

# 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**

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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

## 2013-14 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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<b>BEGINNING FUND BAL</b>	2,123,015	1,890,634	843,942	698,278	720,580
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**REVENUES**

010 TAXES	4,019,525	4,093,244	4,254,000	4,500,517	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
<b>SUBTOTAL REVENUES</b>	<b>4,718,301</b>	<b>4,809,722</b>	<b>4,955,100</b>	<b>5,218,770</b>	<b>5,247,200</b>

**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	4,430,854	4,618,296
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
<b>SUBTOTAL APPROPRIATIONS</b>	<b>6,935,029</b>	<b>6,749,434</b>	<b>7,017,670</b>	<b>6,780,996</b>	<b>7,285,133</b>

**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)	(96,596)
<b>SUBTOTAL TRANSFER</b>	<b>1,984,347</b>	<b>747,355</b>	<b>1,745,904</b>	<b>1,584,528</b>	<b>1,928,404</b>

NET DEPARTMENT ACTIVITY	(232,381)	(1,192,356)	(316,666)	22,302	(109,529)
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ENDING FUND BAL	1,890,634	698,278	527,276	720,580	611,051
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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	1,970,146	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
	<b>Total Taxes</b>	<b>4,019,525</b>	<b>4,093,244</b>	<b>4,254,000</b>	<b>4,500,517</b>	<b>4,493,000</b>
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
	<b>Total Franchise Fees</b>	<b>319,418</b>	<b>362,963</b>	<b>333,000</b>	<b>368,090</b>	<b>365,000</b>
01-030-301	Business Licenses	109,544	113,137	110,000	128,920	125,000
	<b>Business Licenses</b>	<b>109,544</b>	<b>113,137</b>	<b>110,000</b>	<b>128,920</b>	<b>125,000</b>
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
	<b>Total Fines</b>	<b>64,908</b>	<b>60,690</b>	<b>60,000</b>	<b>60,206</b>	<b>75,000</b>
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
	<b>Total Rental &amp; Maintenance Fees</b>	<b>26,836</b>	<b>29,610</b>	<b>27,000</b>	<b>31,380</b>	<b>29,500</b>
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
	<b>Total Investment Earnings</b>	<b>1,716</b>	<b>5,201</b>	<b>5,000</b>	<b>3,847</b>	<b>4,000</b>
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
	<b>Total Revenues From Other Agencies</b>	<b>133,751</b>	<b>96,141</b>	<b>101,000</b>	<b>87,341</b>	<b>96,600</b>
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
	<b>Total Charges For Current Services</b>	<b>42,604</b>	<b>48,737</b>	<b>65,100</b>	<b>38,470</b>	<b>59,100</b>
<b>01 - GENERAL FUND TOTAL</b>		<b>4,718,301</b>	<b>4,809,722</b>	<b>4,955,100</b>	<b>5,218,770</b>	<b>5,247,200</b>



# Town of Fairfax

## 2013-14 Operating Budget

# GENERAL FUND

6/10/2013

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)
<b>Total Town Council</b>		<b>250,992</b>	<b>168,088</b>	<b>193,124</b>	<b>167,100</b>	<b>184,102</b>	<b>(9,022)</b>
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
<b>Total General Administration</b>		<b>651,554</b>	<b>653,525</b>	<b>727,050</b>	<b>574,849</b>	<b>687,672</b>	<b>(39,377)</b>
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)
<b>Total Development Services</b>		<b>555,009</b>	<b>526,530</b>	<b>542,034</b>	<b>504,323</b>	<b>531,164</b>	<b>(10,870)</b>
411	Police	2,591,413	2,628,100	2,665,074	2,654,499	2,815,003	149,929
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
<b>Total Public Safety</b>		<b>4,352,428</b>	<b>4,363,519</b>	<b>4,441,128</b>	<b>4,430,854</b>	<b>4,618,296</b>	<b>177,168</b>
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)
<b>Total Public Works</b>		<b>462,169</b>	<b>458,940</b>	<b>441,740</b>	<b>391,499</b>	<b>516,745</b>	<b>75,005</b>
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)
<b>Total Parks &amp; Facility Maintenance</b>		<b>222,985</b>	<b>228,651</b>	<b>231,728</b>	<b>229,401</b>	<b>210,276</b>	<b>(21,452)</b>
715	Non Departmental	439,892	350,180	440,867	482,969	536,878	96,011
<b>Total Non-Departmental</b>		<b>439,892</b>	<b>350,180</b>	<b>440,867</b>	<b>482,969</b>	<b>536,878</b>	<b>96,011</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>6,935,029</b>	<b>6,749,434</b>	<b>7,017,670</b>	<b>6,780,996</b>	<b>7,285,133</b>	<b>267,463</b>



# 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
<b>Total Town Council</b>		<b>24,902</b>	<b>154,000</b>	<b>200</b>	<b>-</b>	<b>5,000</b>	<b>184,102</b>
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
<b>Total General Administration</b>		<b>518,161</b>	<b>85,840</b>	<b>4,120</b>	<b>-</b>	<b>79,551</b>	<b>687,672</b>
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
<b>Total Development Services</b>		<b>455,294</b>	<b>49,550</b>	<b>3,500</b>	<b>-</b>	<b>22,820</b>	<b>531,164</b>
411	Police	2,548,429	35,000	10,300		221,274	2,815,003
412	Special Police Expenses	-				-	-
421	Ross Valley Fire Service	-	1,803,293			-	1,803,293
<b>Total Public Safety</b>		<b>2,548,429</b>	<b>1,838,293</b>	<b>10,300</b>	<b>-</b>	<b>221,274</b>	<b>4,618,296</b>
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	-				-	-
<b>Total Public Works</b>		<b>242,645</b>	<b>133,600</b>	<b>42,500</b>	<b>-</b>	<b>98,000</b>	<b>516,745</b>
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)
<b>Total Parks &amp; Facility Maintenance</b>		<b>116,262</b>	<b>80,720</b>	<b>23,100</b>	<b>-</b>	<b>(9,806)</b>	<b>210,276</b>
715	Non Departmental	35,978	147,200	5,700	150,000	198,000	536,878
<b>Total Non-Departmental</b>		<b>35,978</b>	<b>147,200</b>	<b>5,700</b>	<b>150,000</b>	<b>198,000</b>	<b>536,878</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>3,941,671</b>	<b>2,489,203</b>	<b>89,420</b>	<b>150,000</b>	<b>614,839</b>	<b>7,285,133</b>

