



TOWN OF FAIRFAX

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June 10, 2013

Town of Fairfax Operating and Capital Budgets for Fiscal Year 2013-14

Dear Mayor and Town Council:

I am pleased to present the Fiscal Year 2013-14 Operating and Capital Improvement Budget. This year's budget reflects the positive change in the economy and is more optimistic than previous years. While we are not anticipating a budget shortfall that will require the use of General Fund reserves, ever increasing health and retirement costs continue to be a concern. Staff and I are appreciative of the Town Council's commitment to recognize the contributions Town staff has made in the past to help close past projected budget deficits.

This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. The Council will note some significant changes to the documents. The goal was to simplify the budget as well as make it a better planning tool for staff and the Council. Specifically, we have added the following components, some of which are listed in the Town's fiscal policy:

- Five Year General Fund forecast
- Five Year Capital Improvement Program (CIP)
- Annual departmental workplan
- Departmental performance data

While the Council only approves the budget one year at a time, these new component will allow the Council to see the key activities departments are undertaking in the upcoming year as well as allow the Council to plan for the future.

This past year the Town experienced significant expenditure savings, primarily related to one time salary savings and higher than anticipated sales and property taxes. The sales tax related to the Measure D was about 60% higher than estimated. We anticipate that trend will continue over the next five years. While the Town will not experience the same level of salary and others savings in FY13-14, we do anticipate General Fund revenues to be approximately \$300,000 higher than FY12-13. While we have projected that the Town will have a carryover from FY2012-13 of over \$500,000, approximately 30% is for expenses carried over from FY12-13. The balance of the surplus monies will be used to: a) augment General Fund reserves, b) repay

the Dry Period Fund earlier than anticipated, c) create reserves for unfunded General Fund liabilities (e.g., sick leave cash out), and d) contribute to the Town's capital project reserves to reduce the negative fund balances. This is consistent with the Town's adopted fiscal policies and reflects sound financial practices for communities.

For FY13-14, General Fund revenues are projected at approx. \$5,250,000. This represents a 5% increase above the budgeted amount for FY12-13. Projected expenses are approx. \$7,375,000 for general fund operating expenses and approx. \$3,500,000 for capital improvements. In addition to revenues, the operating budget is balanced with transfers in of \$1,465,000 from Building and Planning, Equipment Replacement, and Retirement funds. The proposed budget does drawdown about \$100,000 from fund balance on a one time basis. *The net impact is that Total General Fund Reserves are higher than the fund balance in June 2012 and meets the 25% of the General Fund operating expenses standard per the Town's Fiscal policies.*

Outline of Fiscal Year 2013-14

The following are the key assumptions of the preliminary budget presented:

Keep vacant positions unfunded

- Continue to leave Public Works Director position vacant
- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings

Analysis: The duties of the Public Works Director are spread among the Town Manager, the Building Official/Public Works Manager, and outside consultants. While not the optimal situation, we do experience some salary savings and are able to manage capital improvements and public works activities at a satisfactory level. However, depending on Town finances, we will want to revisit the position next budget cycle.

Increase Sales Tax Revenues Annually

- Calendar year 2012 was the highest year on record for sales tax revenue collected by the Town. The greatest growth in sales tax over the last 10 years has been in the food product category (i.e., restaurants, grocery stores).
- The ½ cent sales tax measure (measure D) voted in by the residents was about 60% higher than budgeted. We estimate that the Measure D sales tax will generate approximately \$324,000 in FY12-13.
- For the FY13-14, we believe sales tax from Measure D will remain at that high level and projected a slight increase in overall sales tax revenues.

Analysis: The estimates are based on the "most likely" scenarios developed by our sales tax consultants.

Continue to operate all budgets at relatively same level as FY2012/13

- The costs for the administrative assistant has been moved out of non-departmental budget (Fund 01-715) and assigned equally among Planning, Building, Recreation, and the Town Manager budget. This adjustment more accurately reflects her time distributed to the various departments.
- Insurance and liability costs have been removed from departmental budgets and placed in the non-departmental budget because the costs are not related to specific departmental activity.
- A portion of the Town Manager and the PW manager costs are now allocated to the Public Works budget.
- Police reflects the largest increase since they employ over 50% of the Town staff.
- Some permanent reduction in contractual services and one time increases for other activities.

Analysis: The re-allocation of costs does not increase the annual budget, but rather re-distributes the costs among the various departments.

The overall increase in the budget from FY2012-13 is primarily related to increases in health and retirement costs. The other increases reflect expenditure carryovers from the previous fiscal year. However, the overall increase in total general fund revenues will offset the costs.

Personnel Costs- Increase in Health and Retirement Costs

- Health costs are projected to increase by 6%.
- The Miscellaneous Plan rate (employer contribution) will increase from 16.806% in FY2012-13 to 18.208% for FY2012-13. The Safety Plan (employer contribution) increases from 51.657% for FY12/13 to 55.96% for FY13/14. There is now a third tier rate which will apply to all new members to CalPERS. For public safety employees, the Town share will be 12.25%. For Misc employees, the rate is 6.7%. To illustrate the potential tremendous savings associated with hiring new employees, for every \$100,000 in salary, the Town will save \$5,000-\$12,000 per Misc employees and \$30,000-\$40,000 per Public Safety employee. The actual amount will depend on whether the employee is transferring from another CalPERS agency or is new to CalPERS.
- The current MOU with SEIU, POA and the Management Unit (comprising all staff) all expire June 30, 2013.
- Includes step increases for eligible staff

Analysis: Personnel costs (salaries and benefits) comprise over 50% of the Town's budget not including the cost of the fire contract. Combined with the fire contract, the

percentage increases to almost 80% of the Town's budget. Management is currently in negotiations with all the bargaining groups. As a result, the preliminary budget will most likely need to be revised to reflect any new MOU's. However, the budget does make some baseline assumptions in recognition of the fact that staff has not received any COLA increases since 2008 as well as agreed to pick up a share of their retirement costs to help balance previous Town budgets. It should also be noted that RVFD is currently negotiating with its bargaining groups and any increases in personnel costs will result in the Town paying more for fire service.

Workplan and Performance Data

This information is being presented as part of the budget to assist the Council with its understanding of departmental activities. Specifically, the workplan identifies key new programs/initiatives or actions that a department will be working on in FY13-14. It differs from a goal in that it lists key milestones for success.

The performance data reflects the type of work a department is doing, but is not meant to assess effectiveness or efficiency of the work.

Five Year Capital Improvement Plan

A new component of the budget is the Five Year Capital Improvement Program (5 Yr CIP). This planning document will allow the Council to set priorities for future projects and assess the availability of funding. The Council only adopts the first year of the 5 Yr CIP. The total cost of the 5 Yr CIP is over \$9,000,000 with almost 40% of the funds (approx. \$3,500,000) being committed in the first year approx. Over 80% of the funding will come from federal and state grants, primary for bridges in town. It should be noted that while the funds are allocated during FY13-14, they will most likely be spent over a 2 year period.

Five Year General Fund Forecast

The Five Year forecast projects that the revenue increase in FY12-13 was of an on-going nature. Over the five year forecast period, overall revenues are only projected to increase by a little more than 1% per year. Staff is currently working on the Five Year expense forecast including health and retirement costs. We will present a more in-depth analysis at the budget workshop.

Future Issues to Consider

While revenues are higher than anticipated, the Town will need to explore future revenue sources, especially if existing tax measures are not renewed (e.g., Measure I). The significant untapped future resource is parking revenue, which is part of the managed parking concept to be discussed in the development of the Town Center Plan.

Special Thanks

Staff has worked very hard on this budget and we look forward to reviewing this document with the Council and the community. I would like to thank the Town staff for their input and insights as we prepared this draft document, with appreciation to Deputy Town Clerk, Michele Gardner, Police Chief Chris Morin, Planning and Building Director Jim Moore, Building Official Mark Lockaby, and the Fire Chief Roger Meagor. A special thanks to our Finance staff, mainly Finance Director, Michael Vivrette, for a dedicated and commendable job of putting together the FY2013/14 Town Budget for the Town of Fairfax.

The long term plan for the budget is to create a budget that meets the budget guidelines for CSMFO and GFOA. These standards reflect sound budget practices and are meant to be easier to understand for the lay-person, but provide enough detail to satisfy those budget wonks in the community.

My overall impressions are that staff members continue to wear multiple hats to balance the competing priorities of the Town, and we all take pride in our work and what we have been able to accomplish on a limited budget.

It's month 5 for me and I'm still smiling☺

Sincerely,

GARRETT TOY
Town Manager

TOWN OF FAIRFAX

2013 - 2014 Operating and Capital Improvement Draft Budget



MAYOR
John Reed

VICE MAYOR
David Weinsoff

COUNCIL MEMBERS
Larry Bragman
Reneé Goddard
Barbara Coler

Town of Fairfax

2012-13 Operating Budget

ALL FUNDS FY13

FUND SUMMARY

	Balance 30-Jun-12	FY 2012-13 Revenues	FY 2012-13 Approp	FY 2012-13 Transfers	Balance 30-Jun-13
6/7/2013					
GENERAL FUNDS					
01 General Fund	698,278	5,188,770	(6,745,485)	1,584,528	726,091
02 Dry Period Fund	631,217	-	-	226,836	858,053
03 Equipment Replacement Fund	(63,804)	3,460	(64,908)	144,396	19,144
04 Building & Planning Fund	148,850	368,401	-	(400,000)	117,251
05 Communication Equip Replace Fund	25,257	-	-	-	25,257
06 Retirement Fund	132,730	1,092,270	-	(1,125,000)	100,000
08 Office Equip Replacement Fund	25,324	-	(10,644)	20,000	34,680
Total General Funds	1,597,852	6,652,902	(6,821,037)	450,760	1,880,477
SPECIAL REVENUE FUNDS					
07 Special Police Fund	(18,098)	100,000	-	(50,000)	31,902
11 Recreation Fund	(10,103)	50,601	(51,344)	18,000	7,154
12 Fairfax Festival Fund	11,892	31,300	(31,200)	(10,000)	1,992
20 Measure I - Municipal Svs Tax Fund	(8,562)	461,875	-	(452,000)	1,313
21 Gas Tax Fund	26,050	212,400	-	(212,400)	26,050
Total Special Revenue Funds	1,179	856,176	(82,544)	(706,400)	68,411
DEBT SERVICE FUNDS					
4X Measure K - Debt Service	820,367	491,300	(481,273)	-	830,393
Total Debt Service Funds	820,367	491,300	(481,273)	-	830,393
CAPITAL PROJECTS					
49 Emergency Watershed Protection	(0)	-	-	-	(0)
50 Fairfax Creek Restoration	0	-	-	-	0
51 Capital Projects - Grants	0	78,719	(250,867)	140,884	(31,264)
52 Disaster Fund	0	-	(70,740)	70,740	0
53 Capital Projects - Town	(89,332)	-	(273,135)	49,000	(313,467)
55 Measure K - Capital Projects	257,022	83	(224,138)	(32,967)	(0)
Total Capital Projects Funds	167,691	78,802	(818,880)	227,657	(344,730)
FIDUCIARY FUNDS					
54 Pavilion Renovation	-	-	-	-	-
73 Open Space	22,016	9,410	(10,089)	-	21,337
Total Capital Projects Funds	22,016	9,410	(10,089)	-	21,337
TOTALS	2,609,105	8,088,590	(8,213,823)	(27,983)	2,455,889

ALL FUNDS FY14

	Balance 30-Jun-13	FY 2013-14 Revenues	FY 2013-14 Approp	FY 2013-14 Transfers	Balance 30-Jun-14
6/7/2013					
GENERAL FUNDS					
01 General Fund	726,091	5,247,200	(7,293,302)	1,912,000	591,989
02 Dry Period Fund	858,053	-	-	-	858,053
03 Equipment Replacement Fund	19,144	-	(72,118)	75,000	22,026
04 Building & Planning Fund	117,251	363,000	-	(363,000)	117,251
05 Communication Equip Replace Fund	25,257	-	-	-	25,257
06 Retirement Fund	100,000	1,107,000	-	(1,107,000)	100,000
08 Office Equip Replacement Fund	34,680	-	(10,000)	20,000	44,680
Total General Funds	1,880,477	6,717,200	(7,375,420)	537,000	1,759,257
SPECIAL REVENUE FUNDS					
07 Special Police Fund	31,902	100,000	-	(125,000)	6,902
11 Recreation Fund	7,154	53,000	(63,860)	18,000	14,294
12 Fairfax Festival Fund	1,992	36,000	(24,000)	(10,000)	3,992
20 Measure I - Municipal Svs Tax Fund	1,313	460,000	-	(460,000)	1,313
21 Gas Tax Fund	26,050	212,400	-	(240,000)	(1,550)
Total Special Revenue Funds	68,411	861,400	(87,860)	(817,000)	24,951
DEBT SERVICE FUNDS					
4X Measure K - Debt Service	830,393	491,300	(481,273)	-	840,420
Total Debt Service Funds	830,393	491,300	(481,273)	-	840,420
CAPITAL PROJECTS					
49 Emergency Watershed Protection	(0)	-	-	-	(0)
50 Fairfax Creek Restoration	0	-	-	-	0
51 Capital Projects - Grants	(31,264)	2,542,000	(2,746,000)	270,000	34,736
52 Disaster Fund	0	200,000	(200,000)	-	0
53 Capital Projects - Town	(313,467)	438,339	(508,939)	10,000	(374,067)
55 Measure K - Capital Projects	(0)	-	-	-	(0)
Total Capital Projects Funds	(344,730)	3,180,339	(3,454,939)	280,000	(339,330)
FIDUCIARY FUNDS					
54 Pavilion Renovation	-	-	-	-	-
73 Open Space	21,337	6,000	(18,863)	3,596	12,070
Total Capital Projects Funds	21,337	6,000	(18,863)	3,596	12,070
TOTALS	2,465,889	11,266,239	(11,418,356)	3,596	2,297,368

Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
DEPT

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

The General Fund is one of seven funds cumulatively referred to as the General Funds.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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BEGINNING FUND BAL	2,123,015	1,890,634	843,942	698,278	726,091
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REVENUES

010 TAXES	4,019,525	4,093,244	4,254,000	4,470,517	4,493,000
020 FRANCHISE FEES	319,418	362,963	333,000	368,090	365,000
030 BUSINESS LICENSES	109,544	113,137	110,000	128,920	125,000
040 FINES & PENALTIES	64,908	60,690	60,000	60,206	75,000
045 RENTAL & MAINTENANCE FEES	26,836	29,610	27,000	31,380	29,500
050 INVESTMENT EARNINGS	1,716	5,201	5,000	3,847	4,000
060 REVENUES FROM OTHER AGENCIES	133,751	96,141	101,000	87,341	96,600
080 CHARGES FOR CURRENT SERVICES	42,604	48,737	65,100	38,470	59,100
SUBTOTAL REVENUES	4,718,301	4,809,722	4,955,100	5,188,770	5,247,200

APPROPRIATIONS

TOWN COUNCIL	250,992	168,088	193,124	167,100	184,102
GENERAL ADMINISTRATION	651,554	653,525	727,050	574,849	687,672
DEVELOPMENT SERVICES	555,009	526,530	542,034	504,323	531,164
PUBLIC SAFETY	4,352,428	4,363,519	4,441,128	4,395,343	4,626,465
PUBLIC WORKS	462,169	458,940	441,740	391,499	516,745
PARKS & FACILITY MAINT	222,985	228,651	231,728	229,401	210,276
NON DEPARTMENTAL	439,892	350,180	440,867	482,969	536,878
SUBTOTAL APPROPRIATIONS	6,935,029	6,749,434	7,017,670	6,745,485	7,293,302

TRANSFERS

901 TSFR TO 01-GENERAL FUND	2,060,347	2,314,401	1,948,300	2,064,500	2,025,000
TSFR FROM 01-GENERAL FUND	(76,000)	(1,567,046)	(202,396)	(479,972)	(113,000)
SUBTOTAL TRANSFER	1,984,347	747,355	1,745,904	1,584,528	1,912,000

NET DEPARTMENT ACTIVITY	(232,381)	(1,192,356)	(316,666)	27,813	(134,102)
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ENDING FUND BAL	1,890,634	698,278	527,276	726,091	591,989
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COMPONENTS OF FUND BALANCE:

NOTES:	
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Town of Fairfax

2013-14 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
01-010-101	Property Taxes - Secured	1,888,420	1,905,528	1,917,000	1,940,146	1,960,000
01-010-102	Property Taxes - Unsecured	54,790	43,444	50,000	42,413	45,000
01-010-103	Property Taxes - Prior	2,750	6,809	-	6,800	5,000
01-010-104	Real Estate Transfer Tax	30,260	24,733	30,000	25,125	25,000
01-010-105	In-Lieu Sales Tax (Triple Flip)	115,488	100,983	100,000	134,219	140,000
01-010-106	Sales Tax	318,719	378,360	380,000	401,650	405,000
01-010-111	1/2 cent Sales Tax - Prop. 172	48,471	54,005	50,000	59,928	60,000
01-010-118	1/2 cent Sales Tax - Measure D	-	14,300	200,000	324,219	329,500
01-010-107	\$50 General Municipal Services Tax	182,378	184,504	185,000	184,750	185,000
01-010-108	Utility Users Tax - Telecom	137,931	133,794	154,000	128,570	130,000
01-010-109	Utility Users Tax - Energy	213,077	250,671	220,000	243,917	240,000
01-010-110	Supplemental Property Taxes	40,611	31,916	40,000	31,959	35,000
01-010-112	ERAF Excess Distribution	406,323	383,678	350,000	366,000	350,000
01-010-114	Hotel Users Tax	18,038	19,115	18,000	23,496	23,500
01-010-117	Property Tax In-Lieu of VLF (VLF Swap)	562,268	561,404	560,000	557,325	560,000
	Total Taxes	4,019,525	4,093,244	4,254,000	4,470,517	4,493,000
01-020-201	Garbage	138,011	167,559	156,000	177,576	175,000
01-020-202	Gas & Electric	59,950	61,415	60,000	58,514	60,000
01-020-203	Cable	121,457	133,989	117,000	132,000	130,000
	Total Franchise Fees	319,418	362,963	333,000	368,090	365,000
01-030-301	Business Licenses	109,544	113,137	110,000	128,920	125,000
	Business Licenses	109,544	113,137	110,000	128,920	125,000
01-040-401	Vehicle Code Fines	8,935	19,886	10,000	30,323	25,000
01-040-402	Parking & Other Fines	55,973	40,804	50,000	29,883	50,000
	Total Fines	64,908	60,690	60,000	60,206	75,000
01-045-501	Rents - Women's Club and Other	13,863	11,272	12,000	14,330	13,000
01-045-504	Rents - CYO - Pavilion	5,210	4,250	5,000	5,550	5,000
01-045-506	Rents - Pavilion - Other	6,349	11,638	10,000	10,225	10,000
01-045-507	Janitor.Maint fees	1,414	2,450	-	1,275	1,500
	Total Rental & Maintenance Fees	26,836	29,610	27,000	31,380	29,500
01-050-500	Interest Earnings - Bank	981	1,571	1,000	500	1,000
01-050-502	Interest Earnings - LAIF	735	3,631	4,000	3,347	3,000
	Total Investment Earnings	1,716	5,201	5,000	3,847	4,000
01-060-113	Storm Run-Off Fee	59,011	55,051	58,000	56,790	57,000
01-060-602	Motor Vehicle License Fees	30,409	10,166	20,000	3,856	1,000
01-060-607	Homeowners Exemption	13,990	13,903	13,000	13,428	13,000
01-060-615	Police Training Reimbursement (POST)	8,867	13,063	8,000	12,652	10,000
01-060-620	Workers Compensation Reimbursement	16,343	3,932	-	-	-
01-060-699	Other & Miscellaneous Revenues	5,130	26	2,000	615	15,600
	Total Revenues From Other Agencies	133,751	96,141	101,000	87,341	96,600
01-080-802	Sale Of Maps & Publications/Copies	89	85	100	938	100
01-080-803	Special Police Services (includes booking fees)	7,766	5,705	5,000	8,919	5,000
01-080-804	Police Dispatch Services	-	-	24,000	21,000	44,000
01-080-807	Public Works Services	960	-	1,000	-	-
01-080-814	Miscellaneous - General	33,789	42,947	35,000	7,614	10,000
	Total Charges For Current Services	42,604	48,737	65,100	38,470	59,100
01 - GENERAL FUND TOTAL		4,718,301	4,809,722	4,955,100	5,188,770	5,247,200



Town of Fairfax

2013-14 Operating Budget

GENERAL FUND

6/7/2013

APPROPRIATIONS SUMMARY		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed	DIFF BUDGET
111	Town Council	30,226	28,107	26,481	26,991	27,450	968
112	Town Treasurer	3,600	4,092	4,143	3,744	4,153	10
116	Independent Auditor	65,111	46,667	52,500	51,462	52,500	-
121	Town Attorney	152,054	89,222	110,000	84,903	100,000	(10,000)
Total Town Council		250,992	168,088	193,124	167,100	184,102	(9,022)
211	Town Manager	199,366	183,275	218,192	145,830	161,521	(56,670)
216	Volunteers for Fairfax	23,134	22,243	21,782	21,462	25,318	3,536
217	Recreation	28,567	35,452	27,402	23,670	47,836	20,433
218	Disaster Preparedness	-	-	100	2,400	8,700	8,600
221	Town Clerk	139,825	126,889	143,642	132,680	104,313	(39,329)
222	Elections	3,867	12,852	-	-	13,250	13,250
231	Personnel	13,967	11,555	31,000	8,401	23,600	(7,400)
241	Finance	242,827	261,258	284,932	240,407	303,134	18,202
Total General Administration		651,554	653,525	727,050	574,849	687,672	(39,377)
311	Planning	413,094	381,236	388,255	358,079	381,202	(7,053)
321	Building Inspection & Permits	141,916	145,294	153,779	146,244	149,962	(3,817)
Total Development Services		555,009	526,530	542,034	504,323	531,164	(10,870)
411	Police	2,591,413	2,628,100	2,665,074	2,618,988	2,823,172	158,098
412	Special Police Expenses	4,842	(1,377)	-	-	-	-
421	Ross Valley Fire Service	1,756,174	1,736,797	1,776,054	1,776,355	1,803,293	27,239
Total Public Safety		4,352,428	4,363,519	4,441,128	4,395,343	4,626,465	185,337
510	Public Works Administration	134,703	96,502	66,673	68,474	186,907	120,234
511	Street Maintenance	266,895	287,335	295,067	253,641	273,238	(21,829)
512	Street Lighting & Traffic Signals	44,321	54,448	57,000	47,022	56,600	(400)
514	Pollution Prevention	16,250	20,655	23,000	22,362	-	(23,000)
Total Public Works		462,169	458,940	441,740	391,499	516,745	75,005
611	Park Maintenance	142,874	145,707	153,354	156,995	152,070	(1,284)
625	Rental Facilities-WC & Ballfield	54,631	52,798	46,824	46,738	58,746	11,923
626	Rental Facilities-Pavilion	25,724	25,731	31,551	26,399	-	(31,551)
911	Building Maintenance	(243)	4,414	-	(731)	(540)	(540)
Total Parks & Facility Maintenance		222,985	228,651	231,728	229,401	210,276	(21,452)
715	Non Departmental	439,892	350,180	440,867	482,969	536,878	96,011
Total Non-Departmental		439,892	350,180	440,867	482,969	536,878	96,011
TOTAL GENERAL FUND APPROPRIATIONS		6,935,029	6,749,434	7,017,670	6,745,485	7,293,302	275,632



Town of Fairfax

2013-14 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY by Object		Payroll & Benefits	Contract Services	Supplies & Tools	Insurance & Claims	Other Operating	FY 2013-14 Adopted
111	Town Council	21,150	1,500	100		4,700	27,450
112	Town Treasurer	3,753	-	100		300	4,153
116	Independent Auditor	-	52,500			-	52,500
121	Town Attorney	-	100,000			-	100,000
Total Town Council		24,902	154,000	200	-	5,000	184,102
211	Town Manager	141,505	3,500	600		15,916	161,521
216	Volunteers for Fairfax	22,418		1,500		1,400	25,318
217	Recreation	40,866	-	120		6,850	47,836
218	Disaster Preparedness	-		100		8,600	8,700
221	Town Clerk	89,178	5,600	200		9,335	104,313
222	Elections	-	12,000			1,250	13,250
231	Personnel	5,600	15,000	600		2,400	23,600
241	Finance	218,594	49,740	1,000		33,800	303,134
Total General Administration		518,161	85,840	4,120	-	79,551	687,672
311	Planning	323,242	43,300	2,000		12,660	381,202
321	Building Inspection & Permits	132,052	6,250	1,500		10,160	149,962
Total Development Services		455,294	49,550	3,500	-	22,820	531,164
411	Police	2,556,598	35,000	10,300		221,274	2,823,172
412	Special Police Expenses	-				-	-
421	Ross Valley Fire Service	-	1,803,293			-	1,803,293
Total Public Safety		2,556,598	1,838,293	10,300	-	221,274	4,626,465
510	Public Works Administration	88,107	63,000	2,300		33,500	186,907
511	Street Maintenance	154,538	40,000	40,200		38,500	273,238
512	Street Lighting & Traffic Signals	-	30,600			26,000	56,600
514	Pollution Prevention	-				-	-
Total Public Works		242,645	133,600	42,500	-	98,000	516,745
611	Park Maintenance	90,870	30,000	11,000		20,200	152,070
625	Rental Facilities-WC & Ballfield	12,696	10,100	5,000		30,950	58,746
626	Rental Facilities-Pavilion	-	-	-		-	-
911	Building Maintenance	12,696	40,620	7,100		(60,956)	(540)
Total Parks & Facility Maintenance		116,262	80,720	23,100	-	(9,806)	210,276
715	Non Departmental	35,978	147,200	5,700	150,000	198,000	536,878
Total Non-Departmental		35,978	147,200	5,700	150,000	198,000	536,878
TOTAL GENERAL FUND APPROPRIATIONS		3,949,840	2,489,203	89,420	150,000	614,839	7,293,302

Town of Fairfax

2013-14 Operating Budget

ALL FUNDS

INTERFUND TRANSFERS

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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FUND

