



TOWN OF FAIRFAX

STAFF REPORT

July 2, 2014

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager
Michael Vivrette, Finance Director

SUBJECT: Consider FY14-15 Proposed Operating and Capital Improvement Budget

RECOMMENDATION

- 1) Open/Close Public Hearing
- 2) Direct staff as appropriate

DISCUSSION

On June 6th, the Council held a budget workshop to discuss the draft FY14-15 Operating and Capital Improvement budget. This proposed budget includes the direction received from the workshop. However, the Council deferred discussion on the 5 Year Capital Improvement Program (CIP) to this public hearing. Specifically, the Council wanted additional time to discuss street improvements. The 5 Yr CIP allocates approximately \$128,000 for street improvements. Staff will be recommending the Council dedicate funds to resurface one street (Tamalpais Rd.), perform spot resurfacing ("dig out" program) for two other streets (e.g., Hickory), and continue to use funds to patch/maintain streets. Attached for the Council's review are the Pavement Management System's recommendation on street improvements and a listing of all streets in Town by their "PCI" condition rating (0-100, with 100 being the highest rating).

Town Manager's transmittal letter in the proposed budget provides an overview of the budget. The overall budget is approximately \$10.6 million of which \$7.8 million is allocated for general fund operations, \$2.2 million for capital improvement projects, and \$0.6 million for special fund expenses/debt service. The FY14-15 proposed budget is approximately \$1 million lower than the FY13-14 budget due to decreases in the CIP budget. The operating budget includes an expansion of programs for youth and seniors, funding for pedestrian trail maintenance/repair, and additional funding for open space acquisitions.

The proposed budget also projects an ending General Fund (GF) balance of approximately \$1.9 million which is lower than year end FY13-14, but still meets the Town's 25% reserve requirement. The reason for the decrease is the elimination of the general municipal services tax which will require the Town to dip into reserves to balance the budget. However, a successful renewal of Measure I in November will replace that lost funding source in FY15-16.

The final budget will incorporate all revisions discussed this evening, and will be brought to the Council for approval at its July 16th meeting.

FISCAL IMPACT

n/a

ATTACHMENTS: Proposed Budget

AGENDA ITEM # 7

Scenarios - Sections Selected for Treatment

Interest: 3.00% Inflation: 3.00% Printed: 02/28/2014
 Scenario: PTAP-14 - SCENARIO #5 - \$100K/YR

Year	Budget	PM Amt	Year	Budget	PM Amt	Year	Budget	PM Amt
2014	\$100,000	6%	2015	\$100,000	6%	2016	\$100,000	6%
2017	\$100,000	6%	2018	\$100,000	6%			

Street Name	Begin Location	End Location	Street ID	Section ID	FC	Surface	PCI	Cost	Rating	Treatment
Year: 2014										
BROADWAY	50 FT NW AZALEA AVE.	SIR FRANCIS DRAKE BLVD.	BROADW	35B	C	AC	72	\$4,156	18,440	Micro Surfacing
KENT AVENUE	BELMONT AVENUE	SIR FRANCIS DRAKE BLVD	KENTAV	10	R	AC	75	\$6,414	20,692	Micro Surfacing
TAMALPAIS ROAD	SCENIC ROAD	DEAD END	TAMALP	60	A	AC/AC	100	\$10,570	17,141	THICK AC OL/RUBBERIZED ASPHALT
CLAUS CIRCLE	CLAUS DRIVE	CLAUS DRIVE	CLAUSC	10	R	AC	100	\$40,356	12,824	MILL AND THIN OVERLAY
SCHOOL STREET	BROADWAY	PARKING LOT	SCHOOL	10	R	AC	100	\$27,820	10,192	MILL AND THICK OVERLAY
Year: 2015										
BROADWAY	AZALEA AVENUE	50 FT. NW AZALEA AVE.	BROADW	35A	C	AC/AC	93	\$441	46,236	Slurry Seal - Type II
FORREST AVENUE	MEERNA AVENUE	SUMMER AVENUE	FORREA	10	C	AC/AC	89	\$6,057	57,268	Slurry Seal - Type II
TAMALPAIS ROAD	BERRY TRAIL	MOUNTAIN VIEW ROAD	TAMALP	40	A	AC/AC	92	\$5,017	64,755	Slurry Seal - Type II
SCENIC ROAD	ACACIA ROAD	TAMALPIAS ROAD	SCENIC	10	A	AC	100	\$11,515	17,424	THICK AC OL/RUBBERIZED ASPHALT
CENTER BOULEVARD	727 NORTH OF PASTORI AVENUE	PACHECO AVENUE	CENTER	30	R	AC/AC	85	\$54,934	744,482	SEAL CRACKS

Street Name	Begin Location	End Location	Street ID	Section ID	FC	Surface	PCI	Cost	Rating	Treatment																																																																																																																									
INYO AVENUE	PACHECO AVENUE	END	INYOAV	10	R	AC/AC	77	\$64	531,188	SEAL CRACKS																																																																																																																									
SIR FRANCIS DRAKE BOULEVARD	GLEN DRIVE	TOWN LIMITS	SIRFRA	100	A	AC/AC	89	\$22	5,481,385	SEAL CRACKS																																																																																																																									
SIR FRANCIS DRAKE BOULEVARD	455' NORTH OF JUNE COURT	GLEN DRIVE	SIRFRA	90	A	AC/AC	87	\$81	2,153,773	SEAL CRACKS																																																																																																																									
SPRING LANE	HILLSIDE DRIVE	DEAD END	SPRING	10	R	AC/AC	88	\$22	1,762,433	SEAL CRACKS																																																																																																																									
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SCENIC ROAD	200' WEST OF BAY ROAD	400' NORTH OF REDWOOD ROAD	SCENIC	30	A	AC/AC	77	\$8,152	26,614	MicroSurfacing																																																																																																																									
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ROCCA DRIVE	TAYLOR DRIVE	TAYLOR DRIVE AT SADY LANE	ROCCAD	20	R	AC/AC	78	\$14,457	19,108	MicroSurfacing																																																																																																																									
SIR FRANCIS DRAKE BOULEVARD	BANK STREET	BROADWAY	SIRFRA	30	A	AC	77	\$20,522	27,921	MicroSurfacing																																																																																																																									

Street Name	Begin Location	End Location	Street ID	Section ID	FC	Surface	PCI	Cost	Rating	Treatment
FRUSTUCK AVENUE	500' WEST OF BOLINAS ROAD	BOLINAS ROAD	FRUSTU	50	C	AC	100	\$65,139	11,822	THICK AC OL/RUBBERIZED ASPHALT
					AC			\$27,197		
					Treatment Total			\$27,197		
Year 2017 Total							\$92,336			
SPRUCE ROAD	PARK ROAD	610 FT WEST OF PARK ROAD	SPRUCE	15	C	AC/AC	87	\$3,204	50,426	Slurry Seal - Type II
FRUSTUCK AVENUE	MANZANITA ROAD	WILLIS LANE	FRUSTU	30	C	AC	100	\$57,651	11,541	THICK AC OL/RUBBERIZED ASPHALT
					AC/AC			\$3,204		
					Treatment Total			\$57,651		
ALDER COURT	LANDSDALE AVE	DEAD END	ALDERC	10	R	AC/AC	86	\$6	798,527	SEAL CRACKS
BAYWOOD COURT	LANDSDALE AVENUE	DEAD END	BAYWOO	10	R	AC/AC	86	\$19	798,527	SEAL CRACKS
BELLE AVENUE	PASTORI AVENUE	KENT AVENUE	BELLEA	10	R	AC/AC	82	\$27	392,222	SEAL CRACKS
BELLE AVENUE	KENT AVENUE	TOWN LIMITS	BELLEA	20	R	AC/AC	82	\$47	392,222	SEAL CRACKS
BELMONT AVENUE	KENT AVENUE	TOWN LIMITS	BELMON	20	R	AC/AC	82	\$38	392,222	SEAL CRACKS
COOLIDGE AVENUE	BELMONT AVENUE	BELLE AVENUE	COOLID	10	R	AC/AC	86	\$8	740,611	SEAL CRACKS
PIPER COURT	PIPER LANE	DEAD END	PIPERC	10	R	AC/AC	86	\$25	794,770	SEAL CRACKS
PIPER LANE	OAK MANOR DRIVE	DEAD END	PIPERL	10	R	AC/AC	86	\$74	794,770	SEAL CRACKS
TAMALPAIS ROAD	SCENIC ROAD	DEAD END	TAMALP	60	A	AC/AC	86	\$31	1,207,909	SEAL CRACKS
Treatment Total								\$275		
NAPA AVENUE	PACHECO AVENUE	DOMINGA AVENUE	NAPAAV	10	R	AC/AC	100	\$22,511	11,410	MILL AND THIN OVERLAY
MANZANITA COURT	MANZANITA ROAD	DEAD END	MANZAC	10	R	AC	100	\$22,511	4,932	RECONSTRUCT STRUCTURE (AC)
					AC			\$12,306		
					Treatment Total			\$12,306		
Year 2018 Total								\$95,947		
Grand Total								\$472,567		

** - Treatment from Project Selection

Scenarios Criteria:

TOWN OF FAIRFAX

2014 - 2015 Operating and Capital Improvement PROPOSED Budget



MAYOR
David Weinsoff

VICE MAYOR
Larry Bragman

COUNCIL MEMBERS
John Reed
Renée Goddard
Barbara Coler

**PROPOSED BUDGET
FY 2014-2015
TABLE OF CONTENTS**

<u>OPERATING BUDGET</u>	<u>PAGE</u>
Table of Contents	
Budget Message.....	i-vii
Five Year Revenue Forecast.....	viii-xv
Summary – All Funds.....	1
Interfund Transfers – All Funds.....	2
Appropriations – All Funds.....	3
General Fund-at-a-Glance (graphic).....	4
General Fund – Fund Summary.....	5
General Fund Revenue Detail.....	6
General Fund Appropriations Summary.....	7
General Fund Appropriations Summary by Object.....	8
<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>
Town Manager Department Budget Message.....	9-10
Town Council.....	01-111 11
Town Treasurer.....	01-112 12
Independent Auditor.....	01-116 13
Town Attorney.....	01-121 14
Town Manager.....	01-211 15
Volunteer/Parks & Recreation Department Message.....	16-18
Volunteers For Fairfax.....	01-216 19
Recreation.....	01-217 20
Disaster Prep & EOC.....	01-218 21
Town Clerk/Elections Department Message.....	22-23
Town Clerk.....	01-221 24
Elections.....	01-222 25
Personnel.....	01-231 26
Finance Department Message.....	27-29
Finance.....	01-241 30
Planning & Building Department Message.....	31-33
Planning.....	01-311 34
Building Inspection.....	01-321 35
Police Department Message.....	36-37
Police.....	01-411 38-39
Special Police.....	01-412 40
Fire.....	01-421 41-42
Public Works Department Message.....	43-44
Public Works Administration.....	01-510 45
Street Maintenance.....	01-511 46

**PROPOSED BUDGET
FY 2014-2015
TABLE OF CONTENTS**

<u>DEPARTMENT/ACTIVITY DETAIL</u>	<u>FUND-DEPT. #</u>	<u>PAGE</u>
Street Maintenance Message		47
Street Lighting & Traffic Signals.....	01-512	48
Pollution Prevention.....	01-514	49
Park Maintenance Department Message		50
Park Maintenance.....	01-611	51
Rental Facilities.....	01-625	52
Miscellaneous.....	01-715	53
Building Maintenance.....	01-911	54
02 Dry Period.....	02-715	55
03 Equipment/Vehicle Replacement.....	03-923	56
04 Building and Planning.....	04-715	57
05 Communication Equipment Replacement.....	05-924	58
06 Retirement Fund.....	06-715	59
07 Special Police Fund.....	07-715	60
08 Office Equipment Replacement.....	08-928	61
11 Recreation FOCAS.....	11-624	62-64
12 Fairfax Festival.....	12-622	65
20 Measure I Municipal Services Tax.....	20-715	66
21 Gas Tax.....	21-715	67
4X Measure K Debt Service.....	41 to 45-716	68
51 Capital Projects – Grants.....	51-XXX	69
52 Storm Damage Recovery.....	52-XXX	70
53 Capital Projects – General Revenue.....	53-XXX	71
54 Pavilion.....	54-XXX	72
55 Measure K.....	55-XXX	73
73 Open Space Fund.....	73-673	74
 <u>CAPITAL BUDGET</u>		
Capital Projects Summary.....	50 to 55	75-78
Capital Projects Detail.....	50 to 55	79-92
 <u>APPENDIX</u>		
Town of Fairfax Demographics.....		93
Town of Fairfax Organizational Chart.....		94
Allocation of Positions.....		95
2014/15 Salary Schedule.....		96
PERS Rate History.....		97
HealthCare Rates.....		98



TOWN OF FAIRFAX
142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
(415) 453-1584 Fax (415) 453-1618

July 2, 2014

Town of Fairfax Operating and Capital Budgets for Fiscal Year 2014-15

Dear Mayor and Town Council:

I am pleased to present the Fiscal Year 2014-15 Operating and Capital Improvement Budget. This year's budget continues to reflect the positive change in the economy and continues to be more optimistic than previous years. Fiscal year 13-14 was a banner year in terms of revenues for the Town with phenomenal growth in sales tax revenues. General fund reserves are the healthiest they have been in awhile and the proposed FY14-15 budget continues the Town's efforts to manage its resources.

This budget represents the collective efforts of Town staff to estimate revenues and expenditures for the upcoming fiscal year. In addition to retaining last year's enhancements to the budget (e.g., Five Year Forecast, Five Year Capital Improvement Program), we have added a "Budget Summary" Section that can be used as a standalone document to be distributed to the community, which we hope, will increase transparency to the community.

This past year the Town experienced significant revenue growth primarily related to higher than anticipated sale and property taxes. General Fund revenues were approximately \$500,000 or 9% higher than budgeted. Sales tax revenue represented over \$245,000 of this \$500,000 increase. Property tax revenue represented the other \$255,000 in increased revenue.

While General Fund expenses were lower than budgeted, the Council allocated the savings toward capital projects to offset additional costs (e.g., Pastori Bank Stabilization project). The net result is that the Town added approximately \$400,000 to General Fund (GF) reserves. We initially anticipated ending FY13-14 (June 30, 2014) with a GF fund balance of \$1.6 million. *Instead, the Town ended the fiscal year with \$2.05 million or approximately 28% of fund balance. This exceeds the Town policy of maintaining a minimum reserve of 25% of the General Fund operating budget.*

The good news is that we anticipate this revenue growth to be a permanent increase in property and sales tax revenue, barring another great recession. However, revenue will not grow at the same rate as last year. While projected General Fund (GF) revenues for FY14-15 are approximately 4% higher (approx. \$270,000) than the FY13-14 budget amounts, it is significantly lower than estimated year-end revenues for FY13-14. The adjustment is for one time revenues received in FY13-14 (e.g., \$93,000 in ERAF funds) and the elimination of the General Municipal Services Tax (approximately \$180,000) for one year. Fortunately, our

revenues are robust enough to absorb these significant reductions.

The FY14-15 General Fund operating budget is approximately \$330,000 or 4.5% higher than last year. The bulk of the increases are in Fire Services (approx. \$80,000), Public Works (\$60,000), Planning and Building Services (\$70,000), and non-departmental services (\$80,000).

Interestingly, the Police Department budget is lower than in FY13-14 due to salary and benefit savings from filling vacant positions with new officers.

The Fire Services budget reflects increases in operational costs and a reduction in the use of operating reserves by the Ross Valley Fire Department (RVFD). Previously, RVFD used operating reserves to keep cost artificially lower for its member communities. The increase in Public Works is for consulting engineering services for special studies that arise during the year and for increases in labor and other operational expenses such as fuel. Planning and Building has increased its budget for additional professional services for community workshops regarding the General Plan, Housing Element, and Town Center Plan. The proposed Planning and Building budget increase is offset by a corresponding increase in revenue. For FY14-15, Planning and Building Services revenues, which are transferred into the General Fund, are estimated to be 25% higher than in FY13-14. In FY13-14, estimated year-end Planning and Building revenues were over 40% higher than budgeted.

With regard to non-departmental expenses, this division includes all the operational costs not associated with specific departments. For example, the Town's contract with the Humane Society for animal control services and contractual costs for IT services are classified as non-departmental expenses. The majority of the increase is related to a higher contribution to a set-aside fund to reduce the Town's liability for retiree health benefits.

The overall budget is approximately \$10,600,000 of which \$7,760,000 is allocated for general fund operations, \$2,200,000 for capital improvement projects, and \$640,000 for other expenses such as debt service. General Fund revenues and expenses are projected to increase by a modest 3.9% and 4.4%, respectively. The Town will be dipping into its General Fund Reserves (approx. \$130,000 or 6%) to balance the budget. This approach is similar to the adopted budget for FY13-14. However, lower expenditures and much higher revenues for FY13-14 allowed the Town not to dip into reserves at all. The good news is that the projected ending General Fund balance for FY14-15 is over \$1,900,000. This fund balance includes an approximate \$140,000 increase in the "Dry Period" fund which is reserved to be used by the Council to finance the General Fund in economic downturns. This projected ending GF fund balance is over 15% higher than the starting fund balance for FY13-14 and continues the positive trend of the Town growing its fund balance reserves.

Five Year General Fund Forecast

The Five Year Forecast (Forecast) allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. It projects General Fund expenses and revenues over a five year period (FY14-15 thru FY18-19). This Forecast is an updated version of the Forecast presented as part of the Mid-Year Budget report to the Council in April. It illustrates the point that a Forecast is merely a "snapshot" in time as the projections are not as positive as three

months ago. This Forecast reflects significant revisions to revenue estimates. Overall, revenues are projected to be flat over the 5-yr period (approximate 1% annual growth). The FY15-16 projected budget has a spike in revenue because of the renewal of Measure I which incorporates a general municipal tax. The proposed FY14-15 budget did not include the revenue from the general municipal tax which is approximately \$180,000/yr tax. However, the FY15-16 budget does add it back in.

Over the first 3 years of the 5 year forecast, the Town would need to dip slightly into General Fund (GF) reserves annually to balance the budget. As a percentage of overall GF expenses, GF reserves would drop between 4-5% over the three year period. For the first two years, GF reserves would be slightly below (24.6%) the Town's reserve policy of 25% of operating expenses. However, beginning in FY17-18, if expenditures and revenue remain as projected, the Town would need to use 3.5% of GF reserves to balance the budget which would reduce reserves to less than 20% of operating expenses.

Over the five-year forecast period, health care and retirement costs are estimated to increase annually by 11% and 9%, respectively. Personnel costs (salaries and benefits) comprise over 50% of the Town's budget not including the cost of the fire contract. However, when combined with the fire contract, the percentage increases to almost 80% of the Town's budget. Needless to say, increases in health and retirement costs represent the most significant impact to future budgets. Unfortunately, we have little control over these two factors.

That being said, the good news is that Forecast indicates the Town has a few years to determine how it wants to address future revenue generation and expenditure reductions. With a healthy General Fund reserve, the Council has the flexibility to avoid draconian budget cuts and can plan for a "soft" financial landing.

Proposed Service Additions

The narratives that accompany each departmental budget highlight the key accomplishments and goals/objectives for FY14-15. This section highlights the key program additions or activities contained in the proposed FY14-15 budget:

Expanding Youth and Senior Programs

Two of the Council goals for 2014 are to expand youth and senior programs. Staff is proposing to expand teen activities at the Youth Center and to develop new senior programs by allocating an additional \$13,000 and \$3,000, respectively, to the budget. The expansion of teen programs would entail contracting with Roots to Branches for the enhanced programming. The specific senior program has yet to be determined, but it would be on pilot basis to evaluate demand and interest in the different activities. This represents the maximum increase in funding, but the actual expenses may be far less than budgeted

In addition, FOCAS intends to increase its staff hours to enhance and expand programming. Overall, the budget would increase from approximately \$64,000 in FY13-14 to \$96,000 in FY14-15. The approximate \$32,000 increase is offset by \$29,000 in additional program revenue (e.g., rental, classes). Some of the additional revenues are related to youth membership fees.

However, staff does not anticipate charging the seniors for any additional programs at this time. The proposed budget increases the Measure I allocation from \$18,000 for youth programs to \$25,000 to balance the FOCAS budget.

Funding for Parkland/Open Space

The Open Space Committee (OSC) budget reflects an allocation of \$50,000 in County Measure A park funds for the future acquisition of parklands and \$4,000 in Town General Fund monies for operational costs. The parkland funding is for Sky Ranch which is a 16+ acres property (currently used as equestrian facility) located on the western boundary between Fairfax (end of Crest Rd) and San Anselmo. The acquisition would require a joint effort among various open space and governmental entities. The Council can always reallocate the funds later should Sky Ranch not be acquired for open space purposes.

Trail Maintenance/Repair

The Public Works Park Maintenance budget includes \$25,000 for pedestrian trail maintenance/repair. While the activity is being budgeted, the Council has indicated that the funding for a contractor or part-time staff to perform the work is contingent on the renewal of Measure I.

Implementation of Community Engagement Plan

It has become apparent that the Town needs to expand how it communicates with the community. In order to do so, the FY14-15 budget allocates \$15,000 for website improvements and software to allow the Town to develop an email database and implement a more interactive approach for engaging the community in dialogue on key issues facing the Town.

Key Budget Assumptions for Fiscal Year 2014-15

The following are key budget assumptions used to develop the FY14-15 budget:

Continue Personnel Savings

- Continue to keep one Administrative Assistant position and one Police Officer position frozen for cost savings.
- No additional funding for Public Works director activities.

Stable Sales and Lower Property Tax Revenues

- For the FY14-15, we believe overall sales tax including the .5% from Measure D will remain at a high level. Sales tax revenues are projected to be 25% higher than what was budgeted in FY13-14.
- Property tax revenues are projected to be 2% lower than FY13-14 because of the elimination of the general municipal services tax and adjustments for one-time revenues.

Savings and Increases in Police and Fire

- The Police Department budget will experience an anomaly of being lower in FY14-15 (approx. \$50,000 lower) than in FY13-14, even accounting for increases in health and retirement costs. The lower budget reflects benefit (medical/retirement) savings in the Police Department related to turnover in staffing. Specifically, the Department has hired two new officers which resulted in significant savings (\$50,000-\$70,000 per officer) due to the significant reduced retirement/benefit costs.
- The Ross Valley Fire Department (RVFD) experienced over a 4% increase in operational costs due to a variety of factors such as salary and services/supplies. Fairfax's share of cost increased by \$55,000 or 3.5%. However, for the past few years, RVFD has been using operating reserves to keep annual increases reasonable for its member agencies due to the economic downturn. In FY14-15, RVFD has allocated the balance of reserves (\$40,000) to offset proposed increases which is \$28,000 less than in FY13-14. The result is that the Town will experience an \$83,000 increase in costs. In the future, there will be no offset in costs for Fairfax because the operating reserve has a zero fund balance.

Personnel Costs- Increase in Health and Retirement Costs

- Health costs are projected to increase by 11% per year.
- The Miscellaneous I Plan rate (employer contribution) will increase from 18.208% for FY13-14 to 20.011% in FY14-15. The Public Safety Tier I Plan (employer contribution) increases from 55.96% for FY13/14 to 61.741% for FY14-15. In comparison, the Town pays 12.25% for new officers who fall under Pension Reform which has resulted in huge savings to the Town.
- Includes step increases for eligible staff, COLA's per MOU's, and possible reclassification of the Deputy Town Clerk position to a management position.
- Proposes 2% COLA for part time employees.

Workplan and Performance Data

This information is intended 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 FY14-15. 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. This continues to be a work in progress.

Five Year Capital Improvement Plan

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. While the total 5

Yr CIP budget is approximately \$11.4 million, the budget for FY14-15 is approximately \$2.2 million. The funding comes from federal, state, and local grants (e.g., Highway Bridge Program, sales tax from TAM), gas tax, Measure I, and funds reserved for the Pavilion. The FY14-15 CIP includes the following revisions:

- The CIP has been revised to represent the expenditure of funds during the FY. Previously, the CIP included all the funds in one fiscal year for a project based on an anticipated contract amount. We have rethought that practice and determined that for professional design services that will take two years to complete, it would be more appropriate to budget for it over the two-year period. This better represents project cash flow and would not require reserving funds in year one for use in year two. The result has been a reduction in overall CIP costs in FY14-15.
- New funding for capital projects (e.g., park equipment improvements) from the County of Marin Measure A (Parks) sales tax funds.
- The significant new project is the addition of the replacement of the Azalea Street Bridge. We anticipate the approval of this project for federal highway bridge program funds this year.
- For all the bridge projects (e.g., Creek, Marin), Caltrans has informed us that the cost for CEQA analysis is not eligible for reimbursement under the federal bridge programs. As a result, the Town will need to supplement each bridge project by approximately \$30,000 for CEQA costs.

Issues to Consider in FY14-15

The Five Year Forecast assumes a stable revenue base. However, the Five Year Forecast also shows what would happen if two revenue measures are not renewed: Measure I (special tax) and Measure D (1/2% sales tax). Measure I is slated to expire in 2015 and accounts for \$460,000. Specifically, Measure I represents over 4% (\$320,000 of \$7.6 million) of the Town's estimated FY14-15 General Fund (GF) revenues and over 6% (\$140,000 of \$2.2 million) of the funding for the Capital Improvement budget. The Council will also be incorporating the General Municipal Services Tax into the Measure I renewal. This general municipal tax represents over 2% of GF revenues (approx. \$180,000). Combined, the two taxes total \$640,000. Similarly, Measure D represents over 5% (\$400,000) of GF revenues in FY14-15.

Needless to say, the combined effect of losing all these funding sources would have a catastrophic effect on the Town's budget. Table E of the 5-year Forecast shows that the loss of Measure I would result in \$640,000 less annual revenue to the Town. This represents 7.7% of the Town's General Fund expenses. The pie chart on page 4 of the budget shows that the lost revenue would be the equivalent of eliminating the entire Public Works Department. If you add in the loss of Measure D, the Town would experience an annual loss of approximately \$1.1 million. Thus, the renewal of Measure I in November becomes the top priority for the Town in FY14-15.

Another issue for the Town to consider is that the current MOU with SEIU, POA and the Management group (comprising of all non-represented staff) all expire June 30, 2015. Staff will begin negotiations in early 2015. The cost of any new MOU's will most likely impact future budget projections.