**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
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)	(55,000)
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)	-	-	(3,596)
01 Transfer To CIP	-	(1,475,346)	-	(70,740)	-
<b>Total Transfers General Fund - 01</b>	<b>1,984,347</b>	<b>747,355</b>	<b>1,745,904</b>	<b>1,584,528</b>	<b>1,928,404</b>
02 Transfer From 01 - General Fund	-	-	40,000	226,836	-
02 Transfer To 01 - General Fund	-	(226,836)	-	-	-
<b>Total Transfers Dry Period Fund - 02</b>	<b>-</b>	<b>(226,836)</b>	<b>40,000</b>	<b>226,836</b>	<b>-</b>
03 Transfer From 01 - General Fund	50,000	50,000	144,396	144,396	55,000
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)
<b>Total Transfers Measure I - Municipal Services</b>	<b>(465,000)</b>	<b>(465,000)</b>	<b>(465,000)</b>	<b>(452,000)</b>	<b>(460,000)</b>
21 Transfer To 01 - General Fund	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
21 Transfer To 51 - CIP - Grants	(40,000)	(40,000)	(50,000)	(50,000)	(50,000)
<b>Total Transfers Gas Tax - 21</b>	<b>(184,500)</b>	<b>(184,500)</b>	<b>(194,500)</b>	<b>(194,500)</b>	<b>(240,000)</b>
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	40,000	40,000	50,000	50,000	50,000
51 Transfer From 54 - Pavilion Restoration	150,000	-	-	-	-
51 Transfer From 55 - Measure K	-	-	-	32,967	-
<b>Total Transfers CIP - Grants - 51</b>	<b>258,000</b>	<b>741,453</b>	<b>118,000</b>	<b>150,967</b>	<b>270,000</b>
49 Transfer From 01 - General Fund	-	83,206	-	-	-
50 Transfer From 01 - General Fund	-	475,889	-	-	-
52 Transfer From 01 - General Fund	-	187,246	-	70,740	-
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
<b>Total Transfers CIP - Town</b>	<b>49,000</b>	<b>144,552</b>	<b>49,000</b>	<b>49,000</b>	<b>10,000</b>
54 Transfer To 51 - CIP - Grants	(150,000)	-	-	-	-
55 Transfer To 51 - CIP - Grants	-	-	-	-	-
55 Transfer To 01 - General Fund	(15,000)	-	-	-	-
55 Transfer To 51 - CIP - Grants	-	-	-	(32,967)	-
<b>Total Transfers CIP - Grants - 55</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(32,967)</b>	<b>-</b>
73 Transfer From 01 - General Fund	-	15,700	-	-	3,596
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# 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
- 461 OVERTIME
- 491 HEALTH INSURANCE
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE

			-	
			-	
			-	
18,056	17,850	18,000	18,000	18,000
			-	
			-	
		416	419	461
3,817	2,754	3,025	3,025	2,449
299	149	240	240	240

**SUBTOTAL PERSONNEL**

22,172      20,753      21,681      21,684      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
- 815 PRINTING
- 822 OUTSIDE CONTRACT SVS
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF.
- 862 DUES & SUBSCRIPTIONS
- 890 MISCELLANEOUS

			-	
			-	
			-	
			-	
			-	
			-	
138		100	60	100
82	156	200	141	200
1,311	2,332	1,500	2,679	1,500
1,001	638	800	483	800
1,023	3,627	1,500	1,293	3,000
4,500	600	700	650	700
			-	

**SUBTOTAL OPERATING**

8,055      7,353      4,800      5,307      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

**SUBTOTAL PERSONNEL**

3,600 4,092 3,743 3,744 3,753

**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
			-	
			-	

**SUBTOTAL OPERATING**

- - 400 - 400

**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 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			-	
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-

#### 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			-	
<b>SUBTOTAL OPERATING</b>	<b>152,054</b>	<b>89,222</b>	<b>110,000</b>	<b>84,903</b>
<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>152,054</b>	<b>89,222</b>	<b>110,000</b>	<b>84,903</b>

#### Allocation of Positions:

<b>Total Full Time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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#### NOTES:

821 Attorney fees	84,903
POLICE	
PERSONNEL	
DEVELOPMENT	
GENERAL/ADM	



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

**ORGANIZATION:**

This department is comprised of the following personnel:

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

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

**2012-13 ACCOMPLISHMENTS:**

- Worked with Finance to prepare FY13-14 budget and implement revisions
- Adopted new purchasing policy
- Prepared Mandatory Commercial Recycling and Construction Debris and Demolition Ordinances
- Hired Deputy Town Clerk
- Facilitated Bridge RFP
- Worked with acting Public Works Director to improve internal controls of CIP projects
- Facilitated Pastori Pipe Outfall project
- Assisted Council with the selection and appointment of two new Councilmembers
- Negotiated MOU's with bargaining groups

**FY 2013-14 GOALS AND OBJECTIVES:**

- Major update to the Town's personnel policies;
- Complete all FEMA funded projects related to the floods of December 31, 2005;
- Implement additional revision to annual budget
- Assist Finance with evaluating financial accounting software systems and replace BDS with a new accounting software system that will integrate all financial accounting functions, the cash receipt system, asset inventory, and the Town Budget document
- Develop long-term IT management strategy
- Assist Planning with Town Center Plan and revisions to Town Code



# 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
<b>SUBTOTAL PERSONNEL</b>	<b>164,503</b>	<b>150,550</b>	<b>176,176</b>	<b>105,803</b>	<b>141,505</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>34,863</b>	<b>32,725</b>	<b>42,016</b>	<b>40,027</b>	<b>20,016</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>199,366</b>	<b>183,275</b>	<b>218,192</b>	<b>145,830</b>	<b>161,521</b>
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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**

<b>1.25</b>	<b>1.25</b>	<b>1.00</b>	<b>0.90</b>	<b>0.95</b>
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NOTES: 821 includes Docstar  
 881 includes webcast of council meetings

# **VOLUNTEER/PARKS & RECREATION NARRATIVE BUDGET MESSAGE**

## **ORGANIZATION:**

This department is comprised of the following personnel:

- 0.50 Part-time coordinator

The Community Resources Coordinator prepares the agendas and minutes for Parks & Recreation Commission (PARC) and the Volunteer Board meetings. The Coordinator plans and organizes special events for the community, including the Town-wide picnic, winter ice skating in the Pavilion, Spring Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers for special events throughout town, updates the Town website to include a calendar of special events and meetings. The Coordinator plans creek clean-up days to help flood prevention efforts, researches other town and cities' programs in the areas of recreation and disaster preparedness in order to better assist the residents of Fairfax. The Coordinator helps to organize and serve the needs of the Ross Valley Seniors with set-up of meetings and meal preparations. The Community Resources Coordinator publicizes and organizes improvements of the Pavilion including purchasing building supplies & equipment. The Coordinator identifies opportunities for grant funding that will benefit the Town of Fairfax and its residents, and pursues those grant opportunities.

## **2012-13 ACCOMPLISHMENTS INCLUDING DATA:**

- Oversaw Town-sponsored events that included the overall participation of 320 volunteers that contributed close to 3,000 hours of service.
- Held annual town-wide picnic for 800 at the ball field.
- Sponsored two day ice skating event at the Pavilion for 300 attendees.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Advertised for, recruited and interviewed candidates for Artist-in-Residence position.
- Participated in Peri Park clean-up day, including purchasing equipment for park improvements.
- Hosted mixer for all Boards & Commissions at the Women's Club with approximately 30 attendees.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings for approximately 60 senior citizens.
- Applied for \$20,000 in grant funding from KABOOM organization for Peri Park playground structure improvements.
- Assisted with the update of the Town's website content on an on-going basis.
- Assist at the Fairfax Festival with volunteer booth & activities at Ecofest.