01 Transfer From 02 - Dry Period Fund	-	226,836	-	-	-
01 Transfer From 04 - Building & Planning Fund	394,717	393,207	403,600	400,000	363,000
01 Transfer From 06 - Retirement Fund	1,048,130	1,073,053	942,200	1,125,000	1,107,000
01 Transfer From 07 - Special Police Fund	100,000	125,000	100,000	50,000	125,000
01 Transfer From 12 - Fairfax Festival	10,000	3,805	10,000	10,000	10,000
01 Transfer From 20 - Measure I - Muni Serv Tax	348,000	348,000	348,000	335,000	230,000
01 Transfer From 21 - Gas Tax Fund	144,500	144,500	144,500	144,500	190,000
01 Transfer From 55 - Measure K	15,000	-	-	-	-
01 Transfer To 02 - Dry Period Fund			(40,000)	(226,836)	-
01 Transfer To 03 - Equipment Replacement	(50,000)	(50,000)	(144,396)	(144,396)	(75,000)
01 Transfer To 08 - Office Equipment	(8,000)	(8,000)	-	(20,000)	(20,000)
01 Transfer To 11 - Recreation	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
01 Transfer To 73 - Open Space		(15,700)			
01 Transfer To CIP		(1,475,346)		(70,740)	
Total Transfers General Fund - 01	1,984,347	747,355	1,745,904	1,584,528	1,912,000
02 Transfer From 01 - General Fund	-	-	40,000	226,836	-
02 Transfer To 01 - General Fund	-	(226,836)	-	-	-
Total Transfers Dry Period Fund - 02	-	(226,836)	40,000	226,836	-
03 Transfer From 01 - General Fund	50,000	50,000	144,396	144,396	75,000
04 Transfer To 01 - General Fund	(394,717)	(393,207)	(403,600)	(400,000)	(363,000)
06 Transfer To 01 - General Fund	(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
07 Transfer To 01 - General Fund	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
08 Transfer From 01 - General Fund	8,000	8,000	-	20,000	20,000
11 Transfer From 01 - General Fund	18,000	18,000	18,000	18,000	18,000
12 Transfer To 01 - General Fund	(10,000)	(3,805)	(10,000)	(10,000)	(10,000)
20 Transfer To 01 - General Fund	(348,000)	(348,000)	(348,000)	(335,000)	(230,000)
20 Transfer To 51 - CIP Grants	(68,000)	(68,000)	(68,000)	(68,000)	(220,000)
20 Transfer To 53 - CIP - Town	(49,000)	(49,000)	(49,000)	(49,000)	(10,000)
Total Transfers Measure I - Municipal Services	(465,000)	(465,000)	(465,000)	(452,000)	(460,000)
21 Transfer To 01 - General Fund	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
21 Transfer To 51 - CIP - Grants	(67,900)	(40,000)	(67,900)	(67,900)	(50,000)
Total Transfers Gas Tax - 21	(212,400)	(184,500)	(212,400)	(212,400)	(240,000)
51 Transfer From 01 - General Fund		633,453			
51 Transfer From 20 - Measure I - Muni Serv Tax	68,000	68,000	68,000	68,000	220,000
51 Transfer From 21 - Gas Tax Fund	67,900	40,000	67,900	67,900	50,000
Total Transfers CIP - Grants - 51	135,900	741,453	135,900	135,900	270,000
49 Transfer From 01 - General Fund		83,206			
50 Transfer From 01 - General Fund		475,889		70,740	
52 Transfer From 01 - General Fund		187,246			
53 Transfer From 01 - General Fund		95,552			
53 Transfer From 20 - Measure I - Muni Serv Tax	49,000	49,000	49,000	49,000	10,000
55 Transfer To 01 - General Fund	(15,000)	-	-	-	-
73 Transfer From 01 - General Fund		15,700			
TOTAL INTERFUND TRANSFERS	-	-	-	-	-



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 111 TOWN COUNCIL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	
415 ACCRUED VACATION			-	
421 TEMP EMPLOYEES	18,056	17,850	18,000	18,000
461 OVERTIME			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP			416	461
493 RETIREMENT	3,817	2,754	3,025	2,449
494 MEDICARE	299	149	240	240
SUBTOTAL PERSONNEL	22,172	20,753	21,681	21,150

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES	138		100	100
815 PRINTING	82	156	200	200
822 OUTSIDE CONTRACT SVS	1,311	2,332	1,500	1,500
842 SPECIAL DEPT SUPPLIES	1,001	638	800	800
861 BUS.MEET/CONF.	1,023	3,627	1,500	3,000
862 DUES & SUBSCRIPTIONS	4,500	600	700	700
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	8,055	7,353	4,800	6,300

TOTAL DEPARTMENT APPROPRIATION 30,226 28,107 26,481 26,991 27,450

Allocation of Positions:

Councilmembers 5.00 5.00 5.00 5.00 5.00

Total Full Time Equivalent Employees 5.00 5.00 5.00 5.00 5.00

NOTES:	822 State Lobbyist - Calif League of Cities
	861 LOCC - New Councilmember orientation



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 112 TOWN TREASURER

ACTIVITY DESCRIPTION

The Treasurer is elected to provide assistance to the Town Council and Town staff regarding the Town's investments and assist in reviewing the 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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

			-	
			-	
			-	
3,600	3,750	3,600	3,600	3,600
			-	
			-	
		91	92	100
	342		-	
		52	52	52
3,600	4,092	3,743	3,744	3,753

SUBTOTAL PERSONNEL

OPERATING EXPENSES

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

			-	
			-	
			-	
			-	
			-	
			-	
		100	-	100
			-	
			-	
		300	-	300
			-	
			-	
			-	
-	-	400	-	400

SUBTOTAL OPERATING

TOTAL DEPARTMENT APPROPRIATION

3,600 4,092 4,143 3,744 4,153

Allocation of Positions:

TOWN TREASURER

1.00 1.00 1.00 1.00 1.00

Total Full Time Equivalent Employees

1.00 1.00 1.00 1.00 1.00

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
	7,425		7,500	11,462	7,500
	57,686	46,667	45,000	40,000	45,000
				-	
				-	
				-	
				-	

SUBTOTAL OPERATING

65,111 46,667 52,500 51,462 52,500

TOTAL DEPARTMENT APPROPRIATION

65,111 46,667 52,500 51,462 52,500

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **121 TOWN ATTORNEY**

ACTIVITY DESCRIPTION

The Town Attorney is appointed by the Town Council and is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in lawsuits, litigation and hearings, 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 Attorney is Jim Karpiak of Richards, Watson & Gershon in San Francisco.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES			-	
815 PRINTING			-	
821 OUTSIDE CONSULTING SVS	152,054	89,222	110,000	84,903
822 OUTSIDE CONTRACT SVS			-	100,000
842 SPECIAL DEPT SUPPLIES			-	
861 BUS.MEET/CONF.			-	
862 DUES & SUBSCRIPTIONS			-	
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	152,054	89,222	110,000	84,903

TOTAL DEPARTMENT APPROPRIATION	152,054	89,222	110,000	84,903	100,000
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Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:				
821 Attorney fees			84,903	
POLICE				
PERSONNEL				
DEVELOPMENT				
GENERAL/ADM				



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 211 TOWN MANAGER

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	125,760	115,188	125,660	67,357	100,245
415 ACCRUED VACATION			2,417	12,495	1,683
421 TEMP EMPLOYEES	250	250	-	-	-
491 HEALTH INSURANCE	3,676	2,886	22,038	11,657	19,621
492 WORKERS COMP	2,000	2,000	3,128	3,154	2,724
493 RETIREMENT	26,752	24,667	16,930	10,108	12,877
494 MEDICARE	1,865	1,709	1,803	644	1,417
511 TRAVEL/CONF	-	-	-	-	-
611 CAR ALLOWANCE	4,200	3,850	4,200	388	2,940
SUBTOTAL PERSONNEL	164,503	150,550	176,176	105,803	141,505

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	1,060	1,060	500	53	500
711 OFFICE EQUIP MAINT.	1,910	1,910	100	-	100
731 BLDG-GROUNDS MAINT.	3,515	3,353	4,416	4,416	4,416
801 WATER	531	389	450	452	450
802 POWER	432	391	800	426	800
804 TELEPHONE	2,030	1,714	1,500	1,344	1,500
811 POSTAGE	223	166	300	286	300
813 OFFICE SUPPLIES	1,468	968	600	1,605	600
821 OUTSIDE CONSULTING SVS	922	159	5,000	4,559	3,500
822 OUTSIDE CONTRACT SVS	1,647	1,490		154	
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.	105	105	2,000	736	3,500
862 DUES & SUBSCRIPTIONS	1,068	1,068	1,350	1,589	1,950
871 LIAB & PROPERTY INSURANCE	19,952	19,952	23,000	20,958	SEE #715
881 SPECIAL SERVICES			2,000	3,450	2,400
SUBTOTAL OPERATING	34,863	32,725	42,016	40,027	20,016

TOTAL DEPARTMENT APPROPRIATION

199,366	183,275	218,192	145,830	161,521
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Allocation of Positions:

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

Total Full Time Equivalent Employees

1.25	1.25	1.00	0.90	0.95
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NOTES: 821 includes Docstar
 881 includes webcast of council meetings



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 216 VOLUNTEERS FOR FAIRFAX

ACTIVITY DESCRIPTION

The Volunteers for Fairfax program is designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. The program is overseen by the Community Resource Coordinator working with the Volunteer Board. Volunteers participate in creek cleanup for flood prevention, trail marking & maintenance, brush clearing for fire prevention and community service. On the fun side, Volunteers host the annual town-wide picnic, and the holiday caroling & wreath making event.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	16,633	15,057	15,538	15,538	18,360
492 WORKERS COMP	300	333	391	394	471
493 RETIREMENT	3,303	3,424	3,078	2,643	3,343
494 MEDICARE	235	216	226	217	245
SUBTOTAL PERSONNEL	20,471	19,029	19,232	18,793	22,418

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	-	142	150
801 WATER					200
804 TELEPHONE	297	267	550	237	550
811 POSTAGE	307	713	500	519	500
813 OFFICE SUPPLIES	1,496	1,266	500	1,099	500
842 SPECIAL DEPT SUPPLIES	564	968	1,000	672	1,000
SUBTOTAL OPERATING	2,663	3,214	2,550	2,670	2,900

TOTAL DEPARTMENT APPROPRIATION

23,134	22,243	21,782	21,462	25,318
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Allocation of Positions:

Community Resources Coord	0.50	0.50	0.50	0.50	0.50
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Total Full Time Equivalent Employees

0.50	0.50	0.50	0.50	0.50
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NOTES:

401 - One half of part-time Community Resources Coord

801 Water for Community Garden



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **217 RECREATION**

ACTIVITY DESCRIPTION

The Recreation Department provides recreational activities and events for the citizens of Fairfax. The program is overseen by the Community Resources Corordinator working with the Parks & Recreation Commission (PARC). Special Events include music festivals, winter ice skating, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

DEPARTMENT SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	16,547	14,642	15,538	15,538	31,105
491 HEALTH INSURANCE					2,885
492 WORKERS COMP	300	333	391	394	797
493 RETIREMENT	3,303	3,424	3,078	2,643	5,664
494 MEDICARE	235	216	225	217	415
SUBTOTAL PERSONNEL	20,386	18,615	19,232	18,793	40,866

OPERATING EXPENSES

804 TELEPHONE	-	-	-	-	
811 POSTAGE	-	-	1,000	-	200
813 OFFICE SUPPLIES	312	46	120	-	120
821 OUTSIDE CONSULTING SVS	300		-	-	
881 SPECIAL SERVICES	7,569	16,791	7,050	4,877	6,650
SUBTOTAL OPERATING	8,181	16,837	8,170	4,877	6,970

TOTAL DEPARTMENT APPROPRIATION	28,567	35,452	27,402	23,670	47,836
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Allocation of Positions:

Community Resources Coord	0.50	0.50	0.50	0.50	0.50
Admin Asst II					0.25

Total Full Time Equivalent Employees	0.50	0.50	0.50	0.50	0.75
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NOTES:

401 - One half of part-time Community Resources Coord & 1/4 Admin Asst II

881 Easter egg hunt	400
Artist in Residence	400
Ice Skating @ Pavilion	2,500
Fairfax Theater Co	3,350



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **218 DISASTER PREP & EOC**

ACTIVITY DESCRIPTION

The Disaster Council was created by resolution and was reactivated as a result of the 2005/06 flood. It is charged with reviewing the Town policies and procedures for emergencies and providing outreach and education to the residents & businesses of Fairfax. The Council is made up of representatives of local public safety agencies including the Sheriff's Office of Emergency Services, and disaster relief agencies such as the American Red Cross. The Emergency Operations Center (EOC) is located in the Firehouse and is manned by key Town staff in the event of declared emergencies.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

- 401 REGULAR SALARIES
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE

			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

			-	
			-	
		100	-	100
				5,000
			2,400	3,600

SUBTOTAL OPERATING

- - 100 2,400 8,700

TOTAL DEPARTMENT APPROPRIATION

- - 100 2,400 8,700

Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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NOTES:

842 Update data equipment in EOC

881 Agility Recovery



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 221 TOWN CLERK

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	84,492	82,145	82,245	82,245	61,844
411 REG PART-TIME SALARIES			6,000	140	
415 ACCRUED VACATION			1,582	2,212	
421 TEMP EMPLOYEES		3,013		6,100	2,000
461 OVERTIME				-	
491 HEALTH INSURANCE	17,721	8,140	19,014	13,352	18,741
492 WORKERS COMP	1,000	1,109	2,142	2,160	1,611
493 RETIREMENT	17,509	17,785	16,289	11,232	4,144
494 MEDICARE	1,201	1,218	1,235	1,275	838
SUBTOTAL PERSONNEL	121,924	113,409	128,507	118,716	89,178

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			500	-	500
711 OFFICE EQUIP MAINT.	385			-	
731 BLDG-GROUNDS MAINT.	2,705	3,186	3,685	3,685	3,685
801 WATER			100	-	100
804 TELEPHONE	554	590	1,000	543	1,000
811 POSTAGE	143	538	700	312	700
813 OFFICE SUPPLIES	1,241	737	1,200	1,266	1,200
814 LEGAL ADS	154	467	350	129	350
815 PRINTING			100	-	100
821 OUTSIDE CONSULTING SVS	360	360	600	502	600
822 OUTSIDE CONTRACT SVS	8,902	6,654	5,000	6,763	5,000
842 SPECIAL DEPT SUPPLIES	623	147	200	-	200
861 BUS.MEET/CONF.	2,525	585	1,300	677	1,300
862 DUES & SUBSCRIPTIONS	310	215	400	87	400
890 MISCELLANEOUS				-	
SUBTOTAL OPERATING	17,902	13,480	15,135	13,965	15,135

TOTAL DEPARTMENT APPROPRIATION

139,825	126,889	143,642	132,680	104,313
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Allocation of Positions:

TOWN CLERK/SASST TO TOWN MANAGER	1.00	1.00	1.00	0.50	-
DEPUTY TOWN CLERK			0.20	0.25	1.00

Total Full Time Equivalent Employees

1.00	1.00	1.20	0.75	1.00
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NOTES:

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



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

Councilmember elections are held at least every two years in November of odd number years.
 By law elections are administered by the Town Clerk.