The Town will also need to continue 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. In addition, the staff will be updating its old fee study in FY14-15 to determine if fees should be increased to cover staff costs.

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 Police Chief Chris Morin and Planning and Building Services Director Jim Moore. A special thanks to our Finance staff, mainly Finance Director, Michael Vivrette, for a dedicated and commendable job of putting together the FY2014/15 Town Budget for the Town of Fairfax.

Michael continues to strive 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. We have a special Town in part to the dedication of staff and the Town Council.

The future is bright for the Town, but there are challenges on the horizon. My hope is that the Council, and myself, continue to meet those challenges with smiles on our faces, especially if the outcomes are less than desirable☺

Sincerely,


GARRETT TOY
Town Manager

FIVE YEAR GENERAL FUND FORECAST (FY14-15 to FY18-19)

Five Year General Fund Forecast

This section projects General Fund expenses and revenues over a five year period (FY14-15 thru FY18-19). This Forecast allows the Town Council an opportunity to plan for the future based on projected revenues and expenditures. The graph shows that if no revisions to the budget are made in the next 3 years, expenditures will begin to far exceed revenues in FY16-17.

Table A shows that over the next three years, the Town will need to slightly dip into General Fund (GF) reserves annually to balance the budget. As a percentage of overall GF expenses, the amount is approximately 1% each year. However, the Town will still be able to meet the desired level of maintaining GF reserves a 25% of GF expenses. As Table A indicates the Town would need to reduce reserves more significantly in FY17-18 if nothing was done to modify expenditure patterns.

Table B shows projected GF revenue not including transfers in from other funds or special revenues. The estimated year-end for FY13-14 shows incredible growth. However, the GF revenue estimate for FY14-15 includes a more modest increase reflecting adjustments for one-time revenues (e.g., ERAF reimbursement) and loss of a general municipal services tax (\$180,000/yr). The Forecast assumes that renewal of Measure I including the addition of the general municipal tax is approved by voters in 2014 and effective in FY15-16. For the last 3 years of the Forecast, revenues are projected to remain flat (i.e. 1% to 2% per year).

Similarly, GF appropriations/expenditures are projected to increase by a range from 2%-4.5% over the five year period. Expenditures will outstrip revenues over the 5 year period without any budget adjustments. However, the Town has ample time to phase in such adjustments over the next 3 years. This may be somewhat more difficult than anticipated as the Forecast does include expenditures savings from staff turnover/retirements and permanent expense reductions (see Table A notes for more detail). For forecasting purposes, we assumed such savings would offset possible increases in Fire Services.

Greatest impacts to the Town Budget are loss of revenue and health care and retirement costs. Unfortunately, the Town has no control over health and retirement costs. The forecast assumes an annual increase of 11% and 9% for health care and retirement costs, respectively. Obviously, any changes to these factors would have a significant impact on the Forecast. Please refer to the Budget appendices for historical data on health care and retirement costs, respectively. With regard to revenues, the Town has more control except for those revenues requiring voter approval.

Revenue Scenarios

The Five Year forecast assumes a stable revenue base. Table C provides more detail on the GF revenues and assumptions used in the Forecast.

However, Table D shows what would happen if two revenue measures are not renewed: 1) Measure I which is a \$125/residential and commercial unit per year special municipal services tax and 2) Measure D which is a 1/2% sales tax. Measure I is slated to expire in 2015 and accounts for \$460,000 of Town revenues. Specifically, Measure I represents over 4% (\$320,000 of \$7.6 million) of the Town's estimated FY14-15 General Fund (GF) revenues and over 6% (\$140,000 of \$2.2 million) of the funding for the Capital Improvement budget. The Council will also be incorporating the General Municipal Services Tax into the Measure I renewal. This general municipal tax is \$50/unit/yr and represents over 2% of GF revenues (approx. \$180,000). Combined the two taxes total \$640,000. The Forecast assumes the general municipal tax is included in the renewal of Measure I. However, should the renewal of Measure I fail, the combined effect of losing these two municipal services taxes would be devastating on Town finances and, ultimately, on Town services.

Similarly, Measure D represents over 5% (\$400,000) of GF revenues in FY14-15. Losing Measure D along with Measure I would have an even more catastrophic impact on Town finances and services. We could eliminate entire departments and divisions and still not balance the budget. Table D shows the impact on the Town should the funding not be renewed. In essence, the Town would be broke by FY17-18.

Revenue Options

Based on the possibility of losing significant revenues, there are several options the Council can consider to address this situation. Table E shows the revenue options that the Council may want to consider in the future. The Council can always mix'n'match the following revenues options:

- Pursue the renewal of Measure I (including the general municipal services tax) in 2014 prior to its expiration.
- Pursue the renewal of Measure D in 2016 prior to its expiration.
- Maximize the utility tax rate by increasing the rate from 4% to 5%.
- Explore/Implement a managed parking system to generate parking revenues.
- Increases fees and permits for Planning and Building Services to be full cost recovery.
- Reduce Town operating expenses

The Council has time to consider these options and determine which approaches best meet the needs of the Town.

General Fund 5 yr Forecast

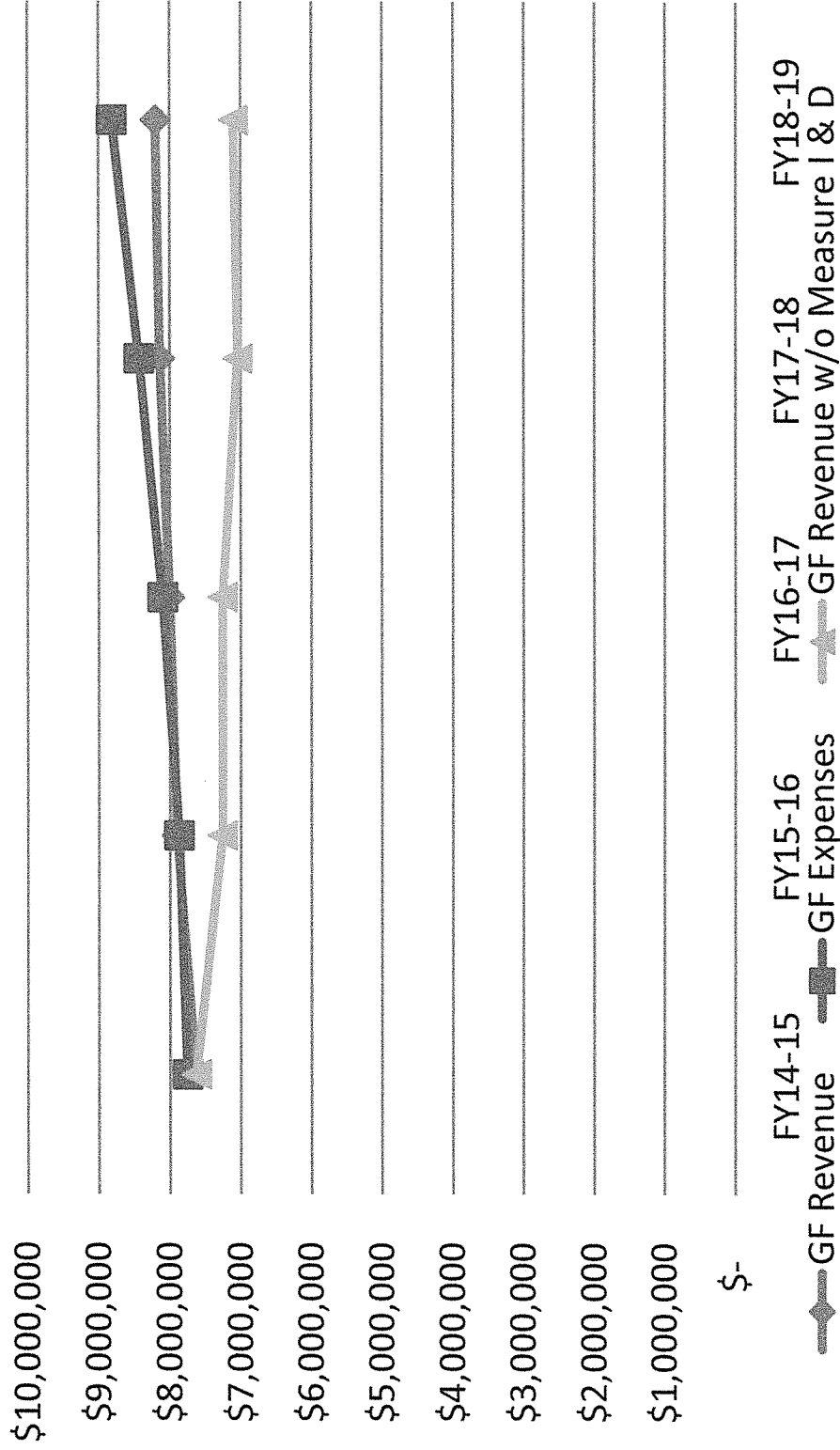


TABLE A
Five Year General Fund Forecast

	Projected YR End					5 yr Total
	Budget FY13-14	Budgeted FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	
Total GF Appropriations	\$ 7,360,443	\$ 7,756,123	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,818,471
GF Revenue (taxes, fees)	\$ 5,866,830	\$ 5,503,000	\$ 5,763,680	\$ 5,866,295	\$ 6,002,801	\$ 6,061,214
Other GF Rev*	\$ 1,652,433	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000	\$ 1,580,000
Transfers In**	\$ 237,562	\$ 547,003	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000
Subtotal GF Revenue	\$ 7,756,825	\$ 7,630,003	\$ 7,903,680	\$ 8,006,295	\$ 8,142,801	\$ 8,201,214
Net Surplus(Deficit) to GF reserves	\$ 396,382	\$ (126,120)	\$ 31,170	\$ (95,138)	\$ (291,214)	\$ (617,256)
In % of GF Exp	5.4%	-1.6%	0.4%	-1.2%	-3.5%	-7.0%
Ending GF Bal	\$ 2,043,241	\$ 1,917,121	\$ 1,938,291	\$ 1,833,153	\$ 1,531,939	\$ 904,682
In % of GF Exp	27.8%	24.7%	24.6%	22.6%	18.2%	10.3%
Target 25% of GF Exp	\$ 1,840,111	\$ 1,939,031	\$ 1,968,128	\$ 2,025,358	\$ 2,108,504	\$ 2,204,618
Surplus(Deficit) for GF reserves	\$ -	\$ -	\$ (29,837)	\$ (192,205)	\$ (576,565)	\$ (1,299,935)

* contributions from Planning and Building revenues and retirement fund

** Measure I, COPS Grant, Gas Tax, Festival; Measure I contribution to GF at \$320,000 to reflect past practice or reduction in transfer out of GF to CIP projects

Expense Assumptions

Salaries in FY15-16 increase by 1%/yr

Salaries/benefits assume new employee savings of \$50,000 in FY15-16 and \$100,000 in savings in FY16-17

Health benefits increase by 11%/yr

Retirement increase by 9%/yr

Assumes renewal of Measures D and I including general municipal tax in FY15-16

All other expenses increase by 1%/yr; expenses reduced by staff turnover/retirements and general budget reductions; for budgetary purposes we assume the expenditures reductions will offset increases in Fire Services

**TABLE B
GENERAL FUND REVENUE AND EXPENDITURE FORECAST INCREASES (DECREASES)**

	Adopted Budget FY13-14	Estimated FY13-14	Budget FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19
Total GF Revenue*	\$ 5,345,000	\$ 5,866,830	\$ 5,503,000	\$ 5,763,680	\$ 5,866,295	\$ 6,002,801	\$ 6,061,214
Revenue Increase		\$ 521,830	\$ 158,000	\$ 260,680	\$ 102,615	\$ 136,506	\$ 58,413
Increase in %		10.5%	2.7%	4.7%	1.8%	2.3%	1.0%
Total GF Expenses	\$ 6,815,000	\$ 7,360,443	\$ 7,756,123	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,818,471
Expenditure Increase		\$ 545,443	\$ 395,680	\$ 116,387	\$ 228,923	\$ 332,582	\$ 384,456
Increase in %			5.8%	1.6%	3.0%	4.2%	4.7%

Note: For FY14-15, the comparison is with the FY13-14 adopted budget and not estimated year end.

* GF revenue does not include transfers or special revenue

**TABLE C
GENERAL FUND REVENUE ACTUAL AND 5 YEAR FORECAST**

Revenue Detail	Actual FY11-12	Actual FY12-13	Estimated FY13-14	Budgeted FY14-15	Projected FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19
Property Tax	\$ 3,142,013	\$ 3,154,518	\$ 3,574,076	\$ 3,249,000	\$ 3,477,735	\$ 3,529,901	\$ 3,582,850	\$ 3,636,592
Sales Tax (1%)	\$ 533,342	\$ 595,797	\$ 783,471	\$ 780,000	\$ 793,000	\$ 819,000	\$ 846,000	\$ 846,000
Measure D Sales Tax (0.5%)	\$ 14,300	\$ 324,219	\$ 397,167	\$ 400,000	\$ 414,000	\$ 434,000	\$ 455,000	\$ 455,000
Other- Utility	\$ 403,579	\$ 395,983	\$ 384,567	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
Subtotal Taxes	\$ 4,093,234	\$ 4,470,517	\$ 5,139,281	\$ 4,804,000	\$ 5,059,735	\$ 5,157,901	\$ 5,258,850	\$ 5,312,592
Other Revenues								
Franchise Fees	\$ 362,963	\$ 368,090	\$ 344,929	\$ 345,000	\$ 346,725	\$ 348,459	\$ 350,201	\$ 351,952
Business License	\$ 113,137	\$ 128,920	\$ 125,000	\$ 125,000	\$ 125,625	\$ 126,253	\$ 126,884	\$ 127,519
Fines	\$ 60,690	\$ 60,206	\$ 90,095	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Rental & Maintenance Fees	\$ 29,610	\$ 31,380	\$ 27,892	\$ 36,500	\$ 38,325	\$ 40,241	\$ 42,253	\$ 44,366
Revenues from other Agencies	\$ 96,141	\$ 87,341	\$ 66,382	\$ 34,000	\$ 34,170	\$ 34,341	\$ 34,513	\$ 34,685
Charges for Svc	\$ 53,938	\$ 42,317	\$ 73,251	\$ 68,500	\$ 69,100	\$ 69,100	\$ 100,100	\$ 100,100
Subtotal Other Rev	\$ 716,479	\$ 718,254	\$ 727,549	\$ 699,000	\$ 703,945	\$ 708,394	\$ 743,951	\$ 748,622
TOTAL GENERAL FUND REVENUE	\$ 4,809,713	\$ 5,188,771	\$ 5,866,830	\$ 5,503,000	\$ 5,763,680	\$ 5,866,295	\$ 6,002,801	\$ 6,061,214

≡

Assumptions for 5 yr GF Projections

Total Prop Tax increase by 1.5% in FY14-15

Sales tax based on consultant data

Utility taxes remain flat

Franchise fees, other revenues, and business license increased by 0.5%/yr

Revenues from other agencies slight increase

Fines increased by \$15,000 in FY13-14 to reflect parking fine increase

Other Charges for svcs increased per Dispatch contract

Measures D and I renewed including general municipal tax effective FY15-16

Rentals increase by 5% in FY14-15

increase trafer tax by \$50k
add sales tax

TABLE D

Revenue Scenarios Five Year Forecast

	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
Total GF Appropriations	\$ 7,360,443	\$ 7,756,123	\$ 7,872,510	\$ 8,101,433	\$ 8,434,015	\$ 8,818,471
Total GF Revenues and Transfers	\$ 7,756,825	\$ 7,630,003	\$ 7,903,680	\$ 8,006,295	\$ 8,142,801	\$ 8,201,214
Surplus (Deficit)	\$ 396,382	\$ (126,120)	\$ 31,170	\$ (95,138)	\$ (291,214)	\$ (617,256)
Less Measure I (incl general municipal tax)	\$ -	\$ -	\$ (640,000)	\$ (640,000)	\$ (640,000)	\$ (640,000)
Less Measure D	\$ -	\$ -	\$ -	\$ (108,500)	\$ (455,000)	\$ (455,000)
Adjusted Surplus(deficit)	\$ 396,382	\$ (126,120)	\$ (608,830)	\$ (843,638)	\$ (1,386,214)	\$ (1,712,256)
Proj. GF Fund Balance	\$ 2,043,241	\$ 1,917,121	\$ 1,308,291	\$ 464,653	\$ (921,561)	\$ (2,633,818)
In % of GF Exp		24.7%	16.6%	5.7%	-10.9%	-29.9%

Comparing GF Revenues & Expenses

	Adopted FY13-14	Proposed	Variance
Total GF Revenues	\$ 6,815,000	\$ 7,082,000	\$ 267,000
Total GF Expenditures	\$ 7,431,012	\$ 7,720,338	\$ 289,326
	Yr End FY13-14	Proposed	Variance
Total GF Revenues (no transfers)	\$ 5,886,830	\$ 5,502,000	\$ (384,830)
Total GF Expenditures	\$ 7,360,443	\$ 7,720,338	\$ 359,895

TABLE E
Revenue Options To Consider

	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
Target	\$ (126,120)	\$ (608,830)	\$ (843,638)	\$ (1,386,214)	\$ (1,712,256)
In % of GF Exp	-1.6%	-7.7%	-10.4%	-16.4%	-19.4%
OPTIONS					
Allocated General Fund Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Renew Measure I (with general muni tax)	\$ -	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000
Renew Measure D	\$ -	\$ -	\$ 90,350	\$ 372,000	\$ 372,000
Increase Utility Tax by 1%	\$ -	\$ 100,000	\$ 101,000	\$ 102,010	\$ 103,030
Parking Revenue (\$5000/weekend)	\$ -	\$ 250,000	\$ 252,500	\$ 255,025	\$ 257,575
Increase Planning & Building Fees and Permits	\$ -	\$ 160,000	\$ 161,600	\$ 163,216	\$ 164,848
Reduce Salary Expenses (5% give back)	\$ -	\$ 132,576	\$ 136,427	\$ 142,841	\$ 152,855
Total	\$ -	\$ 1,282,576	\$ 1,381,877	\$ 1,675,092	\$ 1,690,308



Town of Fairfax

2014-15 Operating Budget

ALL FUNDS FY15

FUND SUMMARY	Balance 30-Jun-14	FY 2014-15 Revenues	FY 2014-15 Approp	FY 2014-15 Transfers	Balance 30-Jun-15
6/19/14 10:20 AM					
GENERAL FUNDS					
01 General Fund	1,017,663	5,503,000	(7,654,226)	1,855,056	721,493
02 Dry Period Fund	858,053	-	-	141,947	1,000,000
03 Equipment Replacement Fund	(4,514)	-	(86,922)	100,000	8,564
04 Building & Planning Fund	111,236	450,000	-	(450,000)	111,236
05 Communication Equip Replace Fund	0	-	-	-	0
06 Retirement Fund	17,339	1,130,000	-	(1,130,000)	17,339
08 Office Equip Replacement Fund	40,103	-	(10,000)	30,000	60,103
Total General Funds	2,039,880	7,083,000	(7,751,148)	547,003	1,918,735
					24.8%
SPECIAL REVENUE FUNDS					
07 Special Police Fund	2,950	100,000	-	(100,000)	2,950
11 Recreation Fund	(10,071)	82,000	(96,419)	25,000	510
12 Fairfax Festival Fund	4,746	36,000	(32,000)	(5,000)	3,746
20 Measure I - Municipal Svs Tax Fund	0	460,000	-	(460,000)	0
21 Gas Tax Fund	8,930	198,485	-	(207,000)	415
Total Special Revenue Funds	6,555	876,485	(128,419)	(747,000)	7,621
DEBT SERVICE FUNDS					
41-45 Measure K - Debt Service	771,263	448,528	(504,891)	-	714,901
Total Debt Service Funds	771,263	448,528	(504,891)	-	714,901
CAPITAL PROJECTS					
51 Capital Projects - Grants	131,182	1,750,774	(2,031,771)	280,997	131,182
52 Disaster Fund	0	-	-	-	0
53 Capital Projects - Town	(4,496)	96,554	(161,554)	65,000	(4,496)
54 Pavilion Renovation	150,765	-	-	(150,000)	765
55 Measure K - Capital Projects	(0)	-	-	-	(0)
Total Capital Projects Funds	277,450	1,847,328	(2,193,325)	195,997	127,450
FIDUCIARY FUNDS					
73 Open Space	8,617	55,000	(5,000)	4,000	62,617
Total Fiduciary Funds	8,617	55,000	(5,000)	4,000	62,617
TOTALS	3,103,765	10,310,341	(10,582,782)	-	2,831,324



Town of Fairfax

2014-15 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed

TRANSFERS TO:

01 General Fund	2,292,279	2,085,589	2,075,979	2,052,122	2,156,003
02 Dry Period Fund	-	226,836	-	-	141,947
03 Equipment Replacement	50,000	144,396	71,600	71,600	100,000
08 Office Equipement Replacement	8,000	20,000	20,000	20,000	30,000
11 Recreation	18,000	18,000	18,000	23,000	25,000
49 CIP - Emergency Watershed	83,206	-	-	-	-
50 CIP - Fairfax Creek Restoration	475,889	-	-	-	-
51 CIP - Grants	249,504	150,967	305,000	155,000	302,000
52 CIP - Storm	201,743	70,740	151,369	324,265	-
53 CIP - Town	184,599	49,000	78,781	78,781	65,000
54 Pavilion Restoration	-	150,000	-	-	-
55 Measure K	189,417	4,309	-	442	-
73 Open Space	26,400	-	7,596	7,596	4,000
	3,779,037	2,919,837	2,728,325	2,732,806	2,823,950

TRANSFERS FROM:

01 General Fund	1,140,341	629,972	203,565	381,903	300,947
02 Dry Period Fund	226,836	-	-	-	-
04 Building & Planning	399,890	400,000	363,000	400,000	450,000
05 Communications Fund	-	-	17,257	17,257	-
06 Retirement Fund	1,073,053	1,125,000	1,107,000	1,107,000	1,130,000
07 Special Police Services	100,000	75,000	125,000	125,000	100,000
12 Fairfax Festival	-	6,089	5,000	5,000	5,000
20 Measure I - Municipal Services Tax	465,000	452,000	460,000	459,643	460,000
21 Gas Tax	184,500	194,500	259,000	213,500	207,000
41-45 Debt Service	189,417	4,309			
51 CIP - Grants			23,503	23,503	21,003
53 CIP - Town	-	-	15,000	-	-
54 Pavilion Restoration	-	-	150,000	-	150,000
55 Measure K	-	32,967	-	-	-
	3,779,037	2,919,837	2,728,325	2,732,806	2,823,950
	-	-	-	-	-

NOTES:

See Fund sheets for detail of transfers



Town of Fairfax
2014-15 Operating Budget

APPROPRIATIONS - ALL FUNDS

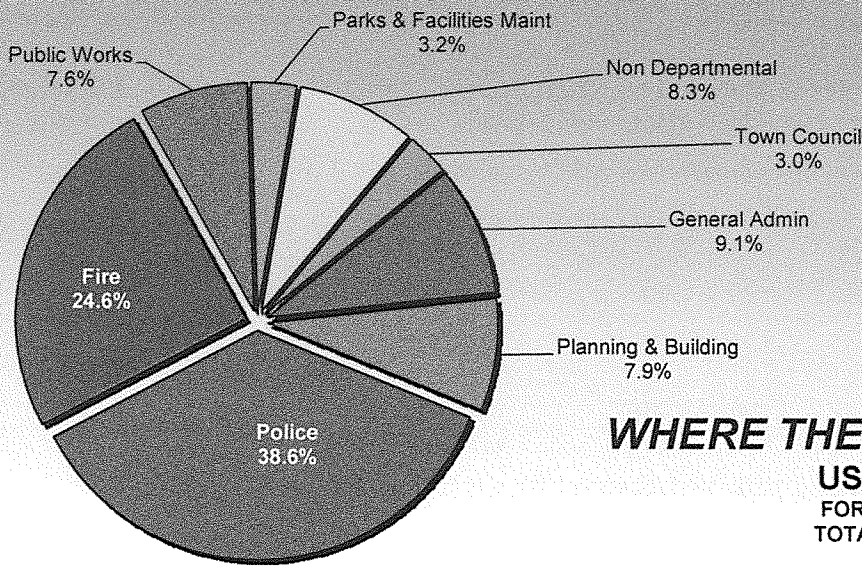
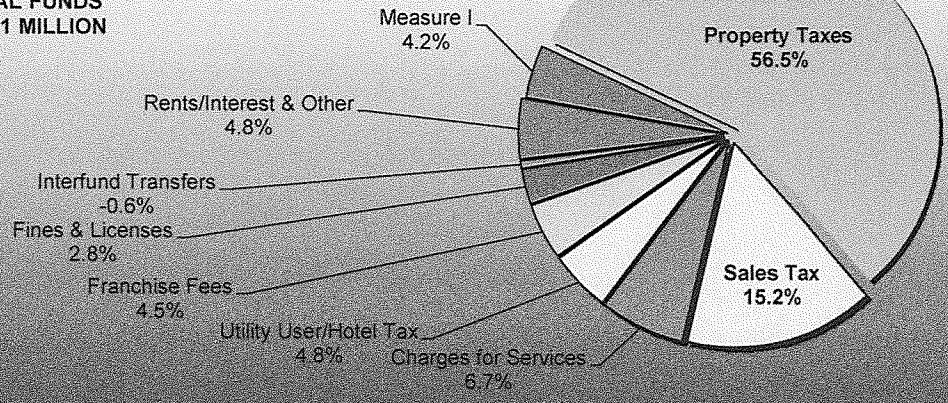
APPROPRIATIONS BY DEPT

	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2014-15 Proposed
GENERAL FUNDS							
01 General Fund	929,011	606,364	4,653,348	582,572	244,575	638,355	7,654,226
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	70,322	-	-	16,600	86,922
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	-	-
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	10,000	-	-	-	-	-	10,000
Total General Funds	939,011	606,364	4,723,670	582,572	244,575	654,955	7,751,148
SPECIAL REVENUE FUNDS							
07 Special Police Fund	-	-	-	-	-	-	-
11 Recreation Fund	-	-	-	-	96,419	-	96,419
12 Fairfax Festival Fund	-	-	-	-	32,000	-	32,000
20 Measure I - Municipal Sys Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	128,419	-	128,419
DEBT SERVICE FUNDS							
41-45 Measure K - Debt Service	-	-	-	504,891	-	-	504,891
Total Debt Service Funds	-	-	-	504,891	-	-	504,891
CAPITAL PROJECTS							
49 Emergency Watershed Protection	-	-	-	-	-	-	-
50 Fairfax Creek Restoration	-	-	-	-	-	-	-
51 Capital Projects - Grants	-	-	-	1,388,000	643,771	-	2,031,771
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	161,554	-	-	161,554
54 Pavilion Renovation	-	-	-	-	-	-	-
55 Measure K - Capital Projects	-	-	-	-	-	-	-
Total Capital Projects Funds	-	-	-	1,549,554	643,771	-	2,193,325
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	5,000	-	5,000
Total Fiduciary Funds	-	-	-	-	5,000	-	5,000
TOTAL APPROPRIATIONS - ALL FUNDS							
Percent of Total Appropriations (with CIP)	939,011	606,364	4,723,670	2,637,017	1,021,765	654,955	10,582,782
Percent of Appropriations (no CIP Funds)	8.9%	5.7%	44.6%	24.9%	9.7%	6.2%	100.0%
	11.2%	7.2%	56.3%	13.0%	4.5%	7.8%	100.0%

WHERE THE MONEY COMES FROM...