**FY 2013-14 GOALS AND OBJECTIVES:**

- Continue to enhance the Pavilion building through grant funding and work parties.
- Seek additional funding sources through grants for Parks & Recreation and trails program.
- Expand database of volunteers to recruit more volunteer help at special events.
- Work with Chamber of Commerce on joint projects, such as the Volunteer banner.
- Complete application process to secure KABOOM grant funding for playground structure



# 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
<b>SUBTOTAL PERSONNEL</b>	<b>20,471</b>	<b>19,029</b>	<b>19,232</b>	<b>18,793</b>	<b>22,418</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>2,663</b>	<b>3,214</b>	<b>2,550</b>	<b>2,670</b>	<b>2,900</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>23,134</b>	<b>22,243</b>	<b>21,782</b>	<b>21,462</b>	<b>25,318</b>
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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**

<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
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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
<b>SUBTOTAL PERSONNEL</b>	<b>20,386</b>	<b>18,615</b>	<b>19,232</b>	<b>18,793</b>	<b>40,866</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>8,181</b>	<b>16,837</b>	<b>8,170</b>	<b>4,877</b>	<b>6,970</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>28,567</b>	<b>35,452</b>	<b>27,402</b>	<b>23,670</b>	<b>47,836</b>
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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

<b>Total Full Time Equivalent Employees</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.75</b>
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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

#### NOTES:

842 Update data equipment in EOC

881 Agility Recovery

## **TOWN CLERK/ELECTIONS**

In Fairfax, the Town Clerk is an elected position, while the Deputy Town Clerk is a Staff position. The elected clerk is responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code and carried out by the Deputy. The Deputy Town Clerk provides assistance to the Mayor and Council members and is custodian of all official Town records. The Deputy Town Clerk oversees the Town's adherence to legal requirements. The Deputy Town Clerk also administers local elections, prepares council meeting agendas and minutes, gives notice of public hearings, updates the Municipal Code, maintains the Town's Web site, authenticates official records on behalf of the Town, and serves as the financial disclosure officer.

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

### **Accomplishments for 2012-2013**

- Updates to the Town Code and continuing efforts to eliminate paper copies
- Continuing efforts to eliminate paper copies of Town Council packets;
- Continuing implementation of a Records Management System
- Hired a Deputy Town Clerk who transitioned into the position upon Judy Anderson's retirement
- Worked with FOCAS to help grow the program to offer more classes to the community
- Increased the use of the Web site for communication to the community
- Kept the Home Page of the Town's Web site up to date, with the very competent assistance of our consultant, Carol Golsch

### **GOALS FOR 2013-14**

- Complete the implementation of Records Retention Schedule and destruction of old records;
- Reduce the number of paper copies of the Town Code by encouraging the use of the on-line version of the Code;
- Coordinate safety training
- Complete close-out of FEMA projects related to the 2005 flood
- Administer the November 5, 2013 Election





# 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
<b>SUBTOTAL PERSONNEL</b>	<b>121,924</b>	<b>113,409</b>	<b>128,507</b>	<b>118,716</b>	<b>89,178</b>

### 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				-	
<b>SUBTOTAL OPERATING</b>	<b>17,902</b>	<b>13,480</b>	<b>15,135</b>	<b>13,965</b>	<b>15,135</b>

**TOTAL DEPARTMENT APPROPRIATION** 139,825 126,889 143,642 132,680 104,313

### 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

### 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** 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
<b>SUBTOTAL PERSONNEL</b>	-	-	-	<b>5,600</b>

**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			-	500
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			-
862 DUES & SUBSCRIPTIONS				-
890 MISCELLANEOUS				-
<b>SUBTOTAL OPERATING</b>	<b>13,967</b>	<b>11,555</b>	<b>31,000</b>	<b>8,401</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>13,967</b>	<b>11,555</b>	<b>31,000</b>	<b>8,401</b>	<b>23,600</b>
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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**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>
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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
<b>SUBTOTAL PERSONNEL</b>	<b>178,731</b>	<b>194,746</b>	<b>194,392</b>	<b>185,982</b>	<b>218,594</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>64,096</b>	<b>66,512</b>	<b>90,540</b>	<b>54,424</b>	<b>84,540</b>

**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	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
Actual	Actual	Adopted	Projected	Proposed

#### 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	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>282,222</b>	<b>280,797</b>	<b>291,095</b>	<b>291,135</b>	<b>323,242</b>

#### 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
<b>SUBTOTAL OPERATING</b>	<b>130,872</b>	<b>100,440</b>	<b>97,160</b>	<b>66,944</b>	<b>57,960</b>

#### 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
<b>SUBTOTAL PERSONNEL</b>	<b>118,351</b>	<b>117,175</b>	<b>126,899</b>	<b>126,916</b>	<b>132,052</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>23,565</b>	<b>28,119</b>	<b>26,880</b>	<b>19,328</b>	<b>17,910</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>141,916</b>	<b>145,294</b>	<b>153,779</b>	<b>146,244</b>	<b>149,962</b>
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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**

<b>1.00</b>	<b>1.00</b>	<b>0.87</b>	<b>0.87</b>	<b>1.00</b>
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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	322,305	338,212
402 SAFETY SALARIES	898,437	989,492	993,329	993,329	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	33,018	33,018
493 RETIREMENT	579,247	558,593	532,584	532,584	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)
<b>SUBTOTAL PERSONNEL</b>	<b>2,361,611</b>	<b>2,355,194</b>	<b>2,393,095</b>	<b>2,387,143</b>	<b>2,548,429</b>

### 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

<b>Total Full Time Equivalent Employees</b>	<b>16.25</b>	<b>16.25</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
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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	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed

**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	7,270	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
<b>SUBTOTAL OPERATING</b>	<b>229,802</b>	<b>272,906</b>	<b>271,979</b>	<b>267,356</b>	<b>266,574</b>
<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>2,591,413</b>	<b>2,628,100</b>	<b>2,665,074</b>	<b>2,654,499</b> <b>(37,913)</b>	<b>2,815,003</b>

**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

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**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 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

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#### OPERATING EXPENSES

- 493 RVFS RETIREMENT
- 724 RVFS DEBT SERVICE
- 731 BUILDINGS & GROUNDS MAINT
- 871 LIAB. & PROP. INSURANCE
- 881 RVFS CONTRACT

506,308	430,691	439,049	439,049	430,691
26,869	28,916	26,868	26,868	26,168
13,523	-	-	638	
5,854	2,906	6,047	5,710	SEE #715
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.

# **PUBLIC WORKS ADMINISTRATION BUDGET MESSAGE**

## **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Consultant (Not to exceed \$50K per fiscal year)

## **2012-13 ACCOMPLISHMENTS:**

- Completed:
  - a. Pastori Sidewalk Project;
  - b. Street Resurfacing Projects  
Belle, Belmont, Alder, Baywood , Coolidge, Piper Lane, Piper Court and Winnie Lane;
  - c. Street Light Energy Efficiency Project;
  - d. Oak Manor Sidewalk Project
- Reallocated State Park Grant funds for the Peri Park Pathway Project
- Responded to over 400 incoming requests for service from July 2010 through May 2011.
- Installed three new EV charging stations

## **Changes in Budget from FY 13/14**

Continue to fill Public Works Director position with combination of consultants and Town staff. The budget reflects the time the Town Manager and Building Official/PW Manager will allocate to this position.