DEPARTMENT SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-	
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.				-	
801 WATER				-	
804 TELEPHONE				-	
811 POSTAGE				-	
813 OFFICE SUPPLIES				-	
814 LEGAL ADS	60	121		-	250
815 PRINTING				-	
821 OUTSIDE CONSULTING SVS				-	
822 OUTSIDE CONTRACT SVS	2,835	12,000		-	12,000
842 SPECIAL DEPT SUPPLIES				-	
861 BUS.MEET/CONF.	973	731	-	-	-
862 DUES & SUBSCRIPTIONS				-	
890 MISCELLANEOUS				-	1,000
SUBTOTAL OPERATING	3,867	12,852	-	-	13,250

TOTAL DEPARTMENT APPROPRIATION

3,867 12,852 - - 13,250

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK

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

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 231 PERSONNEL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	4,867
415 ACCRUED VACATION			-	
421 TEMP EMPLOYEES			-	
461 OVERTIME			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP			-	127
493 RETIREMENT			-	540
494 MEDICARE			-	66
SUBTOTAL PERSONNEL	-	-	-	5,600

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES			-	
814 LEGAL ADS	149		2,500	75
815 PRINTING			-	
821 OUTSIDE CONSULTING SVS	13,172	11,138	20,000	7,968
822 OUTSIDE CONTRACT SVS			7,000	92
842 SPECIAL DEPT SUPPLIES	634	418	1,500	266
861 BUS.MEET/CONF.	12		-	1,500
862 DUES & SUBSCRIPTIONS			-	400
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	13,967	11,555	31,000	8,401

TOTAL DEPARTMENT APPROPRIATION

13,967	11,555	31,000	8,401	23,600
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Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER
 DEPUTY TOWN CLERK
 PART-TIME ACCOUNTANT

0.10

Total Full Time Equivalent Employees

0.00	0.00	0.00	0.00	0.10
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NOTES:

814 Advertising - Recruitment for Town Manager
 821 Update Employee Handbook/Personnel rules [FY14]
 822 Recruitment for Town Manager [FY13]
 842 Staff recognition



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **241 FINANCE**

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	109,240	112,608	107,202	107,202	115,917
411 REG PART-TIME SALARIES		21,038	37,762	37,762	46,109
415 ACCRUED VACATION			2,062	-	2,229
421 TEMP EMPLOYEES	23,405	18,345	5,000	-	5,000
461 OVERTIME			-	-	-
491 HEALTH INSURANCE	19,752	19,305	22,038	22,038	23,908
492 WORKERS COMP	1,500	1,664	3,621	3,651	4,272
493 RETIREMENT	22,954	20,246	14,620	13,403	18,936
494 MEDICARE	1,880	1,540	2,087	1,926	2,222
SUBTOTAL PERSONNEL	178,731	194,746	194,392	185,982	218,594

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	508	20,000	20,508	20,000
711 OFFICE EQUIP MAINT.	60		300	166	300
731 BLDG-GROUNDS MAINT.	2,705	3,186	3,685	3,685	3,685
801 WATER	-	-	100	-	100
804 TELEPHONE	877	955	1,500	1,010	1,500
811 POSTAGE	198	572	700	312	700
813 OFFICE SUPPLIES	2,960	1,808	1,000	939	1,000
815 PRINTING	539	455	1,200	923	1,200
821 OUTSIDE CONSULTING SVS	13,452	23,507	21,000	8,632	15,000
822 OUTSIDE CONTRACT SVS	36,621	38,024	34,740	17,630	34,740
861 BUS.MEET/CONF.	2,430	127	2,250	236	2,250
862 DUES & SUBSCRIPTIONS	1,450	32	1,065	359	1,065
881 SPECIAL SERVICES				-	
890 MISCELLANEOUS	2,804	(2,661)	3,000	24	3,000
SUBTOTAL OPERATING	64,096	66,512	90,540	54,424	84,540

TOTAL DEPARTMENT APPROPRIATION

242,827 261,258 284,932 240,407 303,134

Allocation of Positions:

FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASST	0.50	0.50	-	-	-
MANAGEMENT ANALYST (VACANT)	0.50	0.50	-	-	-
PART-TIME ACCOUNTANT	-	-	0.46	0.50	0.54

Total Full Time Equivalent Employees

2.00 2.00 1.46 1.50 1.54

NOTES:

636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$50,000

Unspent funds from FY13 moved to Fund 8 - Equipment Replacement

821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review

822 Payroll service, Sales tax analysis, janitor allocation, merchant fees, bank analysis

Accounting Software (BDS, AssetMaxx)



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 311 PLANNING

ACTIVITY DESCRIPTION

The Department of Building & Planning Services provides staff services to the public at the front counter at Town Hall, to the Town Council, Planning Commission/Design Review Board, and the General Plan Implementation Committee; related to the creation and implementation of planning and land use policies and regulations in Fairfax.

Department staff also oversees the contracted work of a Town Civil Engineer, the work of a prime planning consultant and sub-consultants assisting in the General Plan revisions and/or the Zoning Ordinance update as well as special environmental review (CEQA) tasks. The Planning Division processes "entitlement" permit applications, and oversees the enforcement of Town ordinances that govern the development and use of property within the community.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	194,098	194,564	199,800	199,800	226,325
415 ACCRUED VACATION	-	3,739	3,842	3,842	4,107
421 TEMP EMPLOYEES	2,932	3,697	7,500	7,500	4,000
491 HEALTH INSURANCE	33,140	31,186	32,703	32,703	38,606
492 WORKERS COMP.	2,500	2,773	4,871	4,911	5,918
493 RETIREMENT	41,390	42,042	39,572	39,572	41,209
494 MEDICARE	3,049	2,795	2,807	2,807	3,078
496 UNEMPLOYMENT	5,113	-	-	-	-
SUBTOTAL PERSONNEL	282,222	280,797	291,095	291,135	323,242

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	4,729	5,576	5,485	5,485	5,485
801 WATER	424	813	-	-	-
802 POWER	220	258	250	232	250
804 TELEPHONE	1,398	1,377	1,500	1,235	1,500
811 POSTAGE	187	575	500	312	500
812 REPRODUCTION	411	31	1,000	459	1,000
813 OFFICE SUPPLIES	1,536	1,933	1,500	1,396	1,500
814 LEGAL ADS	-	193	-	50	-
815 PRINTING	1,224	-	1,500	1,600	1,500
821 OUTSIDE CONSULTING SVS	103,737	73,503	70,000	41,605	40,000
822 OUTSIDE CONTRACT SVS	1,445	1,242	-	168	3,300
842 SPECIAL DEPT SUPPLIES	364	270	500	-	500
861 BUS.MEET/CONF.	3,116	2,236	2,000	1,939	2,000
862 DUES & SUBSCRIPTIONS	32	1,025	425	-	425
871 LIAB. & PROP. INSURANCE	12,048	11,408	12,500	12,464	SEE #715
SUBTOTAL OPERATING	130,872	100,440	97,160	66,944	57,960

TOTAL DEPARTMENT APPROPRIATION

	413,094	381,236	388,255	358,079	381,202
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Allocation of Positions:

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

Total Full Time Equivalent Employees

	2.00	2.00	2.00	2.00	2.25
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NOTES:

421 Planning Commission minutes	
821 Pass thru engineering plan reviews - General plan implementation Housing element amendment, Town Center Plan development	
822 Janitorial allocation is now included in 731 (building maint) Televise Planning Commission meetings	3,300



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 321 BUILDING INSPECTION & PERMITS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	86,812	86,865	87,415	87,415	91,135
415 ACCRUED VACATION	-	-	1,681	1,681	1,508
421 TEMP EMPLOYEES	648	828	7,500	7,500	7,500
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	10,145	8,342	9,596	9,596	11,699
492 WORKERS COMP.	1,000	1,109	2,106	2,123	2,379
493 RETIREMENT	18,482	18,794	17,387	17,387	16,594
494 MEDICARE	1,264	1,237	1,214	1,214	1,237
SUBTOTAL PERSONNEL	118,351	117,175	126,899	126,916	132,052

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	500	-	-
722 VEHICLE MAINTENANCE	5,226	4,649	3,000	4,580	3,500
731 BLDG-GROUNDS MAINT.	2,163	2,549	3,085	3,085	3,085
802 POWER	206	258	500	232	500
804 TELEPHONE	1,386	1,377	1,500	1,235	1,500
811 POSTAGE	345	722	300	497	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	1,791	723	1,500	1,277	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	1,515	9,291	5,000	518	5,000
822 OUTSIDE CONTRACT SVS	1,281	1,067	1,250	-	1,250
851 CLOTHING	-	-	370	-	-
861 BUS.MEET/CONF.	778	(778)	1,000	659	1,000
862 DUES & SUBSCRIPTIONS	275	1,916	275	281	275
871 LIAB. & PROP. INSURANCE	8,600	6,344	8,600	6,965	SEE #715
SUBTOTAL OPERATING	23,565	28,119	26,880	19,328	17,910

TOTAL DEPARTMENT APPROPRIATION

141,916	145,294	153,779	146,244	149,962
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Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00	1.00	0.87	0.87	1.00
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NOTES:	722 Fuel & upkeep on Building Official Vehicle
	821 Coastland Engineering plan check, Town Engineer
	822 Janitorial allocation; scanning building plans
	861 Building official/ICBO meetings
	862 Professional membership renewals for Building Official



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

The Police Department has the overall responsibility for law enforcement, crime prevention & investigation, parking and public awareness programs. The Police Department is responsible for receiving & dispatching all 911 emergency calls, using computer aided dispatch center with police lobby open 24 hours a day. The department maintains comprehensive records management, property & evidence management and coordinates special events. The department is responsible for ABC evaluations and approvals; emergency management and disaster planning; personnel services including payroll management, recruitment and training.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	318,860	277,641	322,305	312,305	338,212
402 SAFETY SALARIES	898,437	989,492	993,329	973,000	1,058,152
402 SALARY VACANCY SAVINGS	-	-	-	-	-
415 ACCRUED VACATION	60,630	6,550	7,000	2,698	3,000
421 TEMP EMPLOYEES	54,328	68,451	30,000	82,000	30,000
461 OVERTIME	87,972	80,617	125,000	72,000	130,000
481 HOLIDAY PAY	63,642	67,200	68,464	68,814	72,679
491 HEALTH INSURANCE	244,226	248,628	268,343	268,343	320,637
492 WORKERS COMP.	33,805	37,501	34,018	34,300	41,187
493 RETIREMENT	579,247	558,593	532,584	525,000	553,529
494 MEDICARE	20,464	20,476	21,152	21,152	24,202
496 UNEMPLOYMENT	-	45	-	-	-
497 FESTIVAL OVERTIME REIMB	-	-	(9,100)	(9,100)	(15,000)
SUBTOTAL PERSONNEL	2,361,611	2,355,194	2,393,095	2,350,512	2,556,598

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SERGEANT	1.00	1.00	-	-	-
SERGEANT	2.00	2.00	3.00	3.00	3.00
DETECTIVE / JUVENILE OFFICER	-	-	-	1.00	1.00
CORPORAL	1.00	1.00	-	2.00	2.00
POLICE OFFICER	6.00	6.00	7.00	4.00	4.00
DISPATCHER	4.25	4.25	4.00	4.00	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00

Total Full Time Equivalent Employees 16.25 16.25 16.00 16.00 16.00

DISPATCHER, RESERVE			4.00		4.00
POLICE OFFICER, RESERVE			2.00		2.00

NOTES:

- 497 Overtime charged to Festival Fund for annual festival.
- 401 Reflects 12 months of contractual salary increase for 1 dispatcher
- 402 Reflects 1 sgt contractual education increase by 2.5% for 12 months
- 1 officer contractual salary increase of 5% for 12 months
- Reflect acting pay for 1 police officer of 7.5% for 12 months