SOURCE OF FUNDS

FOR GENERAL FUNDS
TOTAL = \$7.61 MILLION



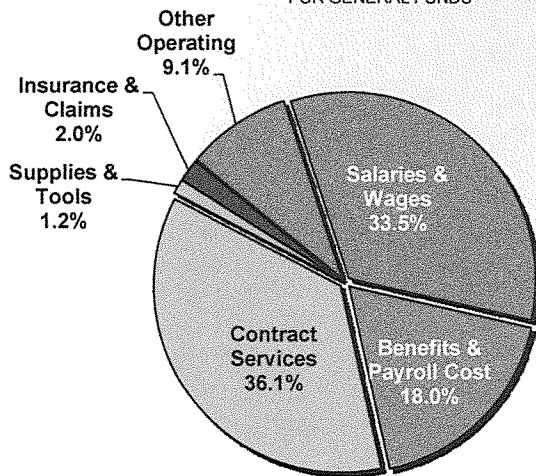
WHERE THE MONEY GOES TO...

USE OF FUNDS

FOR GENERAL FUNDS
TOTAL = \$7.61 MILLION

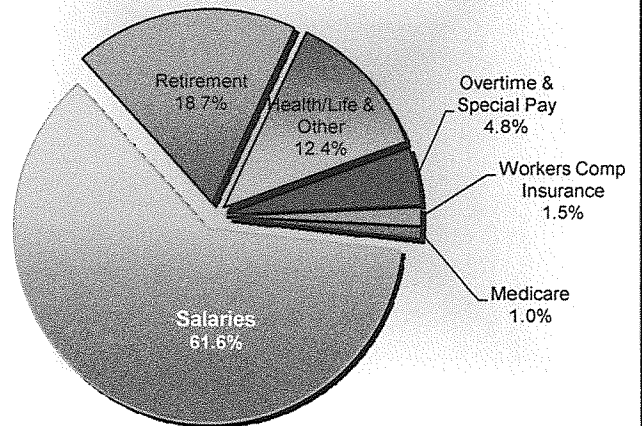
EXPENDITURES BY CATEGORY

USE OF FUNDS
FOR GENERAL FUNDS



PERSONNEL EXPENSES

USE OF FUNDS
FOR GENERAL FUNDS





Town of Fairfax

2014-15 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 (01,02,03,04,05,06,08) cumulatively referred to as the "General Funds".

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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BEGINNING FUND BAL

1,763,936	999,085	601,537	878,555	1,164,023
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REVENUES

PROPERTY TAXES	3,197,067	3,188,569	3,319,800	3,574,084	3,249,000
SALES TAXES	547,648	1,039,274	934,500	1,180,638	1,180,000
USER FEES (UUT/TOT)	403,580	394,347	393,500	384,557	375,000
FRANCHISE FEES	362,963	356,371	365,000	344,929	345,000
FINES & LICENSES	173,827	191,816	200,000	215,095	215,000
RENTS & INTEREST	34,811	32,211	33,500	31,296	40,000
REVENUES FROM OTHER AGENCIES	41,090	39,846	39,600	66,382	33,000
CHARGES FOR CURRENT SERVICES	48,737	44,492	59,100	70,847	66,000
SUBTOTAL REVENUES	4,809,722	5,286,926	5,345,000	5,867,830	5,503,000

APPROPRIATIONS

100 TOWN COUNCIL	168,088	149,686	213,124	253,148	230,055
200 GENERAL ADMINISTRATION	653,525	573,970	682,472	607,420	698,956
300 DEVELOPMENT SERVICES	526,530	515,503	531,164	583,366	606,364
400 PUBLIC SAFETY	4,339,557	4,469,738	4,619,532	4,587,440	4,653,348
500 PUBLIC WORKS	458,940	408,877	522,748	513,245	582,572
600 PARKS & FACILITY MAINT	227,642	213,513	229,404	153,417	244,575
700 NON DEPARTMENTAL	352,230	531,788	569,700	554,544	638,355
SUBTOTAL APPROPRIATIONS	6,726,512	6,863,074	7,368,145	7,252,580	7,654,226

TRANSFERS

TRANSFERS TO 01-GENERAL FUND	2,292,279	2,085,589	2,075,979	2,052,122	2,156,003
TRANSFERS FROM 01-GENERAL FUND	(1,140,341)	(629,972)	(203,565)	(381,903)	(300,947)
SUBTOTAL TRANSFER	1,151,939	1,455,617	1,872,414	1,670,219	1,855,056

NET DEPARTMENT ACTIVITY

(764,851)	(120,530)	(150,731)	285,468	(296,170)
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ENDING FUND BAL

999,085	878,555	450,806	1,164,023	867,853
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COMPONENTS OF FUND BALANCE:

Undesignated	999,085	878,555	450,806	1,164,023	867,853
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NOTES:



Town of Fairfax

2014-15 Operating Budget

GENERAL FUND

REVENUE DETAIL	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed
01-010-101 Property Taxes - Secured	1,905,528	1,921,876	2,042,800	2,085,164	2,110,000
01-010-102 Property Taxes - Unsecured	43,444	42,413	50,000	78,271	50,000
01-010-103 Property Taxes - Prior	6,809	3,343	5,000	4,921	5,000
01-010-104 Real Estate Transfer Tax	24,733	45,251	25,000	60,894	50,000
01-010-107 \$50 General Municipal Services Tax	184,504	172,163	185,000	181,101	-
01-010-110 Supplemental Property Taxes	31,916	36,382	45,000	64,463	60,000
01-010-112 ERAF Excess Distribution	383,678	357,846	350,000	464,954	350,000
01-010-117 Property Tax In-Lieu of VLF ("VLF Swap")	561,404	557,325	560,000	579,979	570,000
01-060-113 Storm Run-Off Fee	55,051	51,970	57,000	54,337	54,000
Total Property Taxes	3,197,067	3,188,569	3,319,800	3,574,084	3,249,000
01-010-105 In-Lieu Sales Tax ("Triple Flip")	100,983	134,219	140,000	151,496	145,000
01-010-106 Sales Tax ("Bradley Burns")	378,360	465,019	405,000	577,998	575,000
01-010-111 1/2 cent Sales Tax - Prop. 172	54,005	57,270	60,000	53,978	60,000
01-010-118 1/2 cent Sales Tax - Measure D	14,300	382,765	329,500	397,167	400,000
Total Sales Taxes	547,648	1,039,274	934,500	1,180,638	1,180,000
01-010-108 Utility Users Tax - Telecom	133,794	128,044	130,000	122,805	120,000
01-010-109 Utility Users Tax - Energy	250,671	236,731	240,000	235,034	230,000
01-010-114 Hotel Users Tax	19,115	29,573	23,500	26,718	25,000
Total User Taxes	403,580	394,347	393,500	384,557	375,000
01-020-201 Garbage	167,559	169,736	175,000	167,052	167,000
01-020-202 Gas & Electric	61,415	58,514	60,000	58,849	58,000
01-020-203 Cable	133,989	128,120	130,000	119,028	120,000
Total Franchise Fees	362,963	356,371	365,000	344,929	345,000
01-030-301 Business Licenses	113,137	125,072	125,000	125,000	125,000
01-040-401 Vehicle Code Fines	19,886	37,701	25,000	23,630	24,000
01-040-402 Parking & Other Fines	40,804	29,043	50,000	66,465	66,000
Total Fines & Licenses	173,827	191,816	200,000	215,095	215,000
01-045-501 Rents - Women's Club and Other	11,272	13,273	13,000	9,119	9,000
01-045-504 Rents - CYO - Pavilion	4,250	5,550	5,000	2,960	5,000
01-045-506 Rents - Pavilion - Other	11,638	8,350	10,000	14,080	21,000
01-045-507 Janitor.Maint fees	2,450	1,200	1,500	1,733	1,500
Total Rental & Maintenance Fees	29,610	28,373	29,500	27,892	36,500
01-050-500 Interest Earnings - Bank	1,571	437	1,000	3,404	1,000
01-050-502 Interest Earnings - LAIF	3,631	3,401	3,000	-	2,500
Total Investment Earnings	5,201	3,839	4,000	3,404	3,500
01-060-602 Motor Vehicle License Fees	10,166	3,191	1,000	7,240	5,000
01-060-607 Homeowners Exemption	13,903	20,343	13,000	11,492	11,000
01-060-615 Police Training Reimbursement (POST)	13,063	11,653	10,000	1,731	2,000
01-060-699 Other & Miscellaneous Revenues & WC	3,958	4,660	15,600	45,919	15,000
Total Revenues From Other Agencies	41,090	39,846	39,600	66,382	33,000
01-080-802 Sale Of Maps & Publications/Copies	85	1,028	100	2,251	1,000
01-080-803 Special Police Services (includes booking fees)	5,705	9,339	5,000	10,110	10,000
01-080-804 Police Dispatch Services		20,700	44,000	45,000	45,000
01-080-814 Miscellaneous - General	42,947	13,425	10,000	13,486	10,000
Total Charges For Current Services	48,737	44,492	59,100	70,847	66,000
01 - GENERAL FUND TOTAL	4,809,722	5,286,926	5,345,000	5,867,830	5,503,000



Town of Fairfax

2014-15 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed
111 Town Council	28,107	26,576	26,481	28,833	25,912
112 Town Treasurer	4,092	3,702	4,143	2,674	4,143
116 Independent Auditor	46,667	42,032	52,500	48,700	50,000
121 Town Attorney	89,222	77,376	130,000	172,941	150,000
Total Town Council	168,088	149,686	213,124	253,148	230,055
211 Town Manager	183,275	131,064	161,121	158,098	146,194
216 Volunteers for Fairfax	22,243	23,134	25,318	21,688	25,478
217 Recreation	35,452	27,805	47,836	42,354	47,812
218 Disaster Preparedness	-	-	8,700	5,362	8,700
221 Town Clerk	126,889	143,426	101,913	100,369	118,542
222 Elections	12,852	-	13,250	11,119	15,250
231 Personnel	11,555	5,990	23,600	16,022	61,889
241 Finance	261,258	242,552	300,734	252,407	275,092
Total General Administration	653,525	573,970	682,472	607,420	698,956
311 Planning	381,236	380,915	381,202	426,493	451,864
321 Building Inspection & Permits	145,294	134,588	149,962	156,873	154,500
Total Development Services	526,530	515,503	531,164	583,366	606,364
411 Police	2,628,100	2,695,737	2,816,240	2,800,071	2,767,014
412 Special Police Expenses	(1,377)	-	-	-	-
421 Ross Valley Fire Service	1,712,834	1,774,001	1,803,292	1,787,369	1,886,334
Total Public Safety	4,339,557	4,469,738	4,619,532	4,587,440	4,653,348
510 Public Works Administration	96,502	74,824	186,907	182,239	214,305
511 Street Maintenance	287,335	249,260	279,241	249,831	306,668
512 Street Lighting & Traffic Signals	54,448	62,431	56,600	81,175	61,600
514 Pollution Prevention	20,655	22,362	-	-	-
Total Public Works	458,940	408,877	522,748	513,245	582,572
611 Park Maintenance	142,874	145,606	151,570	136,255	184,738
625 Rental Facilities-WC & Ballfield	54,631	41,122	46,824	-	59,446
626 Rental Facilities-Pavilion	25,724	36,222	31,551	-	-
911 Building Maintenance	4,414	(9,438)	(540)	17,162	391
Total Parks & Facility Maintenance	227,642	213,513	229,404	153,417	244,575
715 Non Departmental	352,230	531,788	569,700	554,544	638,355
Total Non-Departmental	352,230	531,788	569,700	554,544	638,355
TOTAL GENERAL FUND APPROPRIATIONS	6,726,512	6,863,074	7,368,145	7,252,580	7,654,226



Town of Fairfax

2014-15 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Contract Services	Supplies & Tools	Other Operating	FY 2014-15 Proposed
111	Town Council	18,000	3,112	1,500	100	3,200	25,912
112	Town Treasurer	3,600	143	-	100	300	4,143
116	Independent Auditor	-	-	50,000	-	-	50,000
121	Town Attorney	-	-	150,000	4	(4)	150,000
Total Town Council		21,600	3,255	201,500	204	3,496	230,055
211	Town Manager	92,000	37,328	2,000	600	14,266	146,194
216	Volunteers for Fairfax	18,360	4,068	-	1,600	1,450	25,478
217	Recreation	30,860	9,982	-	120	6,850	47,812
218	Disaster Preparedness	-	-	-	100	8,600	8,700
221	Town Clerk	63,388	25,662	20,600	200	8,693	118,542
222	Elections	-	-	14,000	-	1,250	15,250
231	Personnel	33,096	10,793	15,000	600	2,400	61,889
241	Finance	157,798	46,309	40,000	1,500	29,485	275,092
Total General Administration		395,501	134,141	91,600	4,720	72,994	698,956
311	Planning	249,006	95,898	90,800	3,500	12,660	451,864
321	Building Inspection & Permits	94,851	34,239	13,750	1,500	10,160	154,500
Total Development Services		343,857	130,137	104,550	5,000	22,820	606,364
411	Police	1,539,918	947,411	35,000	14,300	230,385	2,767,014
412	Special Police Expenses	-	-	-	-	-	-
421	Ross Valley Fire Service	-	-	1,886,334	-	-	1,886,334
Total Public Safety		1,539,918	947,411	1,921,334	14,300	230,385	4,653,348
510	Public Works Administration	67,201	23,346	87,000	1,308	35,450	214,305
511	Street Maintenance	113,095	50,758	40,000	42,000	60,815	306,668
512	Street Lighting & Traffic Signals	-	-	35,600	-	26,000	61,600
514	Pollution Prevention	-	-	-	-	-	-
Total Public Works		180,296	74,103	162,600	43,308	122,265	582,572
611	Park Maintenance	62,229	36,309	55,000	11,000	20,200	184,738
625	Rental Facilities-WC & Ballfield	12,180	616	10,100	6,000	30,550	59,446
626	Rental Facilities-Pavilion	-	-	-	-	-	-
911	Building Maintenance	12,180	515	39,000	7,100	(58,404)	391
Total Parks & Facility Maintenance		86,589	37,440	104,100	24,100	(7,654)	244,575
715	Non Departmental	-	53,355	180,000	4,000	401,000	638,355
Total Non-Departmental		-	53,355	180,000	4,000	401,000	638,355
TOTAL GENERAL FUND APPROPRIATIONS		2,567,761	1,379,843	2,765,684	95,632	845,306	7,654,226

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

2013-14 ACCOMPLISHMENTS:

- Worked with CAL-EMA to complete all documentation required for FEMA funded projects related to the floods of December 31, 2005
- Implemented additional revisions to annual budget and added five year forecast into the mid-year budget review
- Completed labor negotiations with all Town bargaining and management groups
- Conducted retreat with Councilmembers to establish goals and priorities
- Assisted Planning and Building Services with revisions to the Town Code and zoning map amendments, adoptions and repeals of ordinance(s), and approval of use permits
- Began conceptual design process for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges.
- Completed capital projects such as the Pastori Bank Stabilization, Scenic Road, Bike Spine, and Sir Francis Drake Striping projects.
- Prepared Mandatory Commercial Recycling and Construction Debris and Demolition Ordinances
- Prepared applications for state and local grants (e.g., State Department of Parks and Recreation, TAM, Marin County Hazardous and Solid Waste Management JPA)
- Facilitated Council workshops on the budget and Measure I renewal
- Developed better tracking system for grant revenues received for CIP projects
- Developed better oversight and coordination among departments/divisions

FY 2014-15 GOALS AND OBJECTIVES:

- Consider the reclassification of Deputy Town Clerk from a confidential to a management position
- Facilitate community outreach and education for workshops on the General Plan
- Begin negotiations with all bargaining and management groups
- 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
- Conduct retreat with Councilmembers
- Facilitate the renewal of Measure I
- Complete conceptual design and begin preliminary design for the Meadow Way, Creek, Marin, Spruce, and Canyon Road bridges
- Assist Planning and Building Services with revisions to Town Code and adoption of new zoning amendments
- Oversee completion of various capital improvements such as street improvements, park repairs, and the Women's Club renovation

Department/Division: Town Manager

WORKPLAN FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Revise Town Personnel Policies	Prepare draft	9/1/14	12/31/14
	Discuss/meet with staff	12/31/14	3/30/15
	Council approval of revised personnel policies	3/30/15	6/30/15
Emergency preparedness outreach and education plan	Develop materials in coordinating with Police, Fire, and County	7/1/14	9/1/14
	Coordinate with Red Cross on their training session and hold outreach event	7/1/14	9/1/14
	Update website with emergency preparedness information	7/1/14	10/1/14
Communication engagement plan	Develop community engagement plan and review software	7/1/14	9/20/14
	Council approval of plan	10/1/14	11/5/14
	Implement plan	10/5/14	12/30/14



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	
415 ACCRUED VACATION			-	
421 TEMP EMPLOYEES	17,850	17,243	18,000	18,000
492 WORKERS COMP		416	416	466
493 RETIREMENT	2,754	2,608	3,025	2,402
494 MEDICARE	149	198	240	244
SUBTOTAL PERSONNEL	20,753	20,466	21,681	21,023

OPERATING EXPENSES

801 WATER		13	-	
813 OFFICE SUPPLIES			-	100
815 PRINTING	156	237	200	39
822 OUTSIDE CONTRACT SVS	2,332	2,499	1,500	2,496
842 SPECIAL DEPT SUPPLIES	638	801	800	325
861 BUS.MEET/CONF.	3,627	1,911	1,500	4,951
862 DUES & SUBSCRIPTIONS	600	650	700	700
890 MISCELLANEOUS			-	
SUBTOTAL OPERATING	7,353	6,110	4,800	7,811

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

	28,107	26,576	26,481	28,833	25,912
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Allocation of Positions:

Councilmembers	5.00	5.00	5.00	5.00	5.00
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Total Full Time Equivalent Employees

	5.00	5.00	5.00	5.00	5.00
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NOTES: 822 State Lobbyist - Calif League of Cities
 861 LOCC - New Councilmember orientation



Town of Fairfax
2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 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

			-	
			-	
			-	
3,750	3,600	3,600	2,550	3,600
			-	
			-	
	91	91	91	91
342			-	
	11	52	33	52

SUBTOTAL PERSONNEL

4,092	3,702	3,743	2,674	3,743
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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
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TOTAL DEPARTMENT APPROPRIATION

4,092	3,702	4,143	2,674	4,143
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Allocation of Positions:

TOWN TREASURER

1.00	1.00	1.00	1.00	1.00
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Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.00
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NOTES:



Town of Fairfax
2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 116 INDEPENDENT AUDITOR

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT				-		
711 OFFICE EQUIP MAINT.				-		
731 BLDG-GROUNDS MAINT.				-		
801 WATER				-		
804 TELEPHONE				-		
811 POSTAGE				-		
813 OFFICE SUPPLIES				-		
815 PRINTING				-		
821 OUTSIDE CONSULTING SVS	SEE NOTE		7,500	7,500	7,500	
822 OUTSIDE CONTRACT SVS	SEE NOTE	46,667	42,032	41,200	42,500	
842 SPECIAL DEPT SUPPLIES				-		
861 BUS.MEET/CONF.				-		
862 DUES & SUBSCRIPTIONS				-		
890 MISCELLANEOUS				-		
SUBTOTAL OPERATING		46,667	42,032	52,500	48,700	50,000

TOTAL DEPARTMENT APPROPRIATION

46,667 42,032 52,500 48,700 50,000

Allocation of Positions:

Total Full Time Equivalent Employees 0.00 0.00 0.00 0.00 0.00

NOTES:
821 Preparation of State Controller's Report & Single Audit
822 Contract - Independent Audit - Maze & Associates



Town of Fairfax

2014-15 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 Janet Coleson of Richards, Watson & Gershon in San Francisco.

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
89,222	77,376	130,000	172,941	150,000
			-	
			-	
			-	
			-	
			-	

SUBTOTAL OPERATING

89,222 77,376 130,000 172,941 150,000

TOTAL DEPARTMENT APPROPRIATION

89,222 77,376 130,000 172,941 150,000

Allocation of Positions:

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

821 Attorney fees	172,941
POLICE	
PERSONNEL	
DEVELOPMENT	
GENERAL/ADM	



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	115,188	67,993	100,245	102,920	90,500
415 ACCRUED VACATION		4,615	1,683	2,289	1,500
421 TEMP EMPLOYEES	250	-	-	-	
491 HEALTH INSURANCE	2,886	18,920	19,621	19,161	17,553
492 WORKERS COMP	2,000	3,128	2,724	2,724	2,441
493 RETIREMENT	24,667	10,033	12,877	12,916	12,457
494 MEDICARE	1,709	1,208	1,417	1,472	1,277
511 TRAVEL/CONF	-	-	-	-	
611 CAR ALLOWANCE	3,850	1,500	2,940	3,600	3,600
SUBTOTAL PERSONNEL	150,550	107,397	141,505	145,081	129,328

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	1,060	53	500	1,073	500
711 OFFICE EQUIP MAINT.	1,910		100	-	100
731 BLDG-GROUNDS MAINT.	3,353	4,416	4,416	3,132	4,416
801 WATER	389	552	450	385	450
802 POWER	391	476	800	511	800
804 TELEPHONE	1,714	1,668	1,500	1,343	1,500
811 POSTAGE	166	501	300	582	400
813 OFFICE SUPPLIES	968	1,624	600	1,117	600
821 OUTSIDE CONSULTING SVS	159	4,559	3,500	-	-
822 OUTSIDE CONTRACT SVS	1,490	226		175	2,000
861 BUS.MEET/CONF.	105	756	3,500	2,169	4,000
862 DUES & SUBSCRIPTIONS	1,068	1,604	1,950	2,531	2,100
871 LIAB & PROP INSURANCE	19,952	2,332	SEE #715	-	SEE #715
881 SPECIAL SERVICES		4,900	2,000	-	-
SUBTOTAL OPERATING	32,725	23,667	19,616	13,018	16,866

TOTAL DEPARTMENT APPROPRIATION

	183,275	131,064	161,121	158,098	146,194
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Allocation of Positions:

TOWN MANAGER	1.00	0.40	0.70	0.70	0.60
INTERIM TOWN MANAGER		0.50	-	-	-
MANAGEMENT ANALYST (VACANT)	0.25				
ADMINISTRATIVE ASSISTANT II			0.25	0.25	0.25
Total Full Time Equivalent Employees	1.25	0.90	0.95	0.95	0.85

NOTES: 821 includes Docstar
 862 ICMA/CMMF/+

VOLUNTEER/PARKS & RECREATION BUDGET MESSAGE

The Community Resources Coordinator prepares the agendas and minutes for Parks & Recreation Commission (PARC) and the Volunteer Board meetings. The Coordinator plans special community events, including the Town-wide picnic, Spring Egg hunt, and holiday caroling/potluck. The Coordinator recruits volunteers and updates the Town website to include a calendar of special events and meetings. The Coordinator plans creek clean-up days and researches other town and cities' programs in the areas of recreation and disaster preparedness. The Coordinator helps to serve the needs of the Ross Valley Seniors. The Coordinator organizes improvements of the Pavilion. The Coordinator identifies and pursues grant funding opportunities that will benefit the Town of Fairfax and its residents.

2013-14 ACCOMPLISHMENTS:

- Oversaw Town-sponsored events that included the overall participation of 400 volunteers that contributed close to 4,000 hours of service.
- Held annual town-wide picnic for 800 at the ball field.
- Organized Spring egg hunt at Bolinas Park for 300 children.
- Advertised for, recruited and interviewed candidates for Artist-in-Residence position; selected candidate for position.
- Set up art workshop for teens with Artist-in-Resident along with Roots2Branches representatives.
- Hosted joint meeting between Parks & Recreation, Fairfax Volunteers, Chamber of Commerce, & Sustainable Fairfax to plan collaborative projects.
- Provided set-up and meal preparation at monthly Ross Valley Seniors club meetings for approximately 60 senior citizens.
- Participated in Peri Park clean-up day.
- Recipient of \$20,000 construction grant from KABOOM organization for Peri Park playground structure improvements.
- Assisted with the update of the Town's website content on an on-going basis.
- Listed volunteer projects on county-wide Center for Non-profit Volunteer & Leadership website in an effort to recruit additional volunteers; saw significant increase in the number of volunteer inquiries & participation level.
- Hosted showing of "Marin on Fire" film at the Women's Club, along with a panel discussion by the Fire Chief on wildfire prevention measures.
- Assisted at the Fairfax Festival with volunteer booth & activities at Ecofest.
- Worked with Roots2Branches on collaborative projects to benefit youth in community.

FY 2014-15 GOALS AND OBJECTIVES:

- Continue to enhance the Pavilion building through grant funding.
- Seek additional funding sources through grants for Parks & Recreation and trails program.
- Conduct publicity campaign to increase volunteerism through direct mail postcard, banner & website promotion.
- Work with Chamber of Commerce on joint projects, such as the Gardener's Alliance.
- Complete reporting requirements to KABOOM for Peri Park playground structure.
- Advertise & recruit for new Artist-in-Resident position; make recommendations to Town Council regarding candidates.