## **FY 2013-14 GOALS AND OBJECTIVES:**

- Rebid and Complete Sir Francis Drake Blvd. Bike Lane Striping Project
- Complete Bike Spine Project
- Complete design of Pavilion Seismic Retrofit Project and bid out project
- Pursue resolution of Pastori Outfall Pipe Project;



# 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
<b>SUBTOTAL PERSONNEL</b>	<b>85,689</b>	<b>20,058</b>	<b>7,873</b>	<b>17,691</b>	<b>88,107</b>

### 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.	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>49,015</b>	<b>76,443</b>	<b>58,800</b>	<b>50,783</b>	<b>98,800</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>134,703</b>	<b>96,502</b>	<b>66,673</b>	<b>68,474</b>	<b>186,907</b>
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### 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

<b>1.25</b>	<b>1.25</b>	<b>0.13</b>	<b>0.13</b>	<b>0.55</b>
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### 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

## **STREET MAINTENANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

### **2012-13 ACCOMPLISHMENTS:**

- Completed streets repairs/patching on the following roads:

Porteous, approx: 131 linear feet

Rockridge approx: 273 linear feet

Scenic approx: 230 linear feet

Park approx: 139 linear feet

- Saved the Town 70%-80% by doing the work in house including the costs of labor, materials, and equipment. Out of pocket costs were only for asphalt @ approximately \$76.00 per ton; we used approximately 20 tons (\$1,500).

### **FY 2013-14 GOALS AND OBJECTIVES:**

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

- Street repair/patching of 800 linear feet of streets
- Paint and mark crosswalks, stop legends, and other markings on the roadway including school routes;
- Work with property owners to repair sidewalks where there is an immediate health and safety risk
- Grinded down sidewalks by the Fire Station



# 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
<b>SUBTOTAL PERSONNEL</b>	<b>176,812</b>	<b>167,107</b>	<b>160,867</b>	<b>160,889</b>	<b>154,538</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>90,083</b>	<b>120,228</b>	<b>134,200</b>	<b>92,752</b>	<b>118,700</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>266,895</b>	<b>287,335</b>	<b>295,067</b>	<b>253,641</b>	<b>273,238</b>
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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

<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
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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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>512 STREET LIGHTING</b>

**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

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				-
				-

**SUBTOTAL PERSONNEL**

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**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**

<b>NOTES:</b>	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**

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**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



## **PARKS MAINTENANCE BUDGET MESSAGE**

### **ORGANIZATION:**

This division is comprised of the following personnel:

- 1 Maintenance Worker III

Total = 1 FTE

### **2012-13 ACCOMPLISHMENTS:**

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

### **FY 2013-14 GOALS AND OBJECTIVES:**

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



# 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	-	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>77,908</b>	<b>88,218</b>	<b>88,154</b>	<b>88,788</b>	<b>90,870</b>

**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	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>64,966</b>	<b>57,489</b>	<b>65,200</b>	<b>68,206</b>	<b>61,200</b>

**TOTAL DEPARTMENT APPROPRIATION**

	142,874	145,707	153,354	156,995	152,070
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**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
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**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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>625 RENTAL FACILITIES</b>

### 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	-	-	-	-
<b>SUBTOTAL PERSONNEL</b>	<b>13,444</b>	<b>16,752</b>	<b>11,074</b>	<b>10,916</b>	<b>12,696</b>

### 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
<b>SUBTOTAL OPERATING</b>	<b>66,910</b>	<b>61,777</b>	<b>67,300</b>	<b>62,222</b>	<b>46,050</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>80,354</b>	<b>78,529</b>	<b>78,374</b>	<b>73,138</b>	<b>58,746</b>
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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

<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
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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

01 GENERAL FUND

ACTIVITY

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
- 421 TEMP EMPLOYEES
- 415 ACCRUED VACATION
- 461 OVERTIME
- 491 HEALTH INSURANCE
- 492 WORKERS COMP.
- 494 MEDICARE
- 493 RETIREMENT
- SUBTOTAL PERSONNEL**

2,381	2,744	-	-	
-	4,007	4,350	4,350	
-	-	-	-	
		100	-	
1,770	1,016	-	-	
1,200	828	110	111	
-	(438)	64	3	
728		-	-	
<b>6,079</b>	<b>8,157</b>	<b>4,624</b>	<b>4,464</b>	<b>-</b>

**OPERATING EXPENSES**

- 731 BLDG-GROUNDS MAINT.
- 801 WATER
- 802 POWER
- 803 SANITARY
- 804 TELEPHONE
- 821 OUTSIDE CONSULTING SVS
- 822 OUTSIDE CONTRACT SVS
- 841 SMALL TOOLS
- 842 SPECIAL DEPT SUPPLIES
- 851 CLOTHING
- 871 LIAB. & PROP. INSURANCE
- SUBTOTAL OPERATING**

-	-	6,400	6,417	
378	337	350	411	
24,893	20,622	15,000	16,470	
			696	
-	-	-	-	
795	795	500	-	
7,052	6,064	500	776	
324	38	400	-	
3,172	3,232	4,000	2,658	
106	18	50	-	
11,832	13,535	15,000	14,847	SEE #715
<b>48,552</b>	<b>44,641</b>	<b>42,200</b>	<b>42,274</b>	<b>-</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>54,631</b>	<b>52,798</b>	<b>46,824</b>	<b>46,738</b>	<b>-</b>
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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**

<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
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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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>626 RENTAL FACILITIES - PAVILION</b>

**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**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Adopted
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		-	-	
			-	-	
<b>SUBTOTAL PERSONNEL</b>	<b>7,365</b>	<b>8,595</b>	<b>6,451</b>	<b>6,452</b>	-

**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
<b>SUBTOTAL OPERATING</b>	<b>18,358</b>	<b>17,136</b>	<b>25,100</b>	<b>19,948</b>	-

**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

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>715 NON DEPARTMENTAL</b>

### 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

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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	
<b>SUBTOTAL PERSONNEL</b>	<b>73,311</b>	<b>82,105</b>	<b>70,967</b>	<b>99,104</b>	<b>35,978</b>

### OPERATING EXPENSES

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adopted	FY 2012-13 Projected	FY 2013-14 Proposed
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
<b>SUBTOTAL OPERATING</b>	<b>366,581</b>	<b>268,075</b>	<b>369,900</b>	<b>383,866</b>	<b>500,900</b>

TRANSFERS                      SEE TRANSFER DETAIL

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>439,892</b>	<b>350,180</b>	<b>440,867</b>	<b>482,969</b>	<b>536,878</b>
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#### Allocation of Positions:

ADMINISTRATIVE ASSISTANT II	1.00	1.00	1.00	1.00	-
<b>Total Full Time Equivalent Employees</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

<b>NOTES:</b>	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		-	
<b>SUBTOTAL PERSONNEL</b>	<b>27,116</b>	<b>21,493</b>	<b>13,236</b>	<b>13,136</b>	<b>12,696</b>

**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
<b>SUBTOTAL OPERATING</b>	<b>13,455</b>	<b>19,428</b>	<b>47,720</b>	<b>46,581</b>	<b>47,720</b>

**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)**

**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**

**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		
	<b>59,200</b>	<b>25,620</b>	<b>35,336</b>	<b>60,956</b>

**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,

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

**COMPONENTS OF FUND BALANCE:**

**NOTES:**

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# 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.