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	1,328	1,226	1,500	2,000	1,500
712 COMPUTER EQUIP MAINTENANCE	8,085	43,110	28,000	28,000	28,000
721 FIELD EQUIP MAINTENANCE	287	723	1,000	1,000	1,000
722 VEHICLE MAINTENANCE	37,120	16,122	20,000	18,000	20,000
723 COMMUNICATION EQUIP MAINT	1,145	4,982	3,000	3,000	3,000
725 MERA DEBT SERVICE	4,505	38,260	38,303	38,303	38,286
726 MERA MEMBERSHIP FEE	29,953	24,325	26,006	25,883	26,688
731 BLDG-GROUNDS MAINTENANCE	22,031	21,033	21,900	20,000	21,900
801 WATER	1,523	1,502	1,900	1,900	1,900
802 POWER	1,235	1,033	2,000	2,000	2,000
804 TELEPHONE	17,927	14,091	17,000	17,000	17,000
806 FUEL	-	18,795	18,000	18,000	18,000
811 POSTAGE	2,362	2,137	2,000	1,900	2,000
812 REPRODUCTION	2,460	2,675	2,500	2,500	2,500
813 OFFICE SUPPLIES	1,317	1,227	1,300	1,300	1,300
815 PRINTING	3,928	4,214	3,000	3,000	3,000
822 OUTSIDE CONTRACT SVS	47,822	30,731	35,000	32,000	35,000
841 SMALL TOOLS	511	504	500	500	500
842 SPECIAL DEPT SUPPLIES	5,544	8,837	8,500	8,500	8,500
851 CLOTHING	13,260	13,562	13,000	13,000	14,200
861 BUS.MEET/CONF.	435	270	500	500	500
862 DUES & SUBSCRIPTIONS	6,759	4,445	6,800	6,800	6,800
871 LIAB. & PROP. INSURANCE	9,318	7,550	7,270	8,390	SEE #715
883 P.O.S.T.	10,948	8,888	10,000	13,000	10,000
889 BOOKING FEES	-	2,664	3,000	2,000	3,000
SUBTOTAL OPERATING	229,802	272,906	271,979	268,476	266,574
TOTAL DEPARTMENT APPROPRIATION	2,591,413	2,628,100	2,665,074	2,618,988	2,823,172

NOTES:

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

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

862 Includes Lexipol police policy manual updates



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **412 SPECIAL POLICE**

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 926 CLEEP
- 927 SLESF
- 929 RACIAL PROFILING
- 932 STAR PROGRAM
- 933 CERT TRAINING

4,842	(1,377)	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

SUBTOTAL OPERATING

4,842 (1,377) - - -

TOTAL DEPARTMENT APPROPRIATION

4,842 (1,377) - - -

Allocation of Positions:

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

NOTES:

No activity anticipated for FY13



Town of Fairfax

2013-14 Operating Budget

FUND **01 GENERAL FUND**
ACTIVITY **421 ROSS VALLEY FIRE SERVICE**

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 Sleepy Hollow Fire Protection District subsequently joined, as did the The Town of Ross in July, 2012. The Authority is governed by a board consisting of representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Service operation budget is divided between the participating agencies. Fairfax's share is approximately 24.07% of the total. Each town is responsible for budgeting equipment replacement reserves and fire & contents insurance on the station houses.

DEPARTMENT SUMMARY	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed

PERSONNEL

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

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

493 RVFS RETIREMENT	506,308	430,691	439,049	439,049	430,691
724 RVFS DEBT SERVICE	26,869	28,916	26,868	26,868	26,168
731 BUILDINGS & GROUNDS MAINT	13,523	-	-	638	
871 LIAB. & PROP. INSURANCE	5,854	2,906	6,047	5,710	SEE #715
881 RVFS CONTRACT	1,203,620	1,274,284	1,304,090	1,304,090	1,346,434

SUBTOTAL OPERATING

1,756,174 1,736,797 1,776,054 1,776,355 1,803,293

TOTAL DEPARTMENT APPROPRIATION 1,756,174 1,736,797 1,776,054 1,776,355 1,803,293

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:

493 The Town's share of the RVFD net operating budget is 24.07 % of the total fire budget including 23.3% of the contribution and 29.4% of all other costs (other costs include debt service, prior OPEB, Comp Absenses and MERA bond)

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



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMINISTRATION

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	65,375	13,535	13,085	13,085	63,630
415 ACCRUED VACATION	-	-	252	252	1,224
421 TEMP EMPLOYEES	1,127	-	-	-	-
491 HEALTH INSURANCE	3,416	1,311	1,436	1,436	10,111
492 WORKERS COMP.	2,000	2,219	315	315	1,711
493 RETIREMENT	12,749	2,808	2,603	2,603	9,282
494 MEDICARE	1,022	185	182	-	890
497 PAYROLL TRANSFER	-	-	(10,000)	-	-
611 CAR ALLOWANCE	-	-	-	-	1,260
SUBTOTAL PERSONNEL	85,689	20,058	7,873	17,691	88,107

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE	2,532	3,186	2,400	2,400	2,400
804 TELEPHONE	-	-	600	-	600
811 POSTAGE	1,643	596	300	312	300
813 OFFICE SUPPLIES	230	-	300	-	300
815 PRINTING	87	74	100	-	100
821 OUTSIDE CONSULTING SVS	40,486	67,964	50,000	47,903	60,000
822 OUTSIDE CONTRACT SVS	3,998	4,466	3,000	168	3,000
823 STORMWATER POLLUTION PREV SERV	see dept 514	see dept 514	see dept 514	see dept 514	30,000
842 SPECIAL DEPT SUPPLIES	38	157	2,000	-	2,000
861 BUS.MEET/CONF.	-	-	-	-	-
SUBTOTAL OPERATING	49,015	76,443	58,800	50,783	98,800

TOTAL DEPARTMENT APPROPRIATION 134,703 96,502 66,673 68,474 186,907

Allocation of Positions:

TOWN MANAGER/PUBLIC WORKS DIRECTOR	1.00	1.00	-	-	0.30
BUILDING OFFICIAL/PW MANAGER	-	-	0.13	0.13	0.25
ADMINISTRATIVE ASSISTANT II	-	-	-	-	-
MANAGEMENT ANALYST	0.25	0.25	-	-	-

Total Full Time Equivalent Employees 1.25 1.25 0.13 0.13 0.55

NOTES:

- 821 Outside Engineering services that are non-reimbursable and are not part of the Capital Improvement Program.
- 822 One-half Fairfax share of annual Marin Map
- 823 Formerly 01-514-822



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 511 STREET MAINT & PUBLIC WORKS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	98,281	101,942	110,220	110,220	105,581
415 ACCRUED VACATION	-	100	2,000	2,000	-
421 TEMP. EMPLOYEES	11,315		1,000	1,000	1,000
461 OVERTIME	2,411		1,500	1,500	1,500
491 HEALTH INSURANCE	35,507	31,846	21,680	21,680	23,119
492 WORKERS COMP.	6,400	7,100	2,659	2,681	2,706
493 RETIREMENT	21,169	24,183	20,275	20,275	19,224
494 MEDICARE	1,729	1,936	1,532	1,532	1,408
SUBTOTAL PERSONNEL	176,812	167,107	160,867	160,889	154,538

OPERATING EXPENSES

641 EQUIPMENT RENTAL	-	-	500	-	500
721 FIELD EQUIP MAINTENANCE	-	19	500	-	500
722 VEHICLE MAINTENANCE	22,780	12,461	15,000	15,259	15,000
723 COMMUNICATION EQUIP MAINT	-	-	500	-	500
731 BLDG-GROUNDS MAINTENANCE	3,683	4,840	3,500	3,524	3,500
802 POWER	292		1,500	-	1,500
803 DUMP FEES	10	70	500	-	500
804 TELEPHONE	1,139	1,005	1,000	971	1,000
806 FUEL	-	11,463	10,000	15,311	10,000
813 OFFICE SUPPLIES	187	104	200	107	200
821 OUTSIDE CONSULTING SVS	8,987	43,884	40,000	29,206	40,000
841 SMALL TOOLS	175	183	4,000	-	4,000
842 SPECIAL DEPT SUPPLIES	40,391	33,354	40,000	14,759	40,000
851 CLOTHING	850	1,771	1,000	1,391	1,000
861 TRAVEL/TOLLS	18	10	500	-	500
871 LIAB. & PROP. INSURANCE	11,572	11,065	15,500	12,224	SEE #715
SUBTOTAL OPERATING	90,083	120,228	134,200	92,752	118,700

TOTAL DEPARTMENT APPROPRIATION

266,895	287,335	295,067	253,641	273,238
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Allocation of Positions:

MAINT. LEADWORKER	1.00	1.00	-	-	-
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER I	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER II	1.00	1.00	-	-	-

Total Full Time Equivalent Employees

4.00	4.00	2.00	2.00	2.00
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NOTES:

- 497 Overtime charged to Festival Fund for annual festival.
- 641 Rental of equipment
- 821 Use of County equipment, outside labor for right-of-way clearing & Biennial street markings. inhouse contracted services for maint of pavement sections (digouts), retaining walls, and drainage.
- 842 Maint materials including pipe, asphalt, concrete and hardware; required Hazardous Materials response, street signs, and paint for curbs, crosswalks, street markings, replacing barricades etc...



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 512 STREET LIGHTING

ACTIVITY DESCRIPTION

This budget is for the ongoing operation and maintenance for street lights and traffic signals through contractual services as negotiated by the Marin General Services Authority. The maintenance budget for streetlights has increased due to the inspection of all streetlight poles identifying 95 lights omitted from the previous inventory. In addition, the inspection of All Marin County member agencies will share the cost of pole replacements.
 The costs of providing and maintaining street lighting is partially funded by Gas Tax funds.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 802 POWER
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS

13,627	27,756	26,000	27,321	26,000
30,094	26,092	30,000	19,101	30,000
600	600	1,000	600	600

SUBTOTAL OPERATING

44,321 54,448 57,000 47,022 56,600

TOTAL DEPARTMENT APPROPRIATION

44,321 54,448 57,000 47,022 56,600

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:	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.



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 514 STORMWATER POLLUTION PREVENTION

ACTIVITY DESCRIPTION

This budget is for the Marin County Stormwater Pollution Prevention Program.
 Agreement is funded at the same level as prior year.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

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

			-	
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			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

- 802 POWER
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS

			-	
			-	
16,250	20,655	23,000	22,362	MOVED

SUBTOTAL OPERATING

16,250 20,655 23,000 22,362 -

TOTAL DEPARTMENT APPROPRIATION

16,250 20,655 23,000 22,362 -

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:

822 Marin County Stormwater Pollution Prevention Program contribution/NPDES State of California fees.
 Moved to Public Works Adm 01-510-823



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 611 PARK MAINTENANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	53,088	54,860	54,960	54,960	57,158
415 ACCRUED VACATION	-	-	500	500	
461 OVERTIME	674	476		634	
491 HEALTH INSURANCE	11,562	18,640	19,638	19,638	21,076
492 WORKERS COMP.	1,216	1,442	1,323	1,323	1,465
493 RETIREMENT	10,604	11,975	10,970	10,970	10,407
494 MEDICARE	763	826	763	763	762
497 FESTIVAL OVERTIME REIMBURSIBLE	-	-	-	-	-
SUBTOTAL PERSONNEL	77,908	88,218	88,154	88,788	90,870

OPERATING EXPENSES

621 RESERVE FOR VEHICLE REPLACEMENT	-	-	-	-	-
641 EQUIPMENT RENTAL	298	152	500	-	500
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801 WATER	15,302	9,913	13,000	14,826	15,000
802 POWER	1,804	757	2,300	1,032	2,300
821 OUTSIDE CONSULTING SVS	12,608	15,302	14,000	14,098	30,000
841 SMALL TOOLS	1,555	-	1,000	-	1,000
842 SPECIAL DEPT SUPPLIES	10,992	8,933	7,000	13,250	10,000
851 CLOTHING	425	850	900	-	900
871 LIAB. & PROP. INSURANCE	21,833	21,582	25,000	25,000	SEE #715
881 SPECIAL SERVICES	150	-	-	-	-
SUBTOTAL OPERATING	64,966	57,489	65,200	68,206	61,200

TOTAL DEPARTMENT APPROPRIATION 142,874 145,707 153,354 156,995 152,070

Allocation of Positions:

SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. LEADWORKER					
MAINT. WORKER II					

Total Full Time Equivalent Employees 1.00 1.00 1.00 1.00 1.00

NOTES:

- 497 Overtime charged to Festival Fund for annual festival.
- 821 Tree trimming and replacement of dead or inappropriate sidewalk trees.
Town tree survey - streets & parks



Town of Fairfax

2013-14 Operating Budget

FUND**01 GENERAL FUND****ACTIVITY****625 RENTAL FACILITIES****ACTIVITY DESCRIPTION**

Formerly separated in two departments: 625-Rental Facilities-Women's Club & Ballpark and 626-Rental Facilities-Pavilion
 This division is responsible for the care and maintenance of the Women's Club, Ballfield and Pavilion.
 Duties include setting up for all Town meetings including the Town Council and Planning Commission.