Department/Division: Parks and Recreation

WORKPLAN FY14-15

Activity/Description	Key Milestones	June 2014	Est. Completion Date
Artist-in-Residence	Release RFP for new artist.	7/1/14	7/31/14
	Conduct interviews.	8/10/14	8/10/14
	Make recommendations to Town Council.	8/14/14	8/14/14
	New artist is appointed by Town Council.	9/2/14	9/2/14
Chipper Days	Schedule chipper days.	8/1/14	8/1/14
	Release RFP for contractors services.	9/1/14	9/22/14
	Work with sub-committee to organize neighborhoods.	9/1/14	9/15/14
	Publicize days to the community.	9/15/14	10/11/14
	Conduct chipper days.	10/11/14	10/18/14

Performance Highlights

Department/Division: Community Resources Coordinator

Activity/Description	Estimated Year End FY12-13	Target FY13-14	Year end estimate FY13-14	Target FY 14-15
Number of people requesting to perform community service required by the courts	12	12	24	30
Number of events organized (e.g. Winter ice skating, Easter egg hunt, Brewfest, Fairfax Festival, Creek clean-up, Town-wide picnic, Chipper days, Holiday wreath making, caroling & potluck)	8	8	8 – Strike Winter ice skating; add Artist-in Residence art show	10 – Strike Winter ice skating, add High Tea, Wine & Cheese tasting (PARC), Hit-a-thon
Number of volunteers who assist at events throughout year	320	350	350	400
Number of new residents packets mailed out each year	30	30	36	40
Number of new volunteers recruited	8	12	16	20
Number of meetings attended (e.g., Volunteer Board, PARC, sub-committee meetings, including mixer, picnic, vegetation management, holiday events)	35	40	42	44
Number of Ross Valley Senior meetings attended that include prep, set-up, lunch service, and clean-up	12	12	12	12



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

411 REGULAR PT SALARIES	SEE NOTE	15,057	16,300	18,360	15,380	18,360
492 WORKERS COMP		333	391	471	471	476
493 RETIREMENT		3,424	3,303	3,343	3,257	3,343
494 MEDICARE		216	225	245	212	249
SUBTOTAL PERSONNEL		19,029	20,219	22,418	19,319	22,428

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.		-	142	150	-	150
801 WATER	SEE NOTE		-	200	-	200
804 TELEPHONE		267	259	550	192	700
811 POSTAGE		713	727	500	577	400
813 OFFICE SUPPLIES		1,266	732	500	472	500
842 SPECIAL DEPT SUPPLIES		968	1,055	1,000	1,128	1,100
SUBTOTAL OPERATING		3,214	2,915	2,900	2,369	3,050

TOTAL DEPARTMENT APPROPRIATION 22,243 23,134 25,318 21,688 25,478

Allocation of Positions:

Community Resources Coord 0.30 0.30 0.30 0.30 0.30

Total Full Time Equivalent Employees 0.30 0.30 0.30 0.30 0.30

NOTES:

411 - One half of part-time Community Resources Coord

801 Water for Community Garden



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

411 REGULAR PT SALARIES	SEE NOTE	14,642	16,836	31,105	28,856	30,860
491 HEALTH INSURANCE				2,885	-	2,929
492 WORKERS COMP		333	391	797	797	794
493 RETIREMENT		3,424	3,303	5,664	5,645	5,844
494 MEDICARE		216	225	415	400	415
SUBTOTAL PERSONNEL		18,615	20,755	40,866	35,698	40,842

OPERATING EXPENSES

804 TELEPHONE		-	-		-	
811 POSTAGE		-	-	200	-	200
813 OFFICE SUPPLIES		46		120	7	120
821 OUTSIDE CONSULTING SVS					-	
881 SPECIAL SERVICES	SEE NOTE	16,791	7,050	6,650	6,650	6,650
SUBTOTAL OPERATING		16,837	7,050	6,970	6,657	6,970

TOTAL DEPARTMENT APPROPRIATION		35,452	27,805	47,836	42,354	47,812
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Allocation of Positions:

Community Resources Coord	0.30	0.30	0.30	0.30	0.30
Admin Asst II					0.25

Total Full Time Equivalent Employees	0.30	0.30	0.30	0.30	0.55
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NOTES:

411 - 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
2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

- 411 REGULAR PT 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	1,040	5,000
		3,600	4,322	3,600

SUBTOTAL OPERATING

- - 8,700 5,362 8,700

TOTAL DEPARTMENT APPROPRIATION

- - 8,700 5,362 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 \$3600/yr

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 2013-2014

- Completed close-out of FEMA large projects related to the 2005 flood
- Completed close-out of FEMA small projects related to the 2005 flood
- Administered November 2013 local election
- Increased the use of the Web site for communication to the community
- Increased agenda email distribution for communication
- Implemented email distribution of Planning Commission agendas
- Facilitated updates to the Town Code
- Continued efforts to reduce paper copies
- Continued implementation of a Records Management System, including scanning of records
- Kept the Town's Web site up to date, with the very competent assistance of our consultant, Carol Golsch
- Implemented a contract tracking system

GOALS FOR 2014-15

- 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
- Administer the November 4, 2014 Election
- Create new communication opportunities

Department/Division: Town Clerk/Elections

WORKPLAN FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Election November 2014	Prepare measures for ballot including filing resolutions with the county; submitting arguments and rebuttals; fulfill election officer and official duties. Certify election.	7/1/14	12/3/14
Implement records retention schedule	Continue to implement system through scanning of permanent records	7/1/14	6/30/15
Communications strategy: research and develop	Explore interactive media software such as Peak Democracy; research other Town's communication strategies; add an interactive feature to Town website	7/1/14	12/31/14
Communications strategy: implement	Select best options for Town and implement	1/31/15	3/31/15



Town of Fairfax

2014-15 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 issues. In addition to general administration, The Deputy 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	82,145	78,898	61,844	57,434	63,388
411 REG PART-TIME SALARIES		140		-	
415 ACCRUED VACATION		11,702		-	
421 TEMP EMPLOYEES	3,013	5,238	2,000	-	
461 OVERTIME				-	
491 HEALTH INSURANCE	8,140	15,889	18,741	23,756	19,058
492 WORKERS COMP	1,109	2,142	1,611	1,611	1,625
493 RETIREMENT	17,785	14,265	4,144	4,017	4,120
494 MEDICARE	1,218	1,373	838	779	859
SUBTOTAL PERSONNEL	113,409	129,647	89,178	87,598	89,049

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			500	-	600
711 OFFICE EQUIP MAINT.				-	
731 BLDG-GROUNDS MAINT.	3,186	3,685	1,285	2,400	3,685
801 WATER			100	-	100
804 TELEPHONE	590	659	1,000	516	108
811 POSTAGE	538	501	700	476	900
813 OFFICE SUPPLIES	737	1,636	1,200	1,256	1,000
814 LEGAL ADS	467	-	350	244	400
815 PRINTING		39	100	-	200
821 OUTSIDE CONSULTING SVS	360	460	600	240	200
822 OUTSIDE CONTRACT SVS	6,654	6,062	5,000	7,257	20,400
842 SPECIAL DEPT SUPPLIES	147		200	-	200
861 BUS.MEET/CONF.	585	657	1,300	189	1,300
862 DUES & SUBSCRIPTIONS	215	80	400	193	400
SUBTOTAL OPERATING	13,480	13,779	12,735	12,772	29,493

TOTAL DEPARTMENT APPROPRIATION

	126,889	143,426	101,913	100,369	118,542
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Allocation of Positions:

TOWN CLERK / ASST TO TOWN MANAGER	1.00	1.00	-	-	-
DEPUTY TOWN CLERK			1.00	1.00	1.00

Total Full Time Equivalent Employees

	1.00	1.00	1.00	1.00	1.00
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NOTES:

821 Website hosting \$600
 822 Code updates \$2500; janitorial; minutes clerk
 Note: webmaster is funded in dept 715
 Peak Democracy software (\$5,000) / Website enhancement (\$10,000)



Town of Fairfax
2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 222 ELECTIONS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-		
711 OFFICE EQUIP MAINT.			-		
731 BLDG-GROUNDS MAINT.			-		
801 WATER			-		
804 TELEPHONE			-		
811 POSTAGE			-		
813 OFFICE SUPPLIES			77		
814 LEGAL ADS	121	-	250	250	
815 PRINTING			-		
821 OUTSIDE CONSULTING SVS			-		
822 OUTSIDE CONTRACT SVS	12,000	-	12,000	14,000	
842 SPECIAL DEPT SUPPLIES			-		
861 BUS.MEET/CONF.	731	-	-	-	
862 DUES & SUBSCRIPTIONS			-		
890 MISCELLANEOUS			1,000	1,000	
SUBTOTAL OPERATING	12,852	-	13,250	11,119	15,250

TOTAL DEPARTMENT APPROPRIATION

12,852 - 13,250 11,119 15,250

Allocation of Positions:

TOWN CLERK/ASST TO TOWN MANAGER	-	-	-	-	-
DEPUTY TOWN CLERK	-	-	-	-	-

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES			-	24,984
411 REG PART-TIME SALARIES		4,867	6,500	8,112
415 ACCRUED VACATION			-	480
421 TEMP EMPLOYEES			-	
461 OVERTIME			-	
491 HEALTH INSURANCE			-	4,874
492 WORKERS COMP		127	127	879
493 RETIREMENT		540	507	4,099
494 MEDICARE		66	90	460
SUBTOTAL PERSONNEL	-	-	5,600	7,224

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		75	500	500		
815 PRINTING			-			
821 OUTSIDE CONSULTING SVS	SEE NOTE	11,138	5,166	15,000	8,029	15,000
822 OUTSIDE CONTRACT SVS			92		-	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	418	639	600	769	600
861 BUS.MEET/CONF.			18	1,500	-	1,500
862 DUES & SUBSCRIPTIONS				400	-	400
890 MISCELLANEOUS					-	
SUBTOTAL OPERATING		11,555	5,990	18,000	8,798	18,000

TOTAL DEPARTMENT APPROPRIATION

11,555	5,990	23,600	16,022	61,889
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Allocation of Positions:

TOWN MANAGER				0.10
FINANCE DIRECTOR				0.10
PART-TIME ACCOUNTANT		0.10	0.10	0.10

Total Full Time Equivalent Employees

0.00	0.00	0.10	0.10	0.30
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NOTES:

821 Preemployment services, Attorney Fees & HR Consultant
 842 Staff recognition

FINANCE DEPARTMENT BUDGET MESSAGE

2013-14 ACCOMPLISHMENTS:

- Brought financial statement reporting current
 - a. Redesigned financial statement formats
 - b. created additional reports & exhibits
- Implemented DOCSTAR record scanning in the Finance Department
- Restructured & improved budget document to
 - a. Make financial exhibits “user friendly”
 - b. Include explanation and clarifying detail
 - c. Expanded use of summary sheets and graphics
- Facilitated private placement TRAN with County of Marin
- Recovered \$90,000 in debt service overbillings from US Bank
- Completed Closing of FY 12/13
- Completed field work for FY 12/13 annual audit with minimal audit adjustments

FY 2014-15 GOALS AND OBJECTIVES:

- Finalize the FY13 audit
- Formalize finance policies and procedures to improve internal control
 - Update investment policy
 - Implement policy for unclaimed assets
- Evaluate accounting software programs to replace BDS accounting software
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Negotiate TRAN financing for FY14-15 with County to facilitate cash flow for operational expenses and Capital Improvement Program.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams

Department/Division: Finance

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY13-14	Anticipated FY14-15
Number of Checks issues - Payables	1,100	1,050 (increase use of EFT)
Payroll (39 employees)	960	950
Number of AP Vendors	395	395
Number of 1099s issued	51	51
Number of Business Licenses	590	620
Number of CalPERS participants	32 Health 30 Retirement	32 Health 30 Retirement

Department/Division: Finance

WORKPLAN FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Upgrade financial reporting system	Identify needs	3/2013	3/2013
	Identify products/vendors	3/2013	8/2013
	Review vendor proposals	8/2014	10/2014
	Vendor presentations		10/2014
	Selection		10/31/14
	Implementation	01/2015	3/2015
Update Account Codes - include projects	Identify software and account structure	10/31/14	
	Draft	11/1/14	12/15/14
Payroll & Personnel Administration	Employee Handbook	12/2014	3/2015
	Update benefits system	3/2014	
	Implement tracking system for payroll /benefits by employee	9/2014	10/2014
	Research practicability of bringing payroll in-house	9/2014	10/2014



Town of Fairfax

2014-15 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. The Finance Department also prepares and oversees budget preparation.

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	112,608	107,394	115,917	116,724	107,859
411 REG PART-TIME SALARIES	21,038	43,321	46,109	31,735	42,865
415 ACCRUED VACATION			2,229	2,271	2,074
421 TEMP EMPLOYEES	18,345		5,000	10,128	5,000
461 OVERTIME			-	-	
491 HEALTH INSURANCE	19,305	25,303	23,908	24,021	21,935
492 WORKERS COMP	1,664	3,621	4,272	4,272	3,953
493 RETIREMENT	20,246	13,453	18,936	15,884	18,354
494 MEDICARE	1,540	2,086	2,222	2,248	2,067
SUBTOTAL PERSONNEL	194,746	195,178	218,594	207,283	204,107

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	508	20,000	20,000	20,000	20,000
711 OFFICE EQUIP MAINT.		391	300	-	300
731 BLDG-GROUNDS MAINT.	3,186	3,685	1,285	2,400	1,285
801 WATER	-	-	100	-	
804 TELEPHONE	955	1,152	1,500	1,077	1,500
811 POSTAGE	572	501	700	503	700
813 OFFICE SUPPLIES	1,808	1,027	1,000	1,650	1,500
815 PRINTING	455	641	1,200	949	1,200
821 OUTSIDE CONSULTING SVS	23,507	8,719	15,000	4,132	15,000
822 CONTRACT SERVICES	38,024	10,873	34,740	13,536	25,000
861 BUS.MEET/CONF.	127	52	2,250	197	500
862 DUES & SUBSCRIPTIONS	32	254	1,065	500	1,000
881 SPECIAL SERVICES				-	
890 MISCELLANEOUS	(2,661)	79	3,000	180	3,000
SUBTOTAL OPERATING	66,512	47,374	82,140	45,124	70,985

TOTAL DEPARTMENT APPROPRIATION

	261,258	242,552	300,734	252,407	275,092
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Allocation of Positions:

FINANCE DIRECTOR	1.00	1.00	1.00	1.00	0.90
MANAGEMENT ANALYST (VACANT)	0.50	0.50	-	-	-
PART-TIME ACCOUNTANT	0.50	0.50	0.50	0.50	0.50
PART-TIME OFFICE ASST					0.10

Total Full Time Equivalent Employees

	2.00	2.00	1.50	1.50	1.50
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NOTES:

- 636 Replace BDS accounting software using lease-purchase financing. Based on cost of \$60,000
- 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, merchant fees, bank analysis
- Accounting Software (BDS, AssetMaxx)

PLANNING & BUILDING SERVICES BUDGET MESSAGE

FY 2013-14 ACCOMPLISHMENTS:

- Reclassification of Senior Planner to Principal Planner.
- Two successful & productive internships with students from U.C. Berkeley.
- Completion & Adoption of Amended Housing Element (for last two RHNA cycles; 1999-2006, 2007-2014): with State Certification of the Amended Housing Element.
- Secured the \$300,000 One Bay Area Grant (OBAG) for Parkade improvements.
- Secured approx. \$500,000 of CDBG funds, \$200,000 from MCF for “predevelopment” and \$30,000 from WHLT funds (e.g., for biological and geological studies) for the Senior Housing opportunity site at 2626 Sir Francis Drake Blvd.
- Secured \$10,000 in BoS “predevelopment” funds (e.g., for biological and geological studies) for the Work-Force Housing opportunity site at 10 Olema.
- Produced a website (e.g., marinclimate.org) for the Marin Climate & Energy Partnership (MCEP) to illustrate best practices and municipal benchmarks in Green House Gas (GHG) reduction county-wide.
- Town Council review and adoption of a Climate Action Plan (CAP) for Fairfax.
- Formed and convened a Climate Action Committee (CAC) to implement the CAP.
- Council approval of a work program for public workshops toward creation of a Town Center Plan, as called for in the 2010-30 General Plan (on hold).
- Adoption of the new Zoning Map and certain Zoning Ordinance updates for compliance with the 2010-2030 General Plan (repeal pending).
- Updated the Building Codes.

FY 2014-15 GOALS AND OBJECTIVES:

- Find additional ways to augment the planning and building staff time at the front counter and for administrative support.
- Conduct a General Plan (GP) Forum/Workshop to educate & received feedback from the public on GP Elements including the Housing Element (HE) and make amendments where appropriate.
- Re-adopt the new Zoning Map and certain Zoning Ordinance updates for compliance with the 2010-2030 GP (if repealed).
- Restart the work program for public workshops to create a Town Center Plan, as called for in the 2010-30 General Plan (previously put on hold).
- Commence the next Housing Element update for the 2015-2022 RHNA cycle (new RHNA quota = 61units): due January 2015 for fast-track processing.
- Work with the Planning Commission to address several sections of the Town Code/Zoning Ordinance that the Commission considers in need of revision.

Department/Division: Planning & Building Services

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14	Est. Year End FY13-14	Target* FY14-15
Planning Permits Processed	48	+10-20%	50 (+.04%)	+0-15%
Building Permits Processed	298	+10-20%	343 (+.15%)	+0-5%
Resale Inspections	66	+10-20%	107 (+.62%)	0%
Building Inspections	1,440	+10-20%	1620 (+.12%)	+0-10%
Violations Processed	42	+5%	42 (same)	+5%
Administrative Citations	3	0	3 (same)	0
<u>Counter-calls for service:</u>				
Planning Staff;	1,680 (5-8/day approx.)	-25%	1,680	-25%
Building Staff;	1,680 (5-8/day approx.)	-25%	1,650	-25%
Director;	480 (1-3/day approx.)	Same	480	same
<u>Telephone-calls for service:</u>				
Planning Staff;	2,160 (7-12/day approx.)	-10%	2,160	+10%
Building Staff;	3,600 (15/day approx.)	-10%	3,600	+10%
Director;	2,640 (10-12/day approx.)	Same	2,640	Same
<u>Emails for service: (not inter-office / junk mail)</u>				
Planning Staff;	960 (3-5/day approx.)	-5%	960	-5%
Building Staff;	960 (3-5/day approx.)	-5%	960	-5%
Director;	6,000 (25/day approx.)	Same	6,000	same
Town Hall Incoming Calls / Admin. Backup	3,120 (10-16/day approx.)	Ideally: 0	3,500	Ideally 0

*Assuming the hiring of a part-time zoning technician.

WORKPLAN FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Comp. Date
General Plan Forum	July 2014 Workshop	May 2014	July 2014
Zoning Map & Ordinance Update	Prepare draft PD, PDD & CC amendments	June 2014	October 2014
Housing Element Update	Complete by January 2015 for "fast-track" processing.	September 2014	January 2015
Town Center Plan Development	Background Studies & Data Maps Public Workshops (2-3 events) Draft Plan Preparation Review & Adoption by TC	January 2015	October 2015

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date	Completion Date
Draft Climate Action Plan (CAP)	Review/edits by GPIC Review & Adoption by TC	1/25/13 10/2/13	9/12/13 11/6/13	9/12/13 12/4/13
Zoning Ordinance Update (per G.P.)	Prepare PDD & CC draft amendments Review by AFC/GPIC and/or PC Review & Adoption by TC	3/1/13 9/12/13 2/5/14	9/1/13 12/2/13 3/5/14	Fall 1/30/14 3/5/14
Town Center Plan	Background Studies & Data Maps Public Workshops (2-3 events) Draft Plan Preparation Review & Adoption by TC	9/2/13 1/2/14 3/31/14 6/4/14	12/2/13 3/31/14 6/1/14 6/4/14	Delayed; then put on hold by TC on 4/2014



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	194,564	206,942	226,325	226,823	234,732
411 REG PART-TIME SALARIES					10,000
415 ACCRUED VACATION	3,739	3,842	4,107	4,118	4,274
421 TEMP EMPLOYEES	3,697	2,424		-	
491 HEALTH INSURANCE	31,186	33,365	38,606	38,531	39,297
492 WORKERS COMP.	2,773	4,871	5,918	5,918	6,291
493 RETIREMENT	42,042	39,698	41,209	42,410	46,972
494 MEDICARE	2,795	2,900	3,078	3,114	3,338
SUBTOTAL PERSONNEL	280,797	294,042	319,242	320,914	344,904

SEE NOTE

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	5,576	5,485	5,485	4,200	5,485
801 WATER	813		-	-	-
802 POWER	258	238	250	255	250
804 TELEPHONE	1,377	1,416	1,500	1,136	1,500
811 POSTAGE	575	523	500	4,558	500
812 REPRODUCTION	31	421	1,000	297	1,000
813 OFFICE SUPPLIES	1,933	1,450	1,500	1,239	1,500
814 LEGAL ADS	193	46	-	828	-
815 PRINTING		1,902	1,500	168	1,500
821 OUTSIDE CONSULTING SVS	73,503	70,894	40,000	84,161	80,000
822 OUTSIDE CONTRACT SVS	1,242	226	7,300	7,924	10,800
842 SPECIAL DEPT SUPPLIES	270	-	500	-	2,000
861 BUS.MEET/CONF.	2,236	1,931	2,000	812	2,000
862 DUES & SUBSCRIPTIONS	1,025	-	425	-	425
871 LIAB & PROP INSURANCE	11,408	2,341	SEE #715	-	SEE #715
SUBTOTAL OPERATING	100,440	86,873	61,960	105,579	106,960

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

381,236 380,915 381,202 426,493 451,864

Allocation of Positions:

PLANNING DIRECTOR		1.00	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	0%	-	-	1.00	1.00	1.00
SENIOR PLANNER		1.00	1.00	-	-	-
ADMIN ASSISTANT II		-	-	0.25	0.25	0.25
PLANNING TECH						0.20

Total Full Time Equivalent Employees

2.00 2.00 2.25 2.25 2.45

NOTES:

411 Planning Commission minutes / FY15 - Planning Tech @25/hr
 821 Town Center plan dev process (LAK, Parisi, SD,al)
 Housing element update (LAK, PMC)
 822 Intern 500 hrs @ \$15/hr 7,500
 Televised Planning Commission meetings 3,300



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	86,865	87,469	91,135	92,844	93,298
415 ACCRUED VACATION	-	-	1,508	-	1,553
421 TEMP EMPLOYEES					
461 OVERTIME	-	-	-	-	-
491 HEALTH INSURANCE	8,342	9,784	11,699	17,375	11,880
492 WORKERS COMP.	1,109	2,106	2,379	2,379	2,422
493 RETIREMENT	18,794	17,372	16,594	17,416	18,670
494 MEDICARE	1,237	1,216	1,237	1,256	1,267
SUBTOTAL PERSONNEL	116,347	117,947	124,552	131,270	129,090

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	-	-	-
722 VEHICLE MAINTENANCE	4,649	6,375	3,500	3,191	3,500
731 BLDG-GROUNDS MAINT.	2,549	3,085	3,085	1,800	3,085
802 POWER	258	238	500	255	500
804 TELEPHONE	1,377	1,416	1,500	1,136	1,500
811 POSTAGE	722	744	300	674	300
812 REPRODUCTION	-	-	-	-	-
813 OFFICE SUPPLIES	723	1,123	1,500	3,032	1,500
815 PRINTING	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	9,291	825	5,000	10,333	5,000
822 OUTSIDE CONTRACT SVS	1,895	1,974	8,750	2,880	8,750
851 CLOTHING	-	-	-	-	-
861 BUS.MEET/CONF.	(778)	604	1,000	886	1,000
862 DUES & SUBSCRIPTIONS	1,916	257	275	1,416	275
871 LIAB & PROP INSURANCE	6,344	-	SEE #715	-	SEE #715
SUBTOTAL OPERATING	28,947	16,641	25,410	25,603	25,410

TOTAL DEPARTMENT APPROPRIATION

145,294	134,588	149,962	156,873	154,500
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Allocation of Positions:

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

Total Full Time Equivalent Employees

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

POLICE DEPARTMENT BUDGET MESSAGE

MISSION:

Preventing Crime; Enforcing laws; Arresting offenders; Resolving community problems; Improving the quality of life.

2013-14 ACCOMPLISHMENTS

- Sharing of personnel with the San Rafael Police Department in: Hostage Negotiators, Tactical Dispatching (which is in addition to a prior agreement to share Crime Scene Investigators.)
- Kept overtime costs within budget despite vacancies and several sworn personnel on extended leave due to work related injuries
- Participated in numerous enforcement activities and meetings throughout the county
- Managed safety issues associated with a number of public events

2014 – 2015 GOALS AND OBJECTIVES:

Provide Outstanding service to our community:

- Continue to provide cost effective high level of public safety service for the entire community
- Maintaining the County's only police lobby that is open and staffed 24/7 by our 911 dispatchers.
- Focused Deployment of Resources
- Target crime analysis strategies toward crime prevention/apprehension
- Resolve chronic nuisances, criminal activity and other problem solving policing to address quality of life issues.
- Continue our program of residential vacation checks
- On-going public awareness campaigns (Share the Road, DUI Checkpoints, Pedestrian Stings, School Resource/outreach etc)

Identify and prepare resources for successful response to local and regional public safety needs

- Identify and leverage new technologies to address emerging issues
- Update, implement, and train emergency preparedness plans
- Maintain and develop partnerships with other agencies to address criminal justice needs
- Continue to explore sharing of personnel with other agencies

Department/Division: Police Department

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY13-14	Target FY14-15
TOTAL CALLS FOR SERVICED HANDLED	28,000	Unknown
Total Traffic Enforcement Stops	3,400	Unknown
Phone calls answered by 911 dispatch center	28,000	Unknown

WORKPLAN FY13-14

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Update Police Policy Manual	Receive changes from Lexipol, supervisor review, POA input Implement changes	10/1/2014 10/1/2014 11/15/2014 1/1/2015	10/1/2014 11/1/2014 12/15/2014 1/1/2015
POST TRAINING COMPLIANCE REQUIREMENTS for all personnel	Sworn and non Sworn in 2 year cycle for mandated training required by POST	7/1/2014	12/31/2014
Targeted focused patrol	Focus directed patrols based upon known or reported problem areas	7/1/2014	On Going
Move 911 phone alternate answering point from Central Marin to San Rafael Police.	In case of 911 failure at Fairfax, a designated alternat 911 answering point is required. New alternate answer point will be San Rafael Police	7/1/2014	11/1/2014



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

ACTIVITY DESCRIPTION

The police department has the overall responsibility for all criminal investigations, criminal apprehension, crime prevention, traffic enforcement and safety, parking enforcement and related programs, public safety awareness programs, computer aided 911 dispatch center (Which also serves The communities of Ross and the College of Marin). We operate a staffed police lobby open to public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment and departmental training.