<b>FUND SUMMARY</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Proposed</b>
<b>BEGINNING FUND BAL</b>	(79,881)	(80,664)		(63,805)	19,143
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
090 901 SALE OF ASSETS				3,460	
<b>SUBTOTAL REVENUES</b>	-	-	-	<b>3,460</b>	-
<b>APPROPRIATIONS</b>					
921 FIELD EQUIPMENT	50,783	33,140	64,908	64,908	72,118
				-	
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>50,783</b>	<b>33,140</b>	<b>64,908</b>	<b>64,908</b>	<b>72,118</b>
<b>TRANSFERS</b>					
901 TSFR TO 01-GENERAL FUND					
100 931 TSFR FROM 01-GENERAL FUND	50,000	50,000	144,396	144,396	55,000
<b>SUBTOTAL TRANSFER</b>	<b>50,000</b>	<b>50,000</b>	<b>144,396</b>	<b>144,396</b>	<b>55,000</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(783)</b>	<b>16,860</b>	<b>79,488</b>	<b>82,948</b>	<b>(17,118)</b>
<b>ENDING FUND BAL</b>	<b>(80,664)</b>	<b>(63,805)</b>		<b>19,143</b>	<b>2,025</b>
<b>COMPONENTS OF FUND BALANCE:</b>					

<b>NOTES:</b>		<b>LAST PMT</b>		
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
			<b>64,908</b>	<b>72,118</b>



# 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

<b>FUND SUMMARY</b>		<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(671)	35,525		148,850	117,251
<b>REVENUES</b>						
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	
	<b>TOTAL PERMITS AND FEES</b>	<b>337,135</b>	<b>335,887</b>	<b>298,600</b>	<b>287,544</b>	<b>281,000</b>
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
	<b>TOTAL CURRENT CHARGES</b>	<b>93,779</b>	<b>170,645</b>	<b>105,000</b>	<b>80,856</b>	<b>82,000</b>
	<b>SUBTOTAL REVENUES</b>	<b>430,913</b>	<b>506,532</b>	<b>403,600</b>	<b>368,401</b>	<b>363,000</b>
<b>APPROPRIATIONS</b>						
					-	
					-	
					-	
	<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>						
	901 TSFR TO 01-GENERAL FUND	(394,717)	(393,207)	(403,600)	(400,000)	(363,000)
	TSFR TO 53-CIP TOWN					
	<b>SUBTOTAL TRANSFER</b>	<b>(394,717)</b>	<b>(393,207)</b>	<b>(403,600)</b>	<b>(400,000)</b>	<b>(363,000)</b>
	<b>NET DEPARTMENT ACTIVITY</b>	<b>36,196</b>	<b>113,325</b>	<b>-</b>	<b>(31,599)</b>	<b>-</b>
	<b>ENDING FUND BAL</b>	<b>35,525</b>	<b>148,850</b>	<b>-</b>	<b>117,251</b>	<b>117,251</b>
<b>COMPONENTS OF FUND BALANCE:</b>						
	RESERVE - PLANNING DEPOSITS	114,265	108,280		108,280	108,280
	UNRESERVED	(78,739)	40,570		8,971	8,971

**NOTES:**

904 OLEMA ROAD FEASABILITY 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	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>	25,257	25,257		25,257	25,257
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
921 FIELD EQUIPMENT				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
901 TSFR TO 01-GENERAL FUND					
TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	-	-	-	-	-
<b>NET DEPARTMENT ACTIVITY</b>	-	-	-	-	-
<b>ENDING FUND BAL</b>	25,257	25,257		25,257	25,257

COMPONENTS OF FUND BALANCE:

NOTES:

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# 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.

<b>FUND SUMMARY</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Proposed</b>
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<b>BEGINNING FUND BAL</b>	106,190	117,692		132,731	100,000
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**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
<b>SUBTOTAL REVENUES</b>	<b>1,059,632</b>	<b>1,088,092</b>	<b>1,042,200</b>	<b>1,092,270</b>	<b>1,107,000</b>

**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					
<b>SUBTOTAL TRANSFER</b>	<b>(1,048,130)</b>	<b>(1,073,053)</b>	<b>(942,200)</b>	<b>(1,125,000)</b>	<b>(1,107,000)</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>11,502</b>	<b>15,039</b>	<b>100,000</b>	<b>(32,730)</b>	<b>-</b>
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<b>ENDING FUND BAL</b>	<b>117,692</b>	<b>132,731</b>		<b>100,000</b>	<b>100,000</b>
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	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
<b>FY 2012/13</b>	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%
<b>FY 2013/14</b>	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%

<b>NOTES:</b>	Total	Employee	Town	
	<u>Paid</u>	<u>Paid</u>	<u>Paid</u>	<u>Town %</u>
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

## 2013-14 Operating Budget

**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).

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

COMPONENTS OF FUND BALANCE:

NOTES:

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# 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.

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

**NOTES:**

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# **FOCAS BUDGET MESSAGE**

## **(Fairfax Open Circle Arts and Sports)**

### **ORGANIZATION:**

This department is comprised of the following personnel:

- 1 Program Director – part-time hourly
- 1 Creative Director – part-time hourly

Fairfax Open Circle Arts and Sports (FOCAS) is a program that was developed over a decade ago by an Artist in Residence in response to a community need to have more recreational services. Over the years it has fluctuated from offering some dance, drumming, and playgroup classes via the Town of San Anselmo's recreation department to its current incarnation of offering its own Town of Fairfax seasonal field guide that provides birthday party rentals and a variety of classes for preschool to adult ages, including an increasingly popular camp for school-aged youth during the summer. FOCAS has appreciated the ability to improve local youth and family offerings, enhance utilization of our buildings and increase revenue for the Town of Fairfax. With the help of the Measure I / Youth Fund we are able to establish high quality and affordable programs for the community and pay 2 part time employees to administer the program.

### **2012-2013 ACCOMPLISHMENTS:**

- Increased fundraising efforts (from \$2,000 to \$4,000) through holiday and family events, Give Back Tuesday night, Ross Valley Rotary Club and local in kind donations.
- Refurbished, painted and decorated the lobby of the Pavilion.
- Increased year round class outreach and revenue from 10K to 14K and expanded offerings.
- Increased Pavilion and Women's Club rental income program, including birthday parties, and Kung Fu classes from \$7,000 to \$10,000.
- Established 4th annual Camp Fairfax program for school-aged youth and worked with local middle school youth through the Counselor in Training (CIT) program.
- Published three Town of Fairfax field guide catalogs.
- Launched new website with photos and detailed descriptions on rental and class information for the public.
- Collaborated with PARC to help coordinate Artist in Residence selection process and the Kaboom grant.