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	6,065	5,488	-	-	-
421 TEMP EMPLOYEES	-	8,014	10,600	10,600	12,180
415 ACCRUED VACATION	-	-	-	-	-
461 OVERTIME	-	-	100	-	-
491 HEALTH INSURANCE	3,524	2,033	-	-	-
492 WORKERS COMP.	2,400	1,655	220	222	340
494 MEDICARE	-	(438)	154	94	177
493 RETIREMENT	1,455	-	-	-	-
SUBTOTAL PERSONNEL	13,444	16,752	11,074	10,916	12,696

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	-	-	12,800	12,817	12,800
801 WATER	806	677	350	805	800
802 POWER	24,957	20,622	15,500	16,470	16,500
803 SANITARY	-	-	-	696	-
804 TELEPHONE	376	374	400	367	400
821 OUTSIDE CONSULTING SVS	1,099	2,046	8,500	490	8,500
822 OUTSIDE CONTRACT SVS	15,270	13,198	1,600	2,697	1,600
841 SMALL TOOLS	324	38	400	-	400
842 SPECIAL DEPT SUPPLIES	4,333	5,571	5,000	6,797	5,000
851 CLOTHING	213	35	50	-	50
871 LIAB. & PROP. INSURANCE	19,532	19,215	22,700	21,083	SEE #715
SUBTOTAL OPERATING	66,910	61,777	67,300	62,222	46,050

TOTAL DEPARTMENT APPROPRIATION

80,354	78,529	78,374	73,138	58,746
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Allocation of Positions:

MAINT. LEADWORKER	0.50	0.50	0.50	0.50	0.50
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Total Full Time Equivalent Employees

0.50	0.50	0.50	0.50	0.50
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NOTES:

822 Includes pest control. Janitor moved to 731

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.

Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2013-14 Operating Budget

FUND
ACTIVITY

01 GENERAL FUND
RENTAL FACILITIES -
625 WOMEN'S CLUB & BALLFIELD

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Adopted
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PERSONNEL

401 REGULAR SALARIES	2,381	2,744	-	-	
421 TEMP EMPLOYEES	-	4,007	4,350	4,350	
415 ACCRUED VACATION	-	-	-	-	
461 OVERTIME			100	-	
491 HEALTH INSURANCE	1,770	1,016	-	-	
492 WORKERS COMP.	1,200	828	110	111	
494 MEDICARE	-	(438)	64	3	
493 RETIREMENT	728		-	-	
SUBTOTAL PERSONNEL	6,079	8,157	4,624	4,464	-

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	-	-	6,400	6,417	
801 WATER	378	337	350	411	
802 POWER	24,893	20,622	15,000	16,470	
803 SANITARY				696	
804 TELEPHONE	-	-	-	-	
821 OUTSIDE CONSULTING SVS	795	795	500	-	
822 OUTSIDE CONTRACT SVS	7,052	6,064	500	776	
841 SMALL TOOLS	324	38	400	-	
842 SPECIAL DEPT SUPPLIES	3,172	3,232	4,000	2,658	
851 CLOTHING	106	18	50	-	
871 LIAB. & PROP. INSURANCE	11,832	13,535	15,000	14,847	SEE #715
SUBTOTAL OPERATING	48,552	44,641	42,200	42,274	-

TOTAL DEPARTMENT APPROPRIATION

54,631 52,798 46,824 46,738 -

Allocation of Positions:

MAINT. LEADWORKER **0.25 0.25 0.25 0.25 0.25**

Total Full Time Equivalent Employees

0.25 0.25 0.25 0.25 0.25

NOTES:

822 Includes pest control. Janitor moved to 731

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.

Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 626 RENTAL FACILITIES - PAVILION

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Adopted
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PERSONNEL

401 REGULAR SALARIES	3,684	2,744	-	-	
421 TEMP EMPLOYEES	-	4,007	6,250	6,250	
415 ACCRUED VACATION	-	-	-	-	
491 HEALTH INSURANCE	1,754	1,016	-	-	
492 WORKERS COMP.	1,200	828	110	111	
494 MEDICARE			91	91	
493 RETIREMENT	728		-	-	
			-	-	
SUBTOTAL PERSONNEL	7,365	8,595	6,451	6,452	-

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	-	-	6,400	6,400	
801 WATER	429	340	-	394	
802 POWER	64		500	-	
803 SANITARY					
804 TELEPHONE	376	374	400	367	
821 OUTSIDE CONSULTING SVS	304	1,251	8,000	490	
822 OUTSIDE CONTRACT SVS	8,218	7,135	1,100	1,921	
842 SPECIAL DEPT SUPPLIES	1,161	2,339	1,000	4,139	
851 CLOTHING	106	18	-	-	
871 LIAB. & PROP. INSURANCE	7,700	5,680	7,700	6,236	SEE #715
SUBTOTAL OPERATING	18,358	17,136	25,100	19,948	-

TOTAL DEPARTMENT APPROPRIATION

25,724	25,731	31,551	26,399	-
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Allocation of Positions:

MAINT. LEADWORKER	0.25	0.25	0.25	0.25	0.25
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Total Full Time Equivalent Employees

0.25	0.25	0.25	0.25	0.25
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NOTES:

822 Includes pest control. Janitor moved to 731

842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	49,441	48,899	49,020	49,020	
421 TEMP SALARIES	3,390	78		-	
461 OVERTIME	470				
491 HEALTH INSURANCE	8,833	7,712	10,392	7,712	
491 RETIREE HEALTH BENEFITS		14,089		30,817	35,978
492 WORKERS COMP.	-	-	1,171	1,171	
493 RETIREMENT	10,436	10,600	9,709	9,709	
494 MEDICARE	741	726	675	675	
SUBTOTAL PERSONNEL	73,311	82,105	70,967	99,104	35,978

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	95,647	45,984	20,000	-	
822 CONTRACTED SVCS	149,407	102,523	151,200	131,641	147,200
841 SMALL TOOLS	-	43	1,700	-	1,700
842 SPECIAL DEPT SUPPLIES	2,251	2,758	4,000	2,397	4,000
871 LIAB & PROPERTY INS	SEE DEPTS	SEE DEPTS	SEE DEPTS	SEE DEPTS	100,000
881 SPECIAL SERVICES	6,542	8,509	17,000	37,032	17,000
890 MISCELLANEOUS	10,936	(4)	16,000	95	16,000
891 CLAIMS - WC / SETTLEMENTS	59,975	85,414	80,000	150,000	150,000
895 TRAN INTEREST	1,023	22,847	20,000	2,701	5,000
896 CERTB/OPEB	40,800		60,000	60,000	60,000
SUBTOTAL OPERATING	366,581	268,075	369,900	383,866	500,900

TRANSFERS SEE TRANSFER DETAIL

TOTAL DEPARTMENT APPROPRIATION 439,892 350,180 440,867 482,969 536,878

Allocation of Positions:

ADMINISTRATIVE ASSISTANT II	1.00	1.00	1.00	1.00	-
Total Full Time Equivalent Employees	1.00	1.00	1.00	1.00	0.00

NOTES:		
822 Share of county-wide contract with Humane Society for Animal Control Services		65,907
Transportation Authority of Marin pro-rata share, LAFCO charges		
Contribution for OES- Emergency Service Specialist		
Share of Marin Telecommunications Agency		
ABAG membership		
League of California Cities membership		
Chamber of Commerce membership		
ICLEI membership		
Webpage Services	moved from 221	6,000
Solid Waste Rate Study	moved from 211	1,200
881 Chipper services - \$10,000	Agility Recovery \$3,000	
891 Allocation for Worker's Comp claims and settlements		
895 TRAN (Tax and Revenue Anticipation Notes) interest & fees		



Town of Fairfax

2013-14 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 911 BUILDING MAINTENANCE

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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PERSONNEL

401 REGULAR SALARIES	18,362	13,503		-	
421 TEMP EMPLOYEES	-	-	13,000	13,000	12,180
415 ACCRUED VACATION	3,408	3,408	100	-	
461 OVERTIME	469	295		-	
491 HEALTH INSURANCE	3,239	2,033		-	
492 WORKERS COMP.	600	1,655	136	136	340
494 MEDICARE	-	(438)		-	177
493 RETIREMENT	1,037	1,037		-	
SUBTOTAL PERSONNEL	27,116	21,493	13,236	13,136	12,696

OPERATING EXPENSES

803 SANITARY/DUMP				2,552	
821 OUTSIDE CONSULTING SVS	1,583	2,020	4,000	4,034	4,000
822 OUTSIDE CONTRACT SVS	4,315	10,987	36,620	35,784	36,620
842 SPECIAL DEPT SUPPLIES	7,344	6,385	7,000	4,210	7,000
851 CLOTHING	213	35	100	-	100
SUBTOTAL OPERATING	13,455	19,428	47,720	46,581	47,720
SUBTOTAL APPROPRIATION	40,571	40,921	60,956	59,717	60,416

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(40,813)	(36,506)	(60,956)	(60,448)	(60,956)
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TOTAL DEPARTMENT APPROPRIATION

	(243)	4,414	-	(731)	(540)
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Allocation of Positions:

MAINT. LEADWORKER	0.50	0.50	0.50	0.50	0.50
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Total Full Time Equivalent Employees

	0.50	0.50	0.50	0.50	0.50
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ALLOCATION OF BUILDING MAINTENANCE

TO DEPARTMENTS

	FY 12	JANITOR	OTHER	FY 13
211 TOWN MANAGER	5,200	1,280	3,136	4,416
221 TOWN CLERK	4,000	1,285	2,400	3,685
241 FINANCE	4,000	1,285	2,400	3,685
311 PLANNING	7,000	1,285	4,200	5,485
321 BUILDING INSP	3,200	1,285	1,800	3,085
411 POLICE	26,000	6,400	15,500	21,900
510 PUBLIC WORKS ADM	4,000		2,400	2,400
511 STREET MAINT/PW	5,800		3,500	3,500
625 RENTAL - W/C		6,400		12,800
626 RENTAL - PAVILION		6,400		
	59,200	25,620	35,336	60,956

NOTES:

822 Sewer service - Ross Valley Sanitary District	10,000
Janitorial Service - San Rafael Building Maint	25,620
842 Supplies needed for upkeep of town-owned buildings	



Town of Fairfax

2013-14 Operating Budget

FUND 02 DRY PERIOD FUND

DEPT 715 MISCELLANEOUS

The Dry Period fund is a reserve account component of the General Fund used to provide financing to the General Fund. The Town borrowed from the Dry Period Fund in FY12 to balance its General Fund budget. This is intended to be paid back over 5 years beginning in FY13,

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	858,053	858,053		631,217	858,053
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND		(226,836)			
TSFR FROM 01-GENERAL FUND			40,000	226,836	
SUBTOTAL TRANSFER	-	(226,836)	40,000	226,836	-
NET DEPARTMENT ACTIVITY	-	(226,836)	40,000	226,836	-
ENDING FUND BAL	858,053	631,217		858,053	858,053

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 03 EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

FUND SUMMARY		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(79,881)	(80,664)		(63,805)	19,143
REVENUES						
050 502 INVESTMENT EARNINGS					-	
090 901 SALE OF ASSETS					3,460	
SUBTOTAL REVENUES		-	-	-	3,460	-
APPROPRIATIONS						
921 FIELD EQUIPMENT		50,783	33,140	64,908	64,908	72,118
					-	
					-	
SUBTOTAL APPROPRIATIONS		50,783	33,140	64,908	64,908	72,118
TRANSFERS						
901 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		50,000	50,000	144,396	144,396	75,000
SUBTOTAL TRANSFER		50,000	50,000	144,396	144,396	75,000
NET DEPARTMENT ACTIVITY		(783)	16,860	79,488	82,948	2,882
ENDING FUND BAL		(80,664)	(63,805)		19,143	22,025

COMPONENTS OF FUND BALANCE:

NOTES:		LAST PMT	
921	MOBILE COMPUTING		15,683
	COMPUTER LEASE - COMPLIANT		7,574
	FY10 VEHICLE LOAN - ALLY	Jan-15	8,910 8,910
	FY12 VEHICLE LOAN - FORD	May-15	20,494 20,494
	FY13 VEHICLE LOAN - FORD	Feb-16	12,247 11,712
	FY14 VEHICLE LOAN - FORD	Jan-17	31,002
			64,908 72,118



Town of Fairfax

2013-14 Operating Budget

FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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BEGINNING FUND BAL	(671)	35,525		148,850	117,251
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REVENUES

030 311 BUILDING PERMITS	150,134	148,378	135,000	117,096	120,000
030 312 GENERAL PLAN MAINTENANCE FEES	2,903	2,616	2,500	2,117	2,000
030 313 TECHNOLOGY IMPROVEMENT FEES	4,253	3,646	3,500	3,550	3,500
030 314 ENGINEERING/EXCAVATION	-	-	100	-	-
030 314 ENCROACHMENT FEES	1,188	-	-	1,389	1,000
030 315 HOUSING INSPECTIONS	26,610	33,435	20,000	37,337	37,000
030 317 SEISMIC FEES	673	334	500	435	500
030 318 PLAN RETENTION	209	-	500	(1,894)	-
030 319 STREET OPENING	44,914	16,427	15,000	17,350	17,000
030 320 ROAD IMPACT FEES	102,008	127,405	118,000	95,008	95,000
030 321 INFRASTRUCTURE IMPROV FEES	4,243	3,646	3,500	3,104	3,000
030 904 MISCELLANEOUS			-	2,051	2,000
030 904 COUNTY - OTHER			-	10,000	
TOTAL PERMITS AND FEES	337,135	335,887	298,600	287,544	281,000
080 801 ZONING & FILING FEES	38,718	119,567	75,000	58,276	60,000
080 805 BUILDING PLAN CHECK FEES	25,826	9,927	10,000	7,384	7,000
080 806 ENGINEERING PLAN CHECKS	29,235	41,151	20,000	15,196	15,000
TOTAL CURRENT CHARGES	93,779	170,645	105,000	80,856	82,000
SUBTOTAL REVENUES	430,913	506,532	403,600	368,401	363,000