DEPARTMENT SUMMARY

FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
Actual	Actual	Adopted	Projected	Proposed

PERSONNEL

401 REGULAR SALARIES	SEE NOTE	277,641	321,052	338,362	317,921	346,721
402 SAFETY SALARIES	SEE NOTE	989,492	997,950	1,058,152	1,035,091	1,020,197
402 SALARY VACANCY SAVINGS		-	-			
415 ACCRUED VACATION		6,550	2,698	3,000	16,207	3,000
421 TEMP EMPLOYEES		68,451	87,864	30,000	60,000	40,000
461 OVERTIME		80,617	78,045	130,000	116,000	130,000
481 HOLIDAY PAY		67,200	68,868	72,687	72,661	68,058
491 HEALTH INSURANCE		248,628	270,335	320,637	304,797	316,155
492 WORKERS COMP.		37,501	34,018	34,018	34,018	34,018
493 RETIREMENT		558,593	537,937	553,558	553,558	520,322
494 MEDICARE		20,476	19,797	24,249	23,832	23,858
496 UNEMPLOYMENT		45	-			
497 OVERTIME REIMBURSABLE	SEE NOTE	-	(3,105)	(15,000)		(15,000)
SUBTOTAL PERSONNEL		2,355,194	2,415,459	2,549,663	2,534,085	2,487,329

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	3.00
POLICE OFFICER	6.00	6.00	4.00	4.00	4.00
DISPATCHER	4.25	4.25	4.00	4.00	4.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00

Total Full Time Equivalent Employees 16.25 16.25 16.00 16.00 16.00

DISPATCHER, RESERVE			4.00		4.00
POLICE OFFICER, RESERVE			2.00		2.00
POLICE CADET					1.00

NOTES:

- 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
- 497 FFX Festival \$3,500 Other \$5,600
- Reimbursible Overtime - Fairfax Festival \$9,100; Other \$5,900



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 411 POLICE

DEPARTMENT SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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OPERATING EXPENSES

631 COMM EQUIP REPLACE					4,000
711 OFFICE EQUIP MAINTENANCE	1,226	1,940	1,500	1,500	1,500
712 COMPUTER EQUIP MAINTENANCE SEE NOTE	43,110	25,454	28,000	28,000	28,000
721 FIELD EQUIP MAINTENANCE	723	710	1,000	1,000	1,000
722 VEHICLE MAINTENANCE	16,122	22,885	20,000	18,000	20,000
723 COMMUNICATION EQUIP MAINT	4,982	6,677	3,000	3,000	3,000
725 MERA DEBT SERVICE	38,260	38,302	38,286	38,286	38,297
726 MERA MEMBERSHIP FEE	24,325	25,883	26,691	27,200	26,688
731 BLDG-GROUNDS MAINTENANCE	21,033	24,882	21,900	25,000	26,000
801 WATER	1,502	1,135	1,900	1,900	1,900
802 POWER	1,033	952	2,000	2,000	2,000
804 TELEPHONE	14,091	17,080	17,000	17,000	17,000
806 FUEL	18,795	20,730	18,000	18,000	18,000
811 POSTAGE	2,137	1,673	2,000	2,000	2,000
812 REPRODUCTION	2,675	1,998	2,500	2,500	2,500
813 OFFICE SUPPLIES	1,227	1,551	1,300	1,300	1,300
815 PRINTING	4,214	2,975	3,000	3,000	3,000
822 OUTSIDE CONTRACT SVS SEE NOTE	30,731	39,447	35,000	35,000	35,000
841 SMALL TOOLS	504	409	500	500	500
842 SPECIAL DEPT SUPPLIES	8,837	8,660	8,500	8,500	12,500
851 CLOTHING	13,562	13,325	14,200	17,000	15,200
861 BUS.MEET/CONF.	270	233	500	500	500
862 DUES & SUBSCRIPTIONS SEE NOTE	4,445	5,798	6,800	6,800	6,800
871 LIAB & PROP INSURANCE	7,550	2,503	SEE #715		
883 P.O.S.T.	8,888	14,190	10,000	8,000	10,000
889 BOOKING FEES	2,664	887	3,000	-	3,000
SUBTOTAL OPERATING	272,906	280,278	266,577	265,986	279,685
TOTAL DEPARTMENT APPROPRIATION	2,628,100	2,695,737	2,816,240	2,800,071	2,767,014

NOTES:
712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network.
725 Includes \$3,659 to Marin Emergency Services and \$34,638 to Bank of New York for 2010 notes Costs are split with Public Works Dept 511
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
2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

OPERATING EXPENSES

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

(1,377)		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

TOTAL DEPARTMENT APPROPRIATION

(1,377)		-	-	-
(1,377)		-	-	-

Allocation of Positions:

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

No activity anticipated for current year

ROSS VALLEY FIRE DEPARTMENT BUDGET MESSAGE

BACKGROUND: July 1, 1982, the Fairfax Fire Department merged with the San Anselmo Fire Department to form the Ross Valley Fire Department (RVFD), which is administered under joint powers agreement (JPA) to provide fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo.

July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. With the addition of Sleepy Hollow, the percentage shares of the Fire Department budget for the three members were set at: Fairfax 30.4%, San Anselmo 52.9%, and Sleepy Hollow 16.7%.

July 1, 2012, the joint powers agreement was amended to include the Town of Ross. With the addition of the Town of Ross the percentage shares of the Fire Department budget for the four members are: Fairfax 23.95%, San Anselmo 41.68%, Ross 21.21% and Sleepy Hollow 13.6%.

ORGANIZATION: The JPA is governed by a Board of Directors consisting of eight (8) Directors, two from each agency. An Executive Officers position rotates between the Town Managers of each of the towns. The Executive Officer and the Fire Chief report directly to the Board of Directors.

The department is comprised of the following personnel:

- 1 Fire Chief
- 3 Battalion Chiefs
- 12 Captains*
- 15 Engineers*
- 1 Administrative Assistant
- 1 Fire Inspector
- 17 Volunteer Firefighters

* 3 Captains and 6 Engineers are certified Paramedics

Total: 33 full time employees and 17 volunteers

2014-15 BUDGET: The Ross Valley Fire Department operating budget for FY 2014-15 is \$8,369,063. The budget is funded through member contributions of \$8,010,610, outside revenues in the form of contracts for service provided to County of Marin and Ross Valley Paramedic Authority, fees for service related to plan checks and inspections of \$492,257, and reserves of \$133,732. The Town's total contribution to the JPA, for FY 2014-15, is \$1,886,767.

Additional information regarding the Ross Valley Department is available at www.rossvalleyfire.org.



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE DEPT

ACTIVITY DESCRIPTION

The Fairfax Fire Department was merged 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 eight person board consisting of two representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Dept operation budget is divided between the participating agencies. Fairfax's share is approximately 24% of the total. Each town owns and maintains their fire stations and is responsible for budgeting equipment replacement reserves and insurance on the station houses.

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

- 401 REGULAR SALARIES
- 415 ACCRUED VACATION
- 491 HEALTH INSURANCE
- 492 WORKERS COMP.
- 493 RETIREMENT
- 494 MEDICARE

			-	
			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES (TOWN SHARE)

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

430,691	406,824	406,335	167,015	176,263
28,916		34,009	69,493	73,341
-	638		6,519	6,880
2,906	3,357	SEE #715	4,865	5,135
1,250,321	1,363,182	1,362,948	1,539,477	1,624,716

SUBTOTAL OPERATING

1,712,834 1,774,001 1,803,292 1,787,369 1,886,334

TOTAL DEPARTMENT APPROPRIATION

1,712,834 1,774,001 1,803,292 1,787,369 1,886,334

Allocation of Expenses

San Anselmo	40.53%	40.53%	41.68%
Fairfax	23.30%	23.30%	23.95%
Ross	23.37%	23.37%	21.21%
Sleepy Hollow	<u>12.80%</u>	<u>12.80%</u>	<u>13.16%</u>

Total Full Time Equivalent Employees

100.00% 100.00% 100.00%

NOTES: 493 The Ross Valley Fire Department participates in CalPERS with two plans in effect:

	CalPERS Plan	Employer Rate	Employee Rate	Employee Paid share	Employer Paid share
Safety	3.0%@55	23.397%	9.00%	3.00%	6.00%
Miscellaneous	2.7%@55	10.843%	8.00%	3.00%	5.00%

The Town's share is allocated to:	FY13	FY14	Increase	FY15
- Contribution	1,539,478	1,539,478	55,147	1,594,625
- Side Fund	167,015	167,015	5,022	172,037
- Debt Service	26,168	26,168	(29)	26,139
- Apparatus Replacement	7,841	7,841	23,358	31,199
- OPEB Prior Liability	51,172	51,172	-	51,172
- Mera Bond	11,619	11,619	-	11,619
Total	<u>1,803,293</u>	<u>1,803,293</u>	<u>83,498</u>	<u>1,886,791</u>
% Change				4.63%

PUBLIC WORKS ADMINISTRATION BUDGET MESSAGE

ORGANIZATION:

The Public Works Director position is filled with a combination of consultants and Town staff. The budget reflects the time the Town Manager and Building Official/PW Manager spends to perform duties of the position. The Town also retains a consultant to act as the Public Works Director in an amount not to exceed \$50,000 for the year.

2013-14 ACCOMPLISHMENTS:

- Completed:
 - a. Pastori bridge bank stabilization project
 - b. Street Resurfacing Projects-Scenic Road from Redwood to Tamalpais and Toyon Dr. near Oak Rd.
 - c. Sir Francis Drake Blvd. Bike Lane Striping Project
 - d. Bike Spine Project
- Developed Street Pavement Management Plan
- Started public outreach and conceptual design for bridge projects
- Oversight of major projects
 - a. Ross Valley Sanitary District sewer pipe replacements- various locations
 - b. Marin Municipal Water District fire flow pipe upgrades- various locations
- Prepare applications for FEMA funding for a variety of projects

FY 2014-15 GOALS AND OBJECTIVES:

- Make improvements to the Women's Club (e.g., paint, ADA improvements)
- Obtain approval from FEMA to begin Pavilion improvements
- Install bike racks obtained through a grant from the Bay Area Air Quality Management District
- Begin preliminary design for bridge projects
- Seek grants and other funding for projects
- Implement CIP projects

Department/Division: Public Works

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY13-14	Target FY14-15
In-house road repair & paving	Approximately 30 linear feet	500+ linear feet
Pavilion upgrades	New Exterior Stairs & New Doors at Side exit	Maintenance & management of new repairs
Overseeing of outside agency Encroachment Projects	MMWD Pipeline Replacement Project at various locations, , , l, PG&E Gas Pipe replacement on Broadway, Sidewalk and Curb Ramp Replacements on Broadway, RVSD #1 Sewer Replacement Projects various locations, Above Net Fiber optic placement for George Lucas on Sir Francis Drake	Continued project management
Overseeing of in-house projects	Scenic Road Paving Project, Toyon Paving Project, Footbridge Replacement next to Town Hall, Bolinas Paving, Bike Spine Project, Sir Francis Drake Bike Striping Project	As needed

WORKPLAN FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Resurface streets per the Pavement Management Plan (PMP)	Council adopts pavement management plan (PMP)	July 2014	July 2014
	Design project	July 2014	Sept. 2014
	Council award bid	Oct. 2014	Nov. 2014
	Begin/complete construction	Nov. 2014	Dec. 2014
Install two new crosswalk systems on Center St.	Design system	July 2014	Sept. 2014
	Council award bid	Oct. 2014	Nov. 2014
	Begin/complete installation	Nov. 2014	Dec. 2014
In-house paving of streets per PMP	Scope out project	July 2014	Dec. 2014
	Begin/complete construction	Aug. 2014	June 2015



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	13,535	15,068	63,630	64,790	65,933
415 ACCRUED VACATION	-	-	1,224	736	1,268
421 TEMP EMPLOYEES			-	-	
491 HEALTH INSURANCE	1,311	1,601	10,111	12,020	10,295
492 WORKERS COMP.	2,219	315	1,711	1,711	1,762
493 RETIREMENT	2,808	2,596	9,282	8,987	10,367
494 MEDICARE	185	182	890		922
497 PAYROLL TRANSFER	-	-			
611 CAR ALLOWANCE			1,260		-
SUBTOTAL PERSONNEL	20,058	19,761	88,107	88,244	90,547

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	-	-	100	-	100
731 BLDG-GROUNDS MAINTENANCE	3,186	2,400	2,400	2,400	2,400
804 TELEPHONE	-	-	600	-	500
811 POSTAGE	596	501	300	476	350
813 OFFICE SUPPLIES			300	72	308
815 PRINTING	74		100	-	100
821 OUTSIDE CONSULTING SVS	67,964	49,909	60,000	62,047	85,000
822 OUTSIDE CONTRACT SVS	4,466	2,214	3,000	1,082	2,000
823 STORMWATER POLLUTION	see dept 514	see dept 514	30,000	27,919	32,000
842 SPECIAL DEPT SUPPLIES	157		2,000	-	1,000
861 BUS.MEET/CONF.	-	39	-	-	
SUBTOTAL OPERATING	76,443	55,063	98,800	93,995	123,758

TOTAL DEPARTMENT APPROPRIATION

96,502 74,824 186,907 182,239 214,305

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.25 0.25 0.55 0.55 0.55

NOTES:

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

STREET MAINTENANCE BUDGET MESSAGE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- 1 Maintenance Worker III

Total = 2 FTE

2013-14 ACCOMPLISHMENTS:

- Continued street sweeping responsibilities
- Installed new guard rail on Frustuck Avenue
- Installed a new exit stairway at the pavilion
- Installed new fold up doors in the pavilion food prep area
- Removed various rats, wasps, ants and other vermin from the police building

FY 2014-15 GOALS AND OBJECTIVES:

- Street repair/patching of the pavilion parking lot, Mountain View Road, and Hickory
- 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
- Perform tree trimming, as required, at various locations in Town
- Perform repairs on the pavilion roof



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	101,942	105,188	105,581	109,606	112,095
415 ACCRUED VACATION	100		-	-	
421 TEMP. EMPLOYEES			1,000	-	1,000
461 OVERTIME		2,745	1,500	3,358	1,500
491 HEALTH INSURANCE	31,846	26,912	23,119	23,273	23,474
492 WORKERS COMP.	7,100	2,659	2,706	2,706	2,858
493 RETIREMENT	24,183	21,040	19,224	20,780	22,431
494 MEDICARE	1,936	1,563	1,408	1,590	1,495
497 OVERTIME REIMBURSABLE	-	(343)	(1,000)	-	(1,000)
SEE NOTE					
SUBTOTAL PERSONNEL	167,107	159,764	153,538	161,313	163,853

OPERATING EXPENSES

641 EQUIPMENT RENTAL	SEE NOTE	-	-	500	-	500
721 FIELD EQUIP MAINTENANCE		19		500	-	500
722 VEHICLE MAINTENANCE		12,461	14,185	15,000	16,489	16,500
723 COMMUNICATION EQUIP MAINT		-	-	500	-	500
725 MERA DEBT SERVICE				846	6,932	8,703
726 MERA MEMBERSHIP FEE				6,157	8,209	8,312
731 BLDG-GROUNDS MAINTENANCE		4,840	3,536	3,500	3,510	3,500
802 POWER				1,500	-	1,500
803 DUMP FEES		70		500	-	300
804 TELEPHONE		1,005	1,073	1,000	892	1,000
806 FUEL		11,463	18,300	10,000	14,360	14,000
813 OFFICE SUPPLIES		104	98	200	-	2,000
821 OUTSIDE CONSULTING SVS	SEE NOTE	43,884	29,626	40,000	25,273	40,000
841 SMALL TOOLS		183		4,000	-	4,000
842 SPECIAL DEPT SUPPLIES	SEE NOTE	33,354	21,726	40,000	11,707	40,000
851 CLOTHING		1,771	1,275	1,000	1,133	1,000
861 TRAVEL/TOLLS		10	5	500	13	500
871 LIAB & PROP INSURANCE		11,065	(328)	SEE #715	-	SEE #715
SUBTOTAL OPERATING		120,228	89,496	125,703	88,518	142,815

TOTAL DEPARTMENT APPROPRIATION

287,335 249,260 279,241 249,831 306,668

Allocation of Positions:

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

Total Full Time Equivalent Employees

4.00 4.00 2.00 2.00 2.00

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

2014-15 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	512 STREET LIGHTING

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

			-	
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			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

- - - - -

OPERATING EXPENSES

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

SEE NOTE
SEE NOTE

27,756	29,802	26,000	25,612	26,000
26,092	32,029	30,000	54,963	35,000
600	600	600	600	600

SUBTOTAL OPERATING

54,448 62,431 56,600 81,175 61,600

TOTAL DEPARTMENT APPROPRIATION

54,448 62,431 56,600 81,175 61,600

Allocation of Positions:

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees

0.00 0.00 0.00 0.00 0.00

NOTES:	802 Street lighting and signal charges by PG&E
	821 Contract with SIEMENS Industries (formerly Republic Electric) to provide maintenance of light poles and traffic signal maintenance costs. FY14 includes replacement of LED lights



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 514 STORMWATER POLLUTION PREVENTION

ACTIVITY DESCRIPTION

This budget is for the Marin County Stormwater Pollution Prevention Program.
 The agreement is funded at the same level as prior year.
 The 514 account is shown for historical expenditure purposes only.

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

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

OPERATING EXPENSES

802 POWER	-	-	-	-	-
821 OUTSIDE CONSULTING SVS	-	-	-	-	-
822 OUTSIDE CONTRACT SVS	SEE NOTE	20,655	22,362	SEE #510	SEE #510

SUBTOTAL OPERATING

20,655	22,362	-	-	-
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TOTAL DEPARTMENT APPROPRIATION

20,655	22,362	-	-	-
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Allocation of Positions:

MAINT. LEADWORKER
 SENIOR MAINTENANCE WORKER

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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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 Senior Maintenance Worker

Total = 1 FTE

2013-14 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.
- Replaced sod in ball field in-field.
- Removed old playground equipment and assisted with installation of new equipment.
- Poured concrete, and installed markers in the small islands where cars were getting stuck at the east entrance to Fair-Anselm Plaza.
- Monitored completion of restrooms at the ball-field.
- Removed and replaced pedestrian bridge adjacent to Town Hall

FY 2014-15 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.
- Repair park equipment in Peri Park (i.e., benches, tables, stage)



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	53,088	58,628	57,158	60,848	62,229
415 ACCRUED VACATION	-	-		-	
461 OVERTIME	674	933		1,291	
491 HEALTH INSURANCE	11,562	19,874	21,076	21,164	21,439
492 WORKERS COMP.	1,216	1,323	1,465	1,465	1,587
493 RETIREMENT	10,604	11,705	10,407	11,525	12,453
494 MEDICARE	763	859	762	871	830
497 OVERTIME REIMBURSABLE SEE NOTE	-	(251)	(500)	-	
SUBTOTAL PERSONNEL	77,908	93,071	90,370	97,163	98,538

OPERATING EXPENSES

621 RESERVE FOR VEHICLE REPLACEMENT	-	-	-	-	
641 EQUIPMENT RENTAL	298		500	-	500
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	-	-	1,000	-	1,000
801 WATER	15,302	16,808	15,000	10,506	15,000
802 POWER	1,804	1,107	2,300	1,454	2,300
821 OUTSIDE CONSULTING SVS SEE NOTE	12,608	15,776	30,000	17,515	55,000
841 SMALL TOOLS	1,555		1,000	223	1,000
842 SPECIAL DEPT SUPPLIES	10,992	15,388	10,000	3,819	10,000
851 CLOTHING	425		900	567	900
871 LIAB & PROP INSURANCE	21,833	3,456	SEE #715	5,007	SEE #715
881 SPECIAL SERVICES	150	-	-	-	-
SUBTOTAL OPERATING	64,966	52,535	61,200	39,091	86,200

TOTAL DEPARTMENT APPROPRIATION

142,874	145,606	151,570	136,255	184,738
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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 sidewalk trees.
 Town tree survey - streets & parks
 Trail Maintenance \$ 25,000



Town of Fairfax

2014-15 Operating Budget

FUND	01 GENERAL FUND
ACTIVITY	625 RENTAL FACILITIES

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401	REGULAR SALARIES	6,065	-	-	-	
411	REGULAR PT SALARIES	-	12,893	12,180	10,383	12,180
415	ACCRUED VACATION	-	-	-	-	
461	OVERTIME	-	-	100	-	100
491	HEALTH INSURANCE	3,524	-	-	-	
492	WORKERS COMP.	2,400	220	340	340	340
494	MEDICARE	-	185	177	159	177
493	RETIREMENT	1,455	-	-	-	
	SUBTOTAL PERSONNEL	13,444	13,297	12,796	10,882	12,796

OPERATING EXPENSES

731	BLDG-GROUNDS MAINT.	-	12,815	12,800	-	12,800
801	WATER	806	816	800	514	800
802	POWER	24,957	21,986	16,500	17,726	16,500
803	SANITARY	-	638	-	1,701	-
804	TELEPHONE	376	368	400	306	400
821	OUTSIDE CONSULTING SVS	1,099	1,087	8,500	-	8,500
822	OUTSIDE CONTRACT SVS	-	15,270	2,807	1,600	1,600
841	SMALL TOOLS	324	-	400	-	
842	SPECIAL DEPT SUPPLIES	4,333	20,830	5,000	7,013	6,000
851	CLOTHING	213	-	50	-	50
871	LIAB & PROP INSURANCE	19,532	2,699	SEE #715	-	SEE #715
	SUBTOTAL OPERATING	66,910	64,047	46,050	28,721	46,650

TOTAL DEPARTMENT APPROPRIATION

80,354	77,344	58,846	39,603	59,446
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Allocation of Positions:

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

0.50	0.50	0.50	0.50	0.50
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NOTES:

822 Includes pest control. Janitor moved to 731

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

Repainting and exterior repairs - Includes landscaping



Town of Fairfax

2014-15 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 715 NON DEPARTMENTAL

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	48,899	48,101	-	-	
421 TEMP SALARIES	78			-	
461 OVERTIME				-	
491 HEALTH INSURANCE	7,712	7,712		-	
491 RETIREE HEALTH BENEFITS	14,089	29,996	36,000	51,152	52,788
492 WORKERS COMP.	-	1,171		-	
493 RETIREMENT	10,600	9,962		566	566
494 MEDICARE	726	726		-	
SUBTOTAL PERSONNEL	82,105	97,668	36,000	51,718	53,355

OPERATING EXPENSES

821 OUTSIDE CONTRACT SVS	45,984	-	-	-	
822 CONTRACTED SVCS	104,573	217,823	160,000	149,400	180,000
841 SMALL TOOLS	43	-	1,700	-	-
842 SPECIAL DEPT SUPPLIES	2,758	2,288	4,000	2,521	4,000
871 LIAB & PROP INSURANCE	SEE DEPTS	268	90,000	116,680	110,000
881 SPECIAL SERVICES	8,509	37,253	17,000	16,778	17,000
890 MISCELLANEOUS	(4)	95	16,000	1,430	1,000
891 CLAIMS - WC / SETTLEMENTS	85,414	113,692	150,000	123,851	150,000
895 TRAN INTEREST	22,847	2,701	5,000	2,166	3,000
896 CERTB/OPEB		60,000	90,000	90,000	120,000
SUBTOTAL OPERATING	270,125	434,120	533,700	502,827	585,000

TOTAL DEPARTMENT APPROPRIATION

352,230	531,788	569,700	554,544	638,355
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Allocation of Positions:

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

1.00	1.00	0.00	0.00	0.00
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NOTES:

	FY12	FY13	FY14 bud	FY14	FY15 bud
822 ASSOC OF BAY AREA GOVERNMENTS (ABAG)		1,991	2,000	2,200	2,400
CITTASLOW USA	2,000	2,825			
CMCM (WEBCAST)			6,000	7,450	7,700
COUNTY OF MARIN MIDAS ACCOUNT	13,600	17,775	18,000	19,375	20,000
FAIRFAX CHAMBER OF COMMERCE		210	250	paid #211	-
GOLSCH, C (WEBPAGE SERVICES)	6,000	9,000	9,000	9,000	11,700
LEAGUE OF CALIFORNIA CITIES	4,103	4,348	5,000	4,598	4,600
MARIN COUNTY ADMIN (ANIMAL CONTROL)	41,215	65,907	73,703	73,703	72,687
MARIN COUNTY SHERIFFS DEPT		4,322			
MARIN COUNTY TAX COLLECTOR (LAFCO)	300	3,469	3,597	3,597	3,600
MARIN GENERAL SERVICES AUTHORITY		2,000	14,000	13,508	11,511
MARIN IT, INC	9,339	11,344	20,000	15,969	16,000
SOLID WASTE RATE STUDY			1,200		
OTHER	28,016	94,632	7,250	-	29,802
	104,573	217,823	160,000	149,400	180,000
491 includes CalPERS PEMHCA payments (\$10,122) and OPEB retiree payments(\$42,666)					
881 Chipper services - \$10,000 Other \$7,000					
891 Allocation for Worker's Comp claims and settlements					
895 TRAN (Tax and Revenue Anticipation Notes) interest & fees					



Town of Fairfax

2014-15 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 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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PERSONNEL

401 REGULAR SALARIES	13,503			-	
421 TEMP EMPLOYEES	-	12,893	12,180	10,383	12,180
415 ACCRUED VACATION	3,408			-	
461 OVERTIME	295	210		840	
491 HEALTH INSURANCE	2,033			-	
492 WORKERS COMP.	1,655	136	340	340	338
494 MEDICARE	(438)	185	177	159	177
497 PAYROLL TSFR	1,037	(210)		-	
SUBTOTAL PERSONNEL	21,493	13,214	12,696	11,722	12,695

OPERATING EXPENSES

803 SANITARY/DUMP		2,552		2,552	2,552
821 OUTSIDE CONSULTING SVS	2,020	3,708	4,000	1,430	4,000
822 OUTSIDE CONTRACT SVS	10,987	27,788	36,620	25,839	35,000
842 SPECIAL DEPT SUPPLIES	6,385	4,257	7,000	10,759	7,000
851 CLOTHING	35	-	100	-	100
SUBTOTAL OPERATING	19,428	38,305	47,720	40,580	48,652

SEE NOTE
SEE NOTE

SUBTOTAL APPROPRIATION

40,921 51,519 60,416 52,302 61,347

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(36,506)	(60,956)	(60,956)	(35,140)	(60,956)
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TOTAL DEPARTMENT APPROPRIATION

4,414 (9,438) (540) 17,162 391

Allocation of Positions:

MAINT. LEADWORKER **0.50 0.50 0.50 0.50 0.50**

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		
	59,200	25,620	35,336	60,956

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



Town of Fairfax

2014-15 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. Town policy (Resolution 11-9 adopted 3/2/11) is to maintain a reserve balance 25% of General Funds expenditures.

