEPARTMENT	72,677	60,000	35,224	60,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>CAPITAL OUTLAY</u>				
921 FIELD EQUIP.	72,677	60,000	35,224	60,000
TOTAL DEPARTMENT	72,677	60,000	35,224	60,000

COMMENTS ON EXPENDITURE DETAIL

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

BUILDING AND PLANNING

FUND:
ACTIVITY:
RESPONSIBILITY

04 -BUILDING & PLANNING FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS	-	293,250	189,043	293,250
TOTAL DEPARTMENT	-	293,250	189,043	293,250

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	-	293,250	189,043	293,250
951 TRANSFER TO 51-CIP, GRANTS	-	-	-	-
953 TRANSFER TO 53-CIP, TOWN	-	-	-	-
TOTAL DEPARTMENT	-	293,250	189,043	293,250

COMMUNICATION EQUIPMENT REPLACEMENT

FUND:
ACTIVITY:
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
CAPITAL OUTLAY	9,833	-	-	-
TOTAL DEPARTMENT	9,833	-	-	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>CAPITAL OUTLAY</u>				
910 COMMUNICATION EQUIP	9,833	-	-	-
TOTAL DEPARTMENT	9,833	-	-	-

RETIREMENT FUND

FUND:
ACTIVITY:
RESPONSIBILITY

06 - RETIREMENT FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS	1,033,362	1,198,321	970,852	1,221,689
TOTAL DEPARTMENT	1,033,362	1,198,321	970,852	1,221,689

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>CAPITAL OUTLAY</u>				
901 TRANSFER TO 01-GENERAL FUND	1,033,362	1,198,321	970,852	1,221,689
TOTAL DEPARTMENT	1,033,362	1,198,321	970,852	1,221,689

SPECIAL POLICE FUND

FUND:
ACTIVITY:
RESPONSIBILITY

07 - SPECIAL POLICE FUND
715 - MISCELLANEOUS
NON DEPARTMENTAL

SUMMARY

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
TRANSFERS	-	-	100,000	-
TOTAL DEPARTMENT	-	-	100,000	-

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL	ADOPTED	ESTIMATED	PROPOSED
	2007-2008	BUDGET 2008-2009	ACTUAL 2008-2009	BUDGET 2009-2010
901 TRANSFER TO 01-GENERAL FUND	-	-	100,000	-
TOTAL DEPARTMENT	-	-	100,000	-

OFFICE EQUIPMENT REPLACEMENT

FUND:
DEPARTMENT:
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
CAPITAL OUTLAY	5,561	6,000	-	8,000
TOTAL DEPARTMENT	5,561	6,000	-	8,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>CAPITAL OUTLAY</u>				
911 OFFICE EQUIPMENT	5,561	6,000	-	8,000
TOTAL DEPARTMENT	5,561	6,000	-	8,000

YOUTH CENTER

FUND:
ACTIVITY:
RESPONSIBILITY

11 - RECREATION
624 - YOUTH CENTER
GENERAL ADMINISTRATION

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	18,000	19,000	13,500	19,000
TOTAL DEPARTMENT	18,000	19,000	13,500	19,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
842 SPECIAL DEPT SUPPLIES	-	1,000	-	1,000
821 OUTSIDE CONSULTING SVS	18,000	18,000	13,500	18,000
TOTAL DEPARTMENT	18,000	19,000	13,500	19,000

FAIRFAX FESTIVAL

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES	33,333	25,000	20,534	25,000
TOTAL DEPARTMENT	33,333	25,000	20,534	25,000

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
OPERATING EXPENSES				
497 POLICE & PW OVERTIME	6,624	11,000	-	11,000
882 OTHER FESTIVAL EXPENSE	26,710	14,000	20,534	14,000
TOTAL DEPARTMENT	33,333	25,000	20,534	25,000

MEASURE F - MUNICIPAL SVS TAX FUND

FUND:
ACTIVITY:
RESPONSIBILITY

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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
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 F revenues to various funds in support of public safety, youth program, public works safety programs, and matching grants.
FY06-07 amount reflects carryover funding from FY05-06 for Public Works matching grants and safety projects.

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	348,638	348,000	348,000	348,000
950 TRANSFER TO 50-CREEK RESTOR. OLEMA	-	-	-	-
951 TRANSFER TO 51-CIP, GRANTS	21,162	68,000	68,000	68,000
953 TRANSFER TO 53-CIP, TOWN	95,200	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

SUMMARY

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS	141,526	212,400	144,500	212,400
TOTAL DEPARTMENT	141,526	212,400	144,500	212,400

ACTIVITY DESCRIPTION

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

EXPENDITURE DETAIL

DESCRIPTION	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
TRANSFERS				
901 TRANSFER TO 01-GENERAL FUND	141,526	144,500	144,500	144,500
951 TRANSFER TO 51-CIP, GRANTS	-	67,900	-	67,900
953 TRANSFER TO 53-CIP, ROAD I	-	-	-	-
TOTAL DEPARTMENT	141,526	212,400	144,500	212,400

MEASURE K DEBT SERVICE SERVICE FUNDS

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

DESCRIPTION	SUMMARY			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
DEBT SERVICE	413,134	475,081	453,243	480,731
TOTAL DEPARTMENT	413,134	475,081	453,243	480,731

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	EXPENDITURE DETAIL			
	ACTUAL 2007-2008	ADOPTED BUDGET 2008-2009	ESTIMATED ACTUAL 2008-2009	PROPOSED BUDGET 2009-2010
<u>OPERATING EXPENSES</u>				
995 PRINCIPAL - 2000 SERIES	25,000	30,000	30,000	35,000
996 INTEREST - 2000 SERIES	116,921	116,266	95,828	111,266
995 PRINCIPAL - 2002 SERIES	35,000	40,000	40,000	45,000
996 INTEREST - 2002 SERIES	142,813	142,165	141,365	137,165
995 PRINCIPAL - 2006 SERIES	-	55,000	55,000	60,000
996 INTEREST - 2006 SERIES	91,650	91,650	90,550	90,550
994 BOND ISSUE COSTS	-	-	-	-
871 INSURANCE	1,750	-	500	1,750
TOTAL DEPARTMENT	413,134	475,081	453,243	480,731