APPROPRIATIONS

				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

901 TSFR TO 01-GENERAL FUND	(394,717)	(393,207)	(403,600)	(400,000)	(363,000)
TSFR TO 53-CIP TOWN					
SUBTOTAL TRANSFER	(394,717)	(393,207)	(403,600)	(400,000)	(363,000)

NET DEPARTMENT ACTIVITY	36,196	113,325	-	(31,599)	-
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ENDING FUND BAL	35,525	148,850	-	117,251	117,251
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COMPONENTS OF FUND BALANCE:

RESERVE - PLANNING DEPOSITS	114,265	108,280		108,280	108,280
UNRESERVED	(78,739)	40,570		8,971	8,971

NOTES:
904 OLEMA ROAD FEASIBILITY STUDY



Town of Fairfax

2013-14 Operating Budget

FUND 05 COMMUNICATION EQUIP REPLACEMENT
DEPT 924 COMM EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	25,257	25,257		25,257	25,257
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	-	-
ENDING FUND BAL	25,257	25,257		25,257	25,257

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 06 RETIREMENT FUND
DEPT 715 MISCELLANEOUS

The Retirement Fund is the repository for retirement funds collected from the Pension Obligation Parcel Tax. The Pension Obligation Tax of .091 per \$100 of Assessed Valuation was established in the 1960's. Proceeds are transferred as needed to the General Fund to offset retirement expenses. The Town participates in the California Public Employee Retirement System (PERS) and has two plans: Safety, for sworn Police and Fire and Miscellaneous for those working over half time. To address rising pension costs, the Town adopted a second lower tier for employees hired after July 1, 2009. In 2012, The state created a third lower tier (PEPRA) for employees hired after January 1, 2013. As of FY14, Town employees contribute the full employee share of pension ranging from 6.5% to 9% of salary.

FUND SUMMARY		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL		106,190	117,692		132,731	100,000
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	1,037,380	1,053,129	1,023,000	1,063,499	1,080,000
010 102	PROPERTY TAX - CURRENT UNSEC	529	5,805	1,200	10,430	10,000
010 103	PROPERTY TAX - PRIOR YEARS	1,362	6,823		1,084	1,000
010 110	SUPPLEMENTAL PROPERTY TAX	8,600	10,637	11,000	6,623	6,000
050 607	SECURED HOPTR	11,761	11,699	7,000	10,635	10,000
SUBTOTAL REVENUES		1,059,632	1,088,092	1,042,200	1,092,270	1,107,000
TRANSFERS						
901	TSFR TO 01-GENERAL FUND	(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
	TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER		(1,048,130)	(1,073,053)	(942,200)	(1,125,000)	(1,107,000)
NET DEPARTMENT ACTIVITY		11,502	15,039	100,000	(32,730)	-
ENDING FUND BAL		117,692	132,731		100,000	100,000

	PERS PLAN	Non-Safety			Safety - Police		
		Misc T1	Misc T2	Misc T3	Safety T1	Safety T2	Safety T3
		2.5%@55	2%@55	2%@62	3%@50	3%@55	2.7%@57
FY 2012/13	Employer Rate (1)	16.806%	10.518%	6.700%	51.657%	21.802%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	24.806%	17.518%	13.200%	60.657%	30.802%	24.500%
	Employee Paid	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%
	Town Paid	19.806%	12.518%	8.200%	55.657%	25.802%	19.500%
FY 2013/14	Employer Rate	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	26.208%	18.104%	13.200%	64.960%	31.502%	24.500%
	Employee Paid	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Town Paid	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%

NOTES:	Total	Employee	Town	
	Paid	Paid	Paid	Town %
Retirement Costs				
- FY 2012/13	\$ 1,230,088	\$ 147,110	\$ 1,082,978	88.0%
- FY 2013/14	\$ 1,355,829	\$ 236,950	\$ 1,118,879	82.5%
(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime				



Town of Fairfax

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FUND **07 SPECIAL POLICE FUND**
DEPT **715 MISCELLANEOUS**

The Special Police Fund is the repository for special police revenues which are transferred to the General Fund to offset related police expenses.

COPS (Citizens' Option for Public Safety) is part of the state SLESF (Supplemental Law Enforcement Services Fund).

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	10,854	6,902		(18,098)	31,902
REVENUES					
070 733 COPS GRANT	100,000	100,000	100,000	100,000	100,000
SUBTOTAL REVENUES	100,000	100,000	100,000	100,000	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES	3,952			-	
SUBTOTAL APPROPRIATIONS	3,952	-	-	-	-
TRANSFERS					
901 TSFR TO 01-GENERAL FUND	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(100,000)	(125,000)	(100,000)	(50,000)	(125,000)
NET DEPARTMENT ACTIVITY	(3,952)	(25,000)	-	50,000	(25,000)
ENDING FUND BAL	6,902	(18,098)		31,902	6,902

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	37,049	31,358		25,324	34,680
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
911 OFFICE EQUIPMENT	13,691	14,034	10,000	10,644	10,000
SUBTOTAL APPROPRIATIONS	13,691	14,034	10,000	10,644	10,000
TRANSFERS					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND	8,000	8,000		20,000	20,000
SUBTOTAL TRANSFER	8,000	8,000	-	20,000	20,000
NET DEPARTMENT ACTIVITY	(5,691)	(6,034)	(10,000)	9,357	10,000
ENDING FUND BAL	31,358	25,324		34,680	44,680
COMPONENTS OF FUND BALANCE:					
DESIGNATED FOR SOFTWARE REPLACEMENT				20,000	40,000
UNDESIGNATED	31,358	25,324		-	-

NOTES:



Town of Fairfax

2013-14 Operating Budget

FUND 11 RECREATION

DEPT 621 FOCAS

The Town contributes to the operation of youth programs, including FOCAS (Fairfax Open Circle Arts & Sports). Through Measure I, the Town contributes to the annual operation up to \$18,000 within certain operational guidelines, with some of this funding to be used for Youth Commission activities.

The summer camp program, Camp Fairfax, receives revenues from fees which offset the costs of the program.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	(8,451)	(287)		(10,103)	7,154
REVENUES					
090 XXX RECREATION PROGRAMS	754	625		2,501	
090 508 RENTALS	379	1,734	7,500	5,647	16,000
090 790 FUNDRAISING		245	2,000	5,548	4,000
090 822 PROGRAM FEES - CAMP	8,759	11,648	18,500	18,500	18,000
090 904 CLASSES	2,880	3,708		18,404	15,000
SUBTOTAL REVENUES	12,772	17,960	28,000	50,601	53,000
APPROPRIATIONS					
618 - YOUTH CENTER IMPROVEMENTS					
731 BUILDING & GROUNDS MAINT	86	1,727		-	
619 - SKATE PARK					
620 - YOUTH COMMISSION ACTIVITIES					
821 OUTSIDE CONSULTING SERVICES	510			-	
842 SPECIAL DEPARTMENT SUPPLIES	1,847	600	3,000	149	1,000
621 - FOCAS					
411 REGULAR PT SALARIES	13,189	22,132	24,000	24,049	33,000
494 MEDICARE	-	284	300	348	300
804 TELEPHONE	1,241	510	600	637	600
805 CABLE	18			-	
813 OFFICE SUPPLIES	607	269	500	90	1,000
821 OUTSIDE CONSULTING SVS	3,424	8,707	11,860	11,722	12,000
822 CONTRACTED SERVICES	661	2,538	535	847	535
842 SPECIAL DEPT SUPPLIES	685	1,526	1,010	2,924	1,500
879 FUNDRAISING COST	340			-	
881 SPECIAL SERVICES	-	479	1,450	-	4,000
890 MISCELLANEOUS		50	500	-	500
622 - CAMP FAIRFAX					
821 OUTSIDE CONSULTING SVS		5,470	525	-	8,000
822 CONTRACTED SERVICES		635	7,771	9,802	525
842 SPECIAL DEPT SUPPLIES		842	665	776	700
890 MISCELLANEOUS		7	200	-	200
624 - YOUTH PROGRAMS					
SUBTOTAL APPROPRIATIONS	22,608	45,776	52,916	51,344	63,860
TRANSFERS					
901 TSFR TO 01-GENERAL FUND				-	
100 931 TSFR FROM 01-GENERAL FUND	18,000	18,000	18,000	18,000	18,000
SUBTOTAL TRANSFER	18,000	18,000	18,000	18,000	18,000
NET DEPARTMENT ACTIVITY	8,164	(9,816)	(6,916)	17,257	7,140
ENDING FUND BAL	(287)	(10,103)		7,154	14,294

NOTES: 822 WEBSITE FEES - CONSTANT CONTACT, CITYMAX
821 INSTRUCTORS (70% OF CLASS REVENUES)



Town of Fairfax

2013-14 Operating Budget

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

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

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	29,978	10,236		11,893	1,993
REVENUES					
090 XXX FESTIVAL REVENUE	25,405	46,847	31,300	31,300	
SPONSORS					3,000
VENDORS/BOOTH					30,000
SALES (SHIRTS, FOOD/DRINKS)					3,000
OTHER					
SUBTOTAL REVENUES	25,405	46,847	31,300	31,300	36,000
APPROPRIATIONS					
622 OVERTIME REIMB					
814 ADVERTISING					2,500
815 PRINTING					300
821 OUTSIDE CONSULTING SVS					2,500
822 CONTRACT SERVICES					4,000
842 SPECIAL DEPT SUPPLIES					
882 FAIRFAX FESTIVAL - OTHER	28,833	35,072	31,200	31,200	4,000
890 MISCELLANEOUS	6,314	6,314		-	10,700
SUBTOTAL APPROPRIATIONS	35,147	41,386	31,200	31,200	24,000
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND	(10,000)	(3,805)	(10,000)	(10,000)	(10,000)
100 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(10,000)	(3,805)	(10,000)	(10,000)	(10,000)
NET DEPARTMENT ACTIVITY	(19,742)	1,657	(9,900)	(9,900)	2,000
ENDING FUND BAL	10,236	11,893		1,993	3,993

NOTES:
622 Reimburse Town for Police & Public Works overtime
Actual overtime expenses in 2011 were 1,089 for Public Works and \$4,500 for Police
815 Posters/Tee shirts
821 Music
Performers
Website



Town of Fairfax

2013-14 Operating Budget

FUND 20 MEASURE I - MUNICIPAL SERVICES
DEPT 715 MISCELLANEOUS

Measure I (renewing Measure F) is a voter approved Municipal Services tax providing funding for:

- (1) 24/7 staffing of Police and Fire department
- (2) providing matching funds for state and federal grants, and
- (3) revitalizing Youth Programs.

Measure I programs are overseen by a citizen committee. Revenue is based on a tax of \$125 per parcel

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	6,997	(7,090)		(8,562)	1,313
REVENUES					
010 120 \$125 SPECIAL MUNI SERV TAX	450,913	463,528	465,000	461,875	460,000
SUBTOTAL REVENUES	450,913	463,528	465,000	461,875	460,000
APPROPRIATIONS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
950 TSFR TO FUND 50 - FFX CREEK	-			-	
951 TSFR TO FUND 51 - CIP GRANTS	(68,000)	(68,000)	(68,000)	(68,000)	(220,000)
953 TSFR TO FUND 53 - CIP TOWN	(49,000)	(49,000)	(49,000)	(49,000)	(10,000)
971 TSFR TO FUND 01 - GENERAL FUND	(348,000)	(348,000)	(348,000)	(335,000)	(230,000)
SUBTOTAL TRANSFER	(465,000)	(465,000)	(465,000)	(452,000)	(460,000)
NET DEPARTMENT ACTIVITY	(14,087)	(1,472)	-	9,875	-
ENDING FUND BAL	(7,090)	(8,562)		1,313	1,313
DESIGNATION OF REVENUES:					
POLICE SERVICES		180,000		180,000	
FIRE SERVICES		150,000		150,000	
YOUTH PROGRAMS		18,000		18,000	
PUBLIC WORKS IMPROVEMENTS		49,000		49,000	
MATCHING FUNDS FOR GRANTS		68,000		68,000	
TOTAL	465,000	-	465,000	-	460,000

NOTES:



Town of Fairfax
2013-14 Operating Budget

FUND 21 GAS TAX FUND
DEPT 715 MISC

This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets. Gas tax is collected by the state through taxes on fuel sales and distributed to local agencies monthly on a per capita basis.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	18,763	(8,688)		26,051	26,051
REVENUES					
060 604 Gas Tax - Section 2106	33,067	31,994	37,500	37,500	37,500
060 605 Gas Tax - Section 2107	51,439	50,897	60,000	60,000	60,000
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	38,536	34,467	45,000	45,000	45,000
060 611 Gas Tax - Section 2103 (Prop 42)	59,907	99,881	67,900	67,900	67,900
060 Interest					
TOTAL REVENUES	184,949	219,239	212,400	212,400	212,400
APPROPRIATIONS					
SUBTOTAL	-	-	-	-	-
TRANSFERS					
953 TSFR TO FUND 51 - CIP GRANTS	(67,900)	(40,000)	(67,900)	(67,900)	(50,000)
971 TSFR TO FUND 01 - GENERAL FUND	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
SUBTOTAL	(212,400)	(184,500)	(212,400)	(212,400)	(240,000)
NET DEPARTMENT ACTIVITY	(27,451)	34,739	-	-	(27,600)
ENDING FUND BAL	(8,688)	26,051		26,051	(1,549)

Allocation of Salaries:

Total Full Time Equivalent Employees

NOTES:



Town of Fairfax
2013-14 Operating Budget

FUND 41,42,43,44 DEBT SERVICE MEASURE K
DEPT 716 DEBT SERVICE

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2006 series of the bonds were refunded in 2012 which provided \$185,469 of additional capital to be used for Measure K purposes.