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL	858,053	631,217		858,053	858,053
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
715 901 TSFR TO 01-GENERAL FUND	(226,836)				
100 931 TSFR FROM 01-GENERAL FUND		226,836			141,947
SUBTOTAL TRANSFER	(226,836)	226,836	-	-	141,947
NET DEPARTMENT ACTIVITY	(226,836)	226,836	-	-	141,947
ENDING FUND BAL	631,217	858,053		858,053	1,000,000
COMPONENTS OF FUND BALANCE:					

NOTES:

CALCULATION OF RESERVE BALANCE

General Funds Appropriations	7,751,148	100.0%
Dry Period Reserve	1,000,000	12.9%
Other General Fund Balances	918,735	11.9%
Total General Fund Reserves	<u>1,918,735</u>	<u>24.8%</u>



Town of Fairfax

2014-15 Operating Budget

FUND 03 EQUIP REPLACEMENT
DEPT 923 EQUIP REPLACEMENT

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

FUND SUMMARY		FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL		(80,664)	(63,804)		19,144	(4,515)
REVENUES						
050 502 INVESTMENT EARNINGS					-	
090 901 SALE OF ASSETS			3,460		6,000	
SUBTOTAL REVENUES		-	3,460	-	6,000	-
APPROPRIATIONS						
923 921 FIELD EQUIPMENT	SEE NOTE	33,140	64,908	72,118	84,658	70,322
903 996 SOLAR PANEL LEASE				16,600	16,600	16,600
SUBTOTAL APPROPRIATIONS		33,140	64,908	88,718	101,258	86,922
TRANSFERS						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		50,000	144,396	71,600	71,600	100,000
SUBTOTAL TRANSFER		50,000	144,396	71,600	71,600	100,000
NET DEPARTMENT ACTIVITY		16,860	82,948	(17,118)	(23,658)	13,078
ENDING FUND BAL		(63,804)	19,144		(4,515)	8,564
COMPONENTS OF FUND BALANCE:						

NOTES:	LAST PMT				
921 MOBILE COMPUTING - PANASONIC		15,683			8,000
LEASE - SERVERS (2) - COMPELLENT	03/25/14	7,574		7,565	-
FY10 VEHICLE LOAN - ALLY	01/01/15	8,910	8,910	13,885	-
FY12 VEHICLE LOAN - FORD	05/01/15	20,494	20,494	20,494	20,494
FY13 VEHICLE LOAN - FORD	02/01/16	12,247	11,712	11,712	11,725
FY14 VEHICLE LOAN - FORD	01/01/17		31,002	31,002	30,103
TOTAL		64,908	72,118	84,658	70,322



Town of Fairfax

2014-15 Operating Budget

FUND 04 BUILDING & PLANNING
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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BEGINNING FUND BAL	(77,552)	25,004		(9,415)	111,236
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REVENUES

030 311 BUILDING PERMITS	145,923	112,144	120,000	155,750	150,000
030 312 GENERAL PLAN MAINTENANCE FEES	2,616	2,041	2,000	2,514	3,000
030 313 TECHNOLOGY IMPROVEMENT FEES	3,646	3,383	3,500	3,564	4,000
030 314 ENCROACHMENT FEES	-	1,263	1,000	-	-
030 315 HOUSING INSPECTIONS	33,435	37,243	37,000	39,161	30,000
030 317 SEISMIC FEES	(1,550)	717	500	1,024	1,000
030 318 PLAN RETENTION	-	(1,894)	-	63	-
030 319 STREET OPENING	16,680	16,785	17,000	41,091	30,000
030 320 ROAD IMPACT FEES	127,405	93,052	95,000	111,137	120,000
030 321 INFRASTRUCTURE IMPROV FEES	3,646	2,978	3,000	3,563	4,000
030 904 MISCELLANEOUS SEE NOTE		2,051	2,000	-	2,000
030 904 COUNTY - OTHER		10,000		-	
TOTAL PERMITS AND FEES	331,800	279,764	281,000	357,866	344,000

080 801 ZONING & FILING FEES	119,567	61,848	60,000	102,542	60,000
080 805 BUILDING PLAN CHECK FEES	9,927	9,338	7,000	24,533	16,000
080 806 ENGINEERING PLAN CHECKS	41,151	14,632	15,000	35,710	30,000
TOTAL CURRENT CHARGES	170,645	85,818	82,000	162,785	106,000

SUBTOTAL REVENUES	502,445	365,582	363,000	520,651	450,000
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APPROPRIATIONS

				-	
				-	
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-

TRANSFERS

715 971 TSFR TO 01-GENERAL FUND	(399,890)	(400,000)	(363,000)	(400,000)	(450,000)
SUBTOTAL TRANSFER	(399,890)	(400,000)	(363,000)	(400,000)	(450,000)

NET DEPARTMENT ACTIVITY	102,555	(34,418)	-	120,651	-
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ENDING FUND BAL	25,004	(9,415)	-	111,236	111,236
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COMPONENTS OF FUND BALANCE:

RESERVE - PLANNING DEPOSITS	114,265	108,280		108,280	108,280
UNRESERVED	(89,261)	(117,694)		2,956	2,956

NOTES:

904 OLEMA ROAD FEASABILITY STUDY



Town of Fairfax

2014-15 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. Police and Public Works have about 25 radios costing in excess of \$100,000

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL	25,257	25,257		25,257	0
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
921 FIELD EQUIPMENT SEE NOTE			8,000	8,000	
SUBTOTAL APPROPRIATIONS	-	-	8,000	8,000	-
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND			(17,257)	(17,257)	
TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	-	-	(17,257)	(17,257)	-
NET DEPARTMENT ACTIVITY	-	-	(25,257)	(25,257)	-
ENDING FUND BAL	25,257	25,257		0	0

COMPONENTS OF FUND BALANCE:

NOTES:
921 Replace & program radios - police \$4,000 & public works \$4,000



Town of Fairfax

2014-15 Operating Budget

FUND 06 RETIREMENT FUND
DEPT 715 MISCELLANEOUS

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

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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BEGINNING FUND BAL	16,420	31,459		(7,443)	17,339
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REVENUES

010 101 PROPERTY TAX - CURRENT SEC	1,053,129	1,015,231	1,080,000	1,101,231	1,100,000
010 102 PROPERTY TAX - CURRENT UNSEC	5,805	5,736	10,000	8,703	9,000
010 103 PROPERTY TAX - PRIOR YEARS	6,823	884	1,000	938	1,000
010 110 SUPPLEMENTAL PROPERTY TAX	10,637	10,685	6,000	10,479	10,000
050 607 SECURED HOPTR	11,699	53,562	10,000	10,430	10,000
SUBTOTAL REVENUES	1,088,092	1,086,098	1,107,000	1,131,782	1,130,000

TRANSFERS

715 971 TSFR TO 01-GENERAL FUND	(1,073,053)	(1,125,000)	(1,107,000)	(1,107,000)	(1,130,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(1,073,053)	(1,125,000)	(1,107,000)	(1,107,000)	(1,130,000)

NET DEPARTMENT ACTIVITY	15,039	(38,902)	-	24,782	-
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ENDING FUND BAL	31,459	(7,443)		17,339	17,339
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		Non-Safety			Safety - Police		
		Misc T1	Misc T2	Misc T3	Safety T1	Safety T2	Safety T3
	PERS PLAN	2.5%@55	2%@55	2%@62	3%@50	3%@55	2.7%@57
FY 2012/13	Employer Rate (1)	16.806%	10.518%	6.700%	51.657%	21.802%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	24.806%	17.518%	13.200%	60.657%	30.802%	24.500%
	Employee Paid	5.000%	5.000%	5.000%	5.000%	5.000%	5.000%
	Town Paid	19.806%	12.518%	8.200%	55.657%	25.802%	19.500%
FY 2013/14	Employer Rate	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%
	Employee Rate	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Total Rate	26.208%	18.104%	13.200%	64.960%	31.502%	24.500%
	Employee Paid	8.000%	7.000%	6.500%	9.000%	9.000%	12.250%
	Town Paid	18.208%	11.104%	6.700%	55.960%	22.502%	12.250%

NOTES:	Total	Employee	Town	
	Paid	Paid	Paid	Town %
Retirement Costs				
- FY 2012/13	\$ 1,229,476	\$ 147,110	\$ 1,082,366	88.0%
- FY 2013/14	\$ 1,358,441	\$ 236,950	\$ 1,121,491	82.6%
(1) Applies to Salary and Special Compensation (ie longevity, holiday pay, uniform). Excludes overtime				



Town of Fairfax

2014-15 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).

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL	6,902	2,950		27,950	2,950
REVENUES					
070 733 COPS GRANT	100,000	100,000	100,000	100,000	100,000
SUBTOTAL REVENUES	100,000	100,000	100,000	100,000	100,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES	3,952				
SUBTOTAL APPROPRIATIONS	3,952	-	-	-	-
TRANSFERS					
715 971 TSFR TO 01-GENERAL FUND	(100,000)	(75,000)	(125,000)	(125,000)	(100,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(100,000)	(75,000)	(125,000)	(125,000)	(100,000)
NET DEPARTMENT ACTIVITY	(3,952)	25,000	(25,000)	(25,000)	-
ENDING FUND BAL	2,950	27,950		2,950	2,950

COMPONENTS OF FUND BALANCE:

NOTES:



Town of Fairfax

2014-15 Operating Budget

FUND 08 OFFICE EQUIP REPLACEMENT
DEPT 928 OFFICE EQUIP REPLACEMENT

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

FUND SUMMARY		FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL		31,358	25,324		31,247	40,103
REVENUES						
050 502 INVESTMENT EARNINGS					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
911 OFFICE EQUIPMENT	SEE NOTE	14,034	14,076	10,000	11,145	10,000
SUBTOTAL APPROPRIATIONS		14,034	14,076	10,000	11,145	10,000
TRANSFERS						
715 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		8,000	20,000	20,000	20,000	30,000
SUBTOTAL TRANSFER		8,000	20,000	20,000	20,000	30,000
NET DEPARTMENT ACTIVITY		(6,034)	5,924	10,000	8,855	20,000
ENDING FUND BAL		25,324	31,247		40,103	60,103
COMPONENTS OF FUND BALANCE:						
DESIGNATED FOR SOFTWARE REPLACEMENT			20,000		40,000	60,000
UNDESIGNATED		25,324	11,247		103	103

NOTES:	
911 REPLACE 6 COMPUTERS - ADMIN	10,000

Fairfax Open Circle Arts and Sports (FOCAS) BUDGET MESSAGE

Fairfax Open Circle Arts and Sports (FOCAS) is a program that was developed around 2002 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 more recent incarnation in 2011 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 and our growing teen activities at the Community Center. **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.

2013-14 ACCOMPLISHMENTS:

- Spearheaded fundraising efforts for the Friends of Peri Park campaign securing nearly \$15,000 in donations resulting in new playground equipment/upgrades.
- Published three **Town of Fairfax** FOCAS catalogs.
- Expanded PR outreach by increasing mailing list from 100 to 2,500 addresses.
- Recommended youth rate increase for rentals from \$25/hour to \$50/hour to help maintain and enhance rental options.
- Hosted successful Holiday Craft Faire in December with Sustainable Fairfax.
- Offered Spring Camp option to school aged youth and their families.
- Established 5th annual Camp Fairfax program for school-aged youth and worked with local middle school youth through the Counselor in Training (CIT) program.
- Collaborated with PARC to help secure Kaboom grant for Peri Park.
- Implemented Youth Commission program and expanded services for tweens and teens.
- Refurbished the Community Center.

FY 2014-15 GOALS AND OBJECTIVES:

- Expand fundraising efforts for overall FOCAS programs.
- Expand PR outreach via social media and mailing lists.
- Increase rental revenue with birthday party youth rate increase and contracts with our partnerships approved by Town Council.
- Increase revenue for Camp Fairfax.
- Implement evaluation tools such as Town Picnic Community Assessment and Survey Monkey in collaboration with PARC.
- Expand youth and senior programs.

Department/Division: FOCAS

PERFORMANCE HIGHLIGHTS

Activity/Description	Estimated Year End FY12-13	Target FY13-14	Est Yr End	Target FY14-15
Number of building rental permits issued	35 bday youth rate parties 1 CYO contract 1 Fustal contract 1 Kung Fu contract	40-45 youth rate parties 1 CYO 1 Fustal 1 Kung Fu 1 Miracle Girls	43 parties 1 CYO 1 Fustal 1 Kung Fu	45-50 parties 1 CYO 1 Fustal 1 Kung Fu
Number of year round classes offered	15-20 class offerings	20 offerings	17	20
Number of attendees in classes	Average class size 6-8	Average class size 8-12	8	10
Camp Fairfax participants	112	120	120	120
Number of participants in FOCAS programs (Including bday, classes, fundraising events)	1,000-1,200 estimate	2,000-2,500 estimate	2000	2500

Workplan FY14-15

Activity/Description	Key Milestones	Est. Start Date	Est. Completion Date
Pilot Senior Program	Meet with Aging community and make program plans	Sept. 2014	Jan. 2015
Research and implement evaluation strategy	Discuss database system with data analysis capacity	Sept. 2014	June 2015
Examine facility usage	Work towards better facility usage for community – in Community Center and Pavilion	July 2014	Jan. 2015
Collaborate with PARC on Community Assessment for Town	Discuss survey questions and evaluate need	July 2014	Feb. 2015



Town of Fairfax

2014-15 Operating Budget

FUND 11 RECREATION
DEPT 621 FOCAS

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

FUND SUMMARY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(288)	(9,709)		(7,712)	(10,071)
REVENUES						
070 699 OTHER	SEE NOTE				20,157	
070 817 RESTRICTED DONATIONS					14,721	
090 508 RENTALS		1,734	6,779	16,000	16,847	30,000
090 790 FUNDRAISING		245	5,086	4,000	3,224	4,000
090 822 PROGRAM FEES - CAMP		11,648	13,830	18,000	20,815	22,000
090 904 CLASSES		4,333	18,131	15,000	9,954	26,000
SUBTOTAL REVENUES		17,960	43,826	53,000	85,718	82,000
APPROPRIATIONS						
624 731 BUILDING & GROUNDS MAINT		1,727			5,898	
620 842 SPECIAL DEPARTMENT SUPPLIES		600	149	1,000	-	1,000
SENIOR PROGRAMS	NOTE 1				-	3,000
621 - FOCAS						
411 REGULAR PT SALARIES		22,132	32,320	33,000	39,570	46,176
494 MEDICARE		284	468	300	572	670
492 WORKERS COMP.						1,273
804 TELEPHONE		510	749	600	510	800
813 OFFICE SUPPLIES		214	82	1,000	-	
821 OUTSIDE CONSULTING SVS	SEE NOTE	8,531	12,971	12,000	8,849	25,000
822 CONTRACTED SERVICES	SEE NOTE	1,702	869	535	473	600
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,199	2,373	1,500	37,049	3,000
861 MEETING/CONF & TRAVEL					72	
881 SPECIAL SERVICES		479		4,000	4,580	5,000
890 MISCELLANEOUS		50		500	115	100
622 - CAMP FAIRFAX						
821 OUTSIDE CONSULTING SVS		5,470		8,000	1,747	8,000
822 CONTRACTED SERVICES		635	8,985	525	10,509	600
842 SPECIAL DEPT SUPPLIES		842	711	700	1,135	1,000
890 MISCELLANEOUS		7	150	200	-	200
SUBTOTAL APPROPRIATIONS		45,381	59,828	63,860	111,077	96,419
TRANSFERS						
100 931 TSFR FROM 01-GENERAL FUND		18,000	18,000	18,000	23,000	25,000
SUBTOTAL TRANSFER		18,000	18,000	18,000	23,000	25,000
NET DEPARTMENT ACTIVITY		(9,421)	1,997	7,140	(2,359)	10,581
ENDING FUND BAL		(9,709)	(7,712)		(10,071)	510
Allocation of Positions:						
RECREATION COORDINATORS (2)				0.75	0.75	0.75
Total Full Time Equivalent Employees		0.00	0.00	0.75	0.75	0.75

NOTES:	699 KABOOM grant for park equipment (\$20,000) / County Youth
	821 Instructors (70% of class revenue)
	822 Website fees - Constant Contact, CitiMax
	842 Peri Park playground equipment upgrade \$32,700
NOTE 1	Pilot Senior program featuring Book Club / Exercise classes / Computer classes



Town of Fairfax

2014-15 Operating Budget

FUND 12 RECREATION
DEPT 622 FAIRFAX FESTIVAL

The Fairfax Festival fund is a special revenue fund 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. In 2014, The festival will be held on June 14 & 15

FUND SUMMARY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		7,483	10,069		5,746	4,746
REVENUES						
090 882 FESTIVAL REVENUE		46,847	44,995			
090 823 SPONSORS				3,000	3,000	3,000
090 824 VENDORS/BOOTH				30,000	30,000	30,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000	3,000	3,000
070 699 OTHER						
SUBTOTAL REVENUES		46,847	44,995	36,000	36,000	36,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE	3,805	3,911	5,000	5,000	5,000
814 ADVERTISING				2,500	2,500	2,500
815 PRINTING	SEE NOTE			300	300	300
821 OUTSIDE CONSULTING SVS	SEE NOTE			2,500	2,500	2,500
822 CONTRACT SERVICES				7,000	7,000	7,000
842 SPECIAL DEPT SUPPLIES					-	
882 FAIRFAX FESTIVAL - OTHER		40,457	39,318	4,000	4,000	4,000
890 MISCELLANEOUS				10,700	10,700	10,700
SUBTOTAL APPROPRIATIONS		44,262	43,229	32,000	32,000	32,000
TRANSFERS						
715 971 TSFR TO 01-GENERAL FUND			(6,089)	(5,000)	(5,000)	(5,000)
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		-	(6,089)	(5,000)	(5,000)	(5,000)
NET DEPARTMENT ACTIVITY		2,585	(4,323)	(1,000)	(1,000)	(1,000)
ENDING FUND BAL		10,069	5,746		4,746	3,746

NOTES:

825 Shirts, food & drinks

497 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

2014-15 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) perform Public Works safety improvements,
- (3) providing matching funds for state and federal grants, and
- (4) revitalizing Youth Programs.

Programs are overseen by a citizen committee. Revenue is based on a tax of \$125 per unit

Measure I is five-year revenue effective July 2010 expiring June 2015.

FUND SUMMARY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(7,090)	(8,562)		(4,088)	0
REVENUES						
010 120 \$125 SPECIAL MUNI SERV TAX		463,528	456,474	460,000	463,732	460,000
SUBTOTAL REVENUES		463,528	456,474	460,000	463,732	460,000
APPROPRIATIONS						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
TRANSFERS						
971 TSFR TO FUND 01 - GENERAL FUND		(348,000)	(335,000)	(230,219)	(229,862)	(323,000)
951 TSFR TO FUND 51 - CIP GRANTS		(68,000)	(68,000)	(130,000)	(130,000)	(117,000)
951 TSFR TO FUND 52 - CIP STORM				(65,000)	(65,000)	
953 TSFR TO FUND 53 - CIP TOWN		(49,000)	(49,000)	(34,781)	(34,781)	(20,000)
SUBTOTAL TRANSFER		(465,000)	(452,000)	(460,000)	(459,643)	(460,000)
NET DEPARTMENT ACTIVITY		(1,472)	4,474	-	4,089	-
ENDING FUND BAL		(8,562)	(4,088)		0	0
DESIGNATION OF REVENUES:						
POLICE SERVICES		180,000	167,000	62,219	56,862	148,000
FIRE SERVICES		150,000	150,000	150,000	150,000	150,000
YOUTH PROGRAMS		18,000	18,000	18,000	23,000	25,000
PUBLIC WORKS IMPROVEMENTS		49,000	49,000	161,781	161,781	69,000
MATCHING FUNDS FOR GRANTS		68,000	68,000	68,000	68,000	68,000
TOTAL		465,000	452,000	460,000	459,643	460,000

NOTES:



Town of Fairfax

2014-15 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. Cities receive 15.9% of the tax collected, which is currently 18 cents per gallon,

FUND SUMMARY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL		(27,451)	7,287		(1,334)	8,930
REVENUES						
060 608 Gas Tax - Section 2105		34,467	33,072	45,000	34,073	36,984
060 604 Gas Tax - Section 2106		31,994	32,939	37,500	29,170	33,582
060 605 Gas Tax - Section 2107		50,897	52,451	60,000	54,038	45,443
060 606 Gas Tax - Section 2107.5		2,000	2,000	2,000	2,000	2,000
060 611 Gas Tax - Section 2103 (Prop 42)		99,881	65,417	67,900	104,483	80,476
TOTAL REVENUES	SEE NOTE	219,238	185,879	212,400	223,764	198,485
APPROPRIATIONS						
SUBTOTAL		-	-	-	-	-
TRANSFERS						
971 TSFR TO FUND 01 - GENERAL FUND		(144,500)	(144,500)	(144,500)	(144,500)	(127,000)
953 TSFR TO FUND 51 - CIP GRANTS		(40,000)	(50,000)	(25,000)	(25,000)	(35,000)
953 TSFR TO FUND 53 - CIP TOWN		-	-	(44,000)	(44,000)	(45,000)
SUBTOTAL		(184,500)	(194,500)	(213,500)	(213,500)	(207,000)
NET DEPARTMENT ACTIVITY		34,738	(8,621)	(1,100)	10,264	(8,515)
ENDING FUND BAL		7,287	(1,334)		8,930	415

NOTES:
Revenue projections provided by California City Finance



Town of Fairfax

2014-15 Operating Budget

FUND 42-45 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 \$193,726 of additional capital to be used for Measure K street purposes.

FUND SUMMARY		FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL		813,908	713,311		753,367	771,263
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	510,949	515,776	483,300	493,520	442,651
010 102	PROPERTY TAX - CURRENT UNSEC	2,960	2,868	500	298	
010 103	PROPERTY TAX - PRIOR YEARS	3,585	288		6,641	
010 110	SUPPLEMENTAL PROPERTY TAX	5,352	5,322	2,500	5,195	2,877
050 607	SECURED HOPTR	5,850	5,690	5,000	2,817	3,000
SUBTOTAL REVENUES		528,695	529,944	491,300	508,471	448,528
APPROPRIATIONS						
FUND 42 - 2002 GENERAL OBLIGATION BONDS						
995	PRINCIPAL SEE NOTE	2,687,835				
996	INTEREST	135,065				
		2,822,900	-	-	-	-
FUND 43 - 2006 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	60,000	65,000	65,000	65,000	70,000
996	INTEREST	83,450	80,950	78,350	78,350	75,475
		143,450	145,950	143,350	143,350	145,475
FUND 44 - 2008 GENERAL OBLIGATION BONDS						
995	PRINCIPAL	74,000	78,000	87,000	87,000	96,000
996	INTEREST	85,366	83,368	80,991	80,991	78,150
		159,366	161,368	167,991	167,991	174,150
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
995	PRINCIPAL	(2,772,800)	102,800	98,500	98,500	108,000
996	INTEREST	-	73,465	77,312	78,765	75,266
		(2,772,800)	176,265	175,812	177,265	183,266
828	BOND ISSUANCE COSTS	84,965				
871	INSURANCE & FEES	1,995	1,995	2,000	1,970	2,000
SUBTOTAL APPROPRIATIONS		439,876	485,578	489,153	490,576	504,891
TRANSFERS						
TRANSFER TO FUND 55 MEAS K CIP		(189,417)	(4,309)			
SUBTOTAL TRANSFER		(189,417)	(4,309)	-	-	-
NET DEPARTMENT ACTIVITY		(100,597)	40,057	2,148	17,896	(56,363)
ENDING FUND BAL		713,311	753,367		771,263	714,901

NOTES:

FUND 41	REFUNDED 2000 SERIES BONDS	
FUND 42	REFUNDED 2002 SERIES BONDS 3/20/12	2,880,000



Town of Fairfax

2014-15 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 and Gas Tax funds.