### **FY 2013-14 GOALS AND OBJECTIVES:**

- Continue to expand fundraising efforts.
- Expand PR outreach with new catalog design, postcard mailer, banners & stickers.
- Continue to increase rental revenue by enhancing birthday party packages, overseeing CYO and Futsal contract, and expanding options at Community Center. Consider rate increase.
- Increase revenue for Camp Fairfax and year round classes. Consider camp expansion.
- Continue to collaborate with PARC to implement projects that fill community needs.
- Implement evaluation tools such as Town Picnic Community Assessment and Survey Monkey.
- Design and implement new structure for Youth Commission program.

\*\*\*Please note: On the adopted budget for 2012-13, class fee revenue was not included. The projected number that should have been included is \$12,000. Our actual income for class revenue was \$14,000.



# 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.

<b>FUND SUMMARY</b>		<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(8,451)	(287)		(10,103)	7,154
<b>REVENUES</b>						
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
<b>SUBTOTAL REVENUES</b>		<b>12,772</b>	<b>17,960</b>	<b>28,000</b>	<b>50,601</b>	<b>53,000</b>
<b>APPROPRIATIONS</b>						
<b>618 - YOUTH CENTER IMPROVEMENTS</b>						
731 BUILDING & GROUNDS MAINT		86	1,727		-	
<b>619 - SKATE PARK</b>						
<b>620 - YOUTH COMMISSION ACTIVITIES</b>						
821 OUTSIDE CONSULTING SERVICES		510			-	
842 SPECIAL DEPARTMENT SUPPLIES		1,847	600	3,000	149	1,000
<b>621 - FOCAS</b>						
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
<b>622 - CAMP FAIRFAX</b>						
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
<b>624 - YOUTH PROGRAMS</b>						
<b>SUBTOTAL APPROPRIATIONS</b>		<b>22,608</b>	<b>45,776</b>	<b>52,916</b>	<b>51,344</b>	<b>63,860</b>
<b>TRANSFERS</b>						
901 TSFR TO 01-GENERAL FUND					-	
100 931 TSFR FROM 01-GENERAL FUND		18,000	18,000	18,000	18,000	18,000
<b>SUBTOTAL TRANSFER</b>		<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>8,164</b>	<b>(9,816)</b>	<b>(6,916)</b>	<b>17,257</b>	<b>7,140</b>
<b>ENDING FUND BAL</b>		<b>(287)</b>	<b>(10,103)</b>		<b>7,154</b>	<b>14,294</b>

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.

<b>FUND SUMMARY</b>		<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		29,978	10,236		11,893	1,993
<b>REVENUES</b>						
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						
<b>SUBTOTAL REVENUES</b>		<b>25,405</b>	<b>46,847</b>	<b>31,300</b>	<b>31,300</b>	<b>36,000</b>
<b>APPROPRIATIONS</b>						
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
<b>SUBTOTAL APPROPRIATIONS</b>		<b>35,147</b>	<b>41,386</b>	<b>31,200</b>	<b>31,200</b>	<b>24,000</b>
<b>TRANSFERS</b>						
715 971 TSFR TO 01-GENERAL FUND		(10,000)	(3,805)	(10,000)	(10,000)	(10,000)
100 TSFR FROM 01-GENERAL FUND						
<b>SUBTOTAL TRANSFER</b>		<b>(10,000)</b>	<b>(3,805)</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>(10,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(19,742)</b>	<b>1,657</b>	<b>(9,900)</b>	<b>(9,900)</b>	<b>2,000</b>
<b>ENDING FUND BAL</b>		<b>10,236</b>	<b>11,893</b>		<b>1,993</b>	<b>3,993</b>

<b>NOTES:</b>
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	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>	6,997	(7,090)		(8,562)	1,313
<b>REVENUES</b>					
010 120 \$125 SPECIAL MUNI SERV TAX	450,913	463,528	465,000	461,875	460,000
<b>SUBTOTAL REVENUES</b>	<b>450,913</b>	<b>463,528</b>	<b>465,000</b>	<b>461,875</b>	<b>460,000</b>
<b>APPROPRIATIONS</b>					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
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)
<b>SUBTOTAL TRANSFER</b>	<b>(465,000)</b>	<b>(465,000)</b>	<b>(465,000)</b>	<b>(452,000)</b>	<b>(460,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(14,087)</b>	<b>(1,472)</b>	-	<b>9,875</b>	-
<b>ENDING FUND BAL</b>	<b>(7,090)</b>	<b>(8,562)</b>		<b>1,313</b>	<b>1,313</b>
<b>DESIGNATION OF REVENUES:</b>					
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		
<b>TOTAL</b>	<b>465,000</b>	-	<b>465,000</b>	-	<b>460,000</b>

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.

<b>FUND SUMMARY</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Proposed</b>
<b>BEGINNING FUND BAL</b>	18,763	19,212		53,951	71,851
<b>REVENUES</b>					
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					
<b>TOTAL REVENUES</b>	<b>184,949</b>	<b>219,239</b>	<b>212,400</b>	<b>212,400</b>	<b>212,400</b>
<b>APPROPRIATIONS</b>					
<b>SUBTOTAL</b>					
<b>TRANSFERS</b>					
953 TSFR TO FUND 51 - CIP GRANTS	(40,000)	(40,000)	(50,000)	(50,000)	(50,000)
971 TSFR TO FUND 01 - GENERAL FUND	(144,500)	(144,500)	(144,500)	(144,500)	(190,000)
<b>SUBTOTAL</b>	<b>(184,500)</b>	<b>(184,500)</b>	<b>(194,500)</b>	<b>(194,500)</b>	<b>(240,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	449	34,739	17,900	17,900	(27,600)
<b>ENDING FUND BAL</b>	19,212	53,951		71,851	44,251

Allocation of Salaries:

Total Full Time Equivalent Employees

NOTES:

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# 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.