FUND SUMMARY		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12	FY 2012-13
		Actual	Actual	Adopted	Projected	Adopted
BEGINNING FUND BAL		818,065	851,446		817,398	827,577
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	519,326	500,750	500,000	500,000	483,300
010 102	PROPERTY TAX - CURRENT UNSEC	31	275	3,400	3,400	500
010 103	PROPERTY TAX - PRIOR YEARS				-	
010 110	SUPPLEMENTAL PROPERTY TAX	5,228	2,430	6,000	6,000	2,500
050 607	SECURED HOPTR	3,054	5,097	5,655	5,655	5,000
SUBTOTAL REVENUES		527,639	508,552	515,055	515,055	491,300
APPROPRIATIONS						
FUND 41 - 2000 GENERAL OBLIGATION BONDS						
995	PRINCIPAL					
996	INTEREST	43,300	45,300			
		43,300	45,300	-	-	-
FUND 42 - 2012 REFUNDING 2002 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	50,000	55,000	65,000	65,000	105,000
996	INTEREST	139,565	137,465	135,065	135,065	66,955
		189,565	192,465	200,065	200,065	171,955
FUND 43 - 2006 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	60,000	60,000	60,000	60,000	65,000
996	INTEREST	45,700	85,850	83,450	83,450	80,950
		105,700	145,850	143,450	143,450	145,950
FUND 44 - 2008 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	67,000	70,000	74,000	74,000	78,000
996	INTEREST	88,193	86,991	85,366	85,366	83,368
		155,193	156,991	159,366	159,366	161,368
828	BOND ISSUANCE COSTS					
871	INSURANCE	500	1,995	2,500	1,995	2,000
SUBTOTAL APPROPRIATIONS		494,258	542,601	505,381	504,876	481,273
TRANSFERS						
SUBTOTAL TRANSFER		-	-	-	-	-
NET DEPARTMENT ACTIVITY		33,381	(34,049)	9,675	10,180	10,027
ENDING FUND BAL		851,446	817,398		827,577	837,604

NOTES:



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FUND 51 CIP - GRANTS
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.
 Additional funding is provided by transfers from Measure I taxes and Gas Tax

FUND SUMMARY

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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BEGINNING FUND BAL

(1,351,449)	(826,662)		(0)	(31,181)
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-		142,895		68,000
060 920 MEASURE A PROCEEDS	48,000	138,532	110,000	43,967	
070 699 FEDERAL/STATE GRANT REVENUE	256,204	33,000	700,000	34,752	780,000
070 747 HAZ SOLID WASTE JPA			12,422		
070 864 STATE PARK BOND REVENUE	-		124,000		124,000
070 868 BICYCLE RACK		5,946			
070 704 RECYCLING GRANT		16,750			
HBP					1,420,000
TRAFFIC CONGESTION		12,000			
MMWD WATERSHED GRANT					
PAVILION RESTORATION FUND					150,000
OTHER	58,557	67,630			
SUBTOTAL REVENUES	362,761	273,858	1,089,317	78,719	2,542,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	37,066	65,305	2,787,000	79,281	17,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	15,062	20,923	17,000	18,996	2,120,000
827 CONSTRUCTION	119,569	100,269	-	151,096	609,000
828 CONSTRUCTION ENGINEERING				1,124	-
OTHER	1,177	2,151		371	
SUBTOTAL APPROPRIATIONS	172,874	188,649	2,804,000	250,867	2,746,000

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND		633,452			
100 941 TSFR FROM FUND 20 - MEASURE I	68,000	68,000	68,000	68,000	220,000
100 942 TSFR FROM FUND 21 - GAS TAX	116,900	40,000	50,000	40,000	50,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR	150,000				
100 951 TSFR FROM FUND 55 - MEASURE K	-	-	-	32,967	-
SUBTOTAL TRANSFER	334,900	741,452	118,000	140,967	270,000

NET DEPARTMENT ACTIVITY

524,787	826,661	(1,596,683)	(31,181)	66,000
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ENDING FUND BAL

(826,662)	(0)		(31,181)	34,819
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ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
MEADOW WAY BRIDGE	2,500,000	900,000
BPMP - SPRUCE, MARIN, CANYON BRIDGE	720,000	370,000
PARK FACILITY IMPROVEMENTS	149,000	149,000
SFD BIKE LAKE STRIPING	68,000	68,000
CREEK ROAD BRIDGE	2,400,000	700,000
PAVILION SEISMIC RETROFIT	600,000	600,000
Totals	-	6,437,000
		-
		2,787,000

NOTES:



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FUND 52 CIP - STORM DAMAGE RECOVERY

DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects partially or fully funded by federal and state grants.

FUND SUMMARY		FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL		154,896	(145,756)		(0)	(0)
REVENUES						
050 502 INVESTMENT EARNINGS					-	
070 600 FEDERAL/STATE GRANT REVENUE		468,702		48,631		48,631
070 699 OTHER						151,369
SUBTOTAL REVENUES		468,702	-	48,631	-	200,000
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		219,340	19,136	48,631	64,635	70,000
825 ENVIRONMENTAL & PERMITS		1,390	840		6,105	-
826 ENGINEERING & DESIGN		15,189				20,000
827 CONSTRUCTION		533,435	21,514			110,000
828 CONSTRUCTION ENGINEERING OTHER						-
SUBTOTAL APPROPRIATIONS		769,354	41,490	48,631	70,740	200,000
TRANSFERS						
100 941 TSFR FROM FUND 01 - GENERAL FUND TSFR FROM FUND 21 - GAS TAX			187,246		70,740	
SUBTOTAL TRANSFER		-	187,246	-	70,740	-
NET DEPARTMENT ACTIVITY		(300,652)	145,756	-	(0)	-
ENDING FUND BAL		(145,756)	(0)		(0)	(0)

ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
PASTORI OUTFALL PIPE	200,000	200,000
Totals	- 200,000	- 200,000

NOTES:



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FUND 53 CIP - TOWN
DEPT CAPITAL PROJECTS

This activity encompasses the costs of capital projects funded by Town General Fund revenue
Additional sources include Measure A (TAM Transportation tax) and Measure I

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	(274,916)	(185,234)		(89,332)	(313,467)
REVENUES					
050 502 INVESTMENT EARNINGS					
070 600 FEDERAL/STATE GRANT REVENUE					300,000
060 920 MEASURE A TAM TRANSP TAX	58,296		70,000		138,339
070 699 OTHER					
SUBTOTAL REVENUES	58,296	-	70,000	-	438,339
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS	800	12,594	492,339	3,599	20,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	214	19,456	20,000	11,716	75,000
827 CONSTRUCTION	16,600		-	241,221	397,339
828 CONSTRUCTION ENGINEERING			75,000		-
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE		16,600	16,600	16,600	16,600
SUBTOTAL APPROPRIATIONS	17,614	48,650	603,939	273,135	508,939
TRANSFERS					
100 941 TSFR FROM FUND 20 - MEASURE I	49,000	49,000	49,000	49,000	10,000
953 TSFR FROM FUND 01 GENERAL FUND MEASURE F TSFR FROM TRAFFIC IMPACT		95,552		-	
SUBTOTAL TRANSFER	49,000	144,552	49,000	49,000	10,000
NET DEPARTMENT ACTIVITY	89,682	95,902	(484,939)	(224,135)	(60,600)
ENDING FUND BAL	(185,234)	(89,332)		(313,467)	(374,067)

ALLOCATION OF APPROPRIATIONS:

Projects FY 2013/14	TOTAL COST	BUDGET FY14
SIDEWALK REPLACE/REPAIR & TREE TRIMMING	180,000	30,000
STREET RESURFACING/REPAIR	815,120	87,120
DOWNTOWN IMPROVEMENTS	1,000,000	-
PARKADE	400,000	375,219
Totals	- 2,395,120	- 492,339

NOTES:
699 IN KIND CONTRIBUTION (STAFF TIME)



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FUND 55 CIP- MEASURE K
DEPT 719 MEASURE K

Measure K General Obligation bonds were issued in FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Expenditure of funds is based on recommendation from the Measure K oversight committee. The 2006 series of the bonds were refunded in 2012 which provided \$193,726 of additional capital to be used for Measure K purposes. The Measure K fund tracks the expenditure of the capital funds.

FUND SUMMARY		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		99,163	85,725		257,022	0
REVENUES						
050 502 INVESTMENT EARNINGS		1,562	349	-	83	
010 115 MEASURE K PROCEEDS				-	-	
010 911 BOND PROCEEDS			193,726	-		
SUBTOTAL REVENUES		1,562	194,075	-	83	-
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		-	12,594	10,500	3,260	
825 ENVIRONMENTAL & PERMITS					50	
826 ENGINEERING & DESIGN		-	10,184	10,500		
827 CONSTRUCTION		-		189,000	203,511	
828 CONSTRUCTION ENGINEERING					17,318	
994 BOND ADMIN COSTS						
SUBTOTAL APPROPRIATIONS		-	22,778	210,000	224,138	-
TRANSFERS						
953 TSFR TO FUND 51 CIP - GRANTS					(32,967)	
953 TSFR TO FUND 01 GENERAL FUND		(15,000)			-	
SUBTOTAL TRANSFER		(15,000)	-	-	(32,967)	-
NET DEPARTMENT ACTIVITY		(13,438)	171,297	(210,000)	(257,022)	-
ENDING FUND BAL		85,725	257,022		0	0

ALLOCATION OF APPROPRIATIONS:

Projects FY 13		TOTAL COST	EXPENDED TO DATE	EXPENDED FY12	BUDGET FY13	BUDGET FY14
Prior year Projects				17,409		
55-719	Street Resurfacing 11/12	84,000			35,000	-
55-720	Street Resurfacing 12/13	100,000			70,000	-
55-828	Downtown Sidewalks	125,000	-		105,000	-
Totals		309,000	-	17,409	210,000	-

NOTES:



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FUND 73 OPEN SPACE
DEPT 673 OPEN SPACE

The Open Space Fund was established in June 2004. It is a fiduciary type fund whose activities are managed by the Open Space Committee. In March 2005, the Town purchased the Melvin Property from donations and an advance from the General Fund, which was paid back. In July 2008, the Town Council authorized transferring \$29,996 from the proceeds from the sale of 32 Powers Ln (Dunn) to the Open Space fund to be used for Capital Acquisition.

FUND SUMMARY	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
BEGINNING FUND BAL	10,969	21,477	22,015	22,015	21,337
REVENUES					
070 816 DONATIONS (COMMITTEE)	2,820	238	1,000	1,000	1,000
070 816 DONATIONS (TOWN)	351	-		8,410	5,000
SUBTOTAL REVENUES	3,171	238	1,000	9,410	6,000
APPROPRIATIONS					
COMMITTEE					
811 POSTAGE	1,539		3,500	3,500	
812 REPRODUCTION			500	500	
815 PRINTING	328		500	500	
879 FUNDRAISING COST	849		1,500	1,500	
890 MISCELLANEOUS	276		1,180	1,180	
TOWN					
PRINTING				659	
LEGAL FEES		15,000			
931 BLDGS & LAND	370	400		2,250	18,863
SUBTOTAL APPROPRIATIONS	3,362	15,400	7,180	10,089	18,863
TRANSFERS					
100 941 TSFR FROM GENERAL FUND	10,700	15,700	-	-	3,596
SUBTOTAL TRANSFER	10,700	15,700	-	-	3,596
NET DEPARTMENT ACTIVITY	10,509	538	(6,180)	(679)	(9,267)
ENDING FUND BAL	21,477	22,015	15,835	21,337	12,070

COMPONENTS OF FUND BALANCE:

CASH (TOWN)	4,375	15,424	15,962	15,724	21,226	10,959
CASH (COMMITTEE) Estimated	6,594	6,053	6,053	111	111	1,111
	10,969	21,477	22,015	15,835	21,337	12,070

ALLOCATION OF FUND BALANCE:

Designated for Wall Property	12,070	12,070	12,070	12,070	12,070	12,070
Designated for Capital Acquisition	-	10,700	11,000	11,000	8,750	-
Undesignated Balance	(1,101)	(1,293)	(1,055)	(7,235)	517	(0)
	10,969	21,477	22,015	15,835	21,337	12,070

Property Acquisitions

Melvin Property (APN: 197-070-05) 2005	200,000
Tax Default (Toyon) (APN: 03-673-931) 2009	6,100

NOTES:

NOTE 1 Includes funds on hand with Town and with Committee
NOTE 2 Berg Appeal Retainer & Fees (1/2)
NOTE 3 FY13/14 Purchase of Upper Ridge property
NOTE 4 Transfer from the General Fund (Dunn Proceeds) for Capital Acquisition \$29,996