FUND SUMMARY		FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
BEGINNING FUND BAL		(301,443)	6,662		(22,805)	131,182
REVENUES						
060 915 NON MOTORIZED TRANSP GRANT		-		68,000	15,303	
060 920 MEASURE A PROCEEDS		138,532	43,967	-	-	23,771
070 699 FEDERAL/STATE GRANT REVENUE		67,360	34,752	775,000	211,609	664,000
070 747 HAZ SOLID WASTE JPA					12,422	
070 864 STATE PARK BOND REVENUE				124,503	-	112,003
070 868 BICYCLE RACK		5,946			-	
070 704 RECYCLING GRANT		16,750		5,000	-	
070 710 HIGHWAY BRIDGE PROGRAM (HBP)				1,500,000	427,539	951,000
070 695 COUNTY				15,000	-	
070 738 TRAFFIC CONGESTION		12,000			-	
SUBTOTAL REVENUES		240,588	78,719	2,487,503	666,873	1,750,774
APPROPRIATIONS						
821 OUTSIDE CONSULTING SVS		58,747	83,893	17,000	22,342	-
825 ENVIRONMENTAL & PERMITS			150	-	22	70,000
826 ENGINEERING & DESIGN		20,923	22,521	2,120,000	455,834	1,376,000
827 CONSTRUCTION		100,269	151,096	632,000	165,719	585,771
828 CONSTRUCTION ENGINEERING OTHER		2,047	371	-	468	-
SUBTOTAL APPROPRIATIONS		181,986	259,153	2,769,000	644,384	2,031,771
TRANSFERS						
TSFR FUND 01 - GENERAL FUND		141,504		(23,503)	(23,503)	(21,003)
100 941 TSFR FROM FUND 20 - MEASURE I		68,000	68,000	130,000	130,000	117,000
100 942 TSFR FROM FUND 21 - GAS TAX		40,000	50,000	25,000	25,000	35,000
100 951 TSFR FROM FUND 54 - PAVILION RESTOR				150,000		150,000
100 951 TSFR FROM FUND 55 - MEASURE K		-	32,967	-		-
SUBTOTAL TRANSFER		249,504	150,967	281,497	131,497	280,997
NET DEPARTMENT ACTIVITY		308,105	(29,467)	-	153,987	-
ENDING FUND BAL		6,662	(22,805)		131,182	131,182
ALLOCATION OF APPROPRIATIONS:						
51- 755 FFX BIKE SPINE		30,472	15,898		91,311	
51- 868 BIKE RACK INSTALLATION		859				
51- 891 SFD BIKE LAKE STRIPING		5,403	19,537	68,000	70,725	
51- 892 PASTORI SIDEWALK		10,999	168,175		920	
51- 895 OAK MANOR SIDEWALK		45,732	1,950			
51- 907 HAZARD FUEL ELIMINATION		73,567				
51- 909 PAVILION SEISMIC RETROFIT		14,953	13,347	585,000	599	585,000
51- 756 ZERO WASTE GRANT			13,136		7,635	
51- 870 PARK PATHWAY IMP			150		22	
51- 900 ENERGY EFFICIENCY PROJ			1,613			
51- 908 BRIDGE DESIGN - CREEK RD/MEADOW			24,349			
51- 760 BALLFIELD RESTROOMS				30,000	21,147	
51- 820 WOMENS CLUB REHABILITATION				28,000		28,000
51- 821 PAVILION FLOOR & KITCHEN				88,000		88,000
51- 856 MEADOW WAY BRIDGE				900,000	126,387	850,000
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE				370,000	86,538	370,000
51- 873 CREEK ROAD BRIDGE				700,000	239,101	700,000
51- XX1 MISC PARK & TRAIL IMPROVEMENTS						30,771
51- XX2 AZALEA AVENUE BRIDGE						200,000
Totals		181,986	258,153	2,769,000	644,384	2,851,771



Town of Fairfax
2014-15 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.

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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BEGINNING FUND BAL	(145,756)	40,561		26,065	0
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REVENUES

050 502 INVESTMENT EARNINGS				-	
070 600 FEDERAL/STATE GRANT REVENUE			48,631	7,063	
070 699 OTHER					
SUBTOTAL REVENUES	-	-	48,631	7,063	-

APPROPRIATIONS

524 821 OUTSIDE CONSULTING SVS	19,136	79,131	70,000	97,334	
524 825 ENVIRONMENTAL & PERMITS				1,706	
524 826 ENGINEERING & DESIGN		6,105	20,000	17,068	
524 827 CONSTRUCTION	(3,711)		110,000	241,285	
524 828 CONSTRUCTION ENGINEERING					
070 699 OTHER					
SUBTOTAL APPROPRIATIONS	15,425	85,236	200,000	357,393	-

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND	201,743	70,740	86,369	259,265	
100 941 TSFR FUND 20 - MEASURE I			65,000	65,000	
SUBTOTAL TRANSFER	201,743	70,740	151,369	324,265	-

NET DEPARTMENT ACTIVITY

186,318	(14,496)	-	(26,065)	-
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ENDING FUND BAL

40,562	26,065		0	0
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ALLOCATION OF APPROPRIATIONS:

52- 522 PERI PARK BRIDGE	(25,075)				
52- 523 PERI PARK TENNIS CT/BANK	20,524				
52- 524 PASTORI OUTFALL PIPE	19,136	85,236	200,000	337,083	
52- 861 ELECTRIC CHARGING STATION				20,310	
Totals	14,584	85,236	200,000	357,393	-

NOTES: No Projects are budgeted for FY 14/15



Town of Fairfax
2014-15 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

FUND SUMMARY	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted	FY 2013-14 Projected	FY 2014-15 Proposed
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BEGINNING FUND BAL	(135,952)	-		(192,167)	(4,496)
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REVENUES

070 695 COUNTY - OTHER		15,000			
070 600 FEDERAL/STATE GRANT REVENUE			300,000		-
060 920 MEASURE A TAM TRANSP TAX			138,339	138,339	96,554
070 699 OTHER SEE NOTE	3			40,000	
SUBTOTAL REVENUES	3	15,000	438,339	178,339	96,554

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	12,594	3,231	20,000	3,832	20,000
825 ENVIRONMENTAL & PERMITS			-		-
826 ENGINEERING & DESIGN	19,456	11,716	75,000	4,681	22,000
827 CONSTRUCTION		241,221	407,120	60,404	119,554
828 CONSTRUCTION ENGINEERING			-		-
814 OTHER			-	532	-
903 996 SOLAR PANEL LEASE SEE NOTE	16,600				
SUBTOTAL APPROPRIATIONS	48,650	256,167	502,120	69,449	161,554

TRANSFERS

TSFR FUND 01 - GENERAL FUND	135,599		(15,000)		-
100 941 TSFR FUND 20 - MEASURE I	49,000	49,000	34,781	34,781	20,000
100 942 TSFR FUND 21 - GAS TAX			44,000	44,000	45,000
SUBTOTAL TRANSFER	184,599	49,000	63,781	78,781	65,000

NET DEPARTMENT ACTIVITY

NET DEPARTMENT ACTIVITY	135,952	(192,167)	-	187,671	-
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ENDING FUND BAL

ENDING FUND BAL	-	(192,167)		(4,496)	(4,496)
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ALLOCATION OF APPROPRIATIONS:

53- 761 PAVEMENT MGMT PLAN ASST PROG		2,000			
53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM			30,000		30,000
53- 830 DOWNTOWN IMPROVEMENTS			-		
53- 867 TREE MAINT PROGRAM		225			
53- 887 STREET RESURFACING/REPAIR	32,050	254,310	87,120	69,449	182,000
53- 894 PARKADE IMPROVEMENTS			385,000		
SOLAR PANEL	16,600				
Totals	48,650	256,535	502,120	69,449	212,000

NOTES:

699 IN KIND CONTRIBUTION (STAFF TIME)
996 SOLAR PANAL LEASE PAYMENT MOVED TO FUND 3



Town of Fairfax
2014-15 Operating Budget

FUND 54 CIP - PAVILION
DEPT CAPITAL PROJECTS

FUND SUMMARY	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed
BEGINNING FUND BAL	-	765		150,765	150,765
REVENUES					
050 502 INVESTMENT EARNINGS	765				
070 600 FEDERAL/STATE GRANT REVENUE					
060 920 MEASURE A TAM TRANSP TAX					
070 699 OTHER					
SUBTOTAL REVENUES	765	-	-	-	-
APPROPRIATIONS					
821 OUTSIDE CONSULTING SVS					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN					
827 CONSTRUCTION					
828 CONSTRUCTION ENGINEERING					
842 SPECIAL DEPT SUPPLIES					
903 996 SOLAR PANEL LEASE					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
TSFR FUND 01 - GENERAL FUND		150,000	(150,000)		(150,000)
100 941 TSFR FUND 51 - CIP TOWN					
100 942 TSFR FUND 21 - GAS TAX					
SUBTOTAL TRANSFER	-	150,000	(150,000)	-	(150,000)
NET DEPARTMENT ACTIVITY	765	150,000	(150,000)	-	(150,000)
ENDING FUND BAL	765	150,765		150,765	765

NOTES:



Town of Fairfax

2014-15 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 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed

BEGINNING FUND BAL	85,725	252,713		(442)	(0)
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REVENUES

050 502 INVESTMENT EARNINGS	349	91			
010 115 MEASURE K PROCEEDS					
SUBTOTAL REVENUES	349	91	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	12,594	3,260			
825 ENVIRONMENTAL & PERMITS		50			
826 ENGINEERING & DESIGN	10,184				
827 CONSTRUCTION		203,961			
828 CONSTRUCTION ENGINEERING		17,318			
994 BOND ADMIN COSTS					
SUBTOTAL APPROPRIATIONS	22,778	224,588	-	-	-

TRANSFERS

100 931 TRANSFER FROM FUND 45 - BOND	189,417	4,309			
715 953 TSFR TO FUND 51 CIP - GRANTS		(32,967)			
100 931 TSFR FROM FUND 01 GENERAL FUND				442	
SUBTOTAL TRANSFER	189,417	(28,658)	-	442	-

NET DEPARTMENT ACTIVITY	166,988	(253,155)	-	442	-
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ENDING FUND BAL	252,713	(442)		(0)	(0)
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ALLOCATION OF APPROPRIATIONS:

10	55-719	Street Resurfacing 11/12	22,778	105,888		
11	55-720	Street Resurfacing 12/13		100,000		
12	55-828	Downtown Sidewalks		18,700		
Totals			22,778	224,588	-	-

NOTES:



Town of Fairfax

2014-15 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 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actual	Actual	Adopted	Projected	Proposed

BEGINNING FUND BAL	(14,576)	11,424		20,765	8,617
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REVENUES

070 815 COUNTY OPEN SPACE GRANT COUNTY MEASURE A PARK			10,000	10,000	50,000
070 816 DONATIONS SEE NOTE		13,107	7,000	14,806	5,000
SUBTOTAL REVENUES	-	13,107	17,000	24,806	55,000

**APPROPRIATIONS
COMMITTEE**

811 POSTAGE			3,000		3,000
812 REPRODUCTION			-		-
815 PRINTING		659	-		-
879 FUNDRAISING COST			2,000	660	2,000
890 MISCELLANEOUS			-		-
822 OUTSIDE SERVICES			-		-
931 BLDGS & LAND SEE NOTE	400	3,108	45,958	43,890	
SUBTOTAL APPROPRIATIONS	400	3,767	50,958	44,550	5,000

TRANSFERS

100 931 TSFR FROM GENERAL FUND SEE NOTE	26,400		3,596	3,596	4,000
100 699 LOAN FROM GENERAL FUND SEE NOTE			4,000	4,000	
SUBTOTAL TRANSFER	26,400	-	7,596	7,596	4,000

NET DEPARTMENT ACTIVITY	26,000	9,341	(26,362)	(12,148)	54,000
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ENDING FUND BAL	11,424	20,765		8,617	62,617
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ALLOCATION OF FUND BALANCE:

Designated for Wall Property	12,070	12,070			
Designated for Skyranch Property					50,000
Designated for Capital Acquisition	300	300		4,617	4,617
Undesignated Balance	(946)	8,395		4,000	4,000
	<u>11,424</u>	<u>20,765</u>		<u>8,617</u>	<u>58,617</u>

Property Acquisitions

Melvin Property (APN: 197-070-05) 2005	200,000
Tax Default (Toyon) (APN: 03-673-931) 2009	6,100
Upper Ridgeway APN #001-193-07 2013	48,283

NOTES:
816 FY14 - County (\$10,000); San Anselmo Open Space (\$5,000); and Marin Open Space (\$2,000)
931 FY14 Purchase of Upper Ridge property
100-931 Transfer from the General Fund (Dunn Proceeds) for Capital Acquisition \$29,996
699 From Revolving loan fund

TOWN OF FAIRFAX

FY2014-15 TO FY2018-19

PROPOSED Five Year Capital Improvement Program



MAYOR

David Weinsoff

VICE MAYOR

Larry Bragman

COUNCIL MEMBERS

John Reed

Reneé Goddard

Barbara Coler

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2011/12

EXPENDITURES																
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	MMWD Watershed Grant
51-870	PERI PARK IMPROVEMENTS	Design & Const	144,994	20,864	124,330				18,541					104,592		1,197
51-891	SIR FRANCIS DRAKE BLVD SIDEWALK IMPROVEMENTS - FROM OLEMA TO BROADWAY (LIBRARY) - NMTPP **	Design & Const	80,000	20,105	59,895						59,895					
51-892	PASTORI AVENUE SIDEWALK - NTPP **	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 & MEADOW WAY	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	10/11 MEASURE K STREET RECONSTRUCTION	Design & Const	84,000	-	84,000							84,000				
55-828	BOLINAS RD SIDEWALKS	Design & Const	260,000	30,810	-											
	TOTALS		\$ 2,177,858	\$ 131,525	\$ 1,817,143	\$ 48,631	\$ 907,009	\$ 41,685	\$ 204,000	\$ 112,500	\$ 95,629	\$ 84,000	\$ 67,900	\$ 104,592	\$ 150,000	\$ 1,197

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	NIMTPP 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											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	35,680	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 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			
	TOTALS		\$ 1,863,628	\$ 65,785	\$ 467,676	\$ 48,631	\$ 700,000	\$ 45,000	\$ 68,000	\$ 180,000	\$ 142,895	\$ 210,000	\$ 68,000	\$ 124,000	\$ 12,422

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2013/14

EXPENDITURES		FUNDING SOURCE 2013/14														
		Estimated Total Project Costs	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Meas A & B TAM Transpo rt Tax	NMTPP Grant Funding	Transfers General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER					
Account No.	PROJECT	Project Phase														
51-891	SFD BLVD BIKE LANE STRIPING PROJECT - NTPP **	Design & Const	68,000					68,000								
51-856	MEADOWWAY BRIDGE	Design & Const	900,000	800,000	25,000	75,000										
51-873	CREEK ROAD BRIDGE	Design & Const	700,000	700,000												
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	370,000	325,000		45,000										
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000					(1,903)	19,903				
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000								(4,100)	62,100	30,000			20,000
51-760	BALLFIELD RESTROOMS	Design & Const	30,000								(2,500)	12,500				
51-909	PAVILION SEISMIC RETROFIT	Design & Const	585,000	450,000							(15,000)	30,000	120,000			
52-524	PASTORI BANK STABILIZATION	Design & Const	200,000	48,631		65,000					86,369					
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	30,000		20,000	10,000										
53-887	STREET RESURFACING & REPAIR	Annual Program	87,120		24,000				63,120							
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-													
53-894	PARKADE IMPROVEMENTS	Design & Const	385,000	300,000		24,781			75,219		(15,000)					
	TOTALS		\$ 3,471,120	\$ 2,623,631	\$ 69,000	\$ 229,781	\$ 138,339	\$ 68,000	\$ 47,866	\$ 124,503	\$ 150,000	\$ 20,000				

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2014/15

EXPENDITURES		FUNDING SOURCE 2014/15										
Account No:	PROJECT	Project Phase	Estimated Total Project Costs FY15	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Meas A & B TAMTranspo rt Tax	NMTTP Grant Funding	Transfers General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-856	MEADOWWAY BRIDGE	Design & Const	400,000	341,000	35,000	24,000						
51-873	CREEK ROAD BRIDGE	Design & Const	280,000	260,000		20,000			-			
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	Design & Const	270,000	214,000		56,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	Design & Const	28,000			10,000			(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	Design & Const	88,000						(4,100)	-	92,100	
51-909	PAVILION SEISMIC RETROFIT	Design & Const	585,000	450,000					(15,000)	92,100	57,900	
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	30,771			7,000				23,771		
51-XX2	AZALEA AVENUE BRIDGE	Design & Const	350,000	350,000								
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	Annual Program	33,000		23,000	10,000						
53-887	STREET RESURFACING & REPAIR	Annual Program	128,554		22,000	10,000	96,554					
53-830	DOWNTOWN IMPROVEMENTS	Design & Const	-	-								
53-894	PARKADE IMPROVEMENTS	Design & Const	-	-		-	-		-			
	TOTALS		\$ 2,193,325	\$ 1,615,000	\$ 80,000	\$ 137,000	\$ 96,554	\$ -	\$ (21,003)	\$ 135,774	\$ 150,000	\$ -

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

Account No:	PROJECT	TOTAL ESTIMATED FIVE YEAR COST	Federal / State Funding	Gas Tax	Measure I Match Grant Funds	Meas A & B TAMTransp Port Tax	NMTTP Grant Funding	Transfers - General Fund & Other	2002 Parks Bond Act	Pavilion Fund	OTHER
51-856	MEADOW WAY BRIDGE	3,300,000	3,182,000	70,000	48,000						
51-873	CREEK ROAD BRIDGE	2,110,000	2,070,000		40,000			-			
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	794,000	671,000		123,000						
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000			10,000			(1,903)	19,903		
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000						(4,100)	-	92,100	
51-909	PAVILION SEISMIC RETROFIT	585,000	450,000					(15,000)	30,000	57,900	
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	30,771			7,000	23,771					
51-XX2	AZALEA AVENUE BRIDGE	2,630,000	2,600,000		30,000						
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	183,000		63,000	120,000						
53-887	STREET RESURFACING & REPAIR	704,554		90,000	118,000	496,554					
53-830	DOWNTOWN IMPROVEMENTS	525,000		-	-						525,000
53-894	PARKADE IMPROVEMENTS	385,000	300,000		24,781	75,219		(15,000)			
	TOTALS	\$ 11,363,325	\$ 9,273,000	\$ 223,000	\$ 520,781	\$ 595,544	\$ -	\$ (36,003)	\$ 49,903	\$ 150,000	\$ 525,000

TOWN OF FAIRFAX

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM EXPENSES BY PROJECT

Account No:	PROJECT	TOTAL FIVE YEAR PROJECT COSTS	PRIOR YEARS	PROPOSED FY 14/15	ESTIMATEDF Y 15/16	ESTIMATED FY 16/17	ESTIMATEDF Y 17/18	ESTIMATEDF Y 18/19
51-856	MEADOW WAY BRIDGE	3,300,000	-	400,000	400,000	-	2,500,000	-
51-873	CREEK ROAD BRIDGE	2,110,000	-	280,000	280,000	-	1,550,000	-
51-871	BRIDGE PREVENTIVE MAINT PROG - SPRUCE, MARIN CANYON BRIDGES	794,000	-	270,000	524,000	-	-	-
51-820	PARK FACILITY IMPROVEMENTS: WOMEN'S CLUB REHABILITATION	28,000	-	28,000	-	-	-	-
51-821	PARK FACILITY IMPROVEMENTS: PAVILION FLOOR & KITCHEN	88,000	-	88,000	-	-	-	-
51-909	PAVILION SEISMIC RETROFIT	585,000	-	585,000	-	-	-	-
51-XX1	MISC PARK & TRAIL IMPROVEMENTS	30,771	-	30,771	-	-	-	-
51-XX2	AZALEA AVENUE BRIDGE	2,630,000	-	350,000	380,000	-	1,900,000	-
53-804	SIDEWALK REPLACE/REPAIR & TREE TRIMMING	183,000	-	33,000	30,000	40,000	40,000	40,000
53-887	STREET RESURFACING & REPAIR	704,554	-	128,554	144,000	144,000	144,000	144,000
53-830	DOWNTOWN IMPROVEMENTS	525,000	-	-	-	175,000	175,000	175,000
53-894	PARKADE IMPROVEMENTS	385,000	-	-	385,000	-	-	-
	TOTALS	\$ 11,363,325	\$ -	\$ 2,193,325	\$ 2,143,000	\$ 359,000	\$ 6,309,000	\$ 359,000



Town of Fairfax
2014-15 Capital Budget

PROJECT 51-820 PARK FACILITY IMPROVEMENTS
WOMEN'S CLUB REHABILITATION

Funds for this project will be used to make the stage more accessible by: 1) adding a lift to the stage, 2) making a restroom ADA accessible, 3) replacing the permanent dais with mobile modular tables for Council meetings, 4) removing the permanent backdrop for Council meetings and replacing with a curtain.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	19,903	19,903				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	19,903	19,903	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	28,000	28,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	28,000	28,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(1,903)					
100 941 TSFR FUND 20 - MEASURE I	10,000					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	8,097	8,097	-	-	-	-

NET DEPARTMENT ACTIVITY

-	-	-	-	-	-	-
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NOTES:



Town of Fairfax 2014-15 Capital Budget

PROJECT 51-821 PARK FACILITY IMPROVEMENTS PAVILION FLOOR & KITCHEN

This project entails constructing ADA restroom (new restrooms) and ADA path of travel improvements (e.g., door and ramping) to the Pavilion. Funding is provided by the State Department of Parks and Recreation Per Capita Grant which covers 25% of the costs which represents the Town's matching fund requirement.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	8,000	8,000				
827 CONSTRUCTION	80,000	80,000				
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
SUBTOTAL APPROPRIATIONS	88,000	-	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(4,100)		(4,100)			
100 941 TSFR FUND 20 - MEASURE I	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	92,100		92,100			
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	88,000	-	-	-	-	-

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
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NOTES:



Town of Fairfax

2014-15 Capital Budget

PROJECT 51-856 MEADOW WAY BRIDGE

The Meadow Way Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Phase I and II design costs are included in FY13-14 even though the design process would take approximately 18-24 months to complete. Phase I is only funded at this time which is only a small portion of the overall design costs of \$900,000. Phase I includes preliminary engineering, community outreach, environmental, and design work for the Meadow Way. No decision has been made with regard to bridge replacement. The Council is waiting for the assessment work to be completed, but making any determinations regarding the replacement of the bridge. HBP has a matching fund requirement.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT						
060 920 MEASURE A PROCEEDS						
070 699 FEDERAL/STATE GRANT REVENUE						
070 699 FEDERAL BPMP						
070 864 STATE PARK BOND REVENUE						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)		341,000	341,000		2,500,000	
070 720 FEMA						
070 695 COUNTY TO BE DETERMINED						
SUBTOTAL REVENUES	-	341,000	341,000	-	2,500,000	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS						
825 ENVIRONMENTAL & PERMITS	30,000		15,000			
826 ENGINEERING & DESIGN	770,000		385,000			
827 CONSTRUCTION	2,500,000				2,500,000	
828 CONSTRUCTION ENGINEERING OTHER	-					
SUBTOTAL APPROPRIATIONS	3,300,000	-	400,000	-	2,500,000	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND						
100 941 TSFR FUND 20 - MEASURE I	48,000		24,000			
100 942 TSFR FUND 21 - GAS TAX	70,000		35,000			
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	118,000	-	59,000	-	-	-

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
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NOTES:



Town of Fairfax
2014-15 Capital Budget

PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM

This project is the repair of the Spruce, Marin and Canyon Rd bridges under the Federal Bridge Preventive Maintenance Program administered by Caltrans. The project assumes all design work funded this fiscal year. However, only Phase I is funded at this time. Phase I includes preliminary engineering, environmental, and community outreach works for the project.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	671,000	214,000	457,000			
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY TO BE DETERMINED	-					
SUBTOTAL REVENUES	671,000	214,000	457,000			

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	30,000	30,000				
826 ENGINEERING & DESIGN	240,000	240,000				
827 CONSTRUCTION	524,000		524,000			
828 CONSTRUCTION ENGINEERING OTHER	-					
SUBTOTAL APPROPRIATIONS	794,000	270,000	524,000			

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE I	123,000	56,000	67,000			
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	123,000	56,000	67,000			

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
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NOTES:

Town of Fairfax

2014-15 Capital Budget



PROJECT 51-873 CREEK ROAD BRIDGE

The Creek Road Bridge is eligible for seismic retrofit work under the Federal Highway Bridge Program (HBP) administered by Caltrans. The total project costs and funding includes construction and design costs. Phase I and II design costs are included in FY13-14 even though the design process would take about 18-24 months to complete. Phase I is only funded at this time which is only a small portion of the overall design costs of \$700,000. Phase I includes preliminary engineering, community outreach, environmental, and design work for the Meadow Way. The Creek Road Bridge is 100% funded by grant fundings. Retrofit may be disposed

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,070,000		260,000	260,000		1,550,000	
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
SUBTOTAL REVENUES	2,070,000	-	260,000	260,000	-	1,550,000	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	40,000		25,000	15,000			
826 ENGINEERING & DESIGN	520,000		255,000	265,000			
827 CONSTRUCTION	1,550,000					1,550,000	
828 CONSTRUCTION ENGINEERING OTHER	-						
SUBTOTAL APPROPRIATIONS	2,110,000	-	280,000	280,000	-	1,550,000	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-						
100 941 TSFR FUND 20 - MEASURE I	40,000		20,000	20,000			
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	40,000	-	20,000	20,000	-	-	-

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-	-
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NOTES:

Town of Fairfax
2014-15 Capital Budget

PROJECT 51-909 PAVILION SEISMIC RETROFIT

Funds for this project will be used to provide seismic retrofit improvements including ADA improvements at the Pavilion including restrooms and path of travel.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	450,000	450,000				
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	92,100	92,100				
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY TO BE DETERMINED	-					
SUBTOTAL REVENUES	542,100	542,100	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-					
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	135,000	135,000				
827 CONSTRUCTION	450,000	450,000				
828 CONSTRUCTION ENGINEERING OTHER	-					
SUBTOTAL APPROPRIATIONS	585,000	585,000	-	-	-	-

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	(15,000)	(15,000)				
100 941 TSFR FUND 20 - MEASURE I	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 951 TSFR FROM FUND 54 - PAVILION REST	57,900	57,900				
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	42,900	42,900	-	-	-	-

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
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NOTES: Park grants are used to provide needed match for ADA improvements



Town of Fairfax
2014-15 Capital Budget

PROJECT 51-XX1 MISC PARK & TRAIL IMPROVEMENTS

NEW

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-							
060 920 COUNTY MEASURE A PARK FUNDS	23,771			23,771				
070 699 FEDERAL/STATE GRANT REVENUE	-							
070 699 FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	-							
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-							
070 720 FEMA	-							
070 695 COUNTY TO BE DETERMINED	-							
SUBTOTAL REVENUES	23,771			23,771				

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	-							
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	3,000			3,000				
827 CONSTRUCTION	27,771			27,771				
828 CONSTRUCTION ENGINEERING OTHER	-							
SUBTOTAL APPROPRIATIONS	30,771			30,771				

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-							
100 941 TSFR FUND 20 - MEASURE I	7,000			7,000				
100 942 TSFR FUND 21 - GAS TAX	-							
100 951 TSFR FROM FUND 54 - PAVILION REST	-							
100 951 TSFR FUND 55 - MEASURE K	-							
SUBTOTAL TRANSFER	7,000			7,000				

NET DEPARTMENT ACTIVITY

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NOTES: Includes:

Repair of Basketball Ct	\$	6,500	includes addl park benches & repair of Peri Park stage
Repair Pavilion parking lot		10,271	
Rep/maint of ped trails & pathways		10,000	
Design Dog park		3,000	
		29,771	



Town of Fairfax

2014-15 Capital Budget

PROJECT 51-XX2 AZALEA AVENUE BRIDGE

NEW

The Azalea Avenue Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by CalTrans. The total project costs and funding includes construction and design costs. Phase I design for Phase I will include preliminary environmental assessments, community outreach, community outreach, conceptual design, and cost estimates. Phase II work begin in FY15-16 and would be complete in 18-24 months. Construction would begin in FY17/18. The project is 100% funded by State and Federal grants.