<b>FUND SUMMARY</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
<b>BEGINNING FUND BAL</b>		818,065	851,446		817,398	827,577
<b>REVENUES</b>						
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
<b>SUBTOTAL REVENUES</b>		<b>527,639</b>	<b>508,552</b>	<b>515,055</b>	<b>515,055</b>	<b>491,300</b>
<b>APPROPRIATIONS</b>						
<b>FUND 41 - 2000 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL					
996	INTEREST	43,300	45,300			
		<b>43,300</b>	<b>45,300</b>			
<b>FUND 42 - 2012 REFUNDING 2002 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	50,000	55,000	65,000	65,000	105,000
996	INTEREST	139,565	137,465	135,065	135,065	66,955
		<b>189,565</b>	<b>192,465</b>	<b>200,065</b>	<b>200,065</b>	<b>171,955</b>
<b>FUND 43 - 2006 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	60,000	60,000	60,000	60,000	65,000
996	INTEREST	45,700	85,850	83,450	83,450	80,950
		<b>105,700</b>	<b>145,850</b>	<b>143,450</b>	<b>143,450</b>	<b>145,950</b>
<b>FUND 44 - 2008 GENERAL OBLIGATION BONDS</b>						
995	PRINCIPAL	67,000	70,000	74,000	74,000	78,000
996	INTEREST	88,193	86,991	85,366	85,366	83,368
		<b>155,193</b>	<b>156,991</b>	<b>159,366</b>	<b>159,366</b>	<b>161,368</b>
828	BOND ISSUANCE COSTS					
871	INSURANCE	500	1,995	2,500	1,995	2,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>494,258</b>	<b>542,601</b>	<b>505,381</b>	<b>504,876</b>	<b>481,273</b>
<b>TRANSFERS</b>						
<b>SUBTOTAL TRANSFER</b>						
<b>NET DEPARTMENT ACTIVITY</b>		<b>33,381</b>	<b>(34,049)</b>	<b>9,675</b>	<b>10,180</b>	<b>10,027</b>
<b>ENDING FUND BAL</b>		<b>851,446</b>	<b>817,398</b>		<b>827,577</b>	<b>837,604</b>

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# TOWN OF FAIRFAX

## TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2011/12

EXPENDITURES		FUNDING SOURCE 2011/12														
Account No.	PROJECT	Project Phase	Estimated Total Project Costs	Expenditures to Date	Funds Requested	FEMA	Federal/State Funding	Measure F Prior Years	Measure I 11/12	Measure A County Salestax	NMTPP Grant Funding	Measure K	Road Impact Fees General Funds Gas Tax	2002 Parks Bond Act	Pavilion Restoration Fund	MNWD Watershed Grant
51-870	PERI PARK IMPROVEMENTS	Design & Const	144,994	20,664	124,330				18,541					104,592		1,197
51-891	SIR FRANCIS DRAKE BLVD SIDEWALK IMPROVEMENTS - FROM CULEMA TO BROADWAY (LIBRARY) - NMTPP **	Design & Const	80,000	20,105	59,895						59,895					
51-892	PASTORI AVENUE SIDEWALK - NMTPP **	Design & Const	50,000	14,266	35,734						35,734					
51-895	OAK MANOR SIDEWALK SAFE PATHWAYS TO SCHOOLS	Design & Const	54,500	-	54,500					54,500						
51-900	ENERGY EFFICIENCY BLOCK GRANT STREET LIGHT RETROFIT	Design & Const	38,178	-	38,178		38,178									
51-907	HAZARDOUS FUEL ELIMINATION GRANT	Design & Const	187,290	-	187,290		168,831		18,459							
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOWWAY	Design & Const	300,000	-	300,000		250,000		50,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	600,000		450,000								150,000	
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	84,311	35,680	48,631	48,631										
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	20,000	-	20,000				20,000							
53-867	TREE MAINTENANCE PROGRAM	Annual Program	20,000	10,000	10,000				10,000							
53-887	NON-MEASURE K STREET RECONSTRUCTION	Design & Const	254,585	-	254,585			41,685	87,000	58,000			67,900			
55-719	1011 MEASURE K STREET RECONSTRUCTION	Design & Const	84,000	-	84,000							84,000				
55-828	BOUNAS RD SIDEWALKS	Design & Const	260,000	30,810	-											
<b>TOTALS</b>			<b>\$ 2,177,868</b>	<b>\$ 131,526</b>	<b>\$ 1,817,143</b>	<b>\$ 48,631</b>	<b>\$ 907,009</b>	<b>\$ 41,885</b>	<b>\$ 204,000</b>	<b>\$ 112,500</b>	<b>\$ 96,628</b>	<b>\$ 84,000</b>	<b>\$ 67,900</b>	<b>\$ 104,592</b>	<b>\$ 150,000</b>	<b>\$ 1,197</b>

# TOWN OF FAIRFAX

## TOWN OF FAIRFAX - CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2012/13

EXPENDITURES		FUNDING SOURCE 2012/13														
Account No:	PROJECT	Project Phase	Estimated Total Project Costs	Spent to Date	Requested Funds from Previous Years	FEMA	Federal/State Funding	Measure I CIP	Measure I Match Grant Funds	TAM Measure A Transp. Tax	NMTPP Grant Funding	Measure K	Road and Permit Impact Fees	2002 Parks Bond Act	HazSolid Waste JPA	
51-755	BIKE SPINE PROJECT	Design & Const	110,000							110,000						
51-756	ZERO WASTE GRANT	Design & Const	12,422													12,422
51-870	PERI PARK PATHWAY IMPROVEMENTS	Design & Const	124,000													
51-891	SIR FRANCIS DRAKE BLVD BIKE LANE STRIPING PROJECT - NTPP **	Design & Const	59,895	20,105	-						59,895					
51-892	PASTORI AVENUE SIDEWALK - NTPP **	Design & Const	83,000	-	-						83,000					
51-895	OAK MANOR SIDEWALK (SAFE PATHWAYS TO SCHOOLS)	Design & Const	-	-	48,867						-					
51-900	ENERGY EFFICIENCY BLOCK GRANT - STREET LIGHT RETROFIT	Design & Const	-	-	38,178						-					
51-908	BRIDGE DESIGN - CREEK ROAD & MEADOW WAY	Design & Const	300,000	-	68,000		250,000		68,000							
51-909	PAVILION SEISMIC RETROFIT	Design & Const	600,000	-	150,000		450,000									
52-524	PASTORI OUTFALL PIPE REPLACEMENT (FEMA)	Design & Const	84,311	35,660	48,631	48,631										
53-804	SIDEWALK HAZARD ELIMINATION PROGRAM	Annual Program	20,000	-	20,000			20,000								
53-867	TREE MAINTENANCE PROGRAM	Annual Program	20,000	10,000	10,000			10,000								
53-887	NON-MEASURE K STREET RESURFACING	Design & Const	141,000	-	-			15,000		70,000			68,000			
55-719	2011/12 MEASURE K STREET RESURFACING	Design & Const	84,000	-	84,000							35,000				
55-720	2012/13 MEASURE K STREET RESURFACING	Design & Const	100,000	-	-							70,000				
55-828	DOWNTOWN SIDEWALKS	Design & Const	125,000	-	-							105,000				
<b>TOTALS</b>			<b>\$ 1,863,628</b>	<b>\$ 65,785</b>	<b>\$ 467,676</b>	<b>\$ 48,631</b>	<b>\$ 700,000</b>	<b>\$ 45,000</b>	<b>\$ 68,000</b>	<b>\$ 180,000</b>	<b>\$ 142,895</b>	<b>\$ 210,000</b>	<b>\$ 68,000</b>	<b>\$ 124,000</b>	<b>\$ 12,422</b>	



# Town of Fairfax

## 2013-14 Operating Budget

**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	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Projected	Proposed