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
-						
-						
-						
-						
2,600,000		350,000	350,000		1,900,000	
-						
-						
-						
2,600,000	-	350,000	350,000	-	1,900,000	-

REVENUES

060 915 NON MOTORIZED TRANSP GRANT	
060 COUNTY MEASURE A PARK FUNDS	
070 699 FEDERAL/STATE GRANT REVENUE	
070 699 FEDERAL BPMP	
070 864 STATE PARK BOND REVENUE	
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	
070 720 FEMA	
070 695 COUNTY TO BE DETERMINED	
SUBTOTAL REVENUES	1,900,000

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	
825 ENVIRONMENTAL & PERMITS	
826 ENGINEERING & DESIGN	
827 CONSTRUCTION	
828 CONSTRUCTION ENGINEERING OTHER	
SUBTOTAL APPROPRIATIONS	380,000

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	
100 941 TSFR FUND 20 - MEASURE I	
100 942 TSFR FUND 21 - GAS TAX	
100 951 TSFR FROM FUND 54 - PAVILION REST	
100 951 TSFR FUND 55 - MEASURE K	
SUBTOTAL TRANSFER	30,000

NET DEPARTMENT ACTIVITY

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NOTES:



Town of Fairfax
2014-15 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT/REPAIR & TREE TRIMMING

This project is for annual sidewalk repair /replacement & tree trimming
Partial funding is provided through TAM

PROJECT SUMMARY

ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES

060 915 NON MOTORIZED TRANSP GRANT	-					
060 920 MEASURE A & B PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-					
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
070 720 FEMA	-					
070 695 COUNTY	-					
TO BE DETERMINED	-					
SUBTOTAL REVENUES	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE CONSULTING SVS	50,000	10,000	10,000	10,000	10,000	10,000
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	-					
827 CONSTRUCTION	133,000	23,000	20,000	30,000	30,000	30,000
828 CONSTRUCTION ENGINEERING OTHER	-					
SUBTOTAL APPROPRIATIONS	183,000	33,000	30,000	40,000	40,000	40,000

TRANSFERS

100 941 TSFR FUND 01 - GENERAL FUND	-					
100 941 TSFR FUND 20 - MEASURE I	120,000	10,000	20,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	63,000	23,000	10,000	10,000	10,000	10,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-					
100 951 TSFR FUND 55 - MEASURE K	-					
SUBTOTAL TRANSFER	183,000	33,000	30,000	40,000	40,000	40,000

NET DEPARTMENT ACTIVITY

	-	-	-	-	-	-
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NOTES:

- 821 - tree trimming
- 827 - sidewalk replacement & repair



Town of Fairfax

2014-15 Capital Budget

PROJECT 53-887 STREET RESURFACING AND REPAIR

This project includes street & sidewalk repair/reconstruction at various locations in Town. In future years, the priority for street resurfacing will be based on the update to the pavement management study. Sidewalk repair is budgeted at \$20,000/yr. Depending on the type of repairs, some work is performed by Public Works staff. In future years, staff anticipates a combination of Gas Tax and Measure I funds to be allocated to street/sidewalk projects.

PROJECT SUMMARY		ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES								
060 915 NON MOTORIZED TRANSP GRANT								
060 920 MEASURE A & B PROCEEDS	496,554			96,554	100,000	100,000	100,000	100,000
070 699 FEDERAL/STATE GRANT REVENUE	-							
070 699 FEDERAL BPMP	-							
070 864 STATE PARK BOND REVENUE	-							
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-							
070 720 FEMA	-							
070 695 COUNTY TO BE DETERMINED	-							
SUBTOTAL REVENUES	496,554			96,554	100,000	100,000	100,000	100,000

APPROPRIATIONS								
821 OUTSIDE CONSULTING SVS	90,000			10,000	20,000	20,000	20,000	20,000
825 ENVIRONMENTAL & PERMITS	-							
826 ENGINEERING & DESIGN	142,000			22,000	30,000	30,000	30,000	30,000
827 CONSTRUCTION	472,554			96,554	94,000	94,000	94,000	94,000
828 CONSTRUCTION ENGINEERING OTHER	-							
SUBTOTAL APPROPRIATIONS	704,554			128,554	144,000	144,000	144,000	144,000

TRANSFERS								
100 941 TSFR FUND 01 - GENERAL FUND	-							
100 941 TSFR FUND 20 - MEASURE I	90,000			10,000	20,000	20,000	20,000	20,000
100 942 TSFR FUND 21 - GAS TAX	118,000			22,000	24,000	24,000	24,000	24,000
100 951 TSFR FROM FUND 54 - PAVILION REST	-							
100 951 TSFR FUND 55 - MEASURE K	-							
SUBTOTAL TRANSFER	208,000			32,000	44,000	44,000	44,000	44,000

NET DEPARTMENT ACTIVITY								
	-			-	-	-	-	-

NOTES: 821 - construction management services
 826 - engineering design for street resurfacing work
 In FY 13/14, Measure I funds are dedicated to the bridge projects, and gas tax funds are allocated to projects.



Town of Fairfax
2014-15 Capital Budget

PROJECT 53-894 PARKADE IMPROVEMENTS

Funds for this project will be used to make sidewalk, parking, landscaping and ADA improvements in the Parkade
Funding is provided by a OBAG grant with required matching of \$100,000

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
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REVENUES	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
060 915 NON MOTORIZED TRANSP GRANT	-						
060 920 MEASURE A & B PROCEEDS	75,219			75,219			
070 699 FEDERAL/STATE GRANT REVENUE	300,000			300,000			
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
070 720 FEMA	-						
070 695 COUNTY TO BE DETERMINED	-						
SUBTOTAL REVENUES	375,219	-	-	375,219	-	-	-

APPROPRIATIONS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
821 OUTSIDE CONSULTING SVS	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	60,000			60,000			
827 CONSTRUCTION	325,000			325,000			
828 CONSTRUCTION ENGINEERING OTHER	-						
SUBTOTAL APPROPRIATIONS	385,000	-	-	385,000	-	-	-

TRANSFERS	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
100 941 TSFR FUND 01 - GENERAL FUND	(15,000)			(15,000)			
100 941 TSFR FUND 20 - MEASURE I	24,781			24,781			
100 942 TSFR FUND 21 - GAS TAX	-						
100 951 TSFR FROM FUND 54 - PAVILION REST	-						
100 951 TSFR FUND 55 - MEASURE K	-						
SUBTOTAL TRANSFER	9,781	-	-	9,781	-	-	-

NET DEPARTMENT ACTIVITY	ESTIMATED TOTAL	PRIOR YEAR ACTUAL	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED	FY 2016-17 ESTIMATED	FY 2017-18 ESTIMATED	FY 2018-19 ESTIMATED
	-	-	-	-	-	-	-

NOTES: The matching requirement is \$100,000 for a total project cost of \$400,000 not including contingencies
The balance of the match (\$24,718) will be provided by Measure I. Staff time to the project in the General Fund will be transferred
The California Transportation Committee has delayed this project for one year

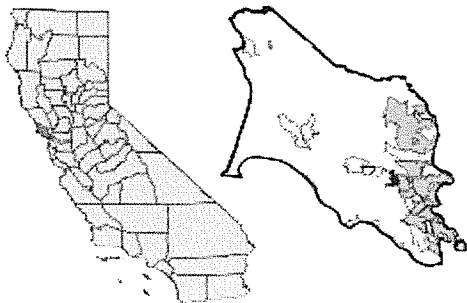
TOWN OF FAIRFAX

2014 - 2015 Operating and Capital Improvement **PROPOSED Budget**



Appendix

Town of Fairfax, California



Demographics

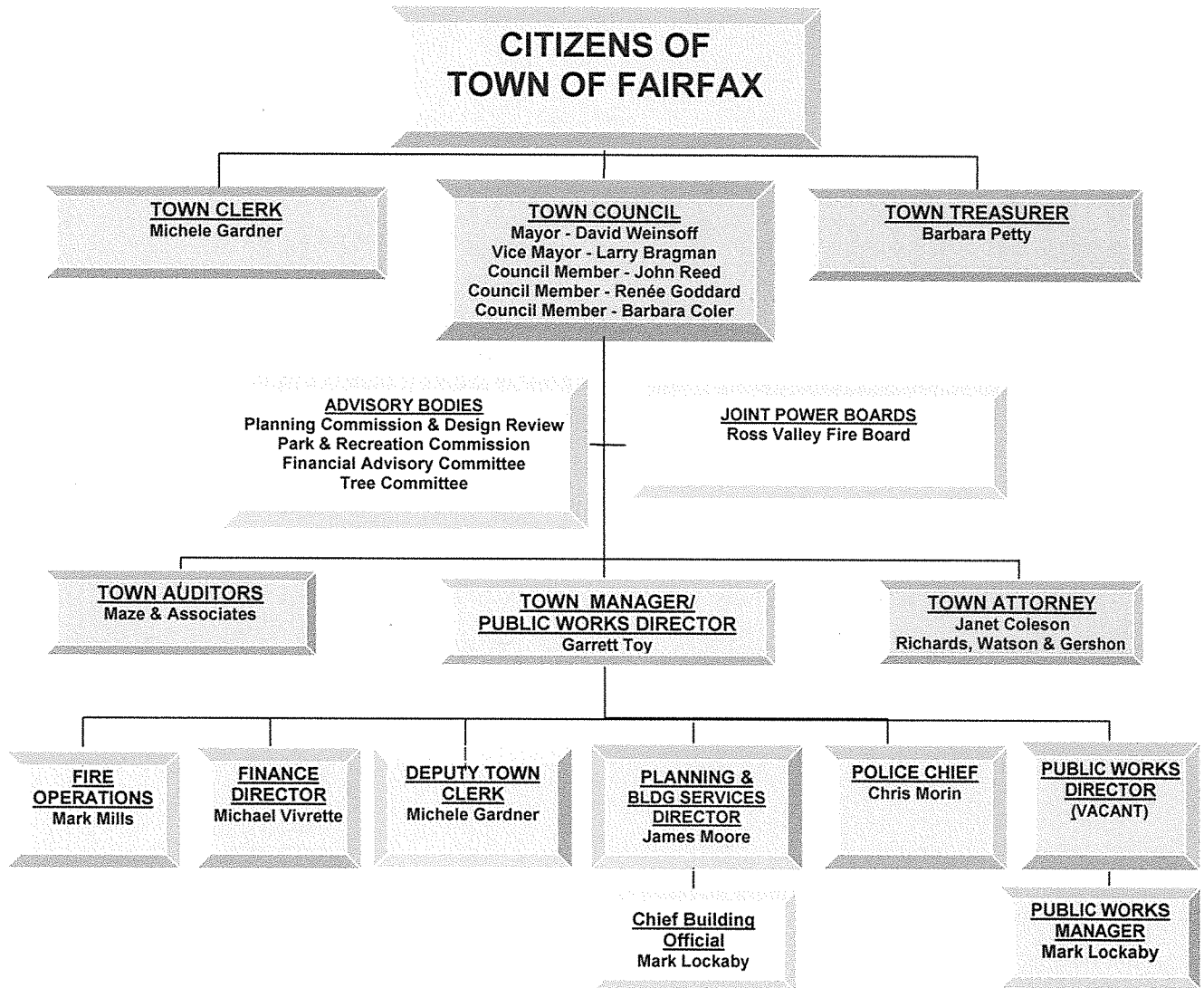
Area	2.204 sq mi (5.707 km ²)
Elevation	115 ft (35 m)
Population (1/1/13)	7,499
Registered Voters (10/22/12)	5,441

Census

Census Year	2010	2000
Population	7,441	7,319
Households	3,585	3,306
Average Household Size	2.20	2.20
Number of Families	1,875	1,811
Average Family Size	2.77	2.76
Household Median Income	\$88,929	\$58,465
Median Age	45.9	42

From Wikipedia, the free encyclopedia; California Department of Finance;

ORGANIZATIONAL CHART AND PRINCIPAL OFFICIALS



FIRE

Fire operations performed by Ross Valley Fire Dept through a joint powers agreement with the Town of Fairfax

FINANCE

General Accounting
Financial Services
Budget
Cash Management & Investments
Payroll
Debt Management
Personnel & Benefit Administration

TOWN MANAGER & TOWN CLERK

Human Resources
Records Management/
Elections
Risk Management
Recreation/FOCAS

COMMUNITY DEVELOPMENT

PLANNING:
Design Review
Environmental Assessment
General Plan
Zoning
BUILDING:
Permits Inspection

POLICE

Patrol
Investigation
Dispatch
Alarm Program
Neighborhood Services
Traffic Safety

PUBLIC WORKS

Streets
Storm Drainage
Water Wastewater
Municipal Services

**TOWN OF FAIRFAX
ALLOCATION OF POSITIONS
FULL TIME EQUIVALENTS (FTE) FOR
FISCAL YEAR 2014/15**

	TOWN MGR	VOLUNTEER	RECREATION	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	PARK MAINT	FOCAS	RENTALS	BLDG
FY15	211	216	217	221	231	241	311	321	411	510	511	611	621	625	911
FTE															

FULL TIME EMPLOYEES:

TOWN MANAGER	1.00				0.10					0.30					
ADMINISTRATIVE ASSISTANT II	1.00	0.25					0.25	0.25							
DEPUTY TOWN CLERK	1.00		1.00												
FINANCE DIRECTOR	1.00				0.10	0.90									
PLANNING DIRECTOR	1.00						1.00								
PRINCIPAL PLANNER	1.00						1.00								
CHIEF BUILDING OFFICIAL	1.00							0.75		0.25					
POLICE CHIEF	1.00								1.00						
POLICE SERGEANT (3)	3.00								3.00						
POLICE OFFICER (4)	4.00								4.00						
DETECTIVE/JUVENILE OFFICER	1.00								1.00						
CORPORAL	2.00								2.00						
POLICE SERVICES TECH/CSO	1.00								1.00						
DISPATCHER (4)	4.00								4.00						
SR MAINTENANCE WORKER (2)	2.00									1.00	1.00				
MAINTENANCE WORKER I	1.00									1.00					
TOTAL FULL TIME (FTE)	26.00	0.85	0.25	1.00	0.20	0.90	2.25	1.00	16.00	0.55	2.00	1.00	-	-	-

PART TIME EMPLOYEES:

COMMUNITY RESOURCE COORD.	0.60	0.30	0.30												
PT ACCOUNTANT	0.60				0.10	0.50									
OFFICE ASSISTANT	0.10					0.10									
PLANNING TECH	0.20						0.20								
RECREATION COORDINATOR (2)	0.75											0.75			
RESERVE POLICE OFFICER (2)	0.50								0.50						
PT DISPATCHER (4)	1.00								1.00						
MAINTENANCE LEADWORKER	0.50												0.25	0.25	
TOTAL PART TIME (FTE)	4.25	-	0.30	0.30	-	0.10	0.60	0.20	1.50	-	-	-	0.75	0.25	0.25
TOTAL FTE	30.25	0.85	0.30	1.00	0.30	1.50	2.45	1.00	17.50	0.55	2.00	1.00	0.75	0.25	0.25

NOTE: DOES NOT INCLUDE PAID ELECTED POSITIONS: COUNCILMEMBERS (5); TREASURER (1)

TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2014/15

FULL TIME EMPLOYEES:	FTE	UNIT	MONTHLY		ANNUAL	
			BOTTOM	TOP	BOTTOM	TOP
TOWN MANAGER	1.00	CONTR	11,667	11,667	140,000	140,000
ASST TO TOWN MANAGER	-	MGMT	6,280	7,270	75,357	87,235
ADMINISTRATIVE ASSISTANT	-	SEIU	3,452	4,196	41,423	50,350
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	3,529	4,289	42,345	51,471
DEPUTY TOWN CLERK	1.00	MGMT	4,735	5,755	56,818	69,063
FINANCE DIRECTOR	1.00	MGMT	8,627	9,987	103,525	119,843
PLANNING DIRECTOR	1.00	MGMT	8,627	9,987	103,525	119,843
PUBLIC WORKS DIRECTOR	-	MGMT	8,627	9,987	103,525	119,843
SENIOR PLANNER	-	MGMT	6,628	7,673	79,542	92,080
PRINCIPAL PLANNER	1.00	MGMT	7,371	8,532	88,447	102,389
CHIEF BUILDING OFFICIAL	1.00	MGMT	7,755	8,978	93,062	107,731
POLICE CHIEF	1.00	CONTR	10,990	10,990	131,885	131,885
POLICE SERGEANT	3.00	POA	6,127	7,819	73,520	93,832
POLICE OFFICER	7.00	POA	5,089	6,495	61,071	77,944
POLICE SERVICES TECH/CSO	1.00	POA	4,096	5,228	49,155	62,735
DISPATCHER	4.00	POA	4,096	5,228	49,155	62,735
SR MAINTENANCE WORKER	2.00	SEIU	4,183	5,084	50,192	61,009
MAINTENANCE WORKER II	-	SEIU	3,521	4,280	42,252	51,358
MAINTENANCE WORKER I	1.00	SEIU	3,352	4,074	40,220	48,888

TOTAL FULL TIME (FTE) 26.00

PART TIME EMPLOYEES:

COMMUNITY RESOURCE COORD	0.60
PT ACCOUNTANT	0.60
OFFICE ASSISTANT	0.10
RECREATION COORDINATOR (2)	0.75
RESERVE POLICE OFFICER (2)	0.50
PT DISPATCHER (4)	1.00
PLANNING TECH	0.20
MAINTENANCE LEADWORKER	0.50

TOTAL PART TIME (FTE) 4.25

TOTAL FTE 30.25

HOURLY	
BOTTOM	TOP
	30.60
	39.78
	15.05
	30.60
	37.47
30.16	37.47
	25.00
	35.70

NOTE: Does not include paid elected positions

Table includes all authorized positions including those which are frozen or vacant

Salaries shown are "Base Wages" and do not include incentive or premium pay

note 1 - Contract employee

note 2 - Admin Sergeant, Corporal, Detective/Juvenile Officer/Lead Dispatcher
 receive +5%

TOWN OF FAIRFAX
PERS RATE HISTORY

S1 - 3% @ 50 Patrol or Local Safety Member									
8243	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	22.27%	
	7/1/2015	63.800	9.000	72.800	-	9.000	63.800	3.33%	
	7/1/2014	61.741	9.000	70.741	-	9.000	61.741	10.33%	
	7/1/2013	55.960	9.000	64.960	-	9.000	55.960	0.54%	
	7/1/2012	51.657	9.000	60.657	4.000	5.000	55.657	0.39%	
	7/1/2011	48.941	9.000	57.941	6.500	2.500	55.441	7.75%	
	7/1/2010	42.451	9.000	51.451	9.000	-	51.451	-1.40%	
	7/1/2009	43.180	9.000	52.180	9.000	-	52.180		

S2 - 3% @ 55 Formula for State Peace or Local Safety Member									
8244	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	-4.71%	
	7/1/2015	24.600	9.000	33.600	-	9.000	24.600	6.66%	
	7/1/2014	23.065	9.000	32.065	-	9.000	23.065	2.50%	
	7/1/2013	22.502	9.000	31.502	-	9.000	22.502	-12.79%	
	7/1/2012	21.802	9.000	30.802	4.000	5.000	25.802	-9.66%	
	7/1/2011	22.062	9.000	31.062	6.500	2.500	28.562	8.35%	
	7/1/2010	17.360	9.000	26.360	9.000	-	26.360	2.10%	
	7/1/2009	16.817	9.000	25.817	9.000	-	25.817		

S3 - 2.7% @ 57 Formula for State Peace or Local Safety Member									
	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	0.00%	
	1/1/2015	12.250	12.250	24.500	-	12.250	12.250	0.00%	
	1/1/2014	12.250	12.250	24.500	-	12.250	12.250	0.00%	
	1/1/2013	12.250	12.250	24.500	-	12.250	12.250		

M1 - 2.5% @ 55 Formula for Local Miscellaneous Members									
8723	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	5.96%	
	7/1/2015	21.100	8.000	29.100	-	8.000	21.100	5.44%	
	7/1/2014	20.011	8.000	28.011	-	8.000	20.011	9.90%	
	7/1/2013	18.208	8.000	26.208	-	8.000	18.208	-8.07%	
note 1	7/1/2012	16.806	8.000	24.806	3.000	5.000	19.806	-7.07%	
note 1	7/1/2011	16.312	8.000	24.312	5.000	3.000	21.312	7.02%	
note 1	7/1/2010	13.414	8.000	21.414	6.500	1.500	19.914		

M2 - 2% @ 55 Formula for Local Miscellaneous Members									
8624	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	-14.53%	
	7/1/2015	12.700	7.000	19.700	-	7.000	12.700	7.26%	
	7/1/2014	11.840	7.000	18.840	-	7.000	11.840	6.63%	
	7/1/2013	11.104	7.000	18.104	-	7.000	11.104	-11.30%	
note 1	7/1/2012	10.518	7.000	17.518	2.000	5.000	12.518	-12.71%	
note 1	7/1/2011	10.341	7.000	17.341	4.000	3.000	14.341	-3.49%	
note 1	7/1/2010	9.359	7.000	16.359	5.500	1.500	14.859		

M3 - 2% @ 62 Formula for Local Miscellaneous Members									
	EFF	ER RATE	EE RATE	TOTAL	ER PD EE	EE PD EE	ER PAID	0.00%	
	1/1/2015	6.700	6.500	13.200	-	6.500	6.700	0.00%	
	1/1/2014	6.700	6.500	13.200	-	6.500	6.700	0.00%	
	1/1/2013	6.700	6.500	13.200	-	6.500	6.700		

note 1: Amount paid by employees (EE) varied by unit, Displayed number is SEIU & Management

TABLE F
TOWN OF FAIRFAX
HEALTHCARE RATES
2007 TO 2014

PLAN	2007	2008	2009	2010	2011	2012	INCR	2013	INCR	2014	INCR	7 YR	AVG
KAISER (HMO)													
1	431.17	470.67	508.30	532.56	568.99	610.44	7.3%	668.63	9.5%	742.72	11.1%	72.3%	10.3%
2	862.34	941.34	1,016.60	1,065.12	1,137.96	1,220.88	7.3%	1,337.26	9.5%	1,485.44	11.1%	72.3%	10.3%
3+	1,121.04	1,223.74	1,321.58	1,384.66	1,479.37	1,587.14	7.3%	1,738.44	9.5%	1,931.07	11.1%	72.3%	10.3%
PERS CHOICE (PPO)													
1	455.18	482.48	482.48	508.74	563.40	574.15	1.9%	667.03	16.2%	690.77	3.6%	51.8%	7.4%
2	910.36	964.96	964.96	1,017.48	1,126.80	1,148.30	1.9%	1,334.06	16.2%	1,381.54	3.6%	51.8%	7.4%
3+	1,183.47	1,254.45	1,254.45	1,322.72	1,464.84	1,492.79	1.9%	1,734.28	16.2%	1,796.00	3.6%	51.8%	7.4%
BLUE SHIELD ACCESS + (HMO)													
1	484.21	532.93	560.57	577.33	675.51	711.10	5.3%	784.63	10.3%	836.59	6.6%	72.8%	10.4%
2	968.42	1,065.86	1,121.14	1,154.66	1,351.02	1,422.20	5.3%	1,569.26	10.3%	1,673.18	6.6%	72.8%	10.4%
3+	1,258.95	1,385.62	1,457.48	1,501.06	1,756.33	1,848.86	5.3%	2,040.04	10.3%	2,175.13	6.6%	72.8%	10.4%
PERS SELECT (PPO)													
1	467.18	467.18	453.16	474.93	492.68	487.39	-1.1%	487.20	0.0%	661.52	35.8%	41.6%	5.9%
2	934.36	934.36	906.32	949.86	985.36	974.78	-1.1%	974.40	0.0%	1,323.04	35.8%	41.6%	5.9%
3+	1,214.67	1,214.67	1,178.22	1,234.82	1,280.97	1,267.21	-1.1%	1,266.72	0.0%	1,719.95	35.8%	41.6%	5.9%
PORAC (ASSOC)													
1	439.00	452.00	484.00	484.00	527.00	556.00	5.5%	581.00	4.5%	634.00	9.1%	44.4%	6.3%
2	822.00	847.00	906.00	906.00	987.00	1,041.00	5.5%	1,088.00	4.5%	1,186.00	9.0%	44.3%	6.3%
3+	1,045.00	1,076.00	1,151.00	1,151.00	1,254.00	1,323.00	5.5%	1,382.00	4.5%	1,507.00	9.0%	44.2%	6.3%
BLUESHIELD NETVALUE (HMO)													
1	478.22	478.22	495.50	500.35	581.24	611.59	5.2%	670.21	9.6%	704.01	5.0%	47.2%	6.7%
2	956.44	956.44	991.00	1,000.70	1,162.48	1,223.18	5.2%	1,340.42	9.6%	1,408.02	5.0%	47.2%	6.7%
3+	1,243.37	1,243.37	1,288.30	1,300.91	1,511.22	1,590.13	5.2%	1,742.55	9.6%	1,830.43	5.0%	47.2%	6.7%
PERSCARE (PPO)													
1	769.50	749.83	749.83	868.17	893.95	1,029.23	15.1%	1,083.11	5.2%	720.04	-33.5%	-6.4%	-0.9%
2	1,539.00	1,499.66	1,499.66	1,736.34	1,787.90	2,058.46	15.1%	2,166.22	5.2%	1,440.08	-33.5%	-6.4%	-0.9%
3+	2,000.70	1,949.56	1,949.56	2,257.24	2,324.27	2,676.00	15.1%	2,816.09	5.2%	1,872.10	-33.5%	-6.4%	-0.9%