<b>BEGINNING FUND BAL</b>	(1,351,449)	(903,562)		(76,900)	(80,659)
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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	12,422	12,422
070 864 STATE PARK BOND REVENUE	-		124,000		124,000
070 868 BICYCLE RACK		5,946			
070 704 RECYCLING GRANT		16,750		5,000	5,000
HBP					1,420,000
TRAFFIC CONGESTION		12,000			
MMWD WATERSHED GRANT					
PAVILION RESTORATION FUND					150,000
OTHER	58,557	67,630			
<b>SUBTOTAL REVENUES</b>	<b>362,761</b>	<b>273,858</b>	<b>1,089,317</b>	<b>96,141</b>	<b>2,559,422</b>

**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	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>172,874</b>	<b>188,649</b>	<b>2,804,000</b>	<b>250,867</b>	<b>2,746,000</b>

**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	40,000	40,000	50,000	50,000	50,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR	150,000				
100 951 TSFR FROM FUND 55 - MEASURE K	-	-	-	32,967	-
<b>SUBTOTAL TRANSFER</b>	<b>258,000</b>	<b>741,452</b>	<b>118,000</b>	<b>150,967</b>	<b>270,000</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>447,887</b>	<b>826,661</b>	<b>(1,596,683)</b>	<b>(3,759)</b>	<b>83,422</b>
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<b>ENDING FUND BAL</b>	<b>(903,562)</b>	<b>(76,900)</b>		<b>(80,659)</b>	<b>2,763</b>
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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
<b>Totals</b>	<b>- 6,437,000</b>	<b>- 2,787,000</b>

NOTES:



# Town of Fairfax

## 2013-14 Operating Budget

**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.

<b>FUND SUMMARY</b>		FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
		Actual	Actual	Adopted	Projected	Proposed
<b>BEGINNING FUND BAL</b>		154,896	(145,756)		(0)	(0)
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
070 600 FEDERAL/STATE GRANT REVENUE		468,702		48,631		48,631
070 699 OTHER						151,369
<b>SUBTOTAL REVENUES</b>		<b>468,702</b>	<b>-</b>	<b>48,631</b>	<b>-</b>	<b>200,000</b>
<b>APPROPRIATIONS</b>						
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						-
<b>SUBTOTAL APPROPRIATIONS</b>		<b>769,354</b>	<b>41,490</b>	<b>48,631</b>	<b>70,740</b>	<b>200,000</b>
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 01 - GENERAL FUND TSFR FROM FUND 21 - GAS TAX			187,246		70,740	
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>187,246</b>	<b>-</b>	<b>70,740</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(300,652)</b>	<b>145,756</b>	<b>-</b>	<b>(0)</b>	<b>-</b>
<b>ENDING FUND BAL</b>		<b>(145,756)</b>	<b>(0)</b>		<b>(0)</b>	<b>(0)</b>

**ALLOCATION OF APPROPRIATIONS:**

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

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# Town of Fairfax

## 2013-14 Operating Budget

**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

<b>FUND SUMMARY</b>		<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
<b>BEGINNING FUND BAL</b>		(274,916)	(185,234)		(89,332)	(313,467)
<b>REVENUES</b>						
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						
<b>SUBTOTAL REVENUES</b>		<b>58,296</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>438,339</b>
<b>APPROPRIATIONS</b>						
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
<b>SUBTOTAL APPROPRIATIONS</b>		<b>17,614</b>	<b>48,650</b>	<b>603,939</b>	<b>273,135</b>	<b>508,939</b>
<b>TRANSFERS</b>						
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			95,552		-	
TSFR FROM TRAFFIC IMPACT						
<b>SUBTOTAL TRANSFER</b>		<b>49,000</b>	<b>144,552</b>	<b>49,000</b>	<b>49,000</b>	<b>10,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>89,682</b>	<b>95,902</b>	<b>(484,939)</b>	<b>(224,135)</b>	<b>(60,600)</b>
<b>ENDING FUND BAL</b>		<b>(185,234)</b>	<b>(89,332)</b>		<b>(313,467)</b>	<b>(374,067)</b>

**ALLOCATION OF APPROPRIATIONS:**

<b>Projects FY 2013/14</b>	<b>TOTAL COST</b>	<b>BUDGET FY14</b>
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
<b>Totals</b>	<b>- 2,395,120</b>	<b>- 492,339</b>

**NOTES:**  
 699 IN KIND CONTRIBUTION (STAFF TIME)



# Town of Fairfax

## 2013-14 Operating Budget

**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
<b>BEGINNING FUND BAL</b>	99,163	85,725		257,022	0
<b>REVENUES</b>					
050 502 INVESTMENT EARNINGS	1,562	349	-	83	
010 115 MEASURE K PROCEEDS			-	-	
010 911 BOND PROCEEDS		193,726	-		
<b>SUBTOTAL REVENUES</b>	<b>1,562</b>	<b>194,075</b>	<b>-</b>	<b>83</b>	<b>-</b>
<b>APPROPRIATIONS</b>					
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					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>-</b>	<b>22,778</b>	<b>210,000</b>	<b>224,138</b>	<b>-</b>
<b>TRANSFERS</b>					
953 TSFR TO FUND 51 CIP - GRANTS				(32,967)	
953 TSFR TO FUND 01 GENERAL FUND	(15,000)			-	
<b>SUBTOTAL TRANSFER</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(32,967)</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(13,438)</b>	<b>171,297</b>	<b>(210,000)</b>	<b>(257,022)</b>	<b>-</b>
<b>ENDING FUND BAL</b>	<b>85,725</b>	<b>257,022</b>		<b>0</b>	<b>0</b>

**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	-
<b>Totals</b>	<b>309,000</b>	<b>-</b>	<b>17,409</b>	<b>210,000</b>	<b>-</b>

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# Town of Fairfax

## 2013-14 Operating Budget

**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
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<b>BEGINNING FUND BAL</b>	<b>NOTE 1</b>	10,969	21,477	22,015	22,015	21,337
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**REVENUES**

070 816 DONATIONS (COMMITTEE)		2,820	238	1,000	1,000	1,000
070 816 DONATIONS (TOWN)		351	-		8,410	5,000
<b>SUBTOTAL REVENUES</b>		<b>3,171</b>	<b>238</b>	<b>1,000</b>	<b>9,410</b>	<b>6,000</b>

**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	<b>NOTE 2 NOTE 3</b>	370	400		2,250	18,863
<b>SUBTOTAL APPROPRIATIONS</b>		<b>3,362</b>	<b>15,400</b>	<b>7,180</b>	<b>10,089</b>	<b>18,863</b>

**TRANSFERS**

100 941 TSFR FROM GENERAL FUND	<b>NOTE 4</b>	10,700	15,700	-		3,596
<b>SUBTOTAL TRANSFER</b>		<b>10,700</b>	<b>15,700</b>	<b>-</b>	<b>-</b>	<b>3,596</b>

<b>NET DEPARTMENT ACTIVITY</b>		<b>10,509</b>	<b>538</b>	<b>(6,180)</b>	<b>(679)</b>	<b>(9,267)</b>
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<b>ENDING FUND BAL</b>		21,477	22,015	15,835	21,337	12,070
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**COMPONENTS OF FUND BALANCE:**

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

**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)
		<b>10,969</b>	<b>21,477</b>	<b>22,015</b>	<b>15,835</b>	<b>21,337</b>	<b>12,070</b>